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OAKLAND
2013 JUL 12 AM 10:01

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Katano Kasaine
Acting DHRM Director

SUBJECT: Initial Salary for Director of Information Technology DATE: July 8, 2013

City Administrator
Approval

Date

7/12/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that Council adopt a resolution authorizing the City Administrator to upgrade the Project Manager III position responsible for oversight of the City's Information Technology function to a Director of Information Technology position and authorizing the City Administrator to approve an initial salary for the position of Director of Information Technology that exceeds the mid-point, and not to exceed the top of the salary range of \$182,274 annually, in conformance with the requirements of Ordinance No. 12918 C.M.S.

OUTCOME

Staff has prepared a resolution requesting authorization to upgrade a Project Manager III position to a Director of Information Technology position and, in conformance with the requirements of Ordinance No. 12918 C.M.S., to authorize the City Administrator to approve an initial salary for the position of Director of Information Technology that exceeds the mid-point, and not to exceed the top of the salary range of \$182,274 annually. Flexibility for hiring within the full range of the authorized salary is recommended to make the salary more competitive with regional comparisons.

The City has been in the process of recruiting for the Project Manager III position to serve as the City's Chief Information Officer since last December. In the process of conducting outreach and interviews, it has become clear that qualified candidates require a salary package that is more competitive with the local market for similar positions. Both the title of Project Manager III and the salary midrange of \$153,460 have proven inadequate. If Council does not approve the proposed action, the City may not succeed in identifying a suitable candidate for this critical position.

BACKGROUND/LEGISLATIVE HISTORY

From December 2009 through December 2012 a Project Manager III acting in the capacity of a director, led the Department of Information Technology. Through FY 12-13 budget action, the City Council approved the reorganization of Information Technology to make it a division of the

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Administrative Services Department. The classification of Project Manager III was budgeted as the division manager position for Information Technology. Under the current administrative structure, the division manager position for Information Technology reports to an Assistant City Administrator.

ANALYSIS

Effective recruitment and retention for key management positions requires that the City provide a competitive compensation package to attract the most highly qualified candidates. The City has been in the process of recruiting for the Project Manager III position to serve as the City's Chief Information Officer since last December. In the process of conducting outreach and interviews, it has become clear that qualified candidates require a salary package that is more competitive with the local market for similar positions. Both the title of Project Manager III and the salary range of \$135,014 to \$165,758 have proven inadequate. The salary range established for the Director of Information Technology position is \$121,516 to \$182,274 annually, with a midpoint of \$157,971.

Staff in the Department of Human Resources Management conducted a survey of Chief Information Officers in the 14 agencies Oakland uses for salary comparison analysis. We also compared the salary information with a sampling of other California cities including Los Angeles, Sacramento, and Long Beach. A chart showing the survey data is provided as *Attachment A* to this report. Oakland's salary range was lower overall and the midpoint was markedly lower both regionally and statewide. The midpoint of the survey averages is \$170,894 annually, putting it more in line with the high end of the salary rate for the Director of Information Technology position and above the top of the range for the Project Manager III position. Hiring at the midpoint of the range for the Director of Information Technology position is not competitive.

The job specification for Project Manager III describes it as, "a management level classification with responsibility for the overall administration of projects in a division..[and] supervise large-scale projects that have citywide impact." The job specification of the Director of Information Technology position describes it as one that, "plans, directs, and coordinates a comprehensive communications and information system to produce high quality, cost effective services to all City departments; directs the work of department staff engaged in application and database administration, copy and print services, public safety support, desktop and server support, networking and telecommunications, wireless communications, and customer service." The role of the City's chief information officer is more in keeping with the Director of Information Technology classification.

To provide the City Administrator with the appropriate tools to recruit effectively for this critical management position, the position should bear an appropriate title and allow for hiring broadly within the salary range. Upgrading the budgeted position and granting the City Administrator the authority to approve an initial salary above the midpoint would provide greater flexibility and allow Oakland to be more competitive in the market.

