



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

**Human Resource Services**

---

November 17, 2020

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

**SUBJECT:** ADOPT SALARY ORDINANCE AMENDMENTS TO 1) UPDATE SUBSECTION 1-1.1 TO ESTABLISH ONE (1) CLASS OF PUBLIC ASSISTANCE INVESTIGATOR (JC #8537CA) AND DELETE EIGHT (8) CLASSES, 2) AMEND SUBSECTIONS 3-13.3 & 3-21.3; AND 3) ADD NEW SUBSECTION 3-6.17 (FOOTNOTE FOR JC #5142SM); AND ADOPT AN ADMINISTRATIVE CODE AMENDMENT TO UPDATE CHAPTER 3.04 (EMPLOYER-EMPLOYEE RELATIONS), SECTION 3.04.020 (DEFINITIONS)

Dear Board Members:

**RECOMMENDATIONS:**

A. Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), Subsection 1-1.1 to establish one (1) new classification of Public Assistance Investigator (Job Code ("JC") #8537CA) located in the Office of the Alameda County District Attorney ("Office of DA"), effective November 29, 2020; and delete eight (8) abolished classifications, effective November 29, 2020;
- ii. Amend Article 3, Section 3-13, Subsection 3-13.3 and Section 3-21, Subsection 3-21.3 to delete reference of the abolished classifications; and
- iii. Amend Article 3, Section 3-6 to add Subsection 3-6.17, a footnote for additional compensation of five percent (5%) of the base salary for one (1) employee in the classification of ALL IN Physician (JC #5142SM), retroactive to September 6, 2020.

B. Adopt an Administrative Code amendment to Chapter 3.04 (EMPLOYER-EMPLOYEE RELATIONS) to update the definition of "Director" referenced in Section 3.04.020 (Definitions) and delete reference of the abolished classification of Director of Industrial Relations (JC #0288EM).

**DISCUSSION/SUMMARY:**

Staff recommends that your Board approve establishing one (1) new classification of Public Assistance Investigator (JC #8537CA) in Office of DA, effective November 29, 2020. The County Social Services Agency ("SSA") will be eliminating the welfare fraud unit and the associated positions performing said functions in its Program Integrity Division. Instead, the functions performed by the Welfare Investigators ("WI") in SSA will be performed by Office of DA staff who currently perform related work of investigation and prosecution of welfare fraud cases. The Office of DA requested the creation of this classification in order to expand its welfare fraud functions to include the full scope of duties currently performed by the WIs in SSA. Upon review and analysis, staff deemed it necessary for the Office of DA to establish an appropriate classification that accurately reflects the comprehensive welfare fraud functions to be performed and housed in the Office of DA.

On October 7, 2020, the Civil Service Commission approved the recommendation, to submit to your Board for approval, to abolish eight (8) Unrepresented classifications. The eight (8) classifications recommended for abolishment are obsolete

because either: 1) they are no longer used; 2) the respective agencies/departments will not use the classifications in the foreseeable future, and/or 3) they belonged to a classification series that has been reclassified. Staff contacted the respective agencies/departments and each agreed to abolishing the said eight (8) Unrepresented classifications. As these are all Unrepresented classifications, no offer to meet and confer with any employee organization was required. As part of this recommendation to abolish the said eight (8) Unrepresented classifications, staff also recommends amending subsections 3-13.3 and 3-21.3 of Article 3 of the Salary Ordinance and Section 3.04.020 (Definitions) of the Administrative Code to delete reference of said abolished classifications. Lastly, staff recommends updating one (1) definition in Chapter 3.04 (Employer-Employee Relations) Section 3.04.020 (Definitions) of the Administrative Code in addition to deleting reference of the abolished classification.

Lastly, staff recommends establishing a footnote for the classification of ALL IN Physician (JC#5142SM). Said new footnote provides additional compensation of five percent (5%) of the base salary for one (1) employee in JC #5142SM who establishes and maintains proof of certification from the American Board of Medical Specialties. The classifications of Physician IV (JC#5141MA) and Physician V (JC#5143SM) in the County Health Care Services Agency are currently both eligible for a similar footnote (subsection 3-12.87 of Article 3 of the Salary Ordinance). On September 6, 2020, your Board approved the reallocation of one (1) position in the classification of Physician V (JC#5143SM) to the classification of ALL IN Physician (JC#5142SM), and thus the incumbent should continue receiving the additional compensation. Therefore, staff recommends adding subsection 3-6.17 of Article 3 of the Salary Ordinance to provide a five percent (5%) footnote, not to exceed one (1) employee in the classification of ALL IN Physician (JC #5142SM), retroactive to September 6, 2020.

**FINANCING:**

Funds are available in the 2020-2021 Approved budget and will be included in future years' requested budgets to cover the costs resulting from the applicable recommendations.

**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

# SECOND READING - CONTINUED FROM 11/17/2020

Approved as to Form  
DONNA ZIEGLER, County Counsel

By   
Kristy van Herick, Asst. County Counsel

## 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 definition of "Director" in Chapter 3.04 – EMPLOYER-EMPLOYEE RELATIONS, Section 3.04.020 – Definitions of the County of Alameda Administrative Code is hereby amended as follows:

#### 3.04.020 - Definitions.

"Director" means the ~~d~~Director of ~~industrial relations~~Human Resources Services of the ~~e~~County and ~~or his senior assistant or assistants~~their designee(s).

