

APPROVED
BY RESOLUTION # 2008-0883
BOARD OF SUPERVISORS

COUNTY OF SACRAMENTO
CALIFORNIA

AUG 26 2008

By *Cyril Lee*
Clerk of the Board

For the Agenda of:
August 26, 2008

To: Board of Supervisors

From: Department of Labor Relations

Subject: Approve Addendum No. 3 Authorizing Establishment Of The New Class Of Real Estate Specialist And Retitling Of Associate Real Estate Agent Class To Real Estate Officer (Level I/II); And Salaries For Real Estate Specialist And Real Estate Officer (Level I/II); Abolishment Of The Class Of Assistant Real Estate Agent (Level I/II); Granting Status To Incumbents; And Amendment Of Section 14.8, Education And Certification Incentive Pay To Include The Class Of Real Estate Specialist (SRA No. 2009-032B)

Supervisory

District: All

Contact: Steve Keil, Assistant to the County Executive for Labor Policy and Negotiations
874-7095

Overview

The attached Salary Resolution Amendment No. 2009-032B and addendum establish the classes and salaries for the Real Estate Specialist and the Real Estate Officer (Level I/II).

Recommendations

It is recommended that the Board approve the portion of the attached class study abolishing the class of Assistant Real Estate Agent (Level I/II), creating the class of Real Estate Specialist and retitling the class of Associate Real Estate Agent to Real Estate Officer Level II; adding Real Estate Officer Level I; approve the Salary Resolution Amendment No. 2009-032B to authorize implementation of Addendum No. 3 to the 2006-11 Agreement between the County of Sacramento and the United Public Employees, Local 1 to establish the re-titled class of Real Estate Officer Level II, adding Real Estate Officer Level I, and the new class of Real Estate Specialist and corresponding salaries; abolish the class of Assistant Real Estate Agent (Level I/II); grant status to incumbents; and amend Section 14.8, Education and Certification Incentive Pay, to include the class of Real Estate Specialist.

Measures/Evaluation

Measures and evaluation are not applicable.

Fiscal Impact

The recommended changes will result in an annual cost increase of \$73,287 (\$57,081 salary and \$16,206 benefits). The increased costs will be absorbed by the Department of Facility Planning, Architecture and Real Estate within its Fiscal Year 2008-09 Adopted Budget. The ongoing costs will be financed by the property management fee and labor rates charged for projects. The application of the Eleven-Point Plan is not applicable to this item.

Approve Addendum No. 3 Authorizing Establishment Of The New Class Of Real Estate Specialist And Retitling Of Associate Real Estate Agent Class To Real Estate Officer (Level I/II); And Salaries For Real Estate Specialist And Real Estate Officer (Level I/II); Abolishment Of The Class Of Assistant Real Estate Agent (Level I/II); Granting Status To Incumbents; And Amendment Of Section 14.8, Education And Certification Incentive Pay To Include The Class Of Real Estate Specialist (SRA No. 2009-032B)

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DISCUSSION

The classes identified in the attached study are located within the Department of Facility Planning, Architecture and Real Estate (FPARE) and are responsible for appraisal, negotiation, acquisition, sale, leasing, and management of real estate for the County and Special Districts. The purpose of the class study was to create a paraprofessional class to assist the Real Estate Officers with specialized technical duties and to serve as a bridge between entry level and journey level positions, streamline the class series to eliminate redundancy and to revise the specifications to better reflect the work performed by the classifications. It is anticipated that the restructuring of the series will allow the department to better manage its operations by allowing for career development of entry level staff and by removing artificial barriers towards advancement.

The County has met with UPE, Local 1 and arrived at agreement regarding salaries consistent with the County's pay plan. The Real Estate Officer will maintain its current salary relationship to its benchmark classification, and the Real Estate Specialist salary will be tied to the Assessment Technician classification.

The Civil Service Commission's approval of the class study also included the granting of status to incumbents as follows:

Current Allocation	Proposed Reallocation
Office Assistant, Level 2 (2 FTE) Senior Office Assistant (1 FTE)	Real Estate Specialist (3 FTE)
Assistant Real Estate Agent, Level 2 (6 FTE)	Real Estate Officer, Level 1 (6 FTE)
Associate Real Estate Agent (13 FTE)	Real Estate Officer, Level 2 (13 FTE)

The Civil Service Commission also approved the recommendation to abolish the Assistant Real Estate Agent (Level I/II) class.

At this time, it is only recommended that the Board approve the abolishment of the Real Estate Assistant class, creation of the Real Estate Specialist class and retitling of the Associate Real Estate Agent class to Real Estate Officer (Level I/II). The Department of Personnel Services will follow up with the Board for approval of the unrepresented classification of Real Estate Program Manager.

In addition, the new class of Real Estate Specialist is a paraprofessional class that requires knowledge, skills and abilities similar to other paraprofessional classes within the bargaining unit. However, like other paraprofessional classes the class does not have an education

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component to the minimum qualifications. Consistent with the rationale of providing an education and certification incentive to specified classes within the unit not requiring education or certification as an alternate minimum qualification pattern, it is recommended that the Education and Certification Incentive Pay provision, article 14.8 of the Office-Technical Agreement, be amended to include the new class of Real Estate Specialist.

