



24-5275-01

**DATE:** May 7, 2024 (Item No. 100)

**TO:** Board of Supervisors

**FROM:** James R. Williams, County Executive

**SUBJECT:** Technical Corrections to the Master Salary Ordinance FY 24

### **RECOMMENDED ACTION**

Adopt Salary Ordinance No. NS-5.24.68, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees making various technical corrections to alternate staffing of positions, deletions and additions of positions, implementation dates and salaries of specified classifications as listed in the Salary Schedule.

### **FISCAL IMPLICATIONS**

There is no additional impact to the General Fund associated with the recommended actions, as funding for the corrections was accounted for when the actions were initially approved.

### **REASONS FOR RECOMMENDATION AND BACKGROUND**

The Employee Services Agency (ESA) has implemented a salary ordinance audit process that occurs on a bi-weekly basis. The audit includes a review of the actions approved by the Board of Supervisors, in addition to the implementation of the associated transactions in PeopleSoft, the County's Human Resources Information System (HRIS). With the implementation of this audit practice, any errors that are discovered are brought forward to the Board for approval as technical corrections to the Salary Ordinance. It is necessary for ESA to bring any substantive corrections to the Salary Ordinance back to the Board for approval to ensure that the Salary Ordinance reflects the correct authority.

Master Salary Ordinance No. NS-5.24 was submitted to the Board on August 15, 2023. Within the Master Salary Ordinance (MSO) and subsequent salary ordinance amendments, discrepancies have been identified as follows:

**Section 1—Master Salary Ordinance NS-5.24, implemented July 1, 2023:** It was brought to our attention that the classification of Physician Assistant was a longevity classification that has been handled incorrectly for many years. Most longevity classifications have multiple job codes that allow for step progression beyond the steps of the original job code, but in the case of Physician Assistant, it was built with a footnote that lists the parameters of the longevity pay, but longevity job codes were not created, and the longevity pay had been

handled manually for many years. We were asked to correct this issue by creating the appropriate longevity codes that match the parameters listed in the footnote.

The longevity salary grades and job codes have been created in PeopleSoft and the correction is codified by this salary ordinance amendment.

**Section 2—Master Salary Ordinance NS-5.24, implemented July 1, 2023:** In May 2022 an ordinance was taken to the Board that deleted three (3) V03 Deputy Agricultural Commissioner and one (1) V26 Deputy Sealer of Weights and Measures in BU 262 – Agriculture & Environmental Management and abolished the classifications. In implementing this ordinance, one part of the process was missed, and we discovered that the positions still showed as active in the FY 24 Master Salary Ordinance. The positions have now been inactivated in PeopleSoft and the correction is codified by this salary ordinance amendment.

**Section 3—Master Salary Ordinance NS-5.24, implemented July 1, 2023:** Effective May 29, 2023, an Administrative Add/Delete was implemented that added an Office Specialist III that was alternately staffed with Office Specialist II in BU 200 – Department of Child Support Services, which is not an approved alternate staffing pattern due to an agreement with SEIU in 2003 when the classification was created. We did not catch the error until after the FY 24 Master Salary Ordinance was approved by the Board.

The incorrect alternate staffing has been removed from the position in PeopleSoft, and the correction is codified by this salary ordinance amendment.

**Section 4—Master Salary Ordinance NS-5.24, implemented July 1, 2023:** Effective April 27, 2023, a salary ordinance amendment was implemented that added the new, broad range classification of W4B – Executive Secretary to the CEO & COO – CEO and one (1) position in BU 107 – County Executive but the position was added without Footnote 81, which should be attached to all Broad Range positions. We did not catch the error until after the FY 24 Master Salary Ordinance was approved by the Board.

Footnote 81 was added to the position in PeopleSoft and the correction is codified by this salary ordinance amendment.

**Section 5—NS-5.24.11, Section 2, implemented September 4, 2023:** This ordinance provided for a 5% salary increase for all classifications represented by SEIU effective September 4, 2023, and included an attachment, titled Attachment A, that codified all realignments that were effective September 4, 2023. At the time Attachment A was created, several classifications, Q88 – Park Maintenance Worker Trainee – U, C8F – Student Intern – Level I, C8G – Student Intern – Level II and C8H – Student Intern – Level III were omitted. We were notified that these classifications were omitted from Attachment A prior to September 4, 2023, and were able to include Q88, C8F, C8H and C8G in our implementation process and are codifying the correction in this ordinance.