# SECOND READING - CONTINUED FROM 11/17/2020

Approved as to Form  
DONNA ZIEGLER, County Counsel

By   
Kristy van Herick, Asst. County Counsel

## AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2020 – 2021 COUNTY OF ALAMEDA SALARY ORDINANCE

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

### SECTION I

**Article 1, Section 1-1, Subsection 1-1.1** of the County of Alameda Salary Ordinance is hereby amended for the following job codes, titles and salaries as follows, to be effective on November 29, 2020.

| Job Code        |               | Title  | Unit Code      | Step 01             | Step 02             | Step 03             | Step 04            | Step 05            | FLSA Status  |
|-----------------|---------------|--|----------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------|
| <del>8537</del> | <del>CA</del> | <del>Public Assistance Investigator</del>                | <del>064</del> | <del>3188.80</del>  | <del>3270.40</del>  | <del>3480.00</del>  | <del>3660.00</del> | <del>3819.20</del> | <del>N</del> |
| <del>0235</del> | <del>MA</del> | <del>Management Services Trainee</del>                   | <del>U15</del> |                     | <del>2,276.80</del> | <del>2,374.40</del> | <del>2496.80</del> |                    | <del>N</del> |
| <del>0274</del> | <del>CA</del> | <del>Salary Administration Technician</del>              | <del>U50</del> | <del>2,420.80</del> |                     |                     |                    | <del>2941.60</del> | <del>N</del> |
| <del>0286</del> | <del>EM</del> | <del>Employee Relations Manager</del>                    | <del>054</del> | <del>5,587.20</del> |                     |                     |                    | <del>6810.40</del> | <del>X</del> |
| <del>0287</del> | <del>SM</del> | <del>Human Resource Services Manager</del>               | <del>U50</del> | <del>4,736.80</del> |                     |                     |                    | <del>5957.60</del> | <del>X</del> |
| <del>0288</del> | <del>EM</del> | <del>Director of Industrial Relations</del>              | <del>054</del> |                     |                     |                     |                    | <del>6929.60</del> | <del>X</del> |
| <del>0289</del> | <del>SM</del> | <del>Manager, Employee Benefits and Service Center</del> | <del>U50</del> | <del>4,736.80</del> |                     |                     |                    | <del>5957.60</del> | <del>X</del> |
| <del>5515</del> | <del>NM</del> | <del>Dentist SAN</del>                                   | <del>023</del> |                     |                     |                     |                    | <del>37.53</del>   | <del>X</del> |
| <del>6905</del> | <del>PA</del> | <del>Minority Recruiter</del>                            | <del>U50</del> | <del>2,812.80</del> |                     |                     |                    | <del>4038.40</del> | <del>X</del> |

### SECTION II

**Article 3, Subsections 3-13.3 and 3-21.3** of the County of Alameda Salary Ordinance are hereby amended as follows, to be effective on November 29, 2020:

3-13.3 - Persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0265CA, 0266CA, 0267PA, 0268CA, 0269CA, 0276CA (effective 10/12/14), 0277SM, 0279CA, 0280CA, 0281SM, 0282CA, 0283CA, 0284PA, ~~0285SM, 0286EM, 0287SM, 0289SM,~~ 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), and 0296SM (effective 3/11/18), 0463SM (effective 6/9/13), 0464CA (effective 4/9/17), 0466PA, 0467CA, 0468SM, 0471SM, 0473SM, 0474PA, 0477PA, 0479PA, 0482PA, ~~and~~ 0483PA and 0294SM (effective 10/8/17) may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Department Head.

Provided further that in order to receive a salary in the top five percent of the salary range, those persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0266CA, 0267PA, 0268CA, 0277SM, 0280CA, 0281SM, 0282CA, 0284PA, 0285SM, ~~0286EM, 0287SM, 0289SM,~~ and 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), 0463M (effective 6/9/13), 0466PA, 0467CA, 0468PA and 0473SM must be assigned, on a regular basis, the most difficult and/or sensitive projects, or have administrative/managerial responsibilities not ordinarily part of their on-going assignment, and/or performance evaluations deemed by the Department Head to be extraordinary. It is further provided that the salaries shall not be subject to the Five Step Plan nor to general adjustments prescribed for other County employees.

3-21.3 - Persons employed under Job Codes 0299N ~~and 6905PA~~ may be compensated at any biweekly amount within the range of salaries shown for the ~~ese~~ classifications as determined by the Department Head. It is further provided that the salaries shall not be subject to the Five Step Plan nor to general adjustments prescribed for other County employees. In order for an incumbent to receive a salary in excess of 22 percent (22%) above the first step, the incumbent must meet criteria 1 or 2, and 3.

1. Regularly and individually handle complex assignments requiring skill, expertise, sensitivity and judgment beyond that normally required for the journey level position.
2. Have lead responsibility over a group of positions in the same job class.
3. Achieve an above-average performance rating.

### SECTION III

Article 3, Section 3-6, Subsection 3-6.17 of the County of Alameda Salary Ordinance is hereby added as follows, to be effective on September 6, 2020:

3-6.17 - Effective September 6, 2020, not to exceed one (1) employee in Job Code 5142SM shall receive an additional five percent (5%) compensation of the base salary upon establishing and maintaining proof of certification from the American Board of Medical Specialties.

### 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 it in the Inter-City Express, a newspaper published in the County of Alameda.