



**REVISED**  
 Lakeside Plaza Building  
 1401 Lakeside Drive, Suite 500  
 Oakland, CA 94612-4305  
 TDD: (510) 272-3703

April 2, 2024

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

SUBJECT: ADOPT 1) SALARY ORDINANCE AMENDMENTS TO UPDATE SUBSECTION 1-1.1 TO ESTABLISH JOB CODE ("JC") 1375, INCREASE SALARIES FOR JCs 0463 AND 5783 AND UPDATE REP UNIT FOR JC 5047 AND AMEND SUBSECTION 3-21.29 TO ESTABLISH SALARY ADMINISTRATION CRITERIA FOR JC 1375; AND 2) MEMORANDUM OF UNDERSTANDING ORDINANCE AMENDMENT FOR ACCRETION OF JC 5047

Dear Board Members:

**RECOMMENDATIONS**

1. Adopt Salary Ordinance amendments to update:
  - i. Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to a) establish a new classification of Senior Investment Officer, ACERA (Job Code ("JC") 1375) located in the Alameda County Employees Retirement Association ("ACERA") effective April 28, 2024, b) increase the salaries for two (2) unrepresented management classifications of Medical Leaves and Accommodation Services Administrator (JC 0463) and Director of Epidemiology and Evaluation (JC 5783), by nine-tenths percent (0.9%) and two and two-tenths of a percent (2.2%), respectively, retroactive to March 31, 2024, and c) updated the Representation Unit for the classification of Deputy Director, Public Health (JC 5047) from U45 to R45 effective April 28, 2024; and
  - ii. Article 3, Section 21 (Miscellaneous), subsection 3-21.29, to establish salary administration criteria for the new classification of Senior Investment Officer, ACERA (JC 1375) effective April 28, 2024, including some non-substantive language clean up: and
2. Adopt an Ordinance amending the April 9, 2017 through June 24, 2023 Memorandum of Understanding ("MOU") between the Alameda County Management Employees Association (General Government Unit) ("ACMEA") and County of Alameda ("County") to add the classification of Deputy Director, Public Health (JC 5047) in Representation Unit R45 effective April 28, 2024.

**DISCUSSION/SUMMARY:**

ACERA requested that Human Resources Services ("HRS") create a new classification of Senior Investment Officer, ACERA (JC 1375) to its existing investment officer classification series, located in the ACERA Investment Division ("Division"). The Division plays a critical role in the success of the County of Alameda's ("County") retirement program. The investment professional field is becoming increasingly more competitive and ACERA determined a business need to enhance its existing investment officer classification series by adding a third (senior) level. This new classification will create a comprehensive investment career path, which will allow ACERA to remain competitive and promote a sustained continuity of operations in the Division. Incumbents in the new classification will perform investment functions of a higher technical and complex nature that will promote the enrichment of the County's retirement program. The

new classification specification was approved by the Civil Service Commission on March 6, 2024. Staff conducted an external salary survey of the five (5) Bay Area counties and did not find any comparable matches. As such, staff determined that the proposed salary for the Senior Investment Officer, ACERA (JC 1375) classification will be based on internal relationship with the Investment Officer (JC 1346) classification, which is the lower-level classification within the series and recommends setting the salary at 27.63% above the Investment Officer (JC 1346) classification as outlined in the attached Salary Ordinance amendment.

As a follow-up to staff's countywide review of all supervisory and subordinate-level classifications to identify and address salary compaction and retention issues, staff identified two (2) additional unrepresented management classifications, Medical Leaves and Accommodation Services Administrator (JC 0463) and Director of Epidemiology and Evaluation (JC 5783), that were not included in the prior recommended salary adjustments. Based on staff's review, it was determined that the difference between the administrator classification and its subordinate supervisor classification, Medical Leaves and Accommodation Services Supervisor (JC 0468) is 4.19%; and the difference between the director classification and its subordinate supervisor classification, Supervising Epidemiologist (JC 5778), is 2.8%. As such, staff recommends increasing the salaries of the classification of Medical Leaves and Accommodation Services Administrator (JC 0463) by nine-tenths percent (0.9%) and the Director of Epidemiology and Evaluation (JC 5783) by two and two-tenths of a percent (2.2%) retroactive to March 31, 2024, when the other salary adjustments due to salary compaction issues went into effect.

In addition, staff also recommends amending subsection 3-21.29 of the Salary Ordinance to create salary administration criteria for the Senior Investment Officer, ACERA (JC 1375) classification effective April 28, 2024, including some non-substantive language clean up by removing the management designation after the job code as that information is not part of the job code and for consistency throughout the Salary Ordinance.