PUBLIC OUTREACH

No public outreach was required.

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COORDINATION

DHRM surveyed the standard agencies used for City of Oakland salary comparisons, which include Berkeley, Concord, Fremont, Hayward, Richmond, San Francisco, San Jose, Santa Rosa, Vallejo and Alameda County, Contra Costa County, Santa Clara County, and San Mateo County. Additionally, DHRM staff surveyed the cities of Long Beach, Sacramento, and Los Angeles. Surveys are conducted by reviewing information that is publicly available on agency websites and by confirming the accuracy of the information with human resources staff in the surveyed agencies.

COST SUMMARY/IMPLICATIONS

The division manager position for Information Technology is currently budgeted at the level of a Project Manager III. The recommendation to appoint a Director of Information Technology in place of the Project Manager III and allow the City Administrator to offer an initial salary above the midpoint not to exceed the top of the salary range, requires allocating additional funding of approximately \$27,000. The Budget Office has identified the available funding in the Radio and Telecommunications Fund (Fund 4200) to be assigned to the Information Technology Administration Organization (Org 46111) to increase the funding for the position.

SUSTAINABLE OPPORTUNITIES

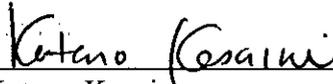
There are no economic opportunities associated with this report.

There are no environmental opportunities associated with this report.

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,



Katano Kasaine
Acting Director, DHRM

Prepared by:
Kip Walsh, Recruitment & Classification Manager

Attachments:

- A. Director of Information Technology Salary Survey
- B. ***Resolution Authorizing the City Administrator to Upgrade the Project Manager III Position Responsible for Oversight of the City's Information Technology Function to a Director of Information Technology Position and Authorizing the City Administrator to Approve an Initial Salary for the Position of Director of Information Technology That Exceeds the Mid-Point, and Not to Exceed the Top of the Salary Range of \$182,274 Annually, in Conformance with the Requirements of Ordinance No. 12918 C.M.S.***

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OAKLAND CITY COUNCIL

Approved as to Form and Legality


City Attorney

2013 JUL 12 AM 10:23 RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO UPGRADE THE PROJECT MANAGER III POSITION RESPONSIBLE FOR OVERSIGHT OF THE CITY'S INFORMATION TECHNOLOGY FUNCTION TO A DIRECTOR OF INFORMATION TECHNOLOGY POSITION AND AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE AN INITIAL SALARY FOR THE POSITION OF DIRECTOR OF INFORMATION TECHNOLOGY THAT EXCEEDS THE MID-POINT, AND NOT TO EXCEED THE TOP OF THE SALARY RANGE OF \$182,274 ANNUALLY, IN CONFORMANCE WITH THE REQUIREMENTS OF ORDINANCE NO. 12918 C.M.S.

WHEREAS, the role of the City's chief information officer is aligned with the Director of Information Technology classification; and

WHEREAS, the City Administrator is seeking the most qualified and experienced person to fulfill the role of Director of Information Technology; and

WHEREAS, the midpoint of the salary range for the position as listed in the Salary Schedule of Ordinance No. 12187 C.M.S. (the "Salary Ordinance") is \$157,971; and

WHEREAS, the Department of Human Resources Management conducted a salary survey of similar positions in the fourteen (14) agencies Oakland uses for salary comparison analysis and of other mid-size California cities including San Diego, Sacramento, and Long Beach; and

WHEREAS, the salary survey demonstrated that the average midpoint for the salaries of similar positions is \$172,944; and

WHEREAS, the City Administrator requires sufficient flexibility in determining the salary level to attract the best candidate to the position; now, therefore, be it

RESOLVED: that the City Administrator is hereby authorized to upgrade the position of Project Manager III in the Information Technology Division to a Director of Information Technology position; and be it further

RESOLVED: That the City Administrator is hereby authorized to approve an initial salary for the position of Director of Information Technology that exceeds the mid-point and up to the top of the salary range.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2013

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, GALLO, GIBSON MCELHANEY, 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