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OFFICE OF THE CITY CLERK
OAKLAND

2017 JUN 28 PM 3:56

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) and
Resolution to Exempt Fire
Communications Manager

DATE: June 19, 2017

City Administrator Approval

Date:

[Handwritten signature]
6/28/17

RECOMMENDATION

Staff Recommends That The City Council Adopt: (1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Fire Communications Manager From The Operation Of Civil Service And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-Time Classification Of Fire Communications Manager.

EXECUTIVE SUMMARY

Adoption of the resolution recommending exemption of the Fire Communications Manager from the civil service and the proposed ordinance will ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended actions, this necessary classification will not be created and would prevent the Oakland Fire Department from classifying and filling the new Fire dispatch manager position appropriately.

BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment including the classification titles and bargaining unit designation of positions. 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, components of the City's Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

As applicable regulations or departmental operations change, staff in the Human Resources Management Department (HRM) periodically consults with departments regarding classification needs. Many such changes require HRM to initiate an amendment to the Salary Ordinance to

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add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of a routine action to amend the salary schedule.

This new classification is being proposed based on recent organizational development work focused on the Oakland Fire Department's Communications Center. The creation of the new classification will ensure alignment between the hierarchy and structure of dispatch positions across the Oakland Fire Department and Oakland Police Department.

Staff from the Human Resources Management Department (HRM) anticipates that the classification of Fire Communications Manager will be presented to the Civil Service Board for final approval at the August 17, 2017 meeting. Further, staff will request that the Board approve the recommendation to exempt the classification from civil service.

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions that are in progress, including the proposed exemption of the classification from the provisions of the competitive civil service. Prior to its presentation to City Council, the representative union, the International Federation of Professional and Technical Engineers, Local 21, was notified of the proposed action. HRM staff met with the union to discuss both a job description and the exemption recommendation for the new classification; the union expressed no objections. Following Council action and approval, staff will present the classification specification and civil service exemption to the Civil Service Board for its review and approval.

The Fire Communications Manager position is responsible for management of the operations of the Oakland Fire Department's Communications Center, which includes 24 positions and involves critical elements of public safety. The individual in this classification must deal with challenging, sensitive, and confidential matters and oversees the completion and resolution of sensitive and complex investigations and complaints. The incumbent is expected to exercise considerable discretion in carrying out the City's mission, for which there is a high consequence of error.

Due to the role of the classification of Fire Communications Manager related to public safety, placement in the organization, lines of authority, reporting relationships within the Fire Department, as well as the duties, pay grade and independence of action, staff recommends the classification for exemption from civil service.

FISCAL IMPACT

A placeholder position at the same salary range was added to the FY 2015-2017 budget and is included in the FY 2017-2019 budget cycle. Once the correct title is established, the placeholder position will be converted to a position with the new title. There is no direct fiscal impact on Council action related to this report.

PUBLIC OUTREACH / INTEREST

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

COORDINATION

Prior to its presentation to City Council, International Federation of Professional and Technical Engineers Local 21 was notified of the proposed action. HRM staff met with the union to discuss both a job description and the exemption recommendation for the new classification; the union expressed no objections. HRM coordinated the development of the classification specification of Fire Communications Manager with staff from the Oakland Fire Department. When necessary, Employee Relations was also involved. The classification specification and the recommendation for exemption are intended to be presented to the Civil Service Board at its August 17, 2017 meeting.

Public notices regarding the Civil Service Board action to except the classification from the competitive civil service and approve the classification specification are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance

Additionally, the preparation of this report was coordinated with HRM, Budget Office of the Finance Department, and the City Administrator's Office, and was reviewed by the City Attorney's Office.

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 the City Council Adopt: (1) a Resolution Recommending to the Civil Service Board the Exemption of the Classification of Fire Communications Manager From the Operation of Civil Service and (2) an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add the Full-Time Classification of Fire Communications Manager.

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

Respectfully submitted,



IAN APPLEYARD

Director, Human Resources Management

Reviewed by: Kip Walsh
Human Resources Manager
Recruitment & Classification Division

Prepared by: Jaime Pritchett
Principal Human Resource Analyst

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

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RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF FIRE COMMUNICATIONS MANAGER FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Fire Communications Manager is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the Oakland Fire Department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Fire Communications Manager is a division manager with overall responsibility for operations of the Oakland Fire Department's Dispatch Communications center, which involves critical elements of public safety; and the individual in this classification must deal with challenging, sensitive and confidential matters and oversee the completion and resolution of sensitive and complex investigations and complaints; and

WHEREAS, the incumbent in the Fire Communications Manager position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

RESOLVED, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Fire Communications Manager be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption

IN COUNCIL, OAKLAND, CALIFORNIA, _____

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

