



Human Resource Services

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November 21, 2012

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 (1) to re-title and amend the salary for a job classification and to also establish one new job classification, with salary administration criteria, within the Alameda County Employee's Retirement Association (ACERA), and (2) amend the salary for two job classifications in the Health Care Services Agency and (3) establish one new job classification in the County Administrator's Office.

Discussion/Findings:

As a result of an administrative change in the Alameda County Employee's Retirement Association, the classification of Job Code 1357SM, Chief Financial Officer, ACERA, has been revised and re-titled to the classification of Fiscal Services Officer, ACERA. Subsequently, this change has dictated a need to reduce the current annual salary to be more in line with other senior level managers at ACERA.

Additionally, we are recommending the new job classification of Job Code 1373PA, Chief of Internal Audit, ACERA, which comes as a result of a reclassification of the Internal Auditor, ACERA position. The Board of Retirement has determined that a higher level class is required that will have more independence and report directly to the Board.

We are also recommending increasing the salary for Job Code 5620SM, Director of Public Health Laboratory Services position by 9.61%, to bring the salary more in-line with our comparator Bay Area agencies, for recruitment purposes. Typically, this position is a hard-to-fill position in our County, as well as other counties and by increasing the salary it will better enhance our recruitment efforts.

In addition, we are recommending that the salary for Job Code 5045EM, Assistant Agency Director, Mental Health Services position be reduced by 13.48% to the median of our comparator Bay Area Agencies. Prior to opening the recruitment for this position, an external salary survey was conducted and the results indicated that the current salary for the position was ahead of the median. By reducing the salary, the results will be a cost saving for the Department.

Lastly, we are recommending the new job classification of Job Code 1229CA, Executive Assistant to the County Administrator. This is a single occupant position, executive support classification serving in the highest level office administrative/executive secretary capacity of County service. The incumbent will provide administrative support to the County Administrator and executive management staff.

Funding:

Funds are available in the 2012 and 2013 budget appropriation to pay the cost resulting from these actions.

Very truly yours,


Mary Welch, Interim Director
Human Resource Services

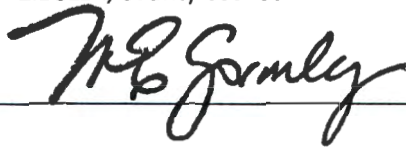
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Cc: County Administrator
Auditor-Controller
County Counsel
General Manager, ACERA
Director, Health Care Services Agency

An Equal Opportunity Employer

SECOND READING
CONTINUED FROM *(Item #15)*
12/4/12

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 amendment thereof of the following Job Title, and Salary to be effective December 23, 2012.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1357 SM	Fiscal Services Officer, ACERA	4528.80				5501.60

SECTION II

Section 1-2.2 of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the amendment thereof of the following Salaries to be effective December 23, 2012.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
5620 SM	Director of Public Health Laboratory Services		3612.00	3795.20	3981.60	4188.00
5045 EM	Assistant Agency Director, Mental Health Services					7279.20

SECTION III

Section 1-2.2 of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the addition thereto of the following Job Codes, Titles, and Salaries to be effective December 23, 2012.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1373 PA	Chief of Internal Audit, ACERA	3170.40				5227.20
1229 CA	Executive Assistant to the County Administrator	2681.60	2815.20	2956.00	3104.00	3259.20

SECTION IV

Article 3, of Ordinance Number 0-2011-4 of the County of Alameda is hereby amendment by the amendment thereof of the following note.

3-21-29 Add "and Job Code 1373PA"

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 and of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.