

CITY OF OAKLAND
COUNCIL AGENDA REPORT

2004 MAR 11 PM 5:14

TO: Office of the City Manager
ATTN: Deborah Edgerly, City Manager
FROM: Finance and Management Agency
DATE: March 16, 2004
RE: SUPPLEMENTAL REPORT REGARDING AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF CONSTRUCTION AND MAINTENANCE MECHANIC, PPT, HEAD START FACILITIES COORDINATOR, HEARING OFFICER, HEARING OFFICER, PPT, MAINTENANCE MECHANIC, PPT, SENIOR HEARING OFFICER, SENIOR HEARING OFFICER, PPT AND WEB SPECIALIST, AND TO AMEND THE CLASSIFICATIONS OF POLICE IDENTIFICATION SECTION SUPERVISOR, FIRE COMMUNICATIONS DISPATCHER, SENIOR, FIRE COMMUNICATIONS SUPERVISOR, ELECTRICAL ENGINEER II AND ELECTRICAL ENGINEER III

SUMMARY

This is a supplemental report providing additional information requested by the Finance and Management Committee for the ordinance that has been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 C.M.S. to add four new classifications of Head Start Facilities Coordinator, Hearing Officer, Senior Hearing Officer, and Web Specialist and to add the permanent part time equivalent classifications of Construction and Maintenance Mechanic, PPT, Hearing Officer, PPT, Maintenance Mechanic, PPT, Senior Hearing Officer, PPT. The ordinance also amends the classifications of Police Identification Section Supervisor, Fire Communications Dispatcher, Senior, Fire Communications Supervisor, Electrical Engineer II and Electrical Engineer III.

FISCAL IMPACTS

There is no fiscal impact associated with the addition of the classifications of Construction & Maintenance Mechanic, PPT, Head Start Facilities Coordinator, Hearing Officer, Hearing Officer, PPT, Maintenance Mechanic, PPT, Senior Hearing Officer, Senior Hearing Officer, PPT and Web Specialist. In addition, there is no fiscal impact associated with the amendment of the Police Identification Section Supervisor, Fire Communications Dispatcher, Senior, Fire Communications Supervisor, Electrical Engineer II and Electrical Engineer III classifications. Departments anticipated the changes listed above and have already made the appropriate adjustments in the FY 03-05 Adopted Budget.

Item # 5-23
March 16, 2004
City Council

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classifications of positions of employment. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current. This proposed ordinance would amend the salary schedule of Ordinance No. 12187 to revise the salaries needed and add the classifications to perform the necessary work.

KEY ISSUES AND IMPACTS

The addition of the Construction & Maintenance Mechanic, PPT and Maintenance Mechanic, PPT classifications were requested by the Public Works Agency in order to create equivalent permanent part-time classifications and allow for more flexibility in staffing based on organizational need.

Based on a classification study, the addition of the Head Start Facilities Coordinator classification in the Department of Human Services will appropriately title and accurately reflect current duties and responsibilities as required by the Head Start Program. Incumbents in this classification perform coordination of Head Start facilities maintenance and use, ensure facility safety and licensing requirements and regulations are met, and maintain and track facility inventory. These duties and responsibilities are distinct from existing City job classifications and specific knowledge of local, state, and federal regulations and standards on building maintenance and childcare licensing is necessary.

Based on a classification audit and compensation study, the creation of the Hearing Officer, Hearing Officer, PPT, Senior Hearing Officer and Senior Hearing Officer, PPT positions in the Community and Economic Development Agency will appropriately title and reflect current duties and responsibilities as required by the Oakland Residential Rent Arbitration Ordinance and Oakland Just Cause for Eviction Ordinance. Incumbents of said classifications are responsible for performing professional to supervisory-level duties related to planning, organizing and conducting arbitration hearings and settlement mediation conferences, and rendering written decisions related to tenant and landlord petitions. Based upon the job responsibilities of these positions, incumbents will be required to have a strong legal background and experience as a practicing attorney.

