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2014 FEB 13 PM 1:29

# AGENDA REPORT

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** Anil Comelo  
Human Resources Director

**SUBJECT:** Salary Ordinance Amendment

**DATE:** February 3, 2014

City Administrator  
Approval

Date

2/11/14

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

**An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Make Changes, Additions, And Deletions To The Salary Schedule To: (1) Change Classification Titles Of Directors For The Departments Of Fire, Finance, Public Works, Parks & Recreation, Planning & Building, Economic And Workforce Development; (2) Increase The Salary Range For Directors Of Housing & Community Development, Director of Planning & Building, And Budget; (3) Add The Classification Of Equal Employment Opportunity Officer; And (4) Delete Obsolete Or Duplicative Department Director Classifications**

## OUTCOME

The proposed amendment to the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") is recommended as a companion piece of legislation necessary to implement changes to the Oakland Municipal Code (O.M.C.) Section 2.29, "City Agencies, Departments and Offices," which describes the approved organizational structure of the City. The proposed Salary Ordinance Amendment will: 1) modify titles of existing classifications for department heads to align them with the names of their respective departments, 2) increase the salary range for the titles of Director of Housing & Community Development and Budget Director to more appropriately align the salaries with other department head titles in the City organization, 3) add the classification of Equal Employment Opportunities Officer to create an appropriate title for role within the City; and 4) delete obsolete or duplicative classifications that no longer have a purpose in the City's classification plan.

## BACKGROUND/LEGISLATIVE HISTORY

The Salary Ordinance establishes salaries and other terms and conditions of City employment including the classification titles of positions. It is amended from time to time to accommodate the City's evolving classification needs.

Section 2.29 of the O.M.C. – "City Agencies, Departments and Offices," is amended from time to time to reflect the organizational structure of the City organization as approved by City

Item: 6  
Finance & Management Committee  
February 25, 2014

Council as part of the budget process. City Council had approved several structural changes in the City organization in the FY 2011-12 Adopted Policy Budget as amended in Resolution No. 83693 C.M.S. on January 31, 2012; as well as further refinements adopted in the FY 2013-15 Adopted Policy Budget passed by Resolution No. 84466 C.M.S. on June 27, 2013.

### **ANALYSIS**

This recommended amendment to the Salary Ordinance is a companion to the recommended amendment to Section 2.29 of the O.M.C. (City Agencies, Departments and Offices) being proposed under separate cover. In restructuring City departments and redefining the organizational units within departments, it was necessary to evaluate whether the existing classification structure was aligned with the proposed changes.

The proposed Salary Ordinance Amendment modifies titles of existing classifications for department heads to align those titles with the names of their respective departments and the O.M.C. language being advanced. The salary ranges for the titles of Director of Housing & Community Development, Director of Planning & Building, and Budget Director are recommended to be revised and increased (higher maximum salary) to more appropriately align the salaries with other department head titles in the City organization. The classification of Equal Employment Opportunities Officer is created to provide an appropriate title for the role within the City; the employee currently performing this function is operating under an ill-fitting title and job description. Finally, in response to concerns expressed by City Council in the past about the number of classifications in the City's classification plan, fourteen (14) titles are recommended to be deleted because they are either obsolete, e.g. "Director of Corporate Information Systems" that was at one time used for the manager responsible for the City's information technology; or duplicative classifications, e.g. "Chief, Police Services Agency" when there is also a "Chief of Police" title authorized.

### **PUBLIC OUTREACH**

The proposal to amend the Salary Schedule of Ordinance 12187 C.M.S. (the "Salary Ordinance") was posted publicly in conformance with the Sunshine Ordinance and Brown Act prior to City Council's review of the item.

### **COORDINATION**

The Department of Human Resources Management (DHRM) coordinated with the City Administrator's office and City department staff to develop the proposed amendments to the Salary Ordinance.

### **COST SUMMARY/IMPLICATIONS**

The proposed Salary Ordinance Amendment serves to provide appropriate titles and salaries for positions already budgeted and has no fiscal impact.

