



CITY OF OAKLAND

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OFFICE OF THE CITY CLERK
OAKLAND

2015 APR -1 AM 12: 57

AGENDA REPORT

TO: JOHN A. FLORES
INTERIM CITY ADMINISTRATOR

FROM: Anil Comelo

SUBJECT: Amendment to Ordinance No. 12187 C.M.S. **DATE:** March 23, 2015
(The Salary Ordinance)

City Administrator
Approval

Date

3/31/15

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that Council:

Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) to Adjust the Salaries and Titles of Various Classifications and Delete the Classifications of Revenue Collections Supervisor, Revenue Audit Supervisor, and Police Services Technician I and Various Part-Time Camp Classifications

OUTCOME

Adoption of the proposed ordinance is routine maintenance to ensure accuracy of the City’s Classification Plan and Salary Schedule.

If City Council does not take the recommended action, data related to several classifications will be remain inaccurate and could lead to potential liability regarding misaligned pay rates. It is necessary to ensure that salary and bargaining unit information is accurate to prevent over or under utilization of the City’s limited resources.

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 representation 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), 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 add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment

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Finance & Management Committee
April 14, 2015

accompanying this report is comprised of various routine actions to correct and amend the salary schedule.

ANALYSIS

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions already taken, to correct errors in the existing document, and to delete obsolete classifications. In cases in which union involvement was required, the appropriate discussions occurred with the applicable unions (title changes for Help Desk Specialist and Citizen's Police Review Board (CPRB) Policy Analyst as well as deletion of Revenue Audit Supervisor and Revenue Collections Supervisor).

Classification Title Changes - Four classifications require title changes. Two classifications were affected by amendments to Municipal Code 2.29: Director of Finance and Director of Public Works; union involvement was not necessary for these unrepresented classifications. Two other title changes were driven by decisions to recognize operations using revised titles: CPRB Policy Analyst and Help Desk Specialist; discussions occurred between City staff and union representatives and the unions do not object to the title changes.

Alignment of Pay Rates Across Classification Equivalents (FT/PPT/PT) - Staff identified three instances in which part-time and permanent part-time rates varied from their corresponding full-time equivalents. All are in the Human Services Department. This action will align the pay rates to ensure that employees in the Case Manager II and Nurse Case Manager classifications receive the same monthly wage.

Minimum Salary Rates as Affected by Oakland's Minimum Wage Ordinance - Several classifications that have salary ranges with minimums below \$12.25 per hour were not included in the Minimum Wage Salary Ordinance that was processed recently; it focused on the immediate needs of altering classifications with salary steps to raise the lowest step. These actions are related in that the minimum salary rates must align with Oakland's new \$12.25 Minimum Wage as well. For the following classifications, the maximum salary remains the same, but the minimum monthly salary has been raised to reflect the newly adopted Minimum Wage: City Council PSE 14; Mayor's PSE 14; City Council PSE 14, PPT; Mayor's PSE 14, PPT; City Council PSE 14, PT; Mayor's PSE 14, PT; Exempt Limited Duration Employee; and Temporary Contract Services Employee, PT.

One other classification was inadvertently affected by the changes stemming from the Minimum Wage Ordinance. Food Program Site Leader, PT shared a pay grade with Recreation Leader I, PT in the City's financial management system. When the pay rate for Recreation Leader I was altered it was due to compaction within the recreation classification series, those changes were not applicable to Food Program Site Leader, PT. Instead, a new pay grade must be established to leave Food Program Site Leader, PT at its current rate (which is already above the new minimum wage rate).

Classification Deletions - The City's Classification Plan is dynamic and can be affected by a variety of forces. Classifications may be combined, which results in one classification remaining while others are abolished (Revenue Collections Supervisor and Revenue Audit Supervisor were rolled into Revenue Operations Supervisor). In other instances, union agreements may drive changes to the Classification Plan (Police Services Technician I can no longer be utilized). Lastly, certain classifications can become obsolete as operations change (Camp Director, Asst, PT; Camp Head Cook, PT; Camp Laborer, PT; Camp Nurse, PT; and Camp Second Cook, PT).

PUBLIC OUTREACH

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

COORDINATION

HRM Department coordinated with city departments regarding the proposed modifications. When necessary, Employee Relations was also involved. Regarding union involvement, formal notification of the proposed legislation was not required for most of the proposed routine maintenance as it is not subject to mandatory bargaining regulations. The only exceptions were the title changes for CPRB Policy Analyst and Help Desk Specialist and the combining of the Revenue Audit Supervisor and the Revenue Collections Supervisor into the Revenue Operations Supervisor classifications. For those items, appropriate discussions took place, and there were no objections raised by the representative unions.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, Controller's Bureau, and the City Administrator's Office.

COST SUMMARY/IMPLICATIONS

For classifications requiring salary adjustments, the impacts are minor and will be absorbed by the affected departments. For the proposed deletions, there are no authorized positions allocated in the budget and no fiscal impact exists. All other changes are budget neutral and do not affect staffing or budget allocation.

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.

