

CITY OF OAKLAND FILED
OFFICE OF THE CITY CLERK
OAKLAND
AGENDA REPORT

2011 SEP 15 PM 1:08

TO: Office of the City Administrator
ATTN: Deanna J. Santana
FROM: Department of Human Resources Management
DATE: September 27, 2011
RE: An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Change the Bargaining Unit Designation from UMI to UM2 for the Classifications of City Council Office Administrator; Production Control Supervisor; Parking Supervisor; Recreation General Supervisor; Community Restoration Emergency Planning Coordinator; Computer Operations Supervisor; Emergency Services Manager, Assistant; Financial Analyst, PPT; Recreation Services Manager, Assistant To; Library Automation Supervisor; Recycling Supervisor; Police Program & Performance Auditor; Solid Waste/Recycling Program Supervisor; Volunteer Program Coordinator, Supervising; Environmental Program Supervisor; Chief Conservator; Community Housing Services Manager; Development/ Redevelopment Program Manager; Financial Analyst, Principal; Spatial Data Administrator; City Architect, Assistant; Inspection Services Manager; Librarian, Administrative; Real Estate Service Manager; Support Services Administrator

SUMMARY

Staff has prepared an ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("the Salary Ordinance"). The proposed amendment to the Salary Ordinance changes the bargaining unit designations for twenty-five (25) classifications. The amendment memorializes recent changes implemented by the City's Employee Relations Officer (the City Administrator) consistent with Section 13 of Resolution No. 55881 C.M.S. (the City's Employer-Employee Relations Resolution), adopted September 28, 1976. The appropriate employee organizations were notified of the proposed changes to bargaining unit designation on May 3, 2011.

FISCAL IMPACT

Amending the Salary Ordinance, in and of itself, has no fiscal impact (i.e. is not a budget action). The changes to the Salary Ordinance being proposed serve only to update and revise the Salary Ordinance document to be consistent with changes implemented by the City's Employee Relations Officer.

BACKGROUND

The proposed Salary Ordinance amendment memorializes recent changes implemented by the City's Employee Relations Officer (the City Administrator) consistent with Section 13 of Resolution No. 55881 C.M.S. (the City's Employer-Employee Relations Resolution), adopted September 28, 1976. The appropriate employee organizations were notified of the proposed changes to bargaining unit designation on May 3, 2011.

Item: _____
Finance & Management Committee
September 27, 2011

Resolution), adopted September 28, 1976. The appropriate employee organizations were notified of the proposed changes to bargaining unit designation on May 3, 2011.

All of the classifications in this group contained in the proposed Salary Ordinance amendment are represented by the International Federation of Professional and Technical Engineers, Local 21. Over the past two years, City management representatives met with Local 21 to discuss the Civil Service status of positions in the UM1 bargaining unit. Classifications in this unit had traditionally been treated as exempt from Civil Service, but there was disagreement as to whether the positions should or should not be exempt. The union and the City reached agreement on thirty-seven (37) of the UM1 classifications several months ago. Staff brought forward a resolution (Resolution No. 83024 C.M.S. adopted October 19, 2010) which recommended to City Council the exemption from Civil Service of the thirty-seven (37) classifications in bargaining unit UM1. Those exemptions were adopted by the Civil Service Board on February 10, 2011.

Since that time, the City and Local 21 have come to agreement that the twenty-five (25) classifications listed above should be included in the Civil Service and therefore belong in bargaining unit UM2. The agreements between the City and Local 21 have been memorialized in a series of sideletters, the last of which was finalized on May 9, 2011.

KEY ISSUES AND IMPACTS

The proposed Salary Ordinance amendment implements changes in bargaining units agreed to by the City's Employee Relations Officer. The group of twenty-five (25) classifications are being moved from the UM1 – Management Employees (Exempt) bargaining unit to the UM2 – Management Employees (Civil Service) bargaining unit. The classifications in this group include (in alphabetical order by title):

Chief Conservator; City Council Office Administrator; City, Architect, Assistant; Community Restoration Emergency Planning Coordinator; Community Housing Services Manager; Computer Operations Supervisor; Development/Redevelopment Program Manager; Emergency Services Manager, Assistant; Environmental Program Supervisor; Financial Analyst, PPT; Financial Analyst, Principal; Inspection Services Manager; Librarian, Administrative; Library Automation Supervisor; Parking Supervisor; Police Program & Performance Auditor; Production Control Supervisor ; Real Estate Service Manager; Recreation Services Manager, Assistant to; Recreation General Supervisor; Recycling Supervisor; Solid Waste/Recycling Program Supervisor; Spatial Data Administrator; Support Services Administrator; Volunteer Program Coordinator, Supervising.

