

**CITY OF OAKLAND
AGENDA REPORT**

OFFICE OF CITY CLERK
2005 OCT 27 PM 12:03

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: November 8, 2005

RE: AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF CROSSING GUARD, PARK ATTENDANT, SENIOR SERVICES ADMINISTRATOR, PPT AND CHIEF CONSERVATOR, TO AMEND THE TITLE OF EXECUTIVE ASSISTANT TO THE ASSISTANT CITY MANAGER, AND INCREASE THE SALARY OF ENERGY ENGINEER III

SUMMARY

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including position classifications. 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 Crossing Guard, Park Attendant, Senior Services Administrator, PPT and Chief Conservator, and to amend the classifications of Executive Assistant to the Assistant City Manager and Energy Engineer III.

FISCAL IMPACTS

The amendment to add the Executive Assistant to the Assistant City Administrator classification is a title change. There is no change to the salary level and therefore, no fiscal impact. There is also no fiscal impact associated with the addition of the full-time classifications for Crossing Guard and Park Attendant, to what had been permanent part-time only classifications. These positions were fully funded in the FY 05-07 Adopted Budget.

The creation of the Senior Services Administrator, PPT classification in the Department of Human Services has no fiscal impact as the department anticipated the flexibility of being able to utilize a permanent part-time equivalent to the existing full time classification.

The recommended salary range for the Chief Conservator classification is from \$7,761.57 to \$9,530.50 per month, which is in parity to the Chief Curator classifications. The fiscal impact for this classification change is \$1,601.92 per month with an annual fiscal impact of \$19,223.04. The Museum of Oakland California anticipated the change and made the appropriate adjustments in the FY 05-07 adopted budget. The increase will be funded out of the General Fund (1010) in Organization Code 62100, Museum Administration Oversight, through the salary savings from a vacant position.

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The six percent salary increase recommended for the Energy Engineer III classification has an estimated fiscal impact of \$6,534 per year. The Public Works Agency anticipated this change after a formal agreement was reached between the City and the Professional & Technical Engineers, Local 21, and will absorb the increase within the department's current operations and maintenance budget. However, since the position is funded out of the City Facilities Fund (4400) in Organization Code 30529, Electrical Services Energy Section, the Fund 4400 rates may need to be adjusted accordingly during the next budget cycle.

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including position classifications. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to reflect changes to the organization and to keep the Salary Ordinance current. This proposed ordinance would amend the salary schedule of Ordinance No. 12187 C.M.S. and make necessary changes to reflect the results of classification / compensation studies. It would also add permanent and permanent part-time equivalents to existing classifications in order to allow for greater employment flexibility.

KEY ISSUES AND IMPACTS

Organizational changes in the City last year resulted in the renaming of the Office of the City Manager to the Office of the City Administrator. Along with the organizational changes came title changes to most classifications that reside within the department. The recommended title change from "Executive Assistant to the Assistant City Manager" to "Executive Assistant to the Assistant City Administrator" reflects the department name change and will make the title of this classification current and consistent with others in the office.

The addition of the Crossing Guard and Park Attendant classifications is required to create necessary full-time equivalents of these classifications. Part-time equivalents to these classifications already exist in the Salary Schedule. The full-time classifications will be utilized for employees laid off during the July 2005 budget reductions and accepted redeployment offers, to positions that were previously permanent part-time. An effort was made by the City to minimize the financial hardship experienced by these redeployed individuals and to ensure they would be placed in positions receiving full benefits.

At the request of the Department of Human Services, OPRM has recommended establishment of the Senior Services Administrator, PPT. This recommendation establishes a permanent part-time equivalent classification that will provide greater flexibility in staffing to meet the needs of the department.

Based upon a classification study requested by the Oakland Museum of California, the Office of Personnel Resource Management (OPRM) reviewed a position responsible for overall administration of the Conservation Division of the Museum. OPRM recommended establishing the classification of Chief Conservator in order to more accurately reflect the duties and the level and scope of responsibility of this position. The City Council previously approved and

RE: An ordinance amending the salary schedule

recommended to the Civil Service Board the creation and exemption of this classification. The Civil Service Board is scheduled to meet and consider this recommendation at its regularly scheduled meeting on October 20, 2005. This ordinance makes the required modification to the Salary Ordinance.

As the result of negotiations between the City and the Professional & Technical Engineers, Local 21, several classifications in the engineering field received equity increases when the two parties reached a formal agreement for the period July 1, 2002 – June 30, 2008. Recently, the City and Local 21 entered into formal discussions over the salary associated with the Energy Engineer III, a classification which did not previously receive an equity adjustment. On August 17, 2005, the City and Local 21 entered into an agreement resulting in a six percent salary increase to bring the classification into alignment with comparable electrical engineering classifications within the City effective September 1, 2005. The recommended six percent increase based on the union agreement, is reflected in the proposed Salary Ordinance amendment.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

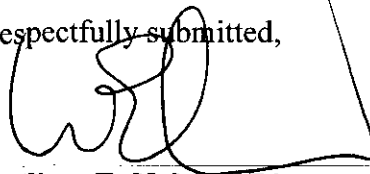
RECOMMENDATION AND RATIONALE

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**

Reviewed by:
Marcia Meyers, Director
Office of Personnel Resource Management

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

2005 OCT 27 PM 12:04

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF CROSSING GUARD, PARK ATTENDANT, SENIOR SERVICES ADMINISTRATOR, PPT AND CHIEF CONSERVATOR, TO AMEND THE TITLE OF EXECUTIVE ASSISTANT TO THE ASSISTANT CITY MANAGER, AND INCREASE THE SALARY OF ENERGY ENGINEER III

SECTION 1. Effective date of passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit SC1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Crossing Guard	PS185	1 13.40
		2 14.12
		3 14.87
		4 15.63
		5 16.45

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Park Attendant	SS202	1 13.94
		2 14.68
		3 15.45
		4 16.26
		5 17.12

SECTION 2. Effective date of passage, the following classification is 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>Paygrade</u>
Senior Services Administrator, PPT	MA148	19

SECTION 3. Effective June 23, 2003, the following classification is added in Ordinance No. 12187 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>
Chief Conservator	EM229	19

SECTION 4. Effective date of passage, the classification of Executive Assistant to the Assistant City Manager is amended in Ordinance No. 12187 C.M.S. in the Unit U31 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Executive Assistant to the Assistant City Administrator	SS121	1 4765.25
		2 5015.79
		3 5280.25
		4 5557.35
		5 5850.91

SECTION 5. Effective September 1, 2005, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Energy Engineer III	TR133	1 7835.60
		2 8248.72
		3 8681.95
		4 9139.32
		5 9620.83

SECTION 6. Effective July 1, 2006, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Energy Engineer III	TR133	1	8149.03
		2	8578.67
		3	9029.23
		4	9504.89
		5	10005.66

SECTION 7. Effective June 30, 2007, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Energy Engineer III	TR133	1	8474.99
		2	8921.81
		3	9390.40
		4	9885.09
		5	10405.88

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

LaTonda Simmons
 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 Crossing Guard, Park Attendant, Senior Services Administrator, PPT and Chief Conservator, to amend the title of Executive Assistant to the Assistant City Manager, and increase the salary of Energy Engineer III