



AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Katano Kasaine
City Treasurer/Interim HR Director

SUBJECT: Amendment to Ordinance No. 12187 C.M.S. DATE: August 26, 2013

City Administrator
Approval

Date

8/28/13

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 add the classification of Intake Technician as part of the City's efforts to civilianize certain functions in the Oakland Police Department.

OUTCOME

The recommendation to add the proposed classification comes as part of the City's effort to civilianize certain positions in the Police Department's Office of the Inspector General to include Intake Technician. Adding the classification will pave the way for recruitment efforts to identify and hire qualified personnel to perform the newly civilianized function.

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.

Intake Technician is a journey level, specialized administrative position that is responsible for receiving complaints regarding allegations of police misconduct. Under general supervision in the Oakland Police Department (OPD), persons employed in this position use a full range of clerical and technical level skills to perform intake and examination of allegations of misconduct and/or citizen's complaints; compile and organize facts and data for cases; assist with the preparation of investigative reports for meetings and hearings; coordinate with sworn and civilian staff and the general public; access and maintain complex internal automated records systems; and, perform related duties as assigned. Establishing the proposed classification specification will ensure that the necessary requirements are included in the job announcement for the immediate vacancy.

Additional civilian classifications and revisions to some existing classifications are being developed to support auditing functions within the Oakland Police Department. Those new and

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revised classifications will be submitted to Council as part of another Salary Ordinance amendment later this month.

ANALYSIS

Based upon a classification review at the request of the City Administrator and the Oakland Police Department, the Department of Human Resources Management (DHRM) has proposed that classification specification for Intake Technician be established. As a result of on-going compliance efforts related to the Oakland Police Department's Negotiated Settlement Agreement (NSA), there is a critical need for specialized positions responsible for performing the intake of complaints and related to procedures and audits, including allegations of police and employee misconduct such as fraud, waste, mismanagement or abuse of power, and corruption.

The classification is represented by the International Federation of Professional and Technical Engineers, Local 21. The City met with the union on July 23 and again on August 5, 2013 to discuss the creation of the classification. The union had no objections to the City's recommendation to create the classification as described. The Civil Service Board approved the proposed classification specification for Intake Technician at its August 15, 2013 meeting.

As reported at the July 23, 2013 Public Safety Committee, the first priority related to civilianizing certain functions will be to recruit for up to eight (8) Intake Technician positions. The job announcement opened on August 26, 2013 and DHRM anticipates completion of the recruitment in mid-October, followed by appointments in late November.

Date	Activity
8/26/2013 – 9/13/2013	Job announcement posted
By 9/27/2013	Oral panel exam conducted
By 10/11/2013	Eligible list established
By 11/8/2013	OPD background check completed
By 11/25/2013	New appointments made

PUBLIC OUTREACH

The proposal to create the classification specification for Intake Technician was considered and approved by the Civil Service Board at its August 15, 2013 meeting; notice of which was posted publicly in conformance with the Sunshine Ordinance and Brown Act.

COORDINATION

The City Administrator's Office (CAO) coordinated the creation of the classification specification for Intake Technician with staff from DHRM and OPD. The Oakland Police Officers Association and the International Federation of Professional Engineers, Local 21 were provided the opportunity to meet to discuss the creation of the classifications. Following

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meetings with CAO, DHRM, OPD, and the representative unions, the unions expressed no objections to the proposed classifications. The classification specification was presented to the Civil Service Board and approved at its regular meeting in August 2013.

COST SUMMARY/IMPLICATIONS

Creation of the classification does not have an immediate budgetary impact in that existing budgeted positions will be converted to the new classifications. It is anticipated, however, that savings will be achieved over time as civilian positions perform some of the work that had been previously assigned to sworn staff in OPD.

SUSTAINABLE OPPORTUNITIES


Economic: There are no economic impacts associated with this informational report.

Environmental: There are no environmental impacts associated with this informational report.

Social Equity: There are no social equity impacts associated with this informational report.

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

Respectfully submitted,



KATANO KASAINÉ
Interim Director
Department of Human Resources Management

Prepared by:
Kip Walsh, Recruitment & Classification Manager

Attachment (1)

- 1) *Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to add the classifications of Intake Technician*

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FILED
OFFICE OF THE CITY CLERK
INTRODUCED BY COUNCILMEMBER _____


CITY ATTORNEY

2013 AUG 29 PM 3: 32

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION OF INTAKE TECHNICIAN

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 revised in Ordinance No. 12187 C.M.S. in the Unit TW1.75.006 Pay Grade Table to read as follows:

Classification Title	Class No.		Pay Steps
<u>Intake Technician</u>	<u>AP434</u>	<u>Step 1</u>	<u>4541.05</u>
		<u>Step 2</u>	<u>4779.76</u>
		<u>Step 3</u>	<u>5031.04</u>
		<u>Step 4</u>	<u>5296.27</u>
		<u>Step 5</u>	<u>5575.46</u>

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2013

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

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

DATE OF ATTESTATION: _____

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATIONS OF INTAKE TECHNICIAN

DIGEST

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classifications of Intake Technician