Item: \_\_\_\_\_  
Finance & Management Committee  
February 25, 2014

**SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no economic opportunities associated with this report.

***Environmental:*** There are no environmental opportunities associated with this report.

***Social Equity:*** There are no social equity opportunities associated with this report.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



ANIL COMEEO  
Dept. of Human Resources Management Director

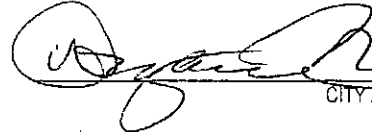
Prepared by:  
Kip Walsh, Recruitment & Classification Manager

**Attachment**

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Make Changes, Additions, and Deletions to the Salary Schedule as Part of the Implementation of Changes to Oakland Municipal Code Section 2.29 City Agencies, Departments and Offices: the Salary Schedule of Ordinance 12187 C.M.S. is Amended to: (1) Modify Titles of Existing Classifications; and (2) Increase the Salary Range For Director of Housing & Community Development; and Budget Director; and (3) Add the Classification of Equal Employment Opportunities Officer; and (4) Delete Obsolete or Duplicative Classifications

Item: 6  
Finance & Management Committee  
February 25, 2014

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_  
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 CITY ATTORNEY

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**OAKLAND CITY COUNCIL**  
 ORDINANCE No. \_\_\_\_\_ C.M.S.

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO MAKE CHANGES, ADDITIONS, AND DELETIONS TO THE SALARY SCHEDULE TO: (1) CHANGE CLASSIFICATION TITLES OF DIRECTORS FOR THE DEPARTMENTS OF FIRE, FINANCE, PUBLIC WORKS, PARKS & RECREATION, PLANNING & BUILDING, ECONOMIC AND WORKFORCE DEVELOPMENT; (2) INCREASE THE SALARY RANGE FOR DIRECTORS OF HOUSING & COMMUNITY DEVELOPMENT, DIRECTOR OF PLANNING & BUILDING, AND BUDGET; (3) ADD THE CLASSIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY OFFICER; AND (4) DELETE OBSOLETE OR DUPLICATIVE DEPARTMENT DIRECTOR CLASSIFICATIONS**

**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 classifications are revised in Ordinance No. 12187 C.M.S. in the Unit UR1.75.052 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
<u>Chief of Fire</u> <del>Agency Director, Fire Services</del>	EM105	Min. 11978.29 Max. 17967.47
<u>Director of Finance</u> <del>Agency Director, Finance &amp; Management</del>	EM103	Min. 11978.29 Max. 17967.47
<u>Director of Public Works</u> <del>Agency Director, Public Works</del>	EM108	Min. 11978.29 Max. 17967.47

**Section 3.** Effective upon passage, the following classification is revised in Ordinance No. 12187 C.M.S. in the Unit UK1.75.046 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range
<u>Director of Parks &amp; Recreation</u> <del>Director of Recreation Services</del>	EM158	Min. 10328.86 Max. 15493.29

**Section 4.** Effective upon passage, the following classification is revised in Ordinance No. 12187 C.M.S. in the Unit ~~UK1.75.029~~ UK1.75.046 Pay Grade Table to read as follows:

**6**

**FINANCE & MANAGEMENT CMTTE**

**FEB 25 2014**

Classification Title	Class No.	Pay Range	
<u>Director of Planning &amp; Building</u>	EM220	Min. <del>12401.33</del>	<u>10328.86</u>
<u>Deputy Director, Community &amp; Economic Development</u>		Max. <del>15224.61</del>	<u>15493.29</u>

**Section 5.** Effective upon passage, the following classification is revised in Ordinance No. 12187 C.M.S. in the Unit ~~UK1.75.026~~ UK1.75.046 Pay Grade Table:

Classification Title	Class No.	Pay Range	
Director of Housing & Community Development	EM154	Min. <del>10712.33</del>	<u>10328.86</u>
		Max. <del>13152.14</del>	<u>15493.29</u>

**Section 6.** Effective upon passage, the following classification is revised in Ordinance No. 12187 C.M.S. in the Unit ~~UK1.75.050~~ UK1.75.046 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Director of Economic &amp; Workforce Development</u>	EM230	Min. <del>11401.13</del>	<u>10328.86</u>
<u>Director of Development</u>		Max. <del>17101.75</del>	<u>15493.29</u>

**Section 7.** Effective upon passage, the following classification is revised in Ordinance No. 12187 C.M.S. in the Unit ~~UK2.75.026~~ UK1.75.029 Pay Grade Table:

