

ORDINANCE NO 9928 (NEW SERIES)

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE
ESTABLISHING CLASSIFICATIONS, CHARACTERISTICS AND COMPENSATION.**

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Appendix One of the Compensation Ordinance is hereby amended by establishing the following classification and compensation effective April 25, 2008:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry O/T	Rep Stat	Bene Plan Bene Prog	
002372	Manager, Assessor/Recorder/County Clerk									
	34.10 2728.00	35.81 2864.80	37.60 3008.00	39.48 3158.40	41.45 3316.00	\$70,928.00 - \$86,216.00	Y E	MA	MGT	
005242	Child Welfare Services Policy Analyst									
	28.09 2247.20	29.49 2359.20	30.96 2476.80	32.51 2600.80	34.14 2731.20	\$58,427.20 - \$71,011.20	Y N	MA	MGT	
005719	Senior Forensic Evidence Technician									
	26.59 2127.20	27.92 2233.60	29.32 2345.60	30.79 2463.20	32.33 2586.40	\$55,307.20 - \$67,246.40	Y N	PS	NMG	
007570	Retirement Accounting Specialist									
	16.12 1289.60	21.84 1747.20				\$33,529.60 - \$45,427.20	Y N	CE	CNM	

Section 2. Appendix One of the Compensation Ordinance is hereby amended by establishing the following job codes/classifications in the unclassified service, effective April 25, 2008:

Class No.		Salary Range	Vari Entry	O/T	Rep Stat	Bene Plan/ Bene Program
000352	Legislative Policy Advisor	7	N	X	UM	UCL
000353	Internal Affairs Investigator	7	N	X	UM	UCL

Section 2. (cont.) Appendix One of the Compensation Ordinance is hereby amended by establishing the following classification and compensation effective April 25, 2008:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry O/T	Rep Stat	Bene Plan Bene Prog
000918	Temporary Expert Professional – Psychiatrist Special Assignment								
	8.36 668.80	156.75 12540.00				\$17,388.80 - \$326,040.00	Y X	NR	CSD No Ben

Section 3. Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following job codes/classifications effective March 28, 2008:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Step 6 Hrly Biwkly	Step 7 Hrly Biwkly	Step 8 Hrly Biwkly	Approx Annual Salary Minimum Maximum
000737	General Support Aide								
	8.00 640.00	11.04 883.20							\$16,640.00 - \$22,963.20
006015	Facilities Support Manager								
	30.92 2473.60	32.47 2597.60	34.09 2727.20	35.79 2863.20	37.58 3006.40				\$64,313.60 - \$78,166.40

Section 4. Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for the following classifications effective March 28, 2008:

Class No.	Salary Range
002273	Regional Director, Animal Services 9

Section 5. Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for the following Unclassified/Executive Management Salary Plan Range effective March 28, 2008:

RANGE	EFFECTIVE DATE	MINIMUM	MAXIMUM
5	3/28/08	Hourly	25.49
		Biweekly	2039.20
		Approx Annual	53,019.20
			48.00
			3840.00
			99,840.00

Section 5. (cont.) Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for the following Unclassified/Executive Management Salary Plan Range effective March 28, 2008:

RANGE	EFFECTIVE DATE		MINIMUM	MAXIMUM
6	3/28/08	Hourly	25.49	50.00
		Biweekly	2039.20	4000.00
		Approx Annual	53,019.20	104,000.00
7	3/28/08	Hourly	25.49	52.00
		Biweekly	2039.20	4160.00
		Approx Annual	53,019.20	108,160.00

Section 6. Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for the following Unclassified/Executive Management Salary Plan Range effective June 20, 2008:

RANGE	EFFECTIVE DATE		MINIMUM	MAXIMUM
5	6/20/08	Hourly	25.49	50.00
		Biweekly	2039.20	4000.00
		Approx Annual	53,019.20	104,000.00
6	6/20/08	Hourly	25.49	52.00
		Biweekly	2039.20	4160.00
		Approx Annual	53,019.20	108,160.00
7	6/20/08	Hourly	25.49	54.00
		Biweekly	2039.20	4320.00
		Approx Annual	53,019.20	112,320.00

Section 7. Appendix One of the Compensation Ordinance is hereby amended by retitling the following job code/classification effective April 25, 2008:

