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OFFICE OF THE CITY CLERK
OAKLAND

2012 MAY 30 PM 12: 18

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: ANDREA R. GOURDINE
DHRM DIRECTOR

SUBJECT: Amendment to Ordinance No. 12187 CMS
("Salary Ordinance") to Add Classification
of Sewer Maintenance Planner

DATE: May 14, 2012

City Administrator
Approval

Date

5/29/12

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council approve an Ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. (the Salary Ordinance) to add the classification of Sewer Maintenance Planner.

OUTCOME

As part of the Environmental Protection Agency's (EPA) Administrative Order (AO) to the City of Oakland, PWA is required to take specific actions related to the City's wastewater collection system. The proposed amendment, if approved, would ensure that necessary changes are made to the City's Classification Plan to reflect new advancements in the technology, design and maintenance of sewer preservation and construction. Once the classification is added to the Salary Ordinance, the Public Works Agency (PWA) will be able to recruit for a position that meets the EPA requirements and supports emerging industry standards.

The addition of this position to the Salary Ordinance is essential to meeting the new EPA requirements for sewer maintenance. If the recommended Salary Ordinance amendment is not approved, the Public Works Agency will not have an appropriate classification to which the required work may be assigned and risks being out of compliance with Federal standards. Instead, oversight of the City's wastewater collection system would be performed by another supervisor without the appropriate training and experience.

BACKGROUND/LEGISLATIVE HISTORY

The City does not have an existing classification that encompasses the scope and nature of work related to sewer/collection systems and equipment as captured by the proposed new Sewer Maintenance Planner classification. Similar general and related duties are performed by the existing Electrical Construction & Maintenance Planner classification; those duties include

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monitoring contracts, assisting with long-range planning, coordinating projects, monitoring stock and inventory levels, allocating staff resources, and interfacing with City departments and other public agencies. Staff originally proposed broadening the existing Electrical & Construction Maintenance Planner classification specification to include the additional sewer duties while utilizing a selective certification as part of the competitive civil service examination process. Through discussions with staff from the Department of Human Resources Management (DHRM), the Public Works Agency (PWA), and the representative union, the International Federation of Professional and Technical Engineers, Local 21, it was agreed that a new classification would better describe the distinct nature of the work to be performed and in anticipation of future trends in this field. A new classification specification was developed by DHRM staff in collaboration with staff from PWA. The new specifications were reviewed and agreed to by Local 21. The classification was approved for inclusion in the City's classification plan and adopted by the Civil Service Board on March 9, 2012.

ANALYSIS

Consistent with standard practices, staff surveyed comparable agencies and reviewed the proposed Sewer Maintenance Planner classification against existing internal and external classifications. Very few matches were found in the survey market that included comparable agencies in the Bay Area and throughout California.

Discussions related to industry trends as presented by Public Works staff, however, resulted in a finding that the City needed a new classification. As part of the Environmental Protection Agency's Administrative Order (AO) to the City of Oakland, PWA is required to take specific actions related to the City's wastewater collection system. Components of the AO are to improve the collection system maintenance protocols, enhance the sewer cleaning and inspection program, and reporting requirements. The addition of this position to the Salary Ordinance is essential to meeting these requirements.

The Sewer Maintenance Planner classification specification was designed to align internally with the City's Electrical Construction & Maintenance Planner classification. Similar to that classification, the Sewer Maintenance Planner is responsible for monitoring contracts, assisting with long-range planning, coordinating projects, monitoring stock and inventory levels, allocating staff resources, and interfacing with City departments and other public agencies. The minimum qualifications differ from the requirements for the Electrical Construction & Maintenance Planner in that applicants will be required to demonstrate five (5) years of experience in the maintenance and repair of sewer/collection systems and equipment as opposed to electrical systems.

PUBLIC OUTREACH/INTEREST

The Civil Service Board is responsible for the City's classification plan and all classification specifications must be approved by the Board prior to inclusion in the City's plan. The proposal to add the classification of Sewer Maintenance Planner was posted publicly in conformance with

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the Sunshine Ordinance and Brown Act prior to the Civil Service Board's review of the item at its March 9, 2012 meeting.

COORDINATION

DHRM coordinated the creation of the classification specification of Sewer Maintenance Planner with PWA. Local 21 was provided the opportunity to meet to discuss the creation of the classification. Following meetings with DHRM, PWA and Local 21, the new classification was presented to the Civil Service Board for approval and inclusion in the City's classification plan.

COST SUMMARY/IMPLICATIONS

There are no new costs associated with the proposed action of adding the classification of Sewer Maintenance Planner to the Salary Ordinance. Adding the classification will serve to provide an appropriate title for the work that is already budgeted. An Electrical Construction & Maintenance Planner position is budgeted in the FY 11-13 adopted budget for the Public Works Agency in the Grant Clearing/Project Overhead fund (7760) and the Sewer System Maintenance organization (30533). Once the new classification is added to the Salary Ordinance, Public Works will obtain Budget Office authorization to convert the budgeted position to the new classification.

SUSTAINABLE OPPORTUNITIES

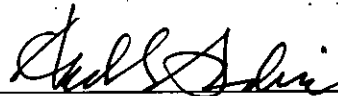
Economic: No opportunities have been identified.

Environmental: Staffing this new classification will ensure that technological advances in the field will promote responsible planning and maintenance of the City's sewer systems and infrastructure.

Social Equity: No opportunities have been identified.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at kwalsh@oaklandnet.com or 510-238-7334.

Respectfully submitted,



ANDREA R. GOURDINE
Director, Dept. of Human Resources Management

Reviewed by:
Kip Walsh, Recruitment & Classification Manager

Prepared by:
Jaime Pritchett, Principal Human Resource Analyst
Recruitment & Classification

Ordinance: An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Sewer Maintenance Planner

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INTRODUCED BY COUNCIL MEMBER _____

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OAKLAND

Gracy Christ

City Attorney

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OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATION OF SEWER MAINTENANCE PLANNER

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 in Ordinance No. 12187 C.M.S. in the Unit TF1.80.004 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Sewer Maintenance Planner</u>	<u>TR205</u>	1. <u>6264.03</u>
		2. <u>6593.85</u>
		3. <u>6941.47</u>
		4. <u>7306.89</u>
		5. <u>7691.46</u>

IN COUNCIL, OAKLAND, CALIFORNIA, _____

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: _____

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE
NO. 12187 (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATION
OF SEWER MAINTENANCE PLANNER**

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DIGEST

An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Sewer Maintenance Planner