The Web Specialist classification is being created to produce, edit and maintain City web pages and perform special web-related programming on the City of Oakland's web site(s) as determined by a classification study. The addition of this classification appropriately titles and accurately reflects current duties and responsibilities in light of evolving technological and organizational need. The need for this type of classification has been growing for the past several years with the City's significant increase in providing information to the public on its web site(s). While this classification will initially exist in the Office of Parks and Recreation, future need for this classification to support web projects is expected in other City departments such as the Office of Information Technology.

The amendment of the salary for the Police Identification Section Supervisor classification is based on the need to correct the number of hours worked from 75 hours to 80 hours bi-weekly and to adjust the salary to be commensurate with that change.

The amendment of the salaries for the Fire Communication Dispatcher, Senior, Fire Communication Supervisor, Electrical Engineer II and Electrical Engineer III classifications are equity adjustments agreed upon in the contract with International Federation of Professional and Technical Engineers, Local 21.

SUSTAINABLE OPPORTUNITIES

None

DISABILITY AND SENIOR CITIZEN ACCESS

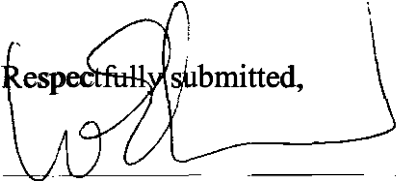
None.

RECOMMENDATION AND RATIONALE

Staff recommends approval of the enclosed Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

ACTION REQUESTED OF THE CITY COUNCIL

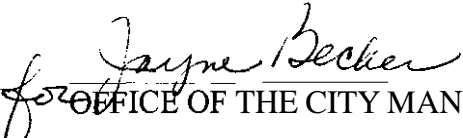
Approval of the Ordinance is requested.

Respectfully submitted,


William E. Noland,
Interim Director,
Finance & Management Agency

Prepared by:
Robin Young, Senior Human Resource Analyst
Personnel Division

APPROVED AND FORWARDED TO THE
CITY COUNCIL:


for OFFICE OF THE CITY MANAGER

CITY OF OAKLAND
COUNCIL AGENDA REPORT 2004 FEB 26 AM 10: 01

TO: Office of the City Manager
ATTN: Deborah Edgerly, City Manager
FROM: Finance and Management Agency
DATE: March 9, 2004
RE: AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF CONSTRUCTION AND MAINTENANCE MECHANIC, PPT, HEAD START FACILITIES COORDINATOR, HEARING OFFICER, HEARING OFFICER, PPT, MAINTENANCE MECHANIC, PPT, SENIOR HEARING OFFICER, SENIOR HEARING OFFICER, PPT AND WEB SPECIALIST, AND TO AMEND THE CLASSIFICATIONS OF POLICE IDENTIFICATION SECTION SUPERVISOR, FIRE COMMUNICATIONS DISPATCHER, SENIOR, FIRE COMMUNICATIONS SUPERVISOR, ELECTRICAL ENGINEER II AND ELECTRICAL ENGINEER III

SUMMARY

An ordinance has been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 C.M.S. to add the classifications of Construction and Maintenance Mechanic, PPT, Head Start Facilities Coordinator, Hearing Officer, Hearing Officer, PPT, Maintenance Mechanic, PPT, Senior Hearing Officer, Senior Hearing Officer, PPT and Web Specialist, and amending the classifications of Police Identification Section Supervisor, Fire Communications Dispatcher, Senior, Fire Communications Supervisor, Electrical Engineer II and Electrical Engineer III.

FISCAL IMPACTS

There is no fiscal impact associated with the addition of the classifications of Construction & Maintenance Mechanic, PPT, Head Start Facilities Coordinator, Hearing Officer, Hearing Officer, PPT, Maintenance Mechanic, PPT, Senior Hearing Officer, Senior Hearing Officer, PPT and Web Specialist. In addition, there is no fiscal impact associated with the amendment of the Police Identification Section Supervisor, Fire Communications Dispatcher, Senior, Fire Communications Supervisor, Electrical Engineer II and Electrical Engineer III classifications. Departments anticipated the changes listed above and have already made the appropriate adjustments in the FY 03-05 Adopted Budget.

