

ORDINANCE NO. 9978 (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. Section 1.3.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.7: DEMOTION. “Demotion” means a change in appointment to a class having a lower top prescribed pay rate.

- (a) A demoted employee’s step shall be set at the same step for the demoted class as for the former class, except that the step shall not be set lower than the normal entry step, or higher than the top step of the class into which the employee is demoting.
- (b) Where an employee who is currently in a broadband classification voluntarily demotes to a step classification, the employee’s hourly rate shall be set at the closest step to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (c) If the demotion is to the class in which the employee served immediately prior to being promoted, the demoted employee’s step shall be set at the step held immediately prior to promotion.
- (d) Where an employee who is otherwise eligible for a disability retirement from the County, elects to take a demotion rather than a full disability retirement, the employee’s step shall be set at the hourly rate closest to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (e) Where an employee has received a letter of layoff and accepts a demotion rather than layoff, the employee’s hourly rate shall be set to the closest hourly rate but not less than, the base hourly rate held by the employee prior to demotion.
- (f) If the Director determines that application of this section results in an inequitably low rate as compared to other employees in the same class, the Director may place such employee at the most equitable step.

Section 2. Subsection (5) of 1.6.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.3: CALL-BACK.

- (5) CE and SW Classes.
 - (a) Compensation for each call-back shall be based on a minimum of three (3) hours pay at time and one-half, even if the employee worked less than three (3) hours during the call-back.
 - (b) Time worked in excess of three (3) hours shall be compensated in accordance with Section 1.6.2 (Overtime FLSA/NON-FLSA Compensatory Time).

Section 3. Subsection (h) of 5.12.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.12.1: QUALITY FIRST PROGRAM.

(h) Designation of the Team and Individuals.

- (1) The appointing authority shall designate a team or individual employee as eligible for consideration for performance pay.
- (2) The appointing authority has full discretion to determine the makeup and size of each team, except as modified by the express terms of a Memorandum of Agreement (MOA) with an employee organization. Except as modified by an MOA, nothing in these provisions should be construed to preclude the appointing authority from designating a team of any size, so long as the team consists of at least 2 employees. Notwithstanding the foregoing, appointing authorities may establish Pay for Performance plans for individual employees in classifications designated CE, CEM, EM, MA, UM and class 0375.
- (3) The appointing authority shall within 3 months of the commencement of the twelve (12) month Pay for Performance Evaluation Period:
 - (a) Designate the team, or individual, employees who will be eligible for consideration for performance pay.
 - (b) Notify affected employees.

Section 4. Section 6.1.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 6.1.3: ACTIVE POSITIONS: Active County positions include:

- (a) Approved Regular Positions. Positions that have been approved by the Board of Supervisors as part of the budget process, and have been classified by the Department of Human Resources;
- (b) Proposed Regular Positions. Positions that have been approved by the Board of Supervisors as part of the budget process, and are in the process of being classified by the Department of Human Resources. These proposed regular positions may be filled on a temporary basis according to guidelines established by the Director using existing regular classifications/job codes;
- (c) Hourly Positions. Positions that are established by the Department of Human Resources that may be filled with hourly employees provided funding is available and sufficient to cover the costs associated with the period of appointment.

Active positions have a position number and will be maintained in the County's Position Management system. Encumbered active positions that lose funding, and are no longer included in the adopted and/or amended budget, will become inactive. It shall be the responsibility of the appointing authority to ensure that all unfunded positions are vacant or that appropriate layoffs are initiated and implemented.

Section 5. Appendix One of the Compensation Ordinance is hereby amended by establishing the following classification and compensation effective May 8, 2009:

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
002746	Office Support Specialist – Confidential								
	15.29 1223.20	16.05 1284.00	16.85 1348.00	17.69 1415.20	18.57 1485.60	\$31,803.20 - \$38,625.60	Y N	CE	CMN

Section 6. Appendix One of the Compensation Ordinance is hereby amended by deleting the following Job code/classification effective May 8, 2009:

<u>Class No.</u>	<u>Class Title</u>
002615	Electronics Parts Storekeeper (T)
002616	Sr Electronics Parts Storekeeper (T)
002646	Fleet Parts Specialist III
002648	Fleet Parts Specialist I
002800	Radio Telephone Operator
003074	Sr Mail Clerk Driver
003805	Cartographic Reproduction Tech
005379	Dep Sealer, Commodities Regul
005425	Economic Entomologist
005499	Principal Airport Manager
006224	Painter Assistant
006352	Forestry Coordinator
007000	Airport Technician Asst
007017	Facilities Manager (T)

Section 7. Effective Date. Sections 1, 2, and 3 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 8. Operative Date. Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	04/10/09
Section 2	04/10/09
Section 3	04/10/09
Section 4	05/08/09
Section 5	05/08/09
Section 6	05/08/09

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 7th day April, 2009.