	<u>Class No.</u>	<u>Class Title</u>
From:	000267	Crime Lab Manager
To:	000267	Crime Lab Director
From:	002273	Regional Director, Animal Services
To:	002273	Deputy Director, Animal Services
From:	002257	Finance Director, HHSA
To:	002257	Executive Finance Director
From:	005776	Assistant Crime Lab Manager
To:	005776	Assistant Crime Lab Director
From:	007568	Retirement Database Specialist
To:	007568	Retirement Business Systems Engineer

Section 8. Appendix One of the Compensation Ordinance is hereby amended by designating the following job code/classification as “ Terminal” effective April 25, 2008:

<u>Class No.</u>	<u>Class Title</u>
002726	Office Services Supervisor (T)

Section 9. Appendix One of the Compensation Ordinance is hereby amended by deleting the following job codes/classifications effective April 25, 2008:

<u>Class No.</u>	<u>Class Title</u>
002492	Payroll Clerk-Confidential
002497	Senior Payroll Clerk-Confidential

Section 10. Subsections (e), (f), (g) of 1.6.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.4: STANDBY.

- (e) Critical Standby Duty Compensation. The eligible classes listed below shall be designated as “critical” and, therefore, shall be compensated at the equivalent of two (2) hours compensation for each normal “critical” standby shift.

<u>Eligible Classes:</u>	
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I
5738	Criminalist
5737	Criminalist II
5736	Criminalist III
5721	Forensic Documents Examiner
5734	Supervising Criminalist
5716	Forensic Evidence Technician
5719	Senior Forensic Evidence Technician

- (f) Application of Standby Compensation for Court Order or Subpoena. When an eligible employee is ordered through subpoena or by the District Attorney to remain available on standby for contact to report to a court to give required testimony, such employee shall be paid the equivalent of one (1) hour’s compensation for each day such standby is served.

<u>Eligible Classes:</u>	
4517	Certified Nurse Practitioner
4525	Psychiatric Nurse
4538	Staff Nurse
4545	Sheriff's Detentions Certified Nurse Practitioner
4548	Sheriff's Detentions Nurse
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I

- (g) Hazardous Incident Response Duty - Environmental Health Specialists: Employees in eligible classes contacted by the department and required to remain available on standby for hazardous incident response work, shall be compensated at Step 5 of the rate for class 4723 - Environmental Health Specialist III for each standby hour. Employees must possess current training and certification in hazardous incident response work to be considered eligible.

<u>Eligible Classes:</u>	
4722	Environmental Health Specialist II
4723	Environmental Health Specialist III

Section 11. Section 1.12.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.2: PHYSICIAN CLASSES BOARD CERTIFICATION BONUSES.

- (a) Board Certification. Eligible employees shall be paid at a rate approximately ten percent (10%) higher than prescribed for his/her class upon furnishing satisfactory evidence that he/she has earned a valid certificate issued by the American Board in the medical specialty determined by the Director to be especially suited to the position he/she holds.

<u>Eligible Classes:</u>	
0304	EMS Medical Director
0335	Clinical Director, Mental Health Services
0340	Medical Director
0918	Temporary Expert Professional Employee – Psychiatrist Special Assignment
0919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.
0922	Deputy Public Health Officer
2213	Deputy Director, Mental Health Services
2221	Public Health Officer
2227	Deputy Director, Behavioral Health
4124	Chief, Maternal & Child Health
4127	Chief, Community Epidemiology Control
4128	Chief, Tuberculosis Control & Border Health
4132	Medical Director, Sheriff's Detentions
4162	Consultant in Internal Medicine
4184	Radiologist
4185	Pediatrician
4190	Sheriff's Detentions Physician
4192	Senior Physician
4193	Physician
4195	Supervising Psychiatrist
4196	Psychiatrist
4199	Psychiatrist-Specialist

- (b) Board Certification and Subspecialty. Eligible employees shall be paid at a rate approximately fifteen percent (15%) higher than prescribed for his/her class upon furnishing satisfactory evidence that he/she has earned a valid certificate issued by the American Board in the medical subspecialty determined by the Director to be especially suited to the position he/she holds.

