

**CITY OF OAKLAND
COUNCIL AGENDA REPORT**

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2005 FEB 23 PM 3:59

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Finance and Management Agency
DATE: March 8, 2005
RE: AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF COMMUNITY HOUSING SERVICES MANAGER; DEVELOPMENT/REDEVELOPMENT PROGRAM MANAGER; FIRE MARSHAL, ASSISTANT – NON SWORN; POLICY ANALYST, AND FIRE SUPPRESSION DISTRICT INSPECTOR, P.T.

SUMMARY

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classifications of positions of employment. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current. An Ordinance has been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 C.M.S. to add the classifications of Community Housing Services Manager; Development/Redevelopment Program Manager; Fire Marshal, Assistant – Non Sworn; Policy Analyst; and Fire Suppression District Inspector, P.T.

FISCAL IMPACTS

There is no fiscal impact associated with the addition of the classifications of Community Housing Services Manager and Development/Redevelopment Program Manager. The Community and Economic Development Agency and the Department of Human Services anticipated the changes listed above and have already made the appropriate adjustments in the FY 03-05 adopted budget.

The recommendation to add the Fire Marshal, Assistant – Non Sworn classification to the salary ordinance will also have no fiscal impact. The Fire Department was aware of the change and made adjustments in the FY 03-05 adopted budget. The proposed classification simply provides a non-sworn alternative to the existing sworn classification for greater flexibility in hiring.

The Office of Personnel completed a classification study which resulted in the recommendation to create the Policy Analyst in the Citizens Police Review Board. This change was anticipated last year after completion of the study and the City Administrator's Office budgeted appropriately in its FY 03-05 budget. Therefore, there is no fiscal impact.

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classifications of positions of employment. Amendments to the

Item # _____
Finance and Management Committee
March 8, 2005

An Ordinance amending the salary schedule to add miscellaneous classifications

Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current. This proposed ordinance would amend the salary schedule of Ordinance No. 12187 C.M.S. to add the new classifications to perform the necessary work.

Although the proposed ordinance adds new job classifications, these additions are necessary to best describe the work being conducted. Overall, the City has inactivated approximately 230 classifications from the system over the past year, a reduction of approximately 27 percent. Staff continues to review opportunities to reduce the overall number of job classifications and anticipates that approximately 31 classes or more will be proposed for inactivation during the year.

KEY ISSUES AND IMPACTS

Due to major organizational changes in the Community and Economic Development Agency several years ago, a large number of City positions were impacted by changes in job duties and responsibilities. Among this group were several management positions related to the planning, development, and implementation of major community, economic, and housing development programs. Although most classification issues were resolved several years ago, the City entered into formal negotiations with the Professional & Technical Engineers, Local 21 over the working conditions of a few positions. After staff completed a classification study, the City and the Association entered into an agreement on June 17, 2004 to establish the classifications of Community Housing Services Manager and Development/Redevelopment Program Manager. The Community Services Manager administers community housing and homeless program services for the Department of Human Services. The Development/Redevelopment Program Manager administers major community development/redevelopment programs for the Community and Economic Development Agency. The Civil Service Board approved adoption of the new classifications at its December 6, 2004 meeting.

In recent years, fire departments across the nation have increasingly utilized civilians to perform the administrative work in fire inspection and prevention that may have been traditionally performed by sworn personnel. This has allowed fire departments greater flexibility in their hiring practices. At the request of the Oakland Fire Department, the Office of Personnel reviewed the classification of Fire Marshal, Assistant. Staff determined that it was ideal to develop a similar civilian classification and recommended adoption of the Fire Marshal, Assistant – Non Sworn. The Civil Service Board approved this on December 6, 2004.

Based on a classification study requested by the City Administrator's Office, the Office of Personnel reviewed a position in the Citizens' Police Review Board (CPRB). The position is responsible for analyzing policies and practices related to citizen complaints regarding police misconduct and the Oakland Police Department operations. The Office of Personnel has recommended establishing this classification in order to allow the City to advance the goals of the CPRB by engaging in community outreach and providing policy analysis and direction in matters related to police policies, practices, and procedures. The Civil Service Board adopted the classification of Policy Analyst at its December 6, 2004 meeting.

An Ordinance amending the salary schedule to add miscellaneous classifications

The Fire Department requested the addition of the Fire Suppression District Inspector, PT to create an equivalent part-time classification and allow for more flexibility in staffing based on organizational need. The part-time classification is necessary to handle a heightened number of inspections in the wildfire prevention district during the annual inspection period.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

RECOMMENDATION AND RATIONALE

Staff recommends approval of the Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve the Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

Respectfully submitted,



William E. Noland,
Director, Finance & Management Agency

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

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR

INTRODUCED BY COUNCILMEMBER _____

Gray K. Davis
OFFICE OF THE CITY CLERK
CITY ATTORNEY

2005 FEB 23 PM 4:00
C.M.S.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF COMMUNITY HOUSING SERVICES MANAGER, DEVELOPMENT/REDEVELOPMENT PROGRAM MANAGER, FIRE MARSHAL, ASSISTANT – NON SWORN, POLICY ANALYST, AND FIRE SUPPRESSION DISTRICT INSPECTOR, PT

SECTION 1. Effective, July 1, 2002, the following classification is hereby added in Ordinance No. 1 2187 C.M.S. in the Unit UM1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Paygrade</u>
Community Housing Services Manager	EM230	19

SECTION 2. Effective, July 1, 2002, the following classification is hereby added in Ordinance No. 1 2187 C.M.S. in the Unit UM1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Paygrade</u>
Development/Redevelopment Program Manager	EM231	19

SECTION 3. Effective date of passage, the following classification is hereby added in Ordinance No. 1 2187 C.M.S. in the Unit UM2 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Paygrade</u>
Fire Marshal, Assistant (non-sworn)	MA149	19

SECTION 4. Effective date of passage, the following classification is hereby added in Ordinance No. 12187 C.M.S. in the Unit UM2 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Policy Analyst	AP400	1	6769.54
		2	7126.03
		3	7500.76
		4	7896.18
		5	8311.06

SECTION 5. Effective date of passage, the following classification is hereby added in Ordinance No. 12187 C.M.S. in the Unit S11 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Fire Suppression District Inspector, PT	IS124	1	22.83
		2	24.03
		3	25.29
		4	26.62
		5	28.03

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, REID, QUAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

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

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Digest

An ordinance amending the salary schedule of ordinance no. 12187 c.m.s. (the salary ordinance) to add the classifications of Community Housing Services Manager, Development/Redevelopment Program Manager, Fire Marshal, Assistant – Non Sworn, Policy Analyst, and Fire Suppression District Inspector, PT