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MAR 16 2004

Item # 3
March 9, 2004
Finance and Management Committee

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classifications of positions of employment. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current. This proposed ordinance would amend the salary schedule of Ordinance No. 12187 to revise the salaries needed and add the classifications to perform the necessary work.

KEY ISSUES AND IMPACTS

The addition of the Construction & Maintenance Mechanic, PPT and Maintenance Mechanic, PPT classifications were requested by the Public Works Agency in order to create equivalent permanent part-time classifications and allow for more flexibility in staffing based on organizational need.

Based on a classification study, the addition of *the* Head Start Facilities Coordinator classification in the Department of Human Services will appropriately title and accurately reflect current duties and responsibilities as required by the Head Start Program. Incumbents in this classification perform coordination of Head Start facilities maintenance and use, ensure facility safety and licensing requirements and regulations are met, and maintain and track facility inventory.

Based on a classification audit and compensation study, the creation of the Hearing Officer, Hearing Officer, PPT, Senior Hearing Officer and Senior Hearing Officer, PPT positions in the Community and Economic Development Agency will appropriately title and reflect current duties and responsibilities as required by the Oakland Residential Rent Arbitration Ordinance and Oakland Just Cause for Eviction Ordinance. Incumbents of said classifications are responsible for performing professional to supervisory-level duties related to planning, organizing and conducting arbitration hearings and settlement mediation conferences, and rendering written decisions related to tenant and landlord petitions.

The Web Specialist classification is being created to produce, edit and maintain City web pages and perform special web-related programming on the City of Oakland's web site(s) as determined by a classification study. The addition of this classification appropriately titles and accurately reflects current duties and responsibilities in light of evolving technological and organizational need. While initially this classification will exist in the Office of Parks and Recreation, future need for this classification in other City departments is expected.

The amendment of the salary for the Police Identification Section Supervisor classification is based on the need to correct the number of hours worked from 75 hours to 80 hours bi-weekly and to adjust the salary to be commensurate with that change.

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The amendment of the salaries for the Fire Communication Dispatcher, Senior, Fire Communication Supervisor, Electrical Engineer II and Electrical Engineer III classifications are equity adjustments agreed upon in the contract with International Federation of Professional and Technical Engineers, Local 21.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

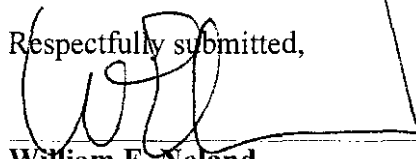
RECOMMENDATION AND RATIONALE

Staff recommends approval of the enclosed Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

ACTION REQUESTED OF THE CITY COUNCIL

Approval of the Ordinance is requested.

Respectfully submitted,



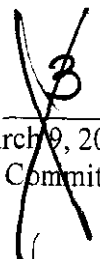
William E. Noland.
Interim Director,
Finance & Management Agency

Prepared by:
Robin Young, Senior Human Resource Analyst
Personnel Division

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


OFFICE OF THE CITY MANAGER

Item # 3
March 9, 2004
Finance and Management Committee



INTRODUCED BY COUNCILMEMBER _____

OFFICE OF THE CITY CLERK
APPROVED AS TO FORM AND LEGALITY
Jacqui Chino
CITY ATTORNEY

2004 FEB 26 AM 10:08

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF CONSTRUCTION AND MAINTENANCE MECHANIC, PPT, HEAD START FACILITIES COORDINATOR, HEARING OFFICER, HEARING OFFICER, PPT, MAINTENANCE MECHANIC, PPT, SENIOR HEARING OFFICER, SENIOR HEARING OFFICER, PPT AND WEB SPECIALIST, AND TO AMEND THE CLASSIFICATIONS OF POLICE IDENTIFICATION SECTION SUPERVISOR, FIRE COMMUNICATIONS DISPATCHER, SENIOR, FIRE COMMUNICATIONS SUPERVISOR, ELECTRICAL ENGINEER II AND ELECTRICAL ENGINEER III.

