



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

**Human Resource Services**

---

November 14, 2023

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

**SUBJECT:** ADOPT 1) SALARY ORDINANCE AMENDMENT TO UPDATE SUBSECTION 3-21.10 AND 2) TWO SIDELETTERS OF AGREEMENT BETWEEN THE COUNTY OF ALAMEDA AND A) THE DEPUTY SHERIFFS' ASSOCIATION OF ALAMEDA COUNTY ("DSA") AND B) THE IFPTE, LOCAL 21 FOR REPRESENTATION UNITS S-06 & S-25 PROFESSIONAL ASSOCIATION OF COUNTY EMPLOYEES ("PACE"), RELATED TO BEREAVEMENT LEAVE AND FAMILY SICK LEAVE

Dear Board Members:

**RECOMMENDATIONS:**

- A. Adopt a Salary Ordinance amendment to include one (1) additional employee in the classification of Chief Departmental Human Resources Administrator ("Chief DHRA"), Job Code ("JC") #0465, located in the General Services Agency ("GSA") to receive the additional compensation of eight percent (8%) of the base pay, when assigned, in addition to the employee's regular assignment, oversight of GSA operational and technical pipeline programs, effective November 26, 2023. And update said subsection 3-21.104 to be reviewed by the Director of Human Resource Services on or before July 1 of each year; and
- B. Adopt two (2) Sideletters of Agreement ("SLA") between the County of Alameda ("County") and i) the Deputy Sheriffs' Association of Alameda County ("DSA") to implement updates to subsections 22.K. (Death in Immediate Family) and 24.K. (Family Sick Leave) of the 2012-2025 Memorandum of Understanding ("MOU") (Attachment 1), and ii) the International Federation of Professional and Technical Engineers, Local 21 for Representation Units S-06 and S-25 Professional Association of County Employees ("PACE") to implement updates to Section 9. (Death in Immediate Family) and subsection 14.G. (Family Sick Leave) of the 2021-2024 MOU (Attachment 2), related to Assembly Bills ("ABs") 1949 and 1041, respectively.

**DISCUSSION/SUMMARY:**

GSA requested to establish a footnote for an employee in the classification of Chief DHRA (JC #0465) to perform additional duties outside the scope of the classification. Staff concurs with the request and recommends including one (1) additional employee in the classification of Chief DHRA (JC #0465) in GSA to be eligible for the footnote as outlined in subsection 3-21.104 of the Salary Ordinance. GSA's Chief DHRA will have oversight of the GSA operational and technical pipeline programs. Specifically, the pipeline programs are an agency-wide initiative that is designed to prepare employees for career advancement and/or development in various fields within GSA and the Chief DHRA will oversee the program planning, evaluation, compliance, and implementation of said programs. Based on the added programmatic duties of GSA's Chief DHRA, which are similar to the additional program oversight as performed by the Chief DHRA in each of the County Social Services Agency ("SSA") and Health Care Services Agency ("HCSA"), staff recommends expanding the current subsection 3-21.104 to include an additional employee in the classification of Chief DHRA in GSA, effective November 26, 2023. This footnote shall no longer apply when said employee in SSA, HCSA

or GSA is no longer assigned the additional oversight of the aforementioned programs. Also, subsection 3-21.104 states that said footnote is subject to a review by the Director of HRS on or before July 10, 2023. The Director of HRS completed the review of said footnote and determined that both SSA and HCSA have a need for its respective Chief DHRAs to continue performing the added programmatic duties. To ensure that the footnote is reviewed regularly, staff recommends amending Article 3, Section 3-21 (Miscellaneous), subsection 3-21.104 of the Salary Ordinance to state that said footnote is subject to a review by the Director of HRS on or before July 1 of each year.

In addition, staff recommends that your Board adopt the attached two (2) SLAs between the County and 1) DSA; and 2) PACE. On September 29, 2022, the Governor of California approved ABs 1949 and 1041 effective January 1, 2023. AB 1949 requires employers, including the County, to allow eligible employees to take up to five (5) days of unpaid bereavement leave for the death of a qualifying family member. Under this new law, the employee must have worked for at least 30 days with the County to be eligible for the bereavement leave; and the five (5) days of leave do not need to be taken consecutively but must be completed within three (3) months of the date of death of the family member. AB 1949 further states that the County may require the employee to provide documentation of the death of the family member within 30 days of the first (1<sup>st</sup>) day of the bereavement leave. In addition, AB 1041 expands the class of people for whom eligible employees may take leave to care for to also include a "designated person", defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees must identify their "designated person" at the time they request the leave; and employees are limited to one (1) designated person per 12-month period. As such, the County reached agreements with both DSA and PACE as reflected in the attached two (2) SLAs on updates to subsections 22.K. (Death in Immediate Family), and 24.K. (Family Sick Leave) of the 2012-2025 MOU; and Section 9. (Death in Immediate Family), and subsection 14.G. (Family Sick Leave) of the 2021-2024 MOU, respectively.

**SELECTION CRITERIA:**

N/A

**FINANCING:**

Funds are available in the 2023-2024 Approved Budget and will be included in future years' requested budgets to cover the cost resulting from the applicable recommendation.

**VISION 2026 GOAL:**

The recommendations 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:  
  
24C63D8E074A48D...

Margarita Zamora, Interim Director  
Human Resource Services

- c: CAO
- County Counsel
- Auditor-Controller
- Sheriff
- Directors, GSA/HCSA/SSA

By   
Kristy van Herick, Asst. County Counsel

O-2023-60

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2023-2024  
COUNTY OF ALAMEDA SALARY ORDINANCE

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

**SECTION I**

**Article 3, Section 3-21, subsection 3-21.104 of the County of Alameda Salary Ordinance is hereby amended to read as follows:**

3-21-104 – Effective July 11, 2021, not to exceed one (1) employee in Job Code 0465~~SM~~, Chief Departmental Human Resources Administrator, in each of the ~~Alameda County~~ Social Services Agency (“SSA”) and Health Care Services Agency (“HCSA”), and effective November 26, 2023, not to exceed one (1) employee in Job Code 0465 in the General Services Agency (“GSA”), when assigned, in addition to their regular assignment, oversight of staff development that includes departmental technical training with a training staff of over 50 employees; ~~or~~ Emergency Medical Services Corps and Alameda County Healthcare Pipeline programs; or operational and technical pipeline programs, in SSA, ~~or~~ HCSA, or GSA, respectively, shall receive up to an additional eight percent (8%) compensation of the base pay.

This footnote shall no longer apply when ~~either the~~ employee is no longer assigned the additional oversight of the aforementioned areas. This footnote will be subject to a review by the Director of Human Resource Services on or before July 1 of each year~~10, 2023~~.

**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 **28<sup>th</sup>** day of **November, 2023**, to with:

**AYES:** Supervisors Carson, Haubert, Marquez, Tam & President Miley – 5

**NOES:** None

**EXCUSED:** None



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31089  
Agenda No: 33  
Document No: O-2023-60



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