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

Respectfully submitted,



Anil Comelo
Director, DHRM

Prepared by:
Jaime Pritchett – Human Resources Analyst, Principal

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

DRAFTINTRODUCED BY COUNCILMEMBER _____
OFFICE OF THE CITY CLERK
OAKLAND

CITY ATTORNEY

2015 APR -1 AM 12:57

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADJUST THE SALARIES AND TITLES OF VARIOUS CLASSIFICATIONS AND DELETE THE CLASSIFICATIONS OF REVENUE COLLECTIONS SUPERVISOR, REVENUE AUDIT SUPERVISOR, AND POLICE SERVICES TECHNICIAN I AND VARIOUS PART-TIME CAMP CLASSIFICATIONS**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 as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UK1.75.052 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
<u>Director of Finance</u> Agency Director, Finance & Mgmt	EM103	Min. 12098.07 Max. 18147.15
<u>Director of Public Works</u> Agency Director, Public Works	EM108	Min. 12098.07 Max. 18147.15

Section 3. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM2.75.017 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>CPRB Policy Analyst</u> Policy Analyst	AP400	Step 1	7844.78
		Step 2	8257.89
		Step 3	8692.14
		Step 4	9150.37
		Step 5	9631.14

Section 4. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SD1.75.035 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Help Desk Specialist	AP265	Step 1	23.49
Operations Support Specialist		Step 2	24.71
		Step 3	26.01
		Step 4	27.39
		Step 5	28.82

Section 5. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TL1.75.026 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Case Manager II, PT	AP412	Step 1	5055.96
		Step 2	5270.94
		Step 3	5603.01
		Step 4	5897.68
		Step 5	6207.86

5322.45

Section 6. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit ~~TW1.75.038~~ TW1.75.008 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Nurse Case Manager, PPT	AP264	Step 1	4491.99
		Step 2	4727.46
		Step 3	4977.01
		Step 4	5239.26
		Step 5	5514.20

5055.96
5322.45
5603.01
5897.68
6207.86

Section 7. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TA1.75.035 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
City Council PSE 14	SS114	Min. 1401.53 Max. 6704.90

1990.63

Section 8. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.035 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Mayor's PSE 14	SS143	Min. 4401.67	1990.63
		Max. 6705.57	

Section 9. Effective as set forth below, the following classifications are amended in Ordinance No. 12187 C.M.S. in the Unit TA1.75.034 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
City Council PSE 14, PPT	SS112	Min. 4401.53	1990.63
		Max. 5830.84	

Classification Title	Class No.	Pay Range	
Mayor's PSE 14, PPT	SS194	Min. 4401.53	1990.63
		Max. 5830.84	

Section 10. Effective as set forth below, the following classifications are amended in Ordinance No. 12187 C.M.S. in the Unit TL1.75.001 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
City Council PSE 14, PT	SS113	Min. 4401.67	1990.63
		Max. 5831.43	

Classification Title	Class No.	Pay Range	
Mayor's PSE 14, PT	SS145	Min. 4401.67	1990.63
		Max. 5831.43	

Section 11. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit U51.75.034 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Exempt Limited Duration Employee	AP188	Min. 4197.81	1990.63
		Max. 16613.76	

Section 12. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit CON.75.001 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Temp Contract Svcs Employee, PT	AP341	Min. 1197.57	1990.63 Max. 18192.21

Section 13. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SI1.80.003016 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Food Program Site Leader, PT	PP125	Step 1	12.38
		Step 2	13.04
		Step 3	13.72
		Step 4	14.45
		Step 5	15.22

Section 14. Effective as set forth below, the following classifications are to be deleted in Ordinance No. 12187 C.M.S. in the Unit UH1.75.014 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Revenue Collections Supervisor	AF044	Step 1	6774.67
		Step 2	7129.95
		Step 3	7506.40
		Step 4	7901.18
		Step 5	8317.10

Classification Title	Class No.	Step	Salary
Revenue Audit Supervisor	AF043	Step 1	6774.67
		Step 2	7129.95
		Step 3	7506.40
		Step 4	7901.18
		Step 5	8317.10

Section 15. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SC1.80.006 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Police Services Technician I	PS172	Step 1	18.38
		Step 2	19.34
		Step 3	20.36
		Step 4	21.43
		Step 5	22.56

Section 16. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UG1.80.014 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Camp Director, Asst, PT	PP104	Step 1	11.54
		Step 2	12.00
		Step 3	12.48
		Step 4	12.91
		Step 5	13.39

Section 17. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UG1.80.015 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Camp Head Cook, PT	TR109	Step 1	11.89
		Step 2	12.34
		Step 3	12.82
		Step 4	13.29
		Step 5	13.74

Section 18. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UG1.80.016 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Camp Laborer, PT	TR110	Step 1	12.09
		Step 2	12.37
		Step 3	12.74
		Step 4	12.98
		Step 5	13.34

Section 19. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UG1.80.010 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Camp Nurse, PT	AP125	Step 1	10.19
		Step 2	10.59
		Step 3	10.98
		Step 4	11.39
		Step 5	11.78

Section 20. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UG1.80.011 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Camp Second Cook, PT	TR111	Step 1	10.32
		Step 2	10.74
		Step 3	11.15
		Step 4	11.54
		Step 5	11.97

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2015

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

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

DATE OF ATTESTATION _____

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DIGEST

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to adjust the salaries and titles of various classifications and delete the classifications of Revenue Collections Supervisor, Revenue Audit Supervisor, and Police Services Technician I and Various Part-Time Camp Classifications
