

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



- **Comparable Counties**

- City and County of San Francisco
- Marin County
- Contra Costa County
- San Mateo County
- Santa Clara County

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>

(If you find that your assignments do not match what's in your job description, we may have an out-of-class grievance)

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)



- City and County of San Francisco
 - <https://sfdhr.org/classification-and-compensation-database>
- Contra Costa County
 - <http://www.co.contra-costa.ca.us/361/Human-Resources>
- Marin County
 - <https://www.marincounty.org/depts/hr>
- San Mateo County
 - <https://hr.smegov.org/webforms/contact-san-mateo-county-hr>
- Santa Clara County
 - <https://www.governmentjobs.com/careers/santaclara/classspecs>

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

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
- Make sure to include your classification's vacancy rate in your present to demonstrate the negative consequences of in-equitable wages.