

Meeting Date: June 4, 2024 (5)

**ORDINANCE NO. 10910 (NEW SERIES)**

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE  
AND ESTABLISHING 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 retitling the following classifications in the Unclassified Service, effective July 12, 2024:

	Job Code No.	Job Code Title
From:	000348	CAO Staff Officer
To:	000348	CAO Group Analyst
From:	002162	Director, Aging and Adult Services
To:	002162	Director, Aging and Independence Services, Public Administrator/Public Guardian
From:	002276	Director, Office of Strategy & Intergovernmental Affairs
To:	002276	Director, Office of Economic Development and Governmental Affairs

**Section 2.** Appendix One of the Compensation Ordinance is hereby amended by amending the salary grades for the following job classifications in the Unclassified Service, effective June 14, 2024:

Job Code No.	Job Code Title	Approx Annual Salary Minimum Maximum	UCE Range
000303	Director, County Fire	\$173,201.60 - \$281,112.00	19
000307	Manager, Probation Fiscal & Inf Svc	\$98,966.40 - \$196,726.40	12
000316	County Traffic Engineer	\$98,966.40 - \$196,726.40	12
000348	CAO Group Analyst	\$71,489.60 - \$123,697.60	03
000353	Chief Ethics/Compliance Officer	\$90,729.60 - \$177,132.80	09
000359	CAO Chief of Staff	\$170,435.20 - \$272,688.00	18
000380	Asst. Director, Office of Emergency Services	\$109,928.00 - \$233,334.40	15
000447	Executive Officer, Citizens' Law Enforcement Review Board (CLERB)	\$98,966.40 - \$196,726.40	12
002202	Asst. Clerk of the Board of Supervisors	\$109,928.00 - \$233,334.40	15
002215	Asst. Director, Parks & Recreation	\$109,928.00 - \$233,334.40	15
002216	Asst. Director, Animal Services	\$109,928.00 - \$233,334.40	15
002229	Deputy Director, County Library	\$98,966.40 - \$196,726.40	12
002235	Asst. Director, Agriculture, Weights & Measures	\$109,928.00 - \$233,334.40	15
002238	Dep. Director, Agriculture, Weights & Measures	\$98,966.40 - \$196,726.40	12
002260	Director of Environmental Health	\$126,484.80 - \$250,182.40	17
002264	Asst. Director, Purchasing & Contracting	\$121,014.40 - \$241,737.60	16
002269	Asst. Director, Planning & Development Svcs.	\$126,484.80 - \$250,182.40	17
002271	Asst. Director, County Communications Office	\$121,014.40 - \$241,737.60	16

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Job Code No.	Job Code Title	Approx Annual Salary Minimum Maximum	UCE Range
002273	Deputy Director, Animal Services	\$98,966.40 - \$196,726.40	12
002276	Director, Office of Economic Development and Governmental Affairs	\$173,201.60 - \$281,112.00	19
002284	Director, Office of Emergency Services	\$173,201.60 - \$281,112.00	19
002289	Deputy Director, Planning & Development Services	\$109,928.00 - \$233,334.40	15

**Section 3.** Appendix One of the Compensation Ordinance is hereby amended by amending the salary grade range for the job code/classification listed below. The following salary grade will increase by 5% effective June 28, 2024.

Job Code No.	Job Code Title
000377	Supervising Special Investigator, CLERB

**Section 4.** Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for each of the job codes/classifications listed below. The following job codes/classifications will receive a 5% wage increase effective June 28, 2024, and an additional 5% wage increase effective June 27, 2025.

Job Code No.	Job Code Title
002312	Senior Departmental Human Resources Officer
002328	Departmental Human Resources Officer
002393	Wellness Coordinator
002435	Human Resources Analyst
002436	Senior Human Resources Analyst
002465	Workers' Compensation Adjuster
002466	Senior Workers' Compensation Adjuster

**Section 5.** Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for the job code/classification listed below. The following job code/classification will receive a 1% wage increase effective June 28, 2024, and an additional 1% wage increase effective June 27, 2025.

