

Alameda County Equity Study Guidelines



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What an Equity Study Can Do



- Give you a sense of the compensation in surrounding Counties and other jurisdictions.
- Help guide the bargaining team in making economic proposals.
- Help the Union make a public case for increasing compensation for classifications below the market.

What an Equity Study Cannot Do



- Guarantee a raise, only your power as a chapter acting collectively can do that.
- Compel the County to do anything.

Comparable Jurisdictions



- Here is a list of Counties, Cities, and Jurisdictions the County used in the last Salary Survey:
 - City and County of San Francisco
 - City of Livermore
 - BART
 - Contra Costa County
 - County of Marin
 - County of San Mateo
 - County of Santa Clara
 - EBMUD
 - State of California
 - UC Berkeley
 - City of Berkeley
 - City of Fremont
 - City of Hayward
 - City of Oakland
 - City of Pleasanton
 - City of San Jose
 - City of San Leandro
 - Port of Oakland
- It's more important to find classifications that match yours which may mean looking at other jurisdictions.

Steps for Completing an Equity Study



1. Begin by finding your own job description. If you don't have access to it you can find it on the Alameda County website.

<https://www.acgov.org/hrs/cc/reports.htm>

Steps for Completing an Equity Study



2. Compare both duties and qualifications in job descriptions from comparable agencies to yours, do not simply rely on job titles.

Class and Comp Websites (1/2)



- San Francisco
 - <https://sfdhr.org/classification-and-compensation-database>
- City of Berkeley
 - <https://www.cityofberkeley.info/hr/>
- City of Fremont
 - <https://www.fremont.gov/412/Human-Resources>
- City of Hayward
 - <https://www.hayward-ca.gov/your-government/departments/human-resources>
- City of Oakland
 - <https://www.oaklandca.gov/departments/department-of-human-resources-management>
- City of Pleasanton
 - <http://www.cityofpleasantonca.gov/gov/depts/hr/default.asp>
- City of San Jose
 - <https://www.sanjoseca.gov/index.aspx?NID=720>
- City of San Leandro
 - https://www.sanleandro.org/depts/hr/contact_us.asp
- City of Livermore
 - <http://www.cityoflivermore.net/citygov/admin/hr/>

Class and Comp Websites (2/2)



- BART
 - <https://www.bart.gov/about/jobs>
- Contra Costa County
 - <http://www.co.contra-costa.ca.us/361/Human-Resources>
- County of Marin
 - <https://www.marincounty.org/depts/hr>
- County of San Mateo
 - <https://hr.smcgov.org/webforms/contact-san-mateo-county-hr>
- County of Santa Clara
 - <https://www.governmentjobs.com/careers/santaclara/classspecs>
- EBMUD
 - <https://www.ebmud.com/jobs/>
- Port of Oakland
 - <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>
- State of California
 - <https://www.jobs.ca.gov/CalHRPublic/Search/AdvancedJobSearch.aspx>
- UC Berkeley
 - https://ucnet.universityofcalifornia.edu/system_series/series_search.html

Steps for Completing an Equity Study



3. Once you've identified comparable job descriptions from each comparable City, record the top step of each classification.

If the job description does not contain the salaries, you'll have to look it up in the agency's salary schedule or compensation manual.

Matching Benefits



- In addition to wages, the County will look to compare benefit packages to determine the comparability of overall compensation.
- Healthcare comparability is usually assessed by cost-sharing. That's the percentage of the annual premium paid by the employer vs. the employee.
- For example in Alameda County the employer pays 88% and the employee pays 12%.
- Healthcare costs can be found in the MOUs, which are located on either the Union website, the employer website, or both.

If your job duties don't match the Job description



- Start by documenting the duties you are doing that are outside the job description.
- Document when and how frequently you are doing those duties, providing dates and times will help strengthen.
- Save any communications from management regarding assignments/duties outside of your job description.

Vacancies



- The County's primary motivation to provide equity adjustments is often a response to their inability to fill vacant positions in the classifications
- Union staff is working to analyze on a per-classification basis the vacancy rates and will provide those percentages to supplement the equity presentations. *Do we really need to state?*