<u>Eligible Classes:</u>	
0304	EMS Medical Director
0335	Clinical Director, Mental Health Services
0340	Medical Director
0918	Temporary Expert Professional Employee – Psychiatrist Special Assignment
0919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.
0922	Deputy Public Health Officer
2213	Deputy Director, Mental Health Services
2221	Public Health Officer
2227	Deputy Director, Behavioral Health
2285	Chief Dep Medical Examiner
4124	Chief, Maternal & Child Health
4127	Chief, Community Epidemiology Control
4132	Medical Director, Sheriff's Detentions
4162	Consultant in Internal Medicine
4190	Sheriff's Detentions Physician
4192	Senior Physician
4193	Physician
4195	Supervising Psychiatrist
4196	Psychiatrist
4199	Psychiatrist-Specialist

Section 12. Subsection (a) (1) of 12.12.4 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.12.4: MASTER OF SOCIAL WORK (MSW).

(a) Application.

- (1) An employee in an eligible class shall be paid fifty dollars (\$50) biweekly upon furnishing satisfactory evidence that he/she possesses a Master of Social Work (MSW) degree. Employees in classes 5270, Social Work Supervisor, and 5289, Health & Human Services Admin III must be performing either adult protective services work or children protective services work to be eligible for this premium.

<u>Eligible Classes:</u>	
5203	Aging Program Specialist I
5204	Aging Program Specialist II
5205	Aging Program Specialist III
5237	Adult Protective Services Specialist
5238	Senior Adult Protective Services Specialist
5239	Adult Protective Services Supervisor
5242	Child Welfare Services Policy Analyst
5253	Protective Services Worker
5254	Senior Protective Services Worker
5259	Protective Services Supervisor
5270	Social Work Supervisor (in adult protective services work or children protective services)
5289	Health & Human Svcs Admin III (in adult protective services work or children protective services)

Eligible Classes:

5290	Child Welfare Services Manager
------	--------------------------------

Section 13. Section 3.1.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.1.1: APPLICATION. This chapter establishes classes and the compensation therefore for each position in the Unclassified County Service as the classes and salary ranges and steps, or special rate of pay, and number of positions set forth in Chapter 6 and Appendix One, or in this Chapter 3. Sections 1.6.3 (Call-Back), 1.6.4 (Standby), 1.6.5 (Night Shift) and 1.6.6 (Non-Routine Shift Change) of Article 1.6 shall not apply to the Unclassified Service.

Section 14. Subsection (d) of 3.6.18 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.18: OTHER COMPENSATED CLASSES.

- (d) For the following classes, compensation shall be at or within the hourly rate range established below, which rate may be changed not more frequently than annually by the appointing authority with the recommendation of the Director and the approval of the Chief Administrative Officer. The particular rate shall be specified on the basis of education and experience, and on the quality and quantity of work. All pay adjustments shall be prospective only and coincide with the beginning of a payroll period.

Eligible Classes:

<u>Class No.</u>	<u>Title</u>	<u>Hourly Rate Range</u>
0918	Temporary Expert Professional Employee – Psychiatrist Special Assignment	\$8.36 - \$156.75
0919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.	\$8.36 - \$156.75

Section 15. Subsection (g) of 4.2.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.1: VACATION.

- (g) Maximum Vacation Accumulation.

- (1)

Maximum Vacation Accumulation		
Union Code	Maximum Allowable Accumulation	High Water Mark Accrual Limits

	Two Times Annualized Vacation Earnings Rate Limit (2x)	Two and One-Half Times Annualized Vacation Earnings Rate Limit (2 ½x)	
CE, CEM, EM, MA, NA, NE, NM, SO, UM		√	Vacation credits as of the end of payroll 6 in FY 97/98 (September 11, 1997), less any reduction to this amount following vacation credit pay-down.
AE, AM, AS, CC, CL, CM, CR, CS, DA, FS, HS, MM, NS, PD, PM, PO, PR, PS, RN, SS, SW	√		
DI, DM	√		Vacation credits designated as the employee's "High Water Mark" effective November 17, 2000.
DS	√		Vacation credits designated as the employee's "High Water Mark" effective February 23, 2001.
SM	√		Vacation credits designated as the employee's "High Water Mark" effective January 12, 2001.

