



Human Resource Services

Lakeside Plaza Building  
1401 Lakeside Drive, Suite 200  
Oakland, CA 94612-4305  
TDD: (510) 272-3703

July 26, 2016

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendment**

Dear Board Members:

**Recommendation:**

Adopt a Salary Ordinance amendment to (1) amend Section 3-21.22 pertaining to job code 0495CA and (2) adjust the salary for the Deputy Director, Human Resource Services (HRS) classification prior to opening the recruitment.

**Discussion/Findings:**

We are amending Section 3-21.22 to: decrease the pay for performance for the Supervisors' Assistant position, from the current maximum of ten percent to a range of up to five percent; add language to clarify the criteria for designating and compensating a Supervisor's Assistant as Chief of Staff; and provide the option of a ten percent footnote when a Supervisor's Assistant is assigned as Chief of Staff.

Also, prior to opening the recruitment we are recommending that the salary range for Job Code 0290EM, Deputy Director, HRS be increased by 8.67% to be more in line with our external Bay Area comparators. Increasing the salary range, will assist the County in attracting and retaining the most qualified candidate. As such, steps 1 and 5 will be increased accordingly.

**Funding:**

Funds are available in the Fiscal Year 2016-2017 budget appropriation to pay the cost resulting from these actions.

Very truly yours,

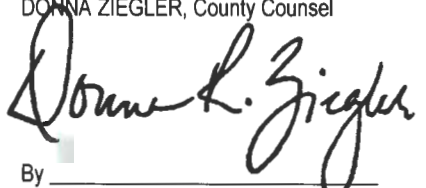
A handwritten signature in cursive script, appearing to read "Kathy Mount".

Kathy Mount, Interim Director  
Human Resource Services

KM:vb

Z:\Board letter 2016\08.02.16\Salary Ordinance Amendment

Cc: County Administrator  
Auditor-Controller  
County Counsel

  
By \_\_\_\_\_

O-2016-43

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2015-2016  
ALAMEDA COUNTY SALARY ORDINANCE

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Article 3, Section 3-21, Subsection 3-21.22, of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-21.22 Persons employed under Job Code 0495CA may be compensated at any salary within the range of salaries for the class subject to the following criteria.

- A. When assigned as Administrative Assistant, not to exceed 76 percent above Step 1;
- B. ~~Effective January 2, 2011,~~ **Effective September 25, 2016** when assigned as Supervisor's Assistant, not to exceed 118 percent above Step 1, except that up to an additional ~~ten percent~~ five percent shall be available annually as a one-time adjustment based upon criteria and process developed and approved by the County Administrator and Director, Human Resource Services.
- C. ~~Effective January 2, 2011,~~ **Effective September 25, 2016,** not to exceed one employee in each Board Office when assigned as Chief of Staff, may be compensated at any salary to the top step of the salary range except that up to an additional ten percent five percent shall be available annually as a one-time adjustment based upon criteria and process developed and approved by the County Administrator and the Director of Human Resource Services. The designation of Chief of Staff shall be limited to one employee in each Board Office and the only individual whose pay can exceed 118 percent above Step 1 is the one person designated Chief of Staff.
- D. **Effective September 25, 2016,** an employee assigned as Chief of Staff in a Board office as referenced in paragraph C, above, may also receive ten percent additional compensation above the top step of the salary range if authorized by the appointing member of the Board of Supervisors.

SECTION II

Article 1, Section 1-2, Subsection 1-2.2, of the County of Alameda Salary Ordinance is hereby amended to specify the following Salary, to be effective on the date shown:

Job Code	TITLE	EFFECTIVE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0290	EM Deputy Director, HRS	9/25/2016	5463.20				6659.20

SECTION III

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names and of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 13<sup>th</sup> day of September, 2016, to wit:

**AYES:** Supervisors Carson, Valle & President Haggerty – 3

**NOES:** None

**EXCUSED:** Supervisors Chan & Miley – 2

  
\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File: 29804  
Agenda No: 31  
Document No: O-2016-43



I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisor, Alameda County, State of California

**ATTEST:**  
Clerk, Board of Supervisors

By: R. Bailey  
Deputy