



CITY OF OAKLAND

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# AGENDA REPORT

2014 OCT 30 PM 2:29

**TO:** HENRY L. GARDNER  
INTERIM CITY ADMINISTRATOR

**FROM:** Anil Comelo

**SUBJECT:** Amendment to Ordinance No. 12187 CMS  
(The Salary Ordinance)

**DATE:** October 20, 2014

City Administrator  
Approval

Date

**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 Increase the Salary of the Director of Animal Services Classification.**

## OUTCOME

The Salary Ordinance amendment is proposed to implement changes to the organizational structure of the Oakland Animal Shelter approved by City Council at its June 17, 2014 meeting. The higher salary range for the Director position recognizes the position as a department head within the City organization. The appointment of the new Director of Animal Services is scheduled to occur concurrently with Council adoption of this ordinance and will be applied retroactively if the new salary rate is approved.

## BACKGROUND/LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries and other terms and conditions of City employment including the classification titles of positions. It is amended by City Council to accommodate the City's evolving classification needs.

## ANALYSIS

At its June 17, 2014 meeting, City Council supported staff's recommendation that the Oakland Animal Shelter be moved out of the Police Department and be made a department within the City Administrator's Office. In making the Animal Shelter a department of the City, rather than a unit within a larger department, the position of Director of Animal Services becomes a department head position.

The proposed action is recommended to provide an appropriate title and pay grade to the Director of Animal Services position, which is responsible for planning and directing the operations of the shelter, develops policies and procedures in accordance with applicable city, state and local laws, responds to public inquiries and concerns including those from government

Item: \_\_\_\_\_  
Finance & Management Committee  
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officials and animal welfare groups, designs and implements public outreach information campaigns, and oversees dispatching and licensing functions as well as educational initiatives, spay-neuter programs, and the adoption, custodial care, and the euthanasia of animals.

The Director of Animal Services position had previously been represented by the Confidential Management Employees' Association (CMEA), but in making the position a department head, it no longer shares a community of interest with that group and is being moved to the UK1 employee unit, which consists of department heads. In accordance with the CMEA contract Section 4, CMEA was notified of the City's intention to transfer the position out of the bargaining unit and the union said it had no objections to this proposed action.

### **PUBLIC OUTREACH**

No public outreach was required.

### **COORDINATION**

In response to Council action, the City Administrator's Office recommended a review of the salary for the Director of Animal Services position. HRM and Employee Relations coordinated the changes with the representative union, CMEA. Public notices regarding City Council action related to the Salary Ordinance amendment are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

### **COST SUMMARY/IMPLICATIONS**

A midcycle adjustment to the Adopted Policy Budget for FY2014/2015 included the allocation of an additional \$400,000 in the General Purpose Fund (1010) to fund required staffing for the newly restructured Oakland Animal Shelter Department. The cost of the revised salary structure for the Director of Animal Services position will be increased from \$187,562 to \$ 274,464 per year (budgeted at the midpoint) – a difference of \$86,902 and will be funded from the midcycle adjustment authorized by Council. The appointment of the new Director of Animal Services is scheduled to occur concurrently with Council adoption of this ordinance and will be applied retroactively if the new salary rate is approved

### **SUSTAINABLE OPPORTUNITIES**

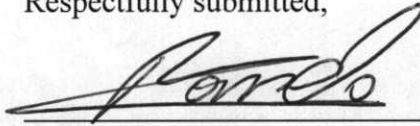
***Economic:*** There are no economic opportunities associated with this report.

***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, HR Manager, Recruitment & Classification, at (510) 238-7334.

Respectfully submitted,



Anil Comelo

Director of Human Resources Management

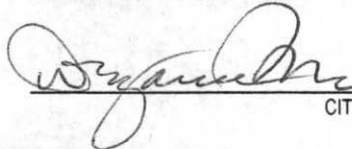
Prepared by:

Kip Walsh, HR Manager, Recruitment & Classification

Attachments

- 1) Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Increase the Salary of the Director of Animal Services Classification

INTRODUCED BY COUNCIL MEMBER \_\_\_\_\_  
OFFICE OF THE CITY CLERK  
OAKLAND

  
CITY ATTORNEY

2014 OCT 30 PM 2:29

# OAKLAND CITY COUNCIL

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

## ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO INCREASE THE SALARY OF THE DIRECTOR OF ANIMAL SERVICES CLASSIFICATION

### 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.** The following classification is revised in Ordinance No. 12187 C.M.S. in the Unit UK1.75.046 Pay Grade Table as follows:

Classification Title	Class No.	Pay Range	
<u>Director of Animal Services</u>	EM234	Min. 8648.44	<u>10432.15</u>
		Max. <del>10619.51</del>	<u>15648.22</u>

**Section 3.** 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, \_\_\_\_\_, 2014

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: \_\_\_\_\_

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**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO INCREASE THE SALARY OF THE DIRECTOR OF ANIMAL SERVICES CLASSIFICATION**

**DIGEST**

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Increase the Salary of the Director of Animal Services Classification

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