There remain a few classifications in the UM1 bargaining unit for which final determination has not been made pending classification studies. Studies have been initiated for the classifications of Administrative Services Manager II, Executive Assistant, and Project Manager II. Staff anticipates returning to Council to report on the resolution related to the Civil Service status of those classifications at a future date.

SUSTAINABLE OPPORTUNITIES

No economic, environmental or social equity opportunities have been identified.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no direct disability or senior citizen access issues associated with this report.

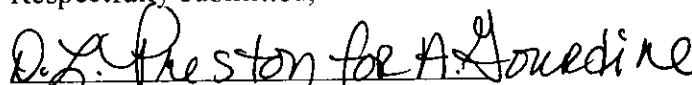
RECOMMENDATION(S) AND RATIONALE

Staff recommends that Council accept this report and approve the accompanying Ordinance.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Change the Bargaining Unit Designation from UM1 To UM2 For the Classifications of City Council Office Administrator; Production Control Supervisor; Parking Supervisor; Recreation General Supervisor; Community Restoration Emergency Planning Coordinator; Computer Operations Supervisor; Emergency Services Manager, Assistant; Financial Analyst, PPT; Recreation Services Manager, Assistant To; Library Automation Supervisor; Recycling Supervisor; Police Program & Performance Auditor; Solid Waste/Recycling Program Supervisor; Volunteer Program Coordinator, Supervising; Environmental Program Supervisor; Chief Conservator; Community Housing Services Manager; Development/Redevelopment Program Manager; Financial Analyst, Principal; Spatial Data Administrator; City Architect, Assistant; Inspection Services Manager; Librarian, Administrative; Real Estate Service Manager; Support Services Administrator.

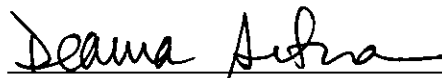
Respectfully submitted,



Andrea R. Gourdine, Director

Department of Human Resources Management

APPROVED AND FORWARDED TO THE
FINANCE & MANAGEMENT COMMITTEE



OFFICE OF THE CITY ADMINISTRATOR

Prepared by:

Kip Walsh, Human Resources Manager
Recruitment & Classification, DHRM

Item: _____
Finance & Management Committee
September 27, 2011

FILED
OFFICE OF THE CITY CLERK
INTRODUCED BY COUNCIL MEMBER

Tracy Chris
CITY ATTORNEY

2011 SEP 15 PM 1:09

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CHANGE THE BARGAINING UNIT DESIGNATION FROM UM1 TO UM2 FOR THE CLASSIFICATIONS OF CITY COUNCIL OFFICE ADMINISTRATOR; PRODUCTION CONTROL SUPERVISOR; PARKING SUPERVISOR; RECREATION GENERAL SUPERVISOR; COMMUNITY RESTORATION EMERGENCY PLANNING COORDINATOR; COMPUTER OPERATIONS SUPERVISOR; EMERGENCY SERVICES MANAGER, ASSISTANT; FINANCIAL ANALYST, PPT; RECREATION SERVICES MANAGER, ASSISTANT TO; LIBRARY AUTOMATION SUPERVISOR; RECYCLING SUPERVISOR; POLICE PROGRAM & PERFORMANCE AUDITOR; SOLID WASTE/RECYCLING PROGRAM SUPERVISOR; VOLUNTEER PROGRAM COORDINATOR, SUPERVISING; ENVIRONMENTAL PROGRAM SUPERVISOR; CHIEF CONSERVATOR; COMMUNITY HOUSING SERVICES MANAGER; DEVELOPMENT/REDEVELOPMENT PROGRAM MANAGER; FINANCIAL ANALYST, PRINCIPAL; SPATIAL DATA ADMINISTRATOR; CITY ARCHITECT, ASSISTANT; INSPECTION SERVICES MANAGER; LIBRARIAN, ADMINISTRATIVE; REAL ESTATE SERVICE MANAGER; SUPPORT SERVICES ADMINISTRATOR

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 classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM2.75.010 Pay Grade Table shall read as follows:

