

Human Resource Services

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

November 8, 2011

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

SECOND READING

Subject: Salary Ordinance Amendment

Dear Board Members:

CONTINUED FROM (Item # 26)
Tuesday, 11/22/11

Recommendation:

That your Board adopt a Salary Ordinance amendment adding one new Job classification, with salary administration criteria, and three new footnotes in the Treasurer-Tax Collector Department.

Discussion/Findings:

We are recommending the new job classification of Job Code 1604SM, Treasurer-Tax Collector Supervisor in the Treasurer-Tax Collector Department, which is as a result of a reorganizational study.

This class is unique to the Treasure-Tax Collector Department in that incumbents, although responsible for first line supervision, are required to have a detailed knowledge of the specialized legal and administrative functions of tax collection, software and programs specifically designed for the Office of the Treasurer-Tax Collector in order to train, lead and supervise the work of staff performing this specialized work.

In addition, we are recommending three additional footnotes be established for Job Code 1603, Treasurer-Tax Collector Specialist III, within the Treasurer-Tax Collector Department. All three footnote recommendations are as a result of the reorganizational study and analysis of duties relevant to the needs of the Department. Creation of these footnotes will recognize additional responsibilities being performed.

Financing:

Funds are available in the 2011-2012 budget appropriation to pay the cost of this action.

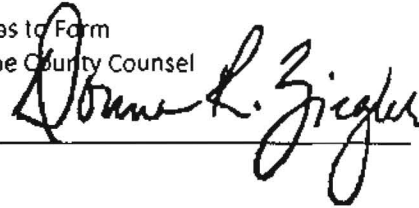
Very truly yours,

Mary Welch, Interim Director
Human Resource Services

- C: CAO
- Auditor-Controller
- County Counsel
- Treasurer-Tax Collector

Approved as to Form
Office of the County Counsel

By _____



AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2011 - 2012
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 0-2011-4 of the County of Alameda is hereby amended by the addition thereof of the following Job Code, Title and Salary, to be effective December 11, 2011.

Job Code	Title	Step 01	Step 02	Step 03	Step 04	Step 05
1604 SM	Treasurer-Tax Collector Supervisor	2688.00				3224.80

SECTION II

Article 3, of Ordinance Number of 0-2011-4 of the County of Alameda is hereby amended by the addition thereto of the following notes, to be effective on the dates shown.

- 3-19.11 - Effective December 11, 2011, persons employed under Job Code 1604SM, Treasurer-Tax Collector Supervisor, may be compensated at any salary within the salary range of the respective job class as determined by the Agency/Department Head.
- 3-19.12 - Effective December 11, 2011, Not to exceed one (1) person in Job Code 1603, Treasurer-Tax Collector Specialist III, when assigned Lead responsibilities in the Current Year Secured Unit of the Treasurer-Tax Collector Department, the incumbent shall receive an additional five percent compensation.
- 3-19.13 - Effective December 11, 2011, Not to exceed one (1) person in Job Code 1603, Treasurer-Tax Collector Specialist III, when assigned Bankruptcy process oversight for the Treasurer-Tax Collector Department, the incumbent shall receive an additional seven percent compensation.
- 3-19.14 - Effective December 11, 2011, Not to exceed two (2) employees in Job Code 1603, Treasurer-Tax Collector Specialist III, when assigned the more specialized and independent work executing tasks relative to the most complex corrections within the Treasurer-Tax Collector Department, the incumbent shall receive an additional five percent compensation.

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