**Section 6—NS-5.24.18, implemented October 2, 2023:** This ordinance added one Senior Victim/Witness Advocate in the District Attorney’s Office. When the ordinance was prepared, there was an error, and the job code was listed as DH6 when it should have been D6H.

The ordinance was implemented with the correct job code in PeopleSoft, and the correction is codified by this salary ordinance amendment.

**Section 7—NS-5.24.17, implemented October 2, 2023:** This ordinance added 15 unclassified Senior Health Services Representative positions in BU 921 – Santa Clara Valley Healthcare. It had been the intention of the department to alternately staff the positions with unclassified Health Services Representative, but there was a miscommunication, and the alternate staffing was not added to the ordinance. In addition, the footnote language that set the expiration date for these positions did not include the alternate staffing.

The positions and footnote were built correctly in PeopleSoft, and the correction is codified by this salary ordinance amendment.

**Section 8—NS-5.24.01, implemented October 16, 2023:** As stated in Section 1 of this ordinance, effective July 1, 2023, we corrected a long-standing issue with the Physician Assistant classification by creating the longevity job codes that allow for the appropriate longevity increases as listed in Footnote 178. At the time that correction was being made a separate salary ordinance amendment was going to the Board to allow for realignments for classifications represented by RNPA, which included the tied classification of Physician Assistant. The longevity job codes were left off of that salary ordinance amendment.

When the realignment was implemented, the longevity job codes were included, and the correction is codified by this salary ordinance amendment.

**Section 9 – NS-5.24.51 implemented March 4, 2024:** This ordinance added two (2) Library Clerk positions in BU 610 – County Library District with Footnotes 126 and 220 next to the additions. This was an error because Footnote 220 had been abolished on July 1, 2020.

The positions were built correctly without Footnote 220 in PeopleSoft, and the correction is codified by this salary ordinance amendment.

**Section 10 —NS-5.24.49, original implementation date of March 4, 2024 – updated implementation date of April 29, 2024 for specified updates:** This ordinance was a reorganization that deleted one (1) C29/C60 – Executive Assistant I/Administrative Assistant position and one (1) D09 – Office Specialist III position in BU 921 – Santa Clara Valley Healthcare and added them to BU 230 – Office of the Sheriff. This action is now being delayed to April 29, 2024, in order to accommodate the background process, which had not been started before this action was taken to the Board at Mid-year.

**Section 11—NS-5.24.11, Section 4, to be implemented June 24, 2024:** This ordinance provided for a 4% increase for all classifications represented by SEIU effective June 24, 2024, and included an attachment, titled Attachment B, that codified all realignments that are

to be effective June 24, 2024. At the time Attachment B was created, several classifications were omitted. In addition, Labor Relations asked that we update Attachment B with any required changes to the equity realignments and the classifications listed.

Attachment B has been corrected to include Q88 – Park Maintenance Worker Trainee – U, C8F – Student Intern – Level I, C8G – Student Intern – Level II and C8H – Student Intern – Level III, as well as, to remove the now abolished classifications of H86 – Laundry Worker I and H87 – Laundry Worker I – U. In addition, the newly created classifications of Q9S – Mental Health Worker – U, Q0U – Data Office Specialist – U, and Q8T – Laundry Worker – U have been added to Attachment B in order to ensure they receive the same realignment as their coded counterparts. The final corrections included in Attachment B are the retitling of H84 from Laundry Worker II to Laundry Worker and the adjustment to the realignment percentage from 0.94% to 0.71%, as well as the adjustment of the realignment percentages for T08 – Seasonal Park Worker from 2.07% to 2.08%, K49 – Cadastral Mapping Tech I from 0.51% to 0.52% and E16/E1D – Library Page/Library Page – U from 1.61% to 1.62% to correct rounding issues on the original document. This correction will allow for correct implementation on June 24, 2024, and the corrections are codified in this ordinance.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

### **CONSEQUENCES OF NEGATIVE ACTION**

The FY 2024 Salary Ordinance and subsequent Salary Ordinance Amendments would not accurately reflect the correct footnotes, job titles, job codes, and FTEs.

### **STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors is requested to send OneMeeting notification of completed processing to Staci Bjerk, Jennifer Paredes-Fricano and Zullay Rodriguez of the Employee Services Agency, Human Resources.

### **ATTACHMENTS:**

- NS 5 24 68 ESA Various Technical Corrections Signed
- SEIU Realignments 2023 Attachment A As Corrected
- SEIU Realignments 2023 Attachment B As Corrected