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September 17, 2024

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

SUBJECT: ADOPT A SALARY ORDINANCE AMENDMENT TO ADD NEW SUBSECTION 3-18.47 TO CREATE A FOOTNOTE FOR A POSITION IN THE CLASSIFICATION OF MANAGEMENT ANALYST (JOB CODE 0206) IN THE SOCIAL SERVICES AGENCY

Dear Board Members:

RECOMMENDATION:

Adopt a Salary Ordinance amendment to amend Article 3, Section 3-18 (Social Services Agency) to add new subsection 3-18.47 to establish a footnote for one (1) employee in the classification of Management Analyst (Job Code ("JC") 0206) in the Workforce and Benefits Administration Department ("WBA") of the Social Services Agency ("SSA"), when assigned the responsibilities of providing oversight, troubleshooting issues, upgrade enhancements, training, and guidance to staff to ensure accurate State of California reporting with the California Welfare Information Network ("CalWIN") and California Statewide Automated System ("CalSAWS") database systems, to receive an additional five percent (5%) compensation of the base pay effective September 29, 2024.

DISCUSSION/SUMMARY:

At the request of SSA, staff recently conducted a classification study of the Management Analyst (JC 0206) position in WBA and determined that the employee in said position is performing additional duties outside of the scope of the Management Analyst classification (JC 0206). Specifically, in addition to their regular assignment as a Management Analyst (JC 0206), the employee serves as the subject matter expert, providing oversight for both the CalWIN and CalSAWS database systems. Specifically, these duties include interacting with system administrators to troubleshoot issues and implement upgrade enhancements, training all system users in SSA, and providing guidance to staff to ensure accurate State of California reporting. Based on the results of the classification study that the employee is performing duties outside of the scope of the Management Analyst classification (JC 0206), staff determined that a footnote of five percent (5%) additional compensation of the base salary for one (1) employee is warranted when assigned additional duties to provide oversight for both the CalWIN and CalSAWS database systems. As such, staff recommends adding new subsection 3-18.47 to the Salary Ordinance effective September 29, 2024 as outlined in the attached Salary Ordinance amendment, with a review by the Director of Human Resource Services on or before July 1, 2025, and annually thereafter.

SELECTION CRITERIA:

N/A

FINANCING:


Funds are available in the 2024-2025 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation.

An Equal Opportunity Employer

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:

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Margarita Zamora, Interim Director
Human Resource Services

cc: CAO
Auditor-Controller
Director, SSA

By 
Kristy van Herick, Asst. County Counsel

O-2024-31

**AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2022-2023
COUNTY OF ALAMEDA SALARY ORDINANCE**

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

SECTION I

Article 3, Section 3-18, Subsection 3-18.47 of the County of Alameda is hereby added to read as follows:

3-18.47 - Effective September 29, 2024, not to exceed one (1) employee in Job Code 0206 in the Social Services Agency, when assigned the responsibilities of providing oversight, troubleshooting issues, upgrade enhancements, training, and guidance to staff to ensure accurate State of California reporting with the California Welfare Information Network (CalWIN) and California Statewide Automated System (CalSAWS) database systems, shall be compensated an additional five percent (5%) of the base pay. This footnote shall no longer apply when the incumbent is no longer assigned the oversight of the area(s). This footnote will also be subject to review by the Director of Human Resource Services on or before July 1, 2025, and annually thereafter.

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 1st day of October, 2024, to wit:

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

NOES: None

EXCUSED: None

Walter Miley

PRESIDENT, BOARD OF SUPERVISORS

File No: 31298

Agenda No: 30

Document No: O-2024-31



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