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OFFICE OF THE CITY CLERK
OAKLAND
2015 OCT 29 PM 2:06

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Anil Comelo
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)

DATE: October 19, 2015

City Administrator Approval

Date:

10/28/15

RECOMMENDATION

Staff Recommends That The City Council Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Classification Of Crime Analyst

EXECUTIVE SUMMARY

Through a request made by the Oakland Police Department (OPD), a new classification was created to capture specific analytical work necessary to current policing techniques and technology. Adoption of the proposed ordinance is required to serve the needs of OPD to appropriately classify work to be performed. If City Council does not take the recommended action, the new classification cannot be used as part of the department's strategy to recruit candidates with the necessary skills and experience in crime analysis that is focused on anticipating criminal activity.

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 representation of positions. It 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. The proposed Salary Ordinance Amendment accompanying this report is required to amend the salary schedule.

A salary ordinance amendment including the new Crime Analyst classification advanced to the Finance and Management Committee on October 13, 2015. Due to questions that were asked by the committee members regarding the recommended salary schedule for the Crime Analyst classification, staff agreed to delete that classification from the ordinance and come back to committee for consideration as a separate item at a later date.

Item: _____
Finance & Management Committee
November 10, 2015

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions that are in progress. Union involvement was required, and the appropriate discussions occurred with the applicable union.

The new Crime Analyst classification is being proposed to ensure that the OPD has the necessary resources and staffing to become more proactive in forecasting criminal activity with the intent of reducing and preventing crime and apprehending more suspects. Discussions occurred between City staff and representatives from the International Federation of Professional and Technical Engineers (IFPTE, Local 21); and the union does not object to the creation of the new classification and its specification description. The Civil Service Board approved the classification for inclusion in the City's classification plan and approved the job specification at its October 15, 2015 meeting.

To determine the recommendation for the salary rate for the position, staff in the Human Resource Management Department (HRM) conducted a regional market survey. In accordance with previous agreements with Local 21, the comparator organizations are a cross-section of regional public agencies that include Berkeley, Richmond, Alameda County, and others. Comparisons are made based on the role of the position, its placement in the organization, the minimum qualifications, and the salary rate. The recommended salary rate is consistent with the local market, although total compensation is slightly higher since Oakland's benefits package is generally more generous than other regional public agencies. Based on the information staff gathered, the recommended salary rate would be competitive in the City of Oakland's recruitment market.

Salary recommendations for new classifications also have to take into account internal classification alignments and structures. The proposed salary reinforces internal alignment among existing classifications and reporting structures already in use in the City departments and in OPD specifically. HRM staff was in close discussion with the manager who would be overseeing the unit and the Police Chief was informed of HRM's recommendations. OPD supports the salary and classification recommendations.

FISCAL IMPACT

For the new classification, placeholder positions were added to the budget as part of the fiscal year (FY) 2015-2017 Adopted Policy Budget. The City Council specifically allocated funding to support the establishment of the new Crime Analyst positions. The recommended salary is consistent with the budgeted allocation for the new positions.

PUBLIC OUTREACH / INTEREST

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

COORDINATION

HRM Department coordinated with OPD regarding the proposed new classification. When necessary, Employee Relations was also involved. Regarding union involvement, the union was formally notified of the proposed legislation because the related action is subject to mandatory bargaining regulations. Discussions took place and there were no objections raised by the representative union.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, Controller's 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 an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Crime Analyst.

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

Respectfully submitted,



ANIL COMELO
Director, Human Resources Management

Reviewed by: Kip Walsh
Human Resources Manager

Prepared by: Jaime Pritchett
Principal Human Resource Analyst
Recruitment and Classification

[Signature]
CITY ATTORNEY

INTRODUCED BY FOUEN MEMBER
OFFICE OF THE CITY CLERK
OAKLAND

2015 OCT 29 PM 2:08

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION OF CRIME ANALYST

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 as set forth below, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary *
<u>Crime Analyst</u>	AP446	Step 1	5522.13
		Step 2	5812.48
		Step 3	6118.93
		Step 4	6440.06
		Step 5	6780.25

*Salary rates reflect the 4% cost of living increase that will be adopted in November 2015 (retroactive to July 1, 2015, for Local 21 classifications).

Section 3. Pursuant to City of Oakland Charter Section 216, this ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; or, if it receives five (5) affirmative votes, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2015

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

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

DATE OF ATTESTATION _____

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION OF CRIME ANALYST

DIGEST

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Crime Analyst