Classification Title	Class No.	Pay Steps
City Council Office Administrator	MA108	1 5411.40
		2 5696.06
		3 5995.78
		4 6311.93
		5 6644.49
Production Control Supervisor	SC203	1 5411.40
		2 5696.06
		3 5995.78
		4 6311.93
		5 6644.49

Section 3. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-
UM2.75.012 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
Parking Supervisor	SC196	1	5965.67
		2	6280.44
		3	6610.27
		4	6959.26
		5	7324.67
Recreation General Supervisor	MA139	1	5965.67
		2	6280.44
		3	6610.27
		4	6959.26
		5	7324.67

Section 4. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-
UM2.75.013 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
Community Restoration Emergency Planning Coordinator	SC118	1	6264.02
		2	6593.86
		3	6941.47
		4	7306.87
		5	7691.46
Computer Operations Supervisor	SC123	1	6264.02
		2	6593.86
		3	6941.47
		4	7306.87
		5	7691.46

Section 5. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-
UM2.75.016 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
Emergency Services Manager, Assistant	MA120	1	7252.15
		2	7633.97
		3	8036.34
		4	8459.24
		5	8904.03
	AF054 – PPT	1	7252.15

Financial Analyst, PPT

2	7633.97
3	8036.34
4	8459.24
5	8904.03

Section 6. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit ~~UM1~~ UM2.75.015 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
Assistant-to-Recreation-Services-Manager Recreation Services Manager, Assistant to	EM111	1 6907.26
		2 7269.93
		3 7653.13
		4 8055.50
		5 8479.76
Library Automation Supervisor	SC174	1 6907.26
		2 7269.93
		3 7653.13
		4 8055.50
		5 8479.76
Recycling Supervisor	SC210	1 6907.26
		2 7269.93
		3 7653.13
		4 8055.50
		5 8479.76

Section 7. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit ~~UM1~~ UM2.75.017 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
Police Program & Performance Auditor	AP291	1 7614.82
		2 8015.81
		3 8437.33
		4 8882.13
		5 9348.81
Solid Waste/Recycling Program Supervisor	PP147	1 7614.82
		2 8015.81
		3 8437.33
		4 8882.13
		5 9348.81

Volunteer Program Coordinator, Supervising	SC233	1	7614.82
		2	8015.81
		3	8437.33
		4	8882.13
		5	9348.81

Section 8. Effective upon passage, the following classification in Ordinance No. 12187 C.M.S. is moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-UM2.75.018 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
Environmental Program Supervisor	SC114	1	7995.28
		2	8416.80
		3	8858.86
		4	9325.54
		5	9816.87

Section 9. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-UM2.75.019 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Chief Conservator	EM235	Min.	8394.91
		Max.	10308.19
Community Housing Services Manager	EM232	Min.	8394.91
		Max.	10308.19
Development/Redevelopment Program Manager	EM233	Min.	8394.91
		Max.	10308.19
Financial Analyst, Principal	AF041	Min.	8394.91
		Max.	10308.19
Spatial Data Administrator	AP326	Min.	8394.91
		Max.	10308.19

Section 10. Effective upon passage, the following classification in Ordinance No. 12187 C.M.S. is moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-UM2.75.029 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
City Architect, Assistant	ET107	1	8475.00
		2	8921.82
		3	9390.39
		4	9885.08
		5	10405.89

Section 11. Effective upon passage, the following classifications in Ordinance No. 12187 C.M.S. are moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-
UM2.75.021 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
Manager, Inspection Services Inspection Services Manager	EM188	Min. 9255.75 Max. 11364.74
Librarian, Administrative	MA129	Min. 9255.75 Max. 11364.74

Section 12. Effective upon passage, the following classification in Ordinance No. 12187 C.M.S. is moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-
UM2.75.022 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
Manager, Real-Estate Services <u>Real Estate Services Manager</u>	EM201	Min. 9718.34 Max. 11932.71

Section 13. Effective upon passage, the following classification in Ordinance No. 12187 C.M.S. is moved from the UM1 Bargaining Unit to the UM2 Bargaining Unit; the Unit UM1-
UM2.75.024 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
Support Services Administrator	MA140	Min. 10714.66 Max. 13156.23

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF and
 PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
 LaTonda Simmons
 City Clerk and Clerk of the Council
 of the City of Oakland, California

DATE OF ATTESTATION _____