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OAKLAND

2013 JUL 11 PM 4:03

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Katano Kasaine
Acting Director, DHRM

SUBJECT: Amendment to Ordinance No. 12187 C.M.S. DATE: June 24, 2013

City Administrator
Approval

Date

7/6/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff Recommends that Council:

- 1) Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Employee Relations Analyst, Principal
- 2) Approve a Resolution to Exempt From Civil Service the Classification of Employee Relations Analyst, Principal

OUTCOME

The proposed amendment to the Salary Ordinance adds the classification of Employee Relations Analyst, Principal to the City's classification plan. The amendment is recommended to bring the classification assignments for the specialized area of employee and labor relations in line with the practices of most other major California cities. Staff recommends that Council adopt the ordinance as presented. Staff further recommends that Council approve a resolution exempting the confidential/management classification of Employee Relations Analyst, Principal from the Civil Service.

BACKGROUND/LEGISLATIVE HISTORY

Historically the most advanced professional level employee relations work was assigned to employees in the classification of Human Resource Analyst, Principal with a selective certification in employee relations. In January 2012 City Council approved a reorganization that moved Employee Relations out of the Department of Human Resources Management and into the City Administrator's Office. The Principal Employee Relations Analyst is an expert level classification and must possess the most advanced credentials. Employees in this classification function as consultants to department heads, City Attorney, City Administrator, and professional and management staff.

Item: _____
Finance & Management Committee
July 23, 2013

ANALYSIS

As part of the analysis of the reorganization of the Employee Relations Department, staff reviewed the classification assignments of positions in Employee Relations and conducted research into the practices of other California cities. Several other major cities including Los Angeles, San Diego, Sacramento, and San Francisco use specialized classifications for employee and labor relations assignments. The work performed and the level of expertise and responsibility associated with those assignments within the City organization supported the creation of a specialized classification. The salary range being proposed is equivalent to the range of the existing Human Resource Analyst, Principal classification.

The duties of a Principal Employee Relations Analyst include representing management in difficult and complex labor negotiations, coordinating the development and presentation of positions and strategies for labor negotiations, and providing consultation to the City Administrator, City Attorney, department heads, and professional and management staff regarding a wide range of issues. Employee Relations staff provide advice on disciplinary procedures, the grievance process, Civil Service Rules, Administrative Instructions, and City and departmental policies. Given the duties ascribed, the classification is a “Management” employee within the meaning set out in Section 1(b) of Resolution No. 55881 C.M.S., the City of Oakland Employer-Employee Relations Resolution.

PUBLIC OUTREACH

No public outreach was required.

COORDINATION

The City met and conferred with the Confidential Management Employees Association (CMEA) to discuss the potential impacts to incumbents of the Principal Human Resource Analyst classification in the Employee Relations Department; due to attrition, there are no longer incumbents in Employee Relations. The recommendation to add the classification to the City’s classification plan is scheduled to be heard by the Civil Service Board at its July 18, 2013 meeting. Following Council recommendation to exempt the classification from the provisions of civil service, the Civil Service Board will be asked to approve the exemption.

COST SUMMARY/IMPLICATIONS

The Salary Ordinance amendment being proposed is cost-neutral and will change only the title of existing budgeted positions.

SUSTAINABLE OPPORTUNITIES

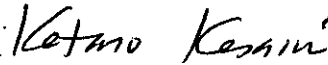
Economic – not applicable.

Environmental – not applicable.

Social Equity – not applicable.

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

Respectfully submitted,



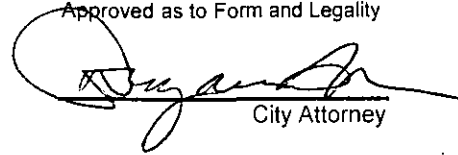
Katano Kasaine
Acting Director, DHRM

Prepared by:
Kip Walsh, Recruitment & Classification Manager

Attachments: *Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Employee Relations Analyst, Principal*

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OAKLAND

OAKLAND CITY COUNCIL


City Attorney

2013 JUL 11 PM 4:00

RESOLUTION No. _____

C.M.S.

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE FOLLOWING CLASSIFICATION FROM
THE OPERATION OF THE CIVIL SERVICE: EMPLOYEE RELATIONS
ANALYST, PRINCIPAL**

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

WHEREAS, the Principal Employee Relations Analyst classification is an expert level classification in the field of employee relations, possessing the most advanced credentials; functioning as consultants to department heads, the City Administrator, and professional and management staff, incumbents of the classification train personnel and other staff on employee relations, disciplinary processes, civil service rules, and other related City policies; and

WHEREAS, Principal Employee Relations Analysts are required to utilize a high degree of independence in carrying out the City Administrator's, City Council and Civil Service Board goals and objectives; the scope of responsibilities are broad and complex, the individuals in this class must deal with the most challenging, sensitive and confidential matters; and represents management in difficult and complex labor negotiations; and

WHEREAS, the classification is a "Management Employee" within the meaning set out in Section 1b of Resolution No. 55881 C.M.S., the City of Oakland Employer-Employee Relations Resolution and incumbents are expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; and

WHEREAS, the Principal Employee Relations Analyst classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, and reporting relationships within the Employee Relations Department; now, therefore be it

RESOLVED: The City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Employee Relations Analyst, Principal 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, _____, 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


CITY ATTORNEY

INTRODUCED BY COUNCIL MEMBER _____

FILED
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OAKLAND

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OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION EMPLOYEE RELATIONS ANALYST, PRINCIPAL

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 added to Ordinance No. 12187 C.M.S. in the Unit UK2.75.017 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Employee Relations Analyst, Principal</u>	<u>MA126</u>	Step 1 <u>7614.82</u>
		Step 2 <u>8015.81</u>
		Step 3 <u>8437.33</u>
		Step 4 <u>8882.13</u>
		Step 5 <u>9348.82</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: _____

NOTICE AND DIGEST

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION OF EMPLOYEE RELATIONS ANALYST, PRINCIPAL

This ordinance will amend the City of Oakland's Salary Ordinance, Ordinance No. **12187 C.M.S.**, to add the classification of **Employee Relations Analyst, Principal** to the City's classification plan.