

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

Human Resource Services

September 29, 2009

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

That your Board adopt a Salary Ordinance amendment establishing a new job classification with salary administration criteria; amending two footnotes and deleting three job classifications located in the Community Development and Public Works Agencies.

Discussion/Findings:

We are recommending the new job class of Regional Training Center Instructor (SAN) in the Sheriff's Office. The Alameda County Sheriff's Office (ACSO) Regional Training Center (RTC), in affiliation with the California Commission on Peace Officer Standards and Trainings (POST), offers various classes, including those related to law enforcement. In the past, the Sheriff's Office has employed several instructors at the Regional Training Center through the County's temporary assignment pool. While the instructors do not work full time, their services are sometimes required for more than the 18 months, which exceeds the time limit for temporary personnel. The creation of this position will eliminate this problem. In addition, the salary ordinance footnote allows the setting of an appropriate salary for the various training activities which will require different training and expertise.

We are also recommending the amendment of two footnotes: The Probation Department is requesting to change the effective date for Section 3-14.2 from September 20, 2009 to May 31, 2009. In addition, as a result of a classification study, it was concluded that the incumbent in the Secretary II position in ACERA's Legal Department be upgraded to a Supervising Secretary II. In order to allow the incumbent to retain the footnote for paralegal duties after being upgraded to the new position, it is recommended that we amend the existing footnote to replace the job code of 1220 Secretary II to the new job code of 1221 Supervising Secretary II.

Further, we are recommending the deletion of three job classes that are no longer in use. The Junior Transportation Planner, the Assistant Transportation Planner, and the Associate Transportation Planner located in the Community Development and Public Works Agencies.

Financing:

Funds are available in the 2009-2010 budget appropriation to pay the costs of these actions.

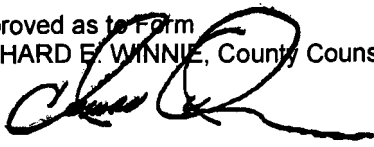
Very truly yours,


Mary Welch, Interim Director
Human Resource Services

MW:vb

Cc: CAO
Auditor-Controller
County Counsel
Sheriff
Director, Probation Department
Director, Community Development Agency
Director, Public Works Agency
General Manager, ACERA

SECOND READING
CONTINUED FROM (Item # 27)
Tuesday, 10/13/09

By 

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2009 - 2010
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the addition thereto of the following Job Code Number, Title, and Salary to be effective November 1, 2009.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
8549	N Regional Training Center Instructor, (SAN)	15.00				37.45

SECTION II

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the addition thereto of the following note to be effective November 1, 2009.

- 3-17.42 The salary level within the range of salaries shown for persons employed under Job Code 8549N shall be determined by the Sheriff and the Director of Human Resource Services. It is further provided that the salaries shall not be subject to the five step salary plan, nor any other salary adjustment for time in class.

SECTION III

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the amendment thereof of the following notes to be effective on the dates shown.

- 3-14.2 Effective May 31, 2009, five persons holding positions under Job Code 6122SM, one assigned as the Office Manager of the Fremont Office, one assigned as the Office Manager of the Pleasanton Office, one assigned the Office Manager of the Hayward Office, one assigned as the Office Manager of the Eastmont Mall Office, and one assigned as the Office Manager of the Las Vistas Training Center, shall receive an additional 5 percent.
- 3-21.63 Effective November 1, 2009, not to exceed one person occupying a position under Job Code 1221 shall receive an additional 5 percent compensation when assigned responsibility for paralegal duties in ACERA.

SECTION IV

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the deletion of the following Job Code Numbers, Titles, and Salaries to be effective November 1, 2009.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
2086	Junior Transportation Planner	2081.60	2182.40	2292.80	2407.20	2527.20
2087	Assistant Transportation Planner	2480.00	2604.80	2734.40	2875.20	3015.20
2088	Associate Transportation Planner	2851.20	2994.40	3144.00	3301.60	3468.00

SECTION V

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 the same in the Inter-City Express, a newspaper published in the said County of Alameda.