

**CITY OF OAKLAND
AGENDA REPORT**

FILED
OFFICE OF THE CITY CLERK
2005 MAY 26 AM 2:34

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: June 7, 2005
RE: A RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THAT
THE CLASSIFICATION OF DIRECTOR OF ANIMAL SERVICES BE
EXEMPTED FROM THE OPERATION OF THE CIVIL SERVICE

SUMMARY

A resolution has been prepared for consideration by the City Council recommending to the Civil Service Board that the classification of Director of Animal Services be exempted from the operation of the Civil Service. This is a modification to the Animal Control and Shelter Manager classification as a result of a proposed increase in duties and responsibilities.

FISCAL IMPACTS

There are no fiscal impacts associated with this recommended action.

BACKGROUND

Oakland City Charter Section 902(f) authorizes the City Council to recommend for Civil Service Board approval, the exemption of classifications from the requirements and tenure of Civil Service. Management positions are typically exempt from Civil Service allowing the City Administrator to have greater flexibility in the appointment of staff and the opportunity to respond quickly to Mayor and City Council priorities.

A classification review was conducted, and it was determined that the Animal Control and Shelter Manager job description did not adequately describe the duties and responsibilities expected of the position. A revised classification specification and new title are necessary to reflect the level and scope of the position and the recommended increase in authority. The proposed position will be considered a high level, management position in the City's organizational structure.

KEY ISSUES AND IMPACTS

The nature and scope of responsibilities in management classifications are broad and individuals in these positions must deal with the most challenging and complex policy issues. Management level positions are responsible for sensitive and confidential matters that require substantial tact,

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Resolution recommending Director of Animal Services be exempted from Civil Service

discretion, and diplomacy. Such positions receive a high level of compensation based upon their technical and programmatic expertise. Incumbents also have the authority to speak on behalf of the City on matters related to their area of expertise, requiring trust and confidence in staff and the public perceives the authority and responsibility of these positions to be influential. The goals and priorities of Council and other elected officials may change and require rapid accommodation and the appointing authorities need to have the ability to select staff whose skills, experiences and knowledge closely mirror the requirements of the Mayor, City Council, and citizens of Oakland.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

RECOMMENDATION AND RATIONALE

Article IX, Section 902 of the Charter of the City of Oakland authorizes the Council to recommend job classifications for exemption from the Classified Service. Appointing authorities in the City require the flexibility to appoint management staff and hold them accountable for attaining the goals of the Mayor and City Council. Therefore, staff recommends that the Director of Animal Services classification be exempt from Civil Service based upon the description and rationale provided below. The Civil Service Board has the authority to consider and approve the proposed classification specification.

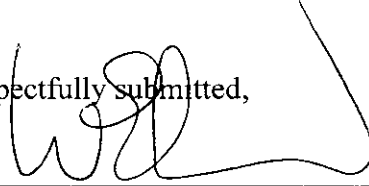
Director of Animal Services: Under administrative direction, the Director of Animal Services plans, organizes, and directs the activities of the Animal Control Officers and shelter staff. He or she manages the daily operations of the shelter, develops policies and procedures, supervises staff, responds to public inquiries including those from government officials and the Animal Shelter Commission, designs and implements public outreach and information campaigns, and oversees dispatching and licensing functions as well as the care and control of animals.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve the resolution recommending to the Civil Service Board that the Director of Animal Services classification be exempted from Civil Service.

Resolution recommending Director of Animal Services be exempted from Civil Service

Respectfully submitted,



William E. Noland,
Director, Finance & Management Agency

Reviewed by:
Marcia L. Meyers, Director
Office of Personnel Resource Management

Prepared by:
Daryl B. Look, Principal HR Analyst
Office of Personnel Resource Management

APPROVED AND FORWARDED TO THE
CITY COUNCIL:


OFFICE OF THE CITY ADMINISTRATOR

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2005 MAY 26 AM 2:34

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C. M. S.

INTRODUCED BY COUNCILMEMBER _____

THC

**RESOLUTION RECOMMENDING TO THE CIVIL
SERVICE BOARD THAT THE CLASSIFICATION OF
DIRECTOR OF ANIMAL SERVICES BE EXCEPTED
FROM THE OPERATION OF THE CIVIL SERVICE**

WHEREAS, Article IX, Section 902 of the Charter of the City of Oakland authorizes the Council to recommend job classifications for exception from the Classified Service; and

WHEREAS, the classification of Director of Animal Services is a management level position with responsibility for overall administration of the City's animal shelter program; and

WHEREAS, the nature and scope of this position poses substantial confidentiality and liability risks to the City; and

WHEREAS, the City Administrator must maintain the fullest flexibility to select staff for this position in order to guarantee that the skills, experiences and knowledge of the Director of Animal Services closely mirror the requirements of the Mayor, City Council, and Citizens of Oakland; now, therefore be it

RESOLVED that the City Council hereby recommends to the Civil Service Board that the classification of Director of Animal Services be excepted from Civil Service.

IN COUNCIL, OAKLAND CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

AYES-

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council of the City
of Oakland, California

DSK1/RESCON20.MAR/WP