FINANCIAL ANALYSIS

The recommended changes will result in an annual cost increase of \$73,287 (\$57,081 salary and \$16,206 benefits) as follows:

	FTE	Salary	Benefits	Total
Delete:				
Office Assistant, Lv 2	2	(\$68,362)	(\$37,698)	(\$106,060)
Sr. Office Assistant	1	(\$39,317)	(\$20,307)	(\$59,624)
Assistant Real Estate Agent, Lv 2	6	(\$357,300)	(\$156,307)	(\$513,607)
Associate Real Estate Agent	13	(\$1,001,064)	(\$403,088)	(\$1,404,152)
Total	22	(\$1,466,043)	(\$617,400)	(\$2,083,443)
Add:				
Real Estate Specialist	3	\$136,932	\$66,310	\$203,242
Real Estate Officer, Lv 1	6	\$385,128	\$164,208	\$549,336
Real Estate Office, Lv 2	13	\$1,001,064	\$403,088	\$1,404,152
Total	22	\$1,523,124	\$633,606	\$2,156,730
Difference - Increased Cost		\$57,081	\$16,206	\$73,287

The increased costs will be absorbed by the Department of Facility Planning, Architecture and Real Estate within its Fiscal Year 2008-09 Adopted Budget. The ongoing costs will be financed by the property management fee and labor rates charged for projects.

Respectfully submitted,

APPROVAL RECOMMENDED:

STEVE KEIL
Assistant to the County Executive for
Labor Policy and Negotiations

TERRY SCHUTTEN
County Executive

Approve Addendum No. 3 Authorizing Establishment Of The New Class Of Real Estate Specialist And Retitling Of Associate Real Estate Agent Class To Real Estate Officer (Level I/II); And Salaries For Real Estate Specialist And Real Estate Officer (Level I/II); Abolishment Of The Class Of Assistant Real Estate Agent (Level I/II); Granting Status To Incumbents; And Amendment Of Section 14.8, Education And Certification Incentive Pay To Include The Class Of Real Estate Specialist (SRA No. 2009-032B)

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**Attachments: Real Estate Series Class Study
Salary Resolution Amendment No. 2009-032B
Addendum No. 3 to Office-Technical Unit Agreement**

**cc: Director, FPARE
Internal Services Agency Administrator
Department of Personnel Services
Retirement Chief Executive Officer
Personnel Actions Manager
Benefits Manager
Selections and Classification Manager
United Public Employees, Local 1**

**ADDENDUM #3
TO THE
2006-2011 AGREEMENT
BETWEEN
COUNTY OF SACRAMENTO
AND
UNITED PUBLIC EMPLOYEES, LOCAL 1
IN THE
OFFICE-TECHNICAL UNIT**

This Addendum #3 is to the 2006-2011 Agreement between the County of Sacramento and the United Public Employees, Local 1, covering all employees in the Office-Technical Unit.

Effective August 17, 2008, the parties agree to establish the salaries for the classes of Real Estate Specialist and Real Estate Officer (Level 1 and 2), as follows:

Class Title	Entry Step/Range	Step 5	Step 6	Step 7	Step 8	Step 9	
Real Estate Specialist	5/2186	17.99	18.89	19.83	20.82	21.86	Hourly
		1439.20	1511.20	1586.40	1665.60	1748.80	Biweekly
		3130.25	3286.83	3450.42	3622.67	3803.67	Monthly
		37,563	39,442	41,405	43,472	45,644	Annually
Real Estate Officer (Lvl 1)	5/3074	25.30	26.56	27.89	29.28	30.74	Hourly
		2024.00	2124.80	2231.20	2342.40	2459.20	Biweekly
		4402	4621	4853	5095	5349	Monthly
		52,826	55,457	58,234	61,137	64,185	Annually
Real Estate Officer (Lvl 2)	5/3688	30.34	31.86	33.45	35.12	36.88	Hourly
		2427.20	2548.80	2676.00	2809.60	2950.40	Biweekly
		5279.17	5543.67	5820.33	6110.92	6417.08	Monthly
		63,350	66,524	69,844	73,331	77,005	Annually

This addendum also amends Section 14.8.b.5 as follows:

- (5) Eligible Classes: Changes to the following list of eligible classes shall be made by mutual agreement of the parties.

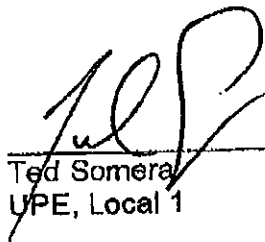
Account Clerk, Level 1
Account Clerk, Level 2
Account Clerk 3
Assessment Technician
Claims Assistance Clerk
Collection Services Agent, Level 1
Collection Services Agent, Level 2
Communicable Disease Investigator
Communications Operator Dispatcher, Level 1
Communications Operator Dispatcher, Level 2
Communications Operator Dispatcher, Range B
Data Entry Operator
Election Assistant
Health Education Assistant
Imaging Specialist, Level 1
Imaging Specialist, Level 2
Legal Secretary 1
Legal Secretary 2
Legal Transcriber
Medical Records Technician
Medical Transcriber, Level 1
Medical Transcriber, Level 2
Office Assistant, Level 1
Office Assistant, Level 2
Office Specialist, Level 1
Office Specialist, Level 2
Planning Aide, Level 1
Planning Aide, Level 2
~~Printing Services Operator, Level 1~~
Printing Services Operator, Level 2
Printing Services Technician
Real Estate Specialist
Secretary
Senior Data Entry Operator
Senior Election Assistant
Senior Imaging Specialist
Senior Legal Transcriber
Senior Office Assistant
Senior Office Specialist
Senior Printing Services Operator
Senior Sheriff's Records Specialist
Senior Utility Billing Services Representative

Sheriff's Jail Librarian


- Sheriff's Records Specialist, Level 1
- Sheriff's Records Specialist, Level 2
- Utility Billing Services Representative, Level 1
- Utility Billing Services Representative, Level 2
- Veterans Claims Representative

This addendum shall remain in full force and effect to and including June 30, 2011.

8/13/2008
Date



Ted Somera
UPE, Local 1



Matt Connolly
Sacramento County