Lastly, on January 30, 2024, the HRS received an accretion authorization petition (petition for union representation) from the incumbent in the classification of Deputy Director, Public Health (JC 5047) for representation by ACMEA. Staff evaluated said petition, and on February 29, 2024, notified the incumbent and ACMEA that said classification is appropriate for representation by ACMEA (Representation Unit R45), and that if they wished to be placed into a different representation unit, to contact staff within 10 days of the date of the notice. Staff did not receive a response, and on March 25, 2024, notified ACMEA confirming a recommendation will be made to your Board. As such, staff recommends amending the April 9, 2017 through June 24, 2023 MOU between ACMEA and the County to include the classification of Deputy Director, Public Health (JC 5047) in Representation Unit R45 effective April 28, 2024, and the Salary Ordinance subsection 1-1.1 by updating the Representation Unit from U45 to R45 effective the same date.

**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 costs resulting from the applicable recommendations.

**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:

A blue DocuSigned signature box containing the name "Margarita Zamora" in a cursive font. Below the name is a long alphanumeric string: "24C63D8E074A48D...".

Margarita Zamora, Interim Director  
Human Resource Services

cc: CAO  
Auditor-Controller  
Agency/Department Heads

O-2024-11

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 1, Section 1-1, Subsection 1-1.1** of the County of Alameda Salary Ordinance is hereby amended thereto on the effective dates as shown below:

Item	MC	Classification Title	Unit Code	Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
<a href="#">1375</a>	<a href="#">PA</a>	<a href="#">Senior Investment Officer. ACERA</a>	<a href="#">066</a>	<a href="#">4/28/24</a>	<a href="#">6931.20</a>				<a href="#">8846.40</a>	X
0463	SM	Medical Leaves and Accommodation Services Administrator	U50	<a href="#">3/31/24</a>	<del>4812.80</del> <a href="#">4856.00</a>				<del>5848.80</del> <a href="#">5901.60</a>	X
5783	SM	Director of Epidemiology and Evaluation	U45	<a href="#">3/31/24</a>	<del>4059.20</del> <a href="#">4149.60</a>				<del>5437.60</del> <a href="#">5557.60</a>	X

**SECTION II**

**Article 3, Section 3-21, Subsection 3-21.29** of the County of Alameda Salary Ordinance is hereby **amended** to read as follows:

3-21.29 – Employees in Job Codes ~~1339PA~~ (BOS approved 10/16/12), ~~1340PA~~, ~~1342PA~~, ~~1343PA~~, ~~1345PA~~, ~~1346PA~~, ~~1347PA~~, ~~1348CA~~, ~~1349SM~~ (effective 4/28/13), ~~1350CA~~, ~~1355SM~~, ~~1356SM~~, ~~1357SM~~, ~~1358EM~~, ~~1359SM~~, ~~1360PA~~ (effective 3/11/18), ~~1363PA~~, ~~1364PA~~, ~~1365SM~~, ~~1366PA~~, ~~1367PA~~, ~~1368PA~~, ~~1372PA~~, ~~1373PA~~, ~~or 1374PA~~ (effective 10/15/23) or 1375 (effective 4/28/24) may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Board of Retirement. (BOS approved ~~1363PA~~ 3/11/08) (BOS approved ~~1373PA~~ 12/18/12) (BOS approved ~~1349SM~~ 5/7/13) (BOS approved ~~1360PA~~ 2/27/18) (BOS approved 10/10/23)

**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.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **16<sup>th</sup>** day of **April, 2024**, to wit:

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

**NOES:** None

**EXCUSED:** None

*Walter Miley*

**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31182  
Agenda No: 30  
Document No: O-2024-11



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

Approved as to Form  
DONNA ZIEGLER, County Counsel

By   
Kristy van Herick, Asst. County Counsel

O-2024-12

AN ORDINANCE AMENDING  
THE APRIL 9, 2017 THROUGH JUNE 24, 2023  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
ALAMEDA COUNTY MANAGEMENT EMPLOYEES ASSOCIATION  
(GENERAL GOVERNMENT UNIT)  
AND THE  
COUNTY OF ALAMEDA

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

**SECTION I**

**Appendix A – Classification and Salary Listing By Bargaining Unit** in the April 9, 2017 through June 24, 2023 Memorandum of Understanding between the Alameda County Management Employees Association (General Government Unit) and the County of Alameda, applicable to employees in Representation Units R15, R44, R45, R48, and R49, is hereby amended by the addition thereto of the following job code, title, and salary, to be effective April 28, 2024.

Job Code	MC	Unit	Classification Title	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
5047	SM	R45	Deputy Director, Public Health	4805.60				6442.40	X

**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 16<sup>th</sup> day of **April, 2024**, to wit:

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

**NOES:** None

**EXCUSED:** None

  
\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31182  
Agenda No: 30  
Document No: O-2024-12



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:   
Deputy