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Oakland, CA 94612-4305  
TDD: (510) 272-3703

**Human Resource Services**

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October 1, 2019

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO 1) DELETE OBSOLETE SUBSECTIONS OF ARTICLE 3, SECTION 3-21 (MISCELLANEOUS): 3-21.81, 3-21.86, and 3-21.95, AND 2) UPDATE ARTICLE 7, SECTION 7-8 (GROUP TERM LIFE INSURANCE); AND ADOPT ADMINISTRATIVE CODE AMENDMENTS TO UPDATE SECTIONS 1.04.030 AND 3.28.030

Dear Board Members:

**RECOMMENDATIONS:**

- A. Adopt Salary Ordinance amendments to:
  - i. delete obsolete subsections of Article 3 Section 21 (Miscellaneous): 3-21.81, 3-21.86, and 3-21.95 as they are no longer applicable nor in use;
  - ii. update Section 7-8 (Group Term Life Insurance) to reflect current life insurance benefit; and
- B. Adopt Administrative Code amendments to update sections 1.04.030 (Definitions) and 3.28.030 (Written authorization and written records required) for consistency with the Salary Ordinance and compliance with the provisions of Fair Labor Standards Act (FLSA), respectively.

**DISCUSSION/SUMMARY:**

We recommend deleting the following subsections of Article 3, Section 3-21 (Miscellaneous) of the Salary Ordinance: 3-21.81, 3-21.86, and 3-21.95 because the Community Development Agency has not used the referenced footnotes in these subsections for years and does not anticipate using them in the foreseeable future. The deletion of these subsections is related to Unpresented Management classifications and thus do not affect any employees represented by a labor organization. In addition, we recommend updating Article 7, Section 7-8 (Group Term Life Insurance) of the Salary Ordinance to reflect the current County-provided basic life insurance benefit (removed the benefit reduction at age 70 provision), enhanced several years ago by the County. Staff notified the affected labor organizations of this update.

Staff further recommends updating the following sections of the Administrative Code: a) 1.04.030 (Definitions), by adding job code suffix SE (Senior Executive Management) to the definitions of "M-designated" or "M", which is consistent with the Salary Ordinance as this suffix (SE) was added to Section 1-2 (Job Code Suffixes) of the Salary Ordinance in 2002; and b) 3.28.030 (Written authorization and written records required.), to comply with provisions of the FLSA. Staff notified the County agencies and departments on both these updates, and notified the affected labor organizations of the latter update.

Lastly, as part of the ongoing project to clean up the Salary Ordinance and Administrative Code, staff is recommending non-substantive language updates to the above-referenced sections of the Administrative Code.

**FINANCING:**

There is no net County cost as a result of this action.

**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:

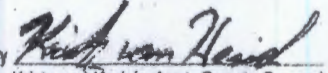


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Joe Angelo, Director  
Human Resource Services

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

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By   
Kristy van Herick, Asst. County Counsel

O-2019-46

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE  
COUNTY OF ALAMEDA ADMINISTRATIVE CODE

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

**SECTION I**

The following definition in Section 1.04.030 of Chapter 1.04 - GENERAL PROVISIONS and the entire Section 3.28.030 of Chapter 3.28 - OVERTIME of the County of Alameda Administrative Code are hereby amended as follows:

**1.04.030 - Definitions.**

"M-designated" or "M" means all positions in item numbers with the suffix SE, EM, SM, PA, CA, MA, or M as shown in the annual Alameda County sSalary eOrdinance.

**3.28.030 - Written authorization and written records required.**

No employee shall work overtime unless written authorization has been given by the department head or ~~his~~ their authorized representative and the overtime work has been entered in departmental records. ~~The county shall have no obligation to compensate unauthorized or unrecorded overtime work.~~ Records of overtime worked and the written authorization therefor shall be retained in the department for purposes of auditing for a period of three (3) years from the date such overtime is performed.

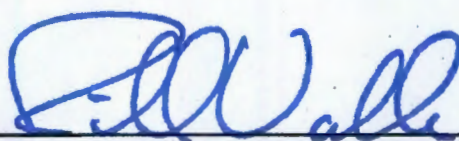
(Prior admin. code § 2-7.02)

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 15<sup>th</sup> day of **October, 2019**, to wit:

**AYES:** Supervisors Carson, Chan, Miley & President Valle – 4

**NOES:** None

**EXCUSED:** Supervisor Haggerty – 1



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30343

Agenda No: 27

Document No: O-2019-46



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

By   
Kristy van Herick, Asst. County Counsel

O-2019-45

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2019 - 2020  
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

**Article 3, Section 21. MISCELLANEOUS** of the County of Alameda Salary Ordinance is hereby amended by the deletion thereto of the following subsections:

~~3-21.81— Effective December 28, 2009, not to exceed one employee occupying a position in Job Code 8435, in the Agricultural/Weight and Measures Department, when assigned and performing duties related to the oversight of agricultural statistics, fruit vegetable and egg standardization inspections and pesticide investigations, shall receive an additional five percent compensation.~~

~~3-21.86— Effective January 23, 2011, not to exceed one employee occupying a position in the Agricultural/Weights and Measures Department of the Community Development Agency, in Job Code 2953 who performs the full range of program responsibility and oversight for the Division of Pest Prevention and Pest Management Service, shall receive additional compensation equivalent to ten percent of the base salary for Job Code 2953.~~

~~3-21.95— Effective May 7, 2017, not to exceed one employee under Job Code 2952EM, (Deputy Director, Community Development Agency) in the Agriculture/Weights and Measures Department, when assigned and performing duties of Agricultural Commissioner/Sealer of Weights and Measures in both Alameda County and Contra Costa Counties, shall receive an additional ten percent (10%) compensation.~~

SECTION II

**Article 7, Section 7-8. GROUP TERM LIFE INSURANCE** of the County of Alameda Salary Ordinance is hereby amended as follows:

Employees shall be provided, at County expense, group term life insurance in the amount of \$25,000, with said coverage being reduced by 35 percent at the age of 65 and to \$2,500 at age 70. This coverage is subject to the provisions, conditions, and limitations of the insurer's contract with the County.

SECTION III

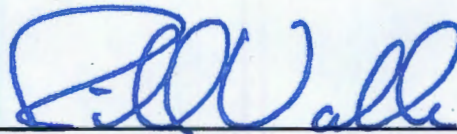
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 15<sup>th</sup> day of **October, 2019**, to wit:

**AYES:** Supervisors Carson, Chan, Miley & President Valle – 4

**NOES:** None

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**PRESIDENT, BOARD OF SUPERVISORS**

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**ATTEST:**  
Clerk, Board of Supervisors

By: R. Barkley  
Deputy