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OFFICE OF THE CITY CLERK  
OAKLAND

2018 OCT 10 AM 10:32

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Ian Appleyard  
HRM Director

**SUBJECT:** Amendment to Ordinance No. 12187  
C.M.S. (The Salary Ordinance) to Add  
Assistant, Director Planning & Building

**DATE:** October 1, 2018

City Administrator Approval

Date:

10/9/18

## RECOMMENDATION

**Staff Recommends that the City Council Adopt: (1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Assistant Director, Planning And Building From The Operation Of Civil Service And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Title Of Assistant Director, Planning And Building.**

## EXECUTIVE SUMMARY

Adoption of the resolution recommending exemption of the Assistant Director, Planning and Building from the Civil Service Board and the proposed ordinance will ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended actions, this necessary classification will not be created and would prevent the Planning and Building Department from classifying and filling the new Assistant Director, Planning and Building position.

## BACKGROUND/LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment including the classification titles and bargaining unit designation of positions. The Ordinance is amended from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules), Section 3.04, components of the City's Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

As applicable regulations or departmental operations change, Human Resources Management (HRM) periodically addresses classification needs. Many such changes require HRM to initiate an amendment to the Salary Ordinance to add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of a routine action to amend the salary schedule.

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## **ANALYSIS AND POLICY ALTERNATIVES**

This classification in the Planning and Building Department (PBD) is being proposed to address long and short-range departmental goals, objective, policies, and priorities. This position will provide supervision and guidance to bureau heads and unit managers to allow the Director more capacity for strategic initiatives. The classification is needed to improve overall managerial and organizational effectiveness in areas such as permitting and code enforcement services, key technology projects, and overall administration of the Department's day-to-day operations.

The classification will be responsible for: planning, organizing, managing, and directing the work of the Department's bureaus and sections, including planning and building, housing and zoning code compliance, enforcement, inspection services, engineering services, permit processing, plan check review, and seismic safety programs; assisting with the development and implementation of goals and objectives; developing and administering comprehensive departmental procedures, programs, and projects; providing support to the Director regarding complex matters; assisting with the department budget; and training and supervising assigned staff.

This classification will be unrepresented. The job description will be brought to the Civil Service Board for review of its alignment within the City's overall classification plan and approval of the request to exempt it from the competitive civil service; it is anticipated to be on the Civil Service agenda for the December 20, 2018 meeting.

The salary rate recommended for the Assistant Director, Planning and Building is commensurate with the rate established for Assistant Director positions in other departments. The new position is similarly situated in that it serves as an executive manager of a department to assist the director and is deeply involved in policy development and compliance.

## **FISCAL IMPACT**

A placeholder position was included for PBD at the proposed salary rate as part of the mid-year adjustments to the Fiscal Year (FY) 2017-19 Adopted Policy Budget. Adoption of this ordinance has no additional fiscal impacts. Once the correct title is established, the placeholder position will be converted to a position with the new title.

## **PUBLIC OUTREACH/INTEREST**

No public outreach was required other than the required posting on the City's website.

**COORDINATION**

HRM Department coordinated with other departments regarding the addition of the new classification. Union involvement was not necessary because the related action is not subject to mandatory bargaining.

Public notices regarding the Civil Service Board action to except the classification from the competitive civil service and approve the classification specification are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, Finance Department Budget Bureau, and the City Administrator's Office.

**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.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends that the City Council Adopt: (1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Assistant Director, Planning And Building From The Operation Of Civil Service And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-Time Classification Of Assistant Director, Planning and Building.

Sabrina B. Landreth, City Administrator

Subject: Amendment to Ordinance No. 12187 C.M.S. (Assistant Director, Planning & Building)

Date: October 1, 2018

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For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Respectfully submitted,



IAN APPLEYARD

Director, Human Resources Management

Reviewed by: Greg Preece  
Human Resources Manager  
Recruitment, Classification & Benefits Division

Prepared by: Jaime Pritchett  
Principal Human Resource Analyst  
Recruitment, Classification & Benefits Division

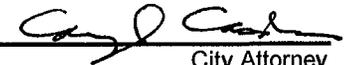
Attachments (2):

- A: Resolution
- B: Ordinance

Item: \_\_\_\_\_  
Finance & Management Committee  
October 23, 2018

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

  
City Attorney

2018 OCT 10 AM 10:32

## RESOLUTION No. C.M.S.

Introduced by Councilmember \_\_\_\_\_

### **RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF ASSISTANT DIRECTOR, PLANNING AND BUILDING FROM THE OPERATION OF CIVIL SERVICE**

**WHEREAS**, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

**WHEREAS**, the Assistant Director, Planning and Building classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

**WHEREAS**, the Assistant Director, Planning and Building is an expert level classification responsible for approving policies and ensuring compliance while governing multiple program areas having major impact on the attainment of the goals of the City; and

**WHEREAS**, the Assistant Director, Planning and Building is an executive manager with overall responsibility for daily operations in the Planning and Building Department's bureaus, is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities are broad and complex, and the individual in this classification must deal with challenging, sensitive, and confidential matters; and

**WHEREAS**, the incumbent in the Assistant Director, Planning and Building position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

**RESOLVED**, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Assistant Director, Planning and Building be exempted from the requirements of civil service; and be it

**FURTHER RESOLVED**, that the Civil Service Board is hereby requested to approve such exemption.

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

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California