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Human Resource Services

October 20, 2015

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

Adopt a Salary Ordinance amendment to (1) establish a new classification of Information Systems Deputy Director, to assist in the oversight of an Agency's Information System operations in larger County Departments, (2) add additional footnote compensation for one position of Assistant Agency Director, Social Services Agency, to compensate for managing and coordinating the work of the largest division within the Social Services Agency, (3) establish a footnote for one position of Executive Assistant to the Director when assigned full supervision and coordination of work in the Social Services Agency Public Information Office, and (4) increase the salary range for the Labor Relations Manager classification prior to opening the recruitment.

Discussion/Findings:

We are recommending the new job class of Job Code 0427SM, Information Systems Deputy Director that will be located in larger Departments, such as the Health Care Services Agency. Creation of this position will provide oversight and direct supervision to managers, while also serving as a department's second in command and leading the Information System Division activities, and serving as the Information Systems Director in his/her absence.

Also, it is recommended that an additional five percent compensation be provided for one position of Job Code 6080EM, Assistant Agency Director, Social Services Agency, when assigned to manage and coordinate the work of the largest division within the Social Services Agency in terms of staffing and budget oversight, as a result of the decision to consolidate the eligibility staff of the Adult, Aging and Medi-Cal Services (AAMS) with the WBA Department, in order to increase the effectiveness of service delivery to individuals and families seeking public assistance.

In addition, we are recommending that an additional seven percent compensation be provided for one position of Job Code 0232PA, Executive Assistant to the Director, when assigned full time supervision and coordination of the work of professional and support staff within the Social Services Agency Public Information Office. Staffing in this department has grown from primarily clerical support to administrative and professional program support, including a number of Program Specialist and Management Analyst. Creation of this footnote will recognize the additional oversight and supervision of staff.

Lastly, we are recommending that the salary range for Job Code 0292SM, Labor Relations Manager be increased by 5% to be more in line with our Bay-Area and State-wide comparators. Prior to opening the recruitment for this position, an external salary survey was conducted that included our comparator 5 Bay-Area Agencies plus the six larger State-wide Agencies. The result indicated that the current salary for the

position was 5% below the median. 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.

Financing:

Funds are available in the 2015-2016 budget appropriation to pay the costs of these actions.

Very truly yours,

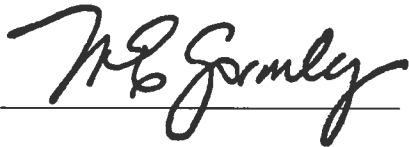
A handwritten signature in black ink, appearing to read "Mary Welch". The signature is fluid and cursive, with the first name "Mary" being larger and more prominent than the last name "Welch".

Mary Welch, Interim Director
Human Resource Services

MW:vb

Z/Board Letters/11.03.15 Salary Ordinance Amendment_HCSA_SSA_HRS

Cc: County Administrator
Auditor-Controller
County Counsel
Director, Health Care Services Agency
Director, Social Services Agency

By 

O-2015-55

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2014 – 2015
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Section 1-2.2 of Ordinance Number O-2014-47 of the County of Alameda is hereby amended by the addition thereto of the following Job Code, Title and Salary to be effective November 22, 2015.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0427 SM	Information Systems Deputy Director	3852.00				4682.40

SECTION II

Section 1-2.2 of Ordinance Number O-2014-47 of the County of Alameda is hereby amended by the amendment thereof of the following Salary to be effective November 22, 2015.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0292 SM	Labor Relations Manager	4787.20				5877.60

SECTION III

Article 3, of Ordinance Number O-2014-47 of the County of Alameda is hereby amended by the addition thereto of the following notes, to be effective on the dates shown:

- 3-21.93 **Effective November 22, 2015**, Persons employed under Job Codes 0427SM, may be compensated at any step in the salary range as determined by the Department Head.
- 3-18.40 **Effective November 22, 2015**, Not to exceed one employee in Job Code 6080EM, Assistant Agency Director, Social Services Agency when assigned to manage and coordinate the work of the largest division within the Social Services Agency in terms of staffing and budget oversight, shall receive an additional five (5%) percent compensation.
- 3-18.41 **Effective November 22, 2015**, Not to exceed one employee in Job Code 0232PA, Executive Assistant to the Director, when assigned full time supervision and coordination of the work of professional and support staff within the Social Services Agency Public Information Office shall receive an additional seven (7%) percent compensation.

SECTION IV

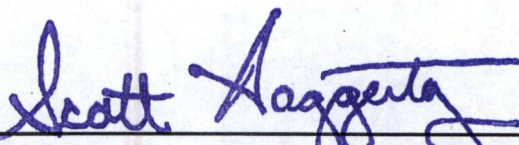
This Ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 17th day of November, 2015, to wit:

AYES: Supervisors Carson, Chan, Miley, Valle & President Haggerty – 5

NOES: None

EXCUSED: None



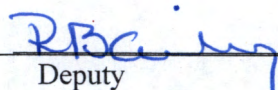
PRESIDENT, BOARD OF SUPERVISORS

File: 29644
Agenda No: 18
Document No: O-2015-55



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: 
Deputy