



CITY OF OAKLAND

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2016 NOV -3 PM 5: **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 24, 2016

City Administrator Approval

Date:

11/3/16

**RECOMMENDATION**

**Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Change the Bargaining Unit Designations and Hours of Work for the Classifications of Specialty Combination Inspector and Specialty Combination Inspector, Senior, and Amend the Salary Schedule of Specialty Combination Inspector, Senior.**

**EXECUTIVE SUMMARY**

The proposed amendment to the Salary Schedule is recommended to properly align two classifications in the City's classification plan with other field inspector classifications. Aligning the classifications required that the employees' work schedules change from 37.5 hours per week to 40 hours per week and that their bargaining unit designations be changed from SD1 (Office and Technical employees) to SC1 (Field and Operations employees). Additionally, the need to align these classifications arose during the bargaining of the successor Memorandum of Understanding (MOU) with the Service Employees International Union, Local 1021 (SEIU) in 2015, and City management agreed at that time to meet and confer with SEIU regarding the request. The meeting between the City and SEIU took place on September 19, 2016, at which time the parties came to agreement to advance the proposed change.

**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

Item: \_\_\_\_\_  
Finance & Management Committee  
November 15, 2016

add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of a routine action to correct and amend the salary schedule related to a bargained agreement with the representative union.

### **ANALYSIS AND POLICY ALTERNATIVES**

The proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions that have already taken place. Union involvement was required because the classifications are represented.

The Specialty Combination Inspector and Specialty Combination Inspector, Senior, classifications require changes to the assigned bargaining units, which will ensure that the assigned duties better reflect work and functional responsibilities that primarily take place in the field. Other field inspector positions are scheduled for 40-hour work weeks, but both Specialty Combination Inspector classifications have historically been assigned 37.5 hour work weeks. To ensure alignment within the City's Classification Plan, City and union representatives met regarding the proposal to newly assign the Specialty Combination Inspector classifications 40-hour work weeks. Both classifications will remain in SEIU but will be redesignated from representation unit SD1 to SC1. This action is consistent with the City's Employer Employee Relations Ordinance No. 55881 C.M.S. (EERR), which allows the City's "Employee Relations Officer," the City Administrator or designee, to change the bargaining unit allocations for the City's classifications. Discussions occurred between City staff and SEIU representatives, and the union does not object to the change in representation units.

The salary rate schedule for Specialty Combination Inspector, Senior, classification will also be amended to delete an hourly rate which does not actually apply to Specialty Combination Inspectors and is therefore never used.

### **FISCAL IMPACT**

Changing the hourly structure of the positions will result in an increase to the annualized salary rate by approximately six percent because incumbents will work and be paid for an additional 2.5 hours per week. The Planning & Building Department has sufficient unrestricted fund balance to absorb the additional salary costs through the end of this fiscal year. The cost is estimated to be \$223,961 (fully loaded) and will be included moving forward as part of the FY 2017-2019 budget cycle. As part of the proposed FY 2017-2019 budget, the department will account for this additional cost.

### **PUBLIC OUTREACH / INTEREST**

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

**COORDINATION**

City of Oakland staff and representatives from SEIU Local 1021 met in accordance with mandatory bargaining regulations. Discussions took place and there were no objections raised by the representative union.

Additionally, the preparation of this report was coordinated with HRM, Employee Relations, City Attorney's Office, Controller's Bureau, and the City Administrator'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 an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Adjust the Representation Units of the Classifications of Specialty Combination Inspector and Specialty Combination Inspector, Senior, and Amend the Salary Rate of Specialty Combination Inspector, Senior.

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

Respectfully submitted,



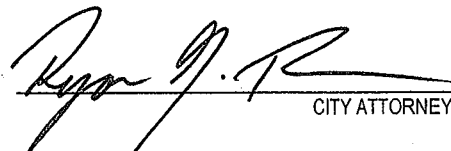
IAN APPLEYARD  
Director, Human Resources Management

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

Prepared by: Jaime Pritchett  
Principal Human Resource Analyst

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

  
CITY ATTORNEY

2016 NOV -3 PM 5:11

# OAKLAND CITY COUNCIL

ORDINANCE No. \_\_\_\_\_ C.M.S.

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CHANGE THE REPRESENTATION UNIT DESIGNATIONS OF THE CLASSIFICATIONS OF SPECIALTY COMBINATION INSPECTOR AND SPECIALTY COMBINATION INSPECTOR, SENIOR, AND AMEND THE SALARY SCHEDULE OF SPECIALTY COMBINATION INSPECTOR, SENIOR**

**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 upon passage unless otherwise specified in individual sections. 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 amended in Ordinance No. 12187 C.M.S. in the Unit SC1.80.XXX ~~SD1.75.065~~ Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Specialty Combination Inspector	IS119	Step 1	37.20
		Step 2	39.15
		Step 3	40.49
		Step 4	43.38
		Step 5	45.67

**Section 3.** Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SC1.80.XXX ~~SD1.75.068~~ Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Specialty Combination Inspector, Senior	IS120	Step 1	41.69
		Step 2	43.89
		Step 3	46.18
		Step 4	48.62
		Step 5	51.18
		Step 6	47.21

**Section 4.** Pursuant to City of Oakland Charter Section 216, this ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; or, if it receives five (5) affirmative votes, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA,

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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**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADJUST THE REPRESENTATION UNITS OF THE CLASSIFICATIONS OF SPECIALTY COMBINATION INSPECTOR AND SPECIALTY COMBINATION INSPECTOR, SENIOR, AND AMEND THE SALARY RATE OF SPECIALTY COMBINATION INSPECTOR, SENIOR**

**DIGEST**

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Adjust the Representation Units of the Classifications of Specialty Combination Inspector and Specialty Combination Inspector, Senior, and Amend the Salary Rate of Specialty Combination Inspector, Senior

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