Job Code No.	Job Code Title
002378	Human Resources Manager

**Section 6.** Subsection (c) of Section 1.8.2 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.2: WORK LOCATION PREMIUMS.**

- (c) Employees in classes designated below who occupy positions which are assigned to institutional work locations and who are assigned to a work station located within the specified institution, facility, locked ward or unit, or other specifically identified site, as the employee's principal workstation, shall receive additional compensation of approximately ten percent (10%) above their regular base pay rate for such assignment. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

Institutional Work Locations	Classes/Principal Work Therein	
Health & Human Services Agency		
Edgemoor	004615	Certified Nurse Assistant
	004625	Licensed Vocational Nurse
	006405	Food Services Supervisor
	007035	Health Care Agency Housekeeper
	007036	Sr. Health Care Agency Housekeeper
Polinsky Children's Center	005073	Residential Care Worker Trainee
	005074	Residential Care Worker I
	005072	Residential Care Worker II
	005075	Residential Childcare Specialist
	005091	Residential Care Worker Supervisor

Section 7. Subsection (b) of Section 1.13.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.3: CHARGES FOR MAINTENANCE. In the following cases where full or part time maintenance is furnished, employees shall be charged the following amounts:

(b) County Owned and Maintained Housing Facilities.

- (1) The provisions of the Board of Supervisors Policy G-14 on Employee Occupied County-Owned Residences as adopted by the Board of Supervisors on May 1, 1990 govern the administration of this provision.
- (2) Charges for specific living quarters shall be based upon a determination of the class in which each house, apartment, or room shall be included, made by resolution of the Board of Supervisors. Employees shall be charged at the biweekly rate; however, when computing the charges for a portion of a biweekly pay period, the daily rate shall be used. Charges for living quarters shall be paid by employees or deducted from employees' compensation at the end of the pay period for which the living quarters are furnished.

Class	Description	Biweekly Rate
1	1 BR/1 BA Mobile Home	\$60.64
2	2 BR/1 BA Mobile Home	72.84
3	2 BR/2 BA Mobile Home	84.94
4	1 BR/1 BA Apartment	60.64
5	2 BR/1 BA Apartment	83.86
6	3 BR/1 BA Apartment	84.94
7	3 BR/1-1/2 – 2 BA Apartment	97.10
8	1 BR/1 BA House	72.84
9	2 BR/1 BA House	85.06
10	2 BR/2 BA House or 3 BR/1 BA House	97.10
11	3 BR/1-1/2 – 2 BA House	109.18
12	4 BR/2 BA House	279.04

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**Section 8.** Section 1.14.8 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.14.8: CALIFORNIA – LICENSED PROFESSIONAL ENGINEER PREMIUM.**

Employees in classes designated below shall receive additional compensation of approximately five percent (5%) above the employee’s base pay for those who are registered with the state of California as a Professional Engineer. This premium shall apply to time worked only and shall not apply toward paid time off or to terminal payoff.

Eligible Classes:

003575	Project Manager
003706	Project Manager, Public Works
004725	Water Resource Manager
006328	Park Project Manager
006329	Sr Park Project Manager

**Section 9.** Section 4.2.26 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 4.2.26: ORGAN AND BONE MARROW DONATION LEAVE.**

