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OAKLAND

2015 JAN 29 PM 12:51

AGENDA REPORT

TO: JOHN A. FLORES
INTERIM CITY ADMINISTRATOR

FROM: Anil Comelo

SUBJECT: Amendment to Ordinance No. 12187 C.M.S. **DATE:** January 16, 2015
Benefits Coordinator

City Administrator
Approval

Date

1/23/15

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council adopt:

An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Create the Classification and Salary of Benefits Coordinator

OUTCOME

The Salary Ordinance amendment is proposed to create a new classification for the position of Benefits Coordinator. This new advanced-journey level classification will be responsible for coordinating benefits administration for all city employees, retirees and eligible dependents which includes providing benefits counseling, enrollment, and rate calculation; overseeing reconciliation of financial records; planning and coordinating data gathering and analysis for fiscal reporting and auditing requirements; and may supervise, train and evaluate assigned professional, technical and clerical staff.

Should the City Council not take the recommended action, there will not be an appropriate classification to assign to the Employee Benefits Services Unit in the Human Resources Management Department's (HRM's) Risk & Benefits Division to oversee the administration of the City's benefits programs.

BACKGROUND/LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries and other terms and conditions of City employment including the classification titles of positions. It is amended from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules, June 9, 2011), Section 302(b), classification specifications are prepared, maintained and amended by the Personnel Director with the approval of the Civil Service Board. At the October 16, 2014, meeting, the Civil Service Board approved the proposed Benefits Coordinator classification specification.

Item: _____

Finance & Management Committee
February 10, 2015

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ANALYSIS

Based upon a classification review at the request of the Risk & Benefits Division of the Human Resources Management Department (HRM), staff evaluated the existing staffing structure and recommended the development of a new Benefits Coordinator classification. It was determined that adding an advanced-journey level position between professional line staff and the division manager will allow the new position to focus on staff assignments, daily operations, and efforts to research, analyze and make recommendations to enhance the City's benefits programs. The new classification specification adequately captures the duties required to fulfill this need for a position to assist with daily operations in the unit and perform complex research and analytical studies. Staff met with the International Federation of Professional and Technical Engineers (IFPTE, Local 21) on September 23, 2014, to review and discuss the proposed classification specification prior to its submission to the Civil Service Board. The official classification specification has already been adopted by the Civil Service Board and established the necessary requirements to be included on the job announcements for immediate and future vacancies.

PUBLIC OUTREACH

The proposal to add the classification of Benefits Coordinator was posted publicly in conformance with the Sunshine Ordinance and Brown Act prior to the City Council's review of the items.

COORDINATION

HRM coordinated the creation of the classification specification of Benefits Coordinator with staff from its Risk & Benefits Division. The classification specification for the position was presented to the Civil Service Board for approval on October 16, 2014. Public notices regarding the Salary Ordinance amendment by City Council action to approve the classification are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

COST SUMMARY/IMPLICATIONS

Adding the classification of Benefits Coordinator in and of itself has no fiscal impact since it represents neither the addition of staff nor a change to the Risk & Benefits Division's budget allocation. Provided that appropriate funding is confirmed, the classification would be used for an assignment in Risk & Benefits.

SUSTAINABLE OPPORTUNITIES

Economic – No direct economic opportunities have been identified.

Environmental – No direct environmental opportunities have been identified.

Social Equity – No direct social equity opportunities have been identified.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

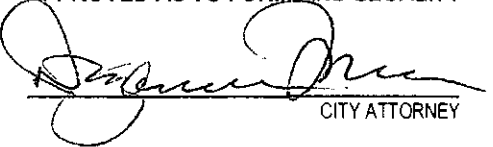
Respectfully submitted,



Anil Comelo, Director
Human Resources Management

Prepared by:
Jaime Pritchett – Human Resources Analyst, Principal

Reviewed by:
Kip Walsh, HR Manager for Recruitment & Classification



CITY ATTORNEY

2015 JAN 29 PM 12:51

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CREATE THE CLASSIFICATION OF BENEFITS COORDINATOR

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by ~~strike-through type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective upon passage, the following classification is created in Ordinance No. 12187 C.M.S. in the Unit UM2.75.012 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Benefits Coordinator</u>	<u>SC257</u>	<u>Step 1</u>	<u>6145.83</u>
		<u>Step 2</u>	<u>6470.11</u>
		<u>Step 3</u>	<u>6809.90</u>
		<u>Step 4</u>	<u>7169.43</u>
		<u>Step 5</u>	<u>7545.88</u>

Section 3. Effective upon passage, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SD1.75.016 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Book Repair Technician	TC100	Step 1	19.02
		Step 2	20.02
		Step 3	21.08
		Step 4	22.19
		Step 5	23.26

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2014

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, GALLO, GUILLEN, CAMPBELL WASHINGTON, KALB, KAPLAN, REID, and PRESIDENT MCELHANEY

NOES-

ABSENT-

ABSTENTION-

ATTEST _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

DATE OF ATTESTATION _____

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S.
("SALARY ORDINANCE") TO CREATE THE CLASSIFICATION OF BENEFITS COORDINATOR**

FILED
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DIGEST

Ordinance Amending The Salary Schedule Of Ordinance No 12187 C.M.S. ("Salary Ordinance") To Create The Classification Of Benefits Coordinator