Section 16. Subsection (m) of 4.2.1 of the Compensation Ordinance is hereby amended to read as follows:

- (m) Injury Leave Exception. Notwithstanding subsection 4.2.1(g) (Maximum Vacation Accumulation) above or covered by 4.2.1(n) (Injury Leave California Labor Code Section 4850 Exception) below, an employee who is on injury leave as defined in Section 4.2.3 for a period of six (6) months or more within the last twelve (12) month period and the employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to cash payment as described in subsection 4.2.1(h) (Vacation Credit Pay-Down) above and notwithstanding subsection (h)(4) (Vacation Credit Pay-Down; 50% Usage) with the approval of the appointing authority.

Section 17. Subsection (f) (2) of 4.2.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.3: INJURY LEAVE.

- (f) Appeal.

- (2) Selection of Arbitrator. The Risk Management Division will maintain a list of qualified neutral arbitrators from the Superior Court Arbitrator Personal Injury Panel. These arbitrators shall have workers' compensation experience. For employees in classes designated AM, AS, CE, CEM, CC, CS, DA, EM, MA, NA, NE, NM, PD, PM, SW and UM the Risk Management Division will assign an arbitrator in rotation from the Superior Court Panel to hear the appeal. The arbitrator shall be determined by assigning names from the Panel in alphabetical rotation. For all other employees, the arbitrator shall be determined by the parties alternately striking names from the Superior Court Injury Panel until only one remains.

Section 18. Subsection (e) of 4.2.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.4: BEREAVEMENT LEAVE.

- (e) Immediate Family. Means husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, any person serving or who has served as a parent, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, or any other person living in the same household as the employee.

Section 19. Section 4.2.13 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.13: CATASTROPHIC LEAVE PROGRAM.

- (a) Definition. The catastrophic leave program is a process by which one or more employees may donate vacation credits (or up to twenty-four (24) hours of sick leave per fiscal year for eligible employees in classes listed in subsection (7)) for use by another employee who, due to catastrophic illness or injury, has exhausted earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
 - (1) The receiving employee is required to be absent from work due to injury or the prolonged illness of the employee, employee's spouse, registered domestic partner, a domestic partner listed on an "Affidavit of Enrollment of Domestic Partners" submitted to employee benefits, parent, or child, has exhausted all earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
 - (2) The transfers must be a minimum of four (4) hours per transaction and in whole hour increments thereafter.
 - (3) Transfers shall be allowed to cross departmental lines in accordance with policies of the receiving department.
 - (4) The total maximum leave credits received by an employee shall normally not exceed five hundred and twenty (520) hours; however, if approved by his/her appointing authority, the total leave credits may be up to one thousand and forty (1,040) hours. Total leave credits in excess of one thousand and forty (1,040) hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
 - (5) The transfers are irrevocable, and will be indistinguishable from other leave

credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.

- (6) Leave credits that may be transferred under this program are defined as the transferring employee's vacation credits.
 - (7) Sick Leave Credits. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN and UM are eligible to donate up to 24 hours of sick leave credits annually when participating in this program.
 - (8) When the employee receives more donations than are needed for the duration of absence, the department shall return any excess donations, in the reverse order received (most recent donations are returned first), to the donating employee.
- (b) Transfer Requests. Transfers shall be administered according to the rules and regulations of the Auditor and Controller, and made on a form prescribed by the Auditor and Controller. Approvals of the receiving and donating employee, the donating employee's appointing authority, and the receiving employee's appointing authority (in the case of interdepartmental transfer) will be provided for on such form.

Section 20. Effective Date. Sections 3, 4, 5, 13, 15, 16, 17 and 18 of this ordinance affect compensation and shall take effect upon adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

Section 21. Operative Date. Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	4/25/08
Section 2	4/25/08
Section 3	3/28/08
Section 4	3/28/08
Section 5	3/28/08
Section 6	6/20/08
Section 7	4/25/08
Section 8	4/25/08
Section 9	4/25/08
Section 10	4/25/08
Section 11	4/25/08
Section 12	4/25/08
Section 13	3/28/08
Section 14	4/25/08
Section 15	3/28/08
Section 16	3/28/08
Section 17	3/28/08
Section 18	3/28/08
Section 19	3/28/08

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 25th day of March, 2008.