AGENDA NO._____ January 7, 2025

alameda county
Human Resource Services
Our community. Your purpose.

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January 7, 2025

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO UPDATE 1) SUBSECTION 1-1.1 TO CORRECT THE FLSA DESIGNATION FOR JCS 1601, 1602 AND 1603 AND 2) ADD NEW SUBSECTION 3-17.57 TO CREATE A FOOTNOTE FOR JCS 8752 AND 8755

Dear Board Members:

RECOMMENDATION:

Adopt a Salary Ordinance amendment to update:

i. Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to correct the Fair Labor Standard Act ("FLSA") designation for the classification series of Treasurer Tax Collector's Specialist I/II/III (Job Codes ("JCs") 1601/1602/1603) from exempt to non-exempt, including a typographical error in the title for Treasurer Tax Collector's Specialist I (JC 1601) classification; and

ii. Article 3, Section 3-17 (Sheriff's Office), to add new subsection 3-17.57 to establish a footnote for up to eight (8) employees in the classification of Sheriff's Safety Aide (JC 8752) assigned to Airport Police Services, and up to twenty (20) employees in the classification of Sheriff's Technician (JC 8755) assigned to Santa Rita Jail, when assigned to provide the employee onboarding training function to new employees, will receive an additional five percent (5%) compensation of the base pay effective January 19, 2025.

DISCUSSION/SUMMARY:

In a recent internal audit, staff discovered an administrative error in the FLSA designation for the classification series of Treasurer-Tax Collector's Specialist I/II/III (JCs 1601/1602/1603). Staff thoroughly reviewed the level and scope of duties and responsibilities of said series using the specific criteria established by the Department of Labor and determined that said series reflected an incorrect FLSA designation. Staff met with the Service Employees International Union, Local 1021 ("SEIU, Local 1021"), and SEIU, Local 1021 concurred with the proposed correction. As such, staff recommends correcting the administrative error of the FLSA designation for the classification series as outlined in the attached Salary Ordinance amendment from exempt to non-exempt, including a typographical error in the title for the Treasurer Tax Collector's Specialist I (JC 1601) classification.

Additionally, the Alameda County Sheriff's Office ("ACSO") identified an operational need to designate employees in the classifications of Sheriff's Safety Aide (JC 8752) and Sheriff's Technician (JC 8755) to provide onboarding training function to newly hired and/or promoted employees. To support this need and to provide an incentive for said employees to assist with this function, ASCO proposed establishing a footnote. Staff reviewed and concurred with the request and proposes an additional five percent (5%) compensation of the base pay for up to eight (8) Sheriff's Safety Aides (JC 8752) and up to 20 Sheriff's Technicians (JC 8755) to ensure appropriate training coverage for the various locations and shifts. Staff met and conferred with SEIU, Local 1021 and reached agreement on the proposed footnote. As such, staff recommends to establish a footnote for up to eight (8) employees in the classification of Sheriff's Safety

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Aide (JC 8752) assigned to Airport Police Services, and up to twenty (20) employees in the classification of Sheriff's Technician (JC 8755) assigned to Santa Rita Jail, when assigned to provide the onboarding training function to new employees, and receive an additional five percent (5%) compensation of the base pay effective January 19, 2025.
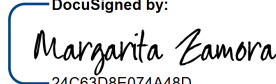
SELECTION CRITERIA:

N/A

FINANCING:

Funds are available in the 2024-2025 Approved Budget and will continue to be included in future years' requested budgets to cover the cost associated with the applicable recommendation.

VISION 2026 GOAL:

The recommendation meets 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:

Margarita Zamora

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Margarita Zamora, Director
Human Resource Services

cc: CAO
        County Counsel
        Treasurer-Tax Collector
        Sheriff

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2024-2025
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 <u>amended</u> thereto as shown below:

Job Code		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
1601	NM	Treasurer-Tax Collector's Specialist ~~I~~I	010		2241.00	2321.25	2427.00	2520.75	~~X~~N
1602	NM	Treasurer-Tax Collector's Specialist II	010	2327.25	2431.50	2529.00	2649.00	2755.50	~~X~~N
1603	NM	Treasurer-Tax Collector's Specialist III	010	2654.25	2772.75	2884.50	3020.25	3140.25	~~X~~N

SECTION II

Article 3, Section 3-17, Subsection 3-17.57 of the County of Alameda is hereby <u>added</u> to read as follows:

3-17.57 – Effective January 19, 2025, not to exceed eight (8) employees in Job Code 8752 assigned to Airport Police Services, and twenty (20) employees in Job Code 8755 assigned to Santa Rita Jail, shall receive an additional five percent (5%) compensation of the base pay when assigned to provide the employee onboarding training function. Assigned employees shall only receive the additional compensation as outlined above for the hours that the employee actively performs the employee onboarding training function.

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