

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2011 SEP 15 PM 1:09

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 Add the Full Time Equivalent Classifications of Forensic Technician; Outreach Developer; Treasury Analyst I; and Treasury Analyst II; and to Change the Title of Treasury Analyst to Treasury Analyst III and Increase the Salary Schedule for the Retitled Treasury Analyst III Classification

SUMMARY

Staff has prepared an ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("the Salary Ordinance"). The proposed amendment adds four (4) full time equivalent (FTE) classifications: Forensic Technician; Outreach Developer; Treasury Analyst I; Treasury Analyst II; the proposed ordinance also changes the title of the existing Treasury Analyst classification to Treasury Analyst III and increases the salary for the position. The purpose of the proposed Salary Ordinance amendment is to update the City's classification system for the positions identified. The salary range increase for the Treasury Analyst III position is recommended to prevent salary compaction between the classifications in the series.

FISCAL IMPACT

The changes to the Salary Ordinance being proposed serve only to update and revise the City's job classification system. Amending the Salary Ordinance, in and of itself, has no fiscal impact.

BACKGROUND

As work assignments and job requirements evolve, the City's classification plan is revised – old classifications are retired, new classifications are added, and existing classifications are revised to reflect the current work environment. The amendment to the Salary Ordinance being proposed is a reflection of efforts underway to gradually update and improve the City's classification plan. Where new jobs have developed, new classifications have been created; where new types of assignments are needed, classification specifications have been reviewed and in some cases amended.

KEY ISSUES AND IMPACTS

The new classifications being proposed include Forensic Technician, Outreach Developer, Treasury Analyst I, and Treasury Analyst II. The proposed ordinance also changes the title of the existing Treasury Analyst classification to Treasury Analyst III and increases the salary for the position. The salary range increase for the Treasury

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Analyst III position is recommended to prevent salary compaction between the classifications in the series.

The creation of these classifications arose out of departmental requests from the Police Department, the Department of Human Services, and the Finance and Management Agency respectively to review the classifications associated with those departments and to determine whether there was an appropriate classification for specific assignments being performed. The Recruitment and Classification (R&C) Division of the Department of Human Resources Management (DHRM) met with representatives from the departments and determined that new classifications were required due to changes in the nature of the work being performed. The classification of Outreach Developer already existed as a permanent part time and part time classification in the Department of Human Services (DHS), but a full time equivalent classification had not been developed and was needed to meet the work requirements of DHS.

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.

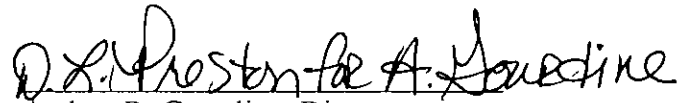
RECOMMENDATION(S) AND RATIONALE

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 add the full time equivalent classification of Forensic Technician; Outreach Developer; Treasury Analyst I; and Treasury Analyst II; and to change the title of Treasury Analyst to Treasury Analyst III and increase the salary schedule for the retitled Treasury Analyst III classification.

Respectfully submitted,



Andrea R. Gourdine, Director
Department of Human Resources Management

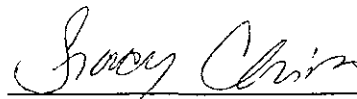
Prepared by:
Kip Walsh, Human Resources Manager
Recruitment & Classification, DHRM

APPROVED AND FORWARDED TO THE
FINANCE & MANAGEMENT COMMITTEE



OFFICE OF THE CITY ADMINISTRATOR

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CITY ATTORNEY

 FILED
 OFFICE OF THE CITY CLERK
 INTRODUCED BY COUNCIL MEMBER _____

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 ADD THE FULL TIME EQUIVALENT CLASSIFICATIONS OF FORENSIC TECHNICIAN; OUTREACH DEVELOPER; TREASURY ANALYST I; AND TREASURY ANALYST II; AND TO CHANGE THE TITLE OF TREASURY ANALYST TO TREASURY ANALYST HI AND INCREASE THE SALARY SCHEDULE FOR THE RETITLED TREASURY ANALYST HI 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. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.028 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Forensic Technician</u>	<u>PS196</u>	1 <u>26.38</u>
		2 <u>27.77</u>
		3 <u>29.22</u>
		4 <u>30.75</u>
		5 <u>32.37</u>

Section 3. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.008 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Outreach Developer</u>	<u>PP165</u>	1 <u>4907.75</u>
		2 <u>5166.42</u>
		3 <u>5438.76</u>
		4 <u>5724.79</u>
		5 <u>6025.88</u>

Section 4. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.006 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Treasury Analyst I</u>	<u>AF057</u>	1 <u>4452.01</u>
		2 <u>4686.04</u>
		3 <u>4932.39</u>
		4 <u>5192.42</u>
		5 <u>5466.14</u>

Section 5. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit ~~TW~~1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Treasury Analyst II</u>	<u>AF058</u>	1 <u>5154.09</u>
		2 <u>5425.08</u>
		3 <u>5711.11</u>
		4 <u>6010.84</u>
		5 <u>6328.35</u>

Section 6. Effective upon passage, the following classification is retitled and amended in Ordinance No. 12187 C.M.S. in the Unit ~~TW~~1-75-012 UH1.75.013 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Treasury Analyst III</u>	AF035	1 5965.67 <u>6325.27</u>
Treasury Analyst		2 6280.45 <u>6658.41</u>
		3 6610.27 <u>7008.12</u>
		4 6959.26 <u>7377.18</u>
		5 7324.68 <u>7765.62</u>

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 _____