- (a) Definition. Organ and Bone Marrow Donation leave is a leave of absence granted for the purpose of an organ or bone marrow donation in accordance with applicable federal and state laws. Employees are not required to use applicable leave balances concurrently with Organ and Bone Marrow Donation Leave as described below in Section 4.2.26(d)(1) and 4.2.26(d)(2).
- (b) Eligibility.
  - (1) Employees must be employed by the County of San Diego preceding the commencement of the leave. There is no length of service requirement.
  - (2) Qualifying Events for Organ and Bone Marrow Donation Leave Eligibility. An appointing authority is required to grant leave to eligible employees for any of the following qualifying events:
    - (a) Bone Marrow Donation - For the purpose of donating their bone marrow to another person;
    - (b) Organ Donation - For the purpose of donating their organ to another person for an organ transplant.
- (c) Conditions. Organ and Bone Marrow Donation Leave is subject to the following conditions:
  - (1) Requesting Organ and Bone Marrow Donation Leave. The employee shall request this leave with as much notice as practicable by providing a written medical certification to the appointing authority for authorization.
  - (2) Medical Certification. The employee must provide written medical certification issued by the employee’s health care provider stating that the employee is to serve as an organ or bone marrow donor and that there is a medical necessity for the donation. If an employee does not submit written medical certification, the leave may not be granted.
  - (3) Job Retention. Following Organ and Bone Marrow Donation Leave, the employee is entitled to return to the same or an equivalent job upon return from leave. However, should the employee exhaust their Organ and Bone Marrow Donation Leave and continue on some other form of County unpaid leave, they may not be entitled to return to their previous position.

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- (4) Credits toward sick leave and vacation shall accrue as though the employee were on paid status.
  - (5) Time on this leave shall apply toward time in service for step advancement and toward seniority for purposes of layoff.
- (d) Duration and Coordination with County Leave Programs. An employee may take this leave of absence in any 12-month period. The measurement period begins from the date the employee's leave begins and ends after 12 consecutive months. Organ and Bone Marrow Donation Leave does not run concurrently with the federal Family and Medical Leave Act (FMLA). Organ and Bone Marrow Donation Leave shall be coordinated with County paid leave and unpaid leave as follows:
- (1) Bone Marrow Donation. An employee will be allowed to take a paid leave of absence not exceeding five (5) business days, or equivalent hours. An employee is not required to use applicable leave balances during this leave of absence.
  - (2) Organ Donation. An employee will be allowed to take a paid leave of absence not exceeding thirty (30) business days, or equivalent hours. An employee is not required to use applicable leave balances during this leave of absence.
    - (a) An employee will be allowed to take an additional thirty (30) business days of unpaid leave for the purpose of donating their organ to another person.
      - 1. The employee is not required to use available leave balances concurrently with the additional thirty (30) days of organ donation leave.
      - 2. The employee's leave may not exceed sixty (60) business days for the purpose of organ donation in any 12-month period.
- (e) Maintenance of Insurance Coverage.
- (1) General Requirement. An employee's group insurance coverage shall be maintained during the approved Organ and Bone Marrow Donation Leave on the same conditions as coverage would have been provided if the employee had been employed continuously during the entire Organ and Bone Marrow Donation Leave period.
    - (a) Employees will be required to reimburse their share of the insurance premiums.
    - (b) Upon the employee's return to work from leave, any required premiums not paid by employee shall be entered as added payroll deductions. The amount of each added payroll deduction shall be equal to the amount of each separate premium not paid by the employee. This added payroll deduction shall be entered on each of the employee's biweekly pay warrants until the full amount of the premiums is paid in full.

**Section 10. Effective Dates.** Sections 1, 7 and 9 shall take effect thirty (30) days after its adoption and Sections 2-6 and 8 shall take effect upon adoption by the Board of Supervisors following the second reading. 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.

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**Section 11. Operative Dates.** Operative dates by specified section are listed in the table below.

<b>Section Number</b>	<b>Operative Date</b>
Section 1	7/12/24
Section 2	6/14/24
Section 3	6/28/24
Sections 4-5	6/28/24 6/27/25
Section 6	6/14/24
Section 7	7/12/24
Section 8	6/14/24
Section 9	7/12/24

**APPROVED AS TO FORM AND LEGALITY**  
Claudia G. Silva, County Counsel

**BY: Frances Rogers, Senior Deputy County Counsel**

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 4<sup>th</sup> day of June 2024.



NORA VARGAS  
Chair, Board of Supervisors  
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Vargas, Anderson, Lawson-Remer, Montgomery Steppe, Desmond

ATTEST my hand and the seal of the Board of Supervisors this 4<sup>th</sup> day of June 2024.

ANDREW POTTER  
Clerk of the Board of Supervisors

By   
Nancy Vizcarra, Deputy



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