

CITY OF OAKLAND

2011 OCT 20 PM 2:31 AGENDA REPORT

TO: Office of the City Administrator
FROM: Department of Human Resources Management
DATE: October 25, 2011

RE: Supplemental Report to 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

This supplemental report provides additional information requested at the Finance & Management Committee of September 27, 2011 regarding the proposed Salary Ordinance amendment. Staff was asked to respond to the following questions:

1. For the Outreach Developer classification: Is the Department of Human Services planning to hire a full time Outreach Developer? And if so, where will the money come from to pay for the position? And will the City have to provide a General Fund match to pay for the position?
2. For the Forensic Technician classification: Where does this position fit within the overall structure of the Crime Lab? How will the addition of this classification help the City save money?
3. Have any of the City's classifications been deactivated recently?

Responses and other additional information are provided below.

KEY ISSUES AND IMPACTS

Outreach Developer

The Department of Human Services currently has a temporary (Exempt Limited Duration) employee performing the duties of the Outreach Developer. Once the full-time equivalent of the classification is added to the Salary Ordinance, the department will conduct a recruitment to fill the position. The cost of the position, if budgeted at Step 3 of the salary scale and fully burdened, is \$102,551 annually. Funding is available from the Community Violence Prevention Grant through the Department of Justice (Fund, 2112; Organization, 78111; Account, 51111; Project, G423310; Program SC22), which does not require a match of City funds.

Item: _____
Finance & Management Committee
October 25, 2011

Forensic Technician

The Forensic Technician classification is a casework support position that will relieve Criminalists and Latent Print Examiners from some of the support duties that could be assigned to Forensic Technicians. Being able to assign the more routine tasks to other staff would increase the amount of time that Criminalists and Latent Print Examiners have to spend on actual case work. Additionally, the Forensic Technician classification will allow the support work to be done more economically and provides a training ground that allows employees to grow into the Criminalist and Latent Print Examiner classifications. The Police Department Crime Laboratory consists of the following classifications:

Positions	Salary	Rate	# FTE	Duties/Distinguishing Characteristics
Crime Laboratory Manager	\$9,255.75 – \$11,364.74	Per month	1	Oversees the laboratory operations, sets policy, administers budget, maintains accreditation, selects staff
Criminalist III	\$7,249.40 - \$8,899.91	Per month	3 (one vacancy)	Supervisors and/or technical leads of specialized units; oversees technical staff/first line supervisor (Drug Analysis Unit, Firearms Unit, Forensic Biology/DNA Unit)
Criminalist II	\$6,264.02 - \$7,691.46	Per month	12 (one vacancy)	Journey level criminalistics casework
Latent Print Examiner II	\$5,965.67 - \$7,324.68	Per month	2 (one vacancy)	Journey level latent print casework
Criminalist I	\$32.61 - \$40.03 (\$5300-6504/month)	Per hour	3	Entry level criminalistics casework
Latent Print Examiner I	\$30.83 - \$27.84 (\$5010-6149/month)	Per hour	1	Entry level latent print case work
Forensic Technician	\$26.38 - \$32.37 (\$4287-5260/month)	Per hour	TBD (grant funded)	Casework support throughout the laboratory; assist with routine database entry; conduct routine quality assurance measures throughout the lab relieving caseworker's from such duties to maximize time available for casework.
Total Positions			22	

Deactivation of Existing Classifications

The deactivation of classifications is an administrative process. Each year there are classifications that have been deactivated because the classification is no longer in use. Recently, as part of process with IFPTE Local 21 in which classifications in the UMI bargaining unit were examined, the following classifications were deactivated:

<u>Class No.</u>	<u>Classification Title</u>
EM177	Manager, Contract & Employment Services
EM194	Manager, Museum Services
EM198	Manager, Planning & Building Operations
MA134	Museum Program Supervisor
SC171	Legislative Services Coordinator
MA100	Manager, Community Assistance Program
EMI76	Manager, Comprehensive Planning
EM179	Manager, Cultural Arts
EM184	Manager, Grants
EM185	Manager, Housing Development
EM195	Manager, Neighborhood Development
EM203	Manager, Rehabilitation Services
SS185	Secretary, Administrative
AP170	Data Administrator

In the future, when bringing new classifications forward for consideration to be added to the Salary Ordinance, information regarding classifications that have been deactivated will be included.

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

Item: _____
Finance & Management Committee
October 25, 2011