



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

Human Resource Services

September 20, 2022

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: ADOPT 1) A DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY FOR THE COUNTY OF ALAMEDA; AND 2) A SALARY ORDINANCE AMENDMENT TO ADD SUBSECTION 3-17.56 TO ARTICLE 3, SECTION 3-17. (SHERIFF'S DEPARTMENT)

Dear Board Members:

RECOMMENDATIONS:

- A. Adopt a Discrimination, Harassment, and Retaliation Prevention Policy for the County of Alameda ("County"); and
- B. Adopt a Salary Ordinance amendment to amend Article 3, Section 3-17. (Sheriff's Department) to add subsection 3-17.56, a new footnote that provides for up to nine (9) employees in the classifications of Legal Process Clerk I (Job Code ("JC") #1511) or Legal Process Clerk II (JC #1513) when assigned to the Warrants & Records Unit, a 24/7 work operation, requiring specialized criminal justice information systems knowledge, to receive an additional five percent (5%) compensation of the base pay effective October 16, 2022.

DISCUSSION/SUMMARY:

The current County Sexual Harassment Prevention Prohibition and Equal Employment and Affirmative Action policies from May 1996 have not been amended to incorporate legislative changes impacting discrimination, harassment, and retaliation over the years. As such, staff merged said two (2) policies into a single comprehensive policy reflecting current legal standards and updated the title to the Discrimination, Harassment, and Retaliation Prevention Policy ("Policy"). The Policy also comports with the current infrastructure and practices and establishes guidelines for County agencies and departments to comply with said requirements. Staff notified all employee organizations of the decision to implement the Policy and satisfied our obligation to meet and confer on the impacts of this decision. Staff recommends that your Board adopt the attached Policy for the County.

In addition, at the request of the Alameda County Sheriff's Office ("ACSO"), staff concurs and recommends amending Section 3-17. (Sheriff's Department) of the Salary Ordinance by adding subsection 3-17.56, a footnote to provide up to nine (9) employees in the classifications of Legal Process Clerk I (JC #1511) or Legal Process Clerk II (JC #1413) an additional five percent (5%) compensation of base pay, when assigned to the ACSO Warrants and Records Unit ("Unit") effective October 16, 2022. The footnote is intended to assist with Unit's staffing structure, maintain continuity of operations, recognize the need for specialized knowledge and training that includes special access to multiple Department of Justice criminal database systems, as well as the requirement to testify in court. Staff offered the Service Employees International Union Local 1021 ("Union") the opportunity to meet and confer on the impacts for the said footnote. The Union reached agreement and concurred to add the provision to the Salary Ordinance. Therefore, staff recommends that your Board adopt the attached amendment to Section 3-17. (Sheriff's Department) of the Salary Ordinance.

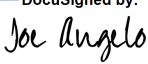
FINANCING:

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the applicable recommendation.

VISION 2026 GOAL:

The Salary Ordinance amendments meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:

2CC022F934DA404...
Joe Angelo, Director
Human Resource Services

c: CAO
Auditor-Controller
County Counsel
All Agency/Department Heads

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

O-2022-40

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2021- 2022
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 3, Section 17, Subsection 3-17.56 of the County of Alameda Salary Ordinance is hereby added to read as follows:

3-17.56 – Effective October 16, 2022, not to exceed nine (9) employees in Job Code 1511 or 1513 when assigned to the Warrants & Records Unit, a 24/7 work operation, requiring specialized criminal justice information systems knowledge, shall receive an additional five percent (5%) compensation of the base pay. This footnote shall be reviewed by the Director of Human Resource Services on or before October 16, 2024.

SECTION II

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

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 4th day of **October, 2022**, to wit:

AYES: Supervisors Brown, Haubert, Miley & President Carson – 4

NOES: None

EXCUSED: Supervisor Valle – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30836
Agenda No: 24
Document No: O-2022-40



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

ATTEST:
Clerk, Board of Supervisors

By: R Bailey
Deputy