



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2017 OCT 12 PM 3: **AGENDA REPORT**

TO: Sabrina B. Landreth
City Administrator

FROM: Ian Appleyard
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)

DATE: October 2, 2017

City Administrator Approval

Date:

10/12/17

RECOMMENDATION

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Increase the Salary Range for City Clerk.

EXECUTIVE SUMMARY

Staff request approval to amend the Salary Schedule of the Salary Ordinance to increase the salary range for City Clerk. At the request of the City Administrator's Office, Human Resources (HR) conducted a survey of the ten most populous California cities and found that the salary rate for the position was 9.3 percent below average. HR recommends the proposed salary schedule increase for equitable alignment with the compensation rates for similar positions in other California cities.

BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment. The Ordinance is amended from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules), Section 3.04, the City's Classification Plan is administered and maintained by the Personnel Director with the approval of the Civil Service Board.

Item: _____
Finance & Management Committee
October 24, 2017

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to ensure that the City of Oakland's Salary Schedule of the Salary Ordinance is equitably aligned with other California cities for the position of City Clerk.

The City Clerk is responsible for overall policy development, program planning, fiscal management, administration and operations of the City Clerk's Office. The City Clerk manages programs and services including: administration of an agenda review process and preparation of agendas, attendance at meetings and preparation of minutes for legislative bodies; development and maintenance of systems for managing a citywide document and records management program including the legislative history of the city and other official and vital records; analyzes legislation; administers municipal elections and administers and enforces federal, state and local laws pertaining to the Brown Act and other Open Meeting requirements, the Public Records Act, elections, campaign financing and conflict of interest. The operations of the City's television station, KTOP, is also overseen by the City Clerk. Many functions and activities of the City Clerk's Office are prescribed by the City charter and ordinances and laws of the State of California.

FISCAL IMPACT

The change in the salary structure for the position does not have a direct fiscal impact. However, any actual salary increase will result in an increased cost of up to \$30,922 annually and have a fiscal impact to the operating budget within the City Clerk's Office for the General Purpose Fund (1010), Successor Redevelopment Agency Reimbursement (1610), and Telecommunications (1760) funds.

PUBLIC OUTREACH / INTEREST

No public outreach was required other than the required posting on the City's website.

COORDINATION

Human Resources coordinated with the City Administrator's Office and the Finance Department in the preparation of this report. It was also reviewed by the City Attorney's Office and found to conform to legal standards.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

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

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Increase the Salary Range for City Clerk.

For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

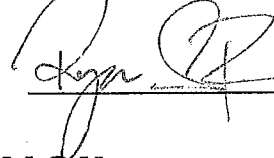
Respectfully submitted,



IAN APPLEYARD
Director, Human Resources Management

Prepared by: Jaime Pritchett
Principal Human Resource Analyst
Recruitment & Classification Division

FILED
OFFICE OF THE CITY CLERK
INTRODUCED BY COUNCILMEMBER _____


10/10/17
CITY ATTORNEY

2017 OCT 12 PM 3:39

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

AN ORDINANCE AMENDING ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") AND AMENDING THE SALARY SCHEDULE OF THE SALARY ORDINANCE TO INCREASE THE SALARY FOR CITY CLERK

WHEREAS, Oakland City Charter section 207 charges the City Council with fixing the compensation of all City employees, officers and officials unless otherwise provided by the Charter; and

WHEREAS, Ordinance No. 12187 C.M.S., the "Salary Ordinance," sets forth a salary schedule reflecting all classifications of employment within the City including those of city employees and city officers; and

WHEREAS, following a survey of similar positions in California cities, the salary rate for City Clerk was found to be more than 9% below the average; now therefore,

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

Section 1. The Salary Schedule of 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 title is amended in Ordinance No. 12187 C.M.S. in the Unit UK1.75.038 Pay Grade Table of the Salary Schedule to read as follows:

Classification Title	Class No.	Pay Range	
City Clerk	EM242	Min 9264.40	<u>12541.59</u>
		Max 13896.60	<u>15397.40</u>

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2017

PASSED BY THE FOLLOWING VOTE:

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

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 ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") AND AMENDING THE SALARY SCHEDULE OF THE SALARY ORDINANCE TO INCREASE THE SALARY FOR CITY CLERK

Digest

An Ordinance Amending Ordinance No. 12187 C.M.S. ("Salary Ordinance") and Amending The Salary Schedule of the Salary Ordinance to Increase the Salary for City Clerk