Classification Title	Class No.	Pay Range	
Budget Director	EM172	Min. <del>12049.96</del>	<u>12401.33</u>
		Max. <del>14794.45</del>	<u>15224.61</u>

**Section 8.** Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit UK2.75.019 Pay Grade Table:

Classification Title	Class No.	Pay Range	
<u>Equal Employment Opportunities Officer</u>	<u>EM164</u>	<u>Min.</u>	<u>8562.80</u>
		<u>Max.</u>	<u>10514.36</u>

**Section 9.** Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.025 Pay Grade Table:

Classification Title	Class No.	Pay Range	
<u>Director of Retirement Services</u>	EM164	Min.	5047.30
		Max.	7570.95

**Section 10.** Effective upon passage, the following classifications are deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.026 Pay Grade Table:

<b>Classification Title</b>	<b>Class No.</b>	<b>Pay Range</b>
Director of Crafts & Cultural Arts	EM224	Min: 10712.33 Max: 13152.14
Director, City Planning	EM165	Min: 10712.33 Max: 13152.14

**Section 11.** Effective upon passage, the following classifications are deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.027 Pay Grade Table:

<b>Classification Title</b>	<b>Class No.</b>	<b>Pay Range</b>
Director of Corporate Information Systems	EM146	Min: 10041.73 Max: 12910.74
Director of Finance	EM149	Min: 10041.73 Max: 12910.74

**Section 12.** Effective upon passage, the following classifications are deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.028 Pay Grade Table:

<b>Classification Title</b>	<b>Class No.</b>	<b>Pay Range</b>
Director of Building & Planning	EM145	Min: 11810.61 Max: 14499.87
Director of Public Works	EM163	Min: 11810.61 Max: 14499.87

**Section 13.** Effective upon passage, the salary of the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.045 Pay Grade Table:

<b>Classification Title</b>	<b>Class No.</b>	<b>Pay Range</b>
Director of Building	EM228	Min: 10076.92 Max: 15115.38

**Section 14.** Effective upon passage, the salary of the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.046 Pay Grade Table:

<b>Classification Title</b>	<b>Class No.</b>	<b>Pay Range</b>
Director of Museum Services	EM157	Min: 10328.86 Max: 15493.29

**Section 15.** Effective upon passage, the salary of the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit UK1.75.050 Pay Grade Table:

Classification Title	Class No.	Pay Range
Director of Redevelopment & Economic Development	EM231	Min: 11401.13 Max: 17101.75

**Section 16.** Effective upon passage, the salary of the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit UN1.80.001 Pay Grade Table:

Classification Title	Class No.	Pay Range
Director of Police Services (P&F)	EM160	Min: 14597.12 Max: 17926.35

**Section 17.** Effective upon passage, the salary of the following classifications are deleted from Ordinance No. 12187 C.M.S. in the Unit UN1.80.030 Pay Grade Table:

Classification Title	Class No.	Pay Range
Chief, Police Services Agency	EM219	Min: 12642.09 Max: 15521.21
Director of Police Services (PERS)	EM161	Min: 12642.09 Max: 15521.21

**Section 18.** Effective upon passage, the salary of the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit UN1.80.052 Pay Grade Table:

<b>Classification Title</b>	<b>Class No.</b>	<b>Pay Range</b>
<del>Agency Director, Police Services</del>	<del>EM107</del>	<del>Min: 11978.29 Max: 17967.47</del>

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2013

PASSED BY THE FOLLOWING VOTE

AYES- BROOKS, GALLO, GIBSON-MC ELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California

DATE OF ATTESTATION \_\_\_\_\_



2014 FEB 13 PM 1:30

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**DIGEST**

An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Make Changes, Additions, and Deletions to the Salary Schedule As Part of the Implementation of Changes to Oakland Municipal Code Section 2.29 Describing the Organizational Structure of the City; the Salary Schedule of Ordinance 12187 C.M.S. Is Amended to: (1) Modify Titles of Existing Classifications; And (2) Increase the Salary Range For Director of Housing & Community Development; and Budget Director; And (3) Add the Classification of Equal Employment Opportunities Officer; and (4) Delete Obsolete or Duplicative Classifications

6

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FEB 25 2014