SECTION 1. Effective, date of passage, the following classifications are hereby added in Ordinance No. 12187 C.M.S. in the Unit SB1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Construction & Maintenance Mech., PPT	TR205	1 24.92
		2 26.24
		3 27.62
		4 29.08
		5 30.61
Maintenance Mechanic, PPT	TR204	1 21.66
		2 22.80
		3 24.01
		4 25.27
		5 26.60

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FINANCE & MANAGEMENT CMTE.
MAR 9 2004

SECTION 2. Effective, date of passage, the following classifications are hereby added in Ordinance No. 12157 C.M.S. in the Unit TW1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>			
Head Start Facilities Coordinator	SC250	1	3223.57		
		2	3393.42		
		3	3571.70		
		4	3759.63		
		5	3958.39		
Hearing Officer	AP396	1	6702.52		
		2	7055.47		
		3	7426.50		
		4	7818.00		
		5	8228.77		
Hearing Officer, PPT	AP397	1	6702.52		
		2	7055.47		
		3	7426.50		
		6	7818.00		
		7	8228.77		
		Web Specialist	AP398	1	3918.64
				2	4124.63
3	4341.46				
4	4570.34				
5	4811.26				

SECTION 3. Effective, date of passage, the following classifications are hereby added in Ordinance No. 12187 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Senior Hearing Officer	SC248	1	7389.15
		2	9073.21
Senior Hearing Officer. PPT	SC249	1	7389.15
		2	9073.21

SECTION 4. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12157 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Police Identification Section Supervisor	PS 166	1	5089.16
		2	5357.72
		3	5639.78
		4	5936.54
		5	6249.26

SECTION 5. Effective, January 18, 2003, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Fire Communications Dispatcher, Senior	PS 124	1	4666.58
		2	4912.59
		3	5170.34
		4	5443.68
		5	5730.06
Fire Communications Supervisor	SC148	1	5402.03
		2	5687.09
		3	5986.50
		4	6301.50
		5	6633.43

SECTION 6. Effective, January 18, 2003, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Electrical Engineer II	TR125	1 5958.04
		2 6271.69
		3 6602.69
		4 6949.80
		5 7315.52
Electrical Engineer III	TR126	1 6897.74
		2 7260.97
		3 7642.81
		4 8045.71
		5 8468.45

SECTION 7. Effective, June 23, 2003, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Fire Communications Dispatcher, Senior	PS 124	1 4806.58
		2 5059.97
		3 5325.45
		4 5607.00
		5 5901.96
Fire Communications Supervisor	SC148	1 5564.09
		2 5857.70
		3 6166.09
		4 6490.54
		5 6832.43

SECTION 8. Effective, June 23, 2003, the following classifications are hereby amended in Ordinance No. 12157 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Electrical Engineer II	TR125	1	6136.78
		2	6459.84
		3	6800.77
		4	7158.30
		5	7534.99
Electrical Engineer III	TR126	1	7104.67
		2	7478.80
		3	7872.09
		4	8287.08
		5	8722.50

SECTION 9. Effective, July 3, 2004, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Fire Communications Dispatcher, Senior	PS 124	1	4854.64
		2	5110.57
		3	5378.70
		4	5663.07
		5	5960.98
Fire Communications Supervisor	SC148	1	5619.73
		2	5916.28
		3	6227.75
		4	6555.45
		5	6900.76

SECTION 10. Effective, July 3, 2004, the following classifications are hereby amended in Ordinance No. 12157 C.M.S in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Electrical Engineer II	TR125	1	6198.14
		2	6524.44
		3	6868.78
		4	7229.88
		5	7610.34
Electrical Engineer III	TR126	1	7175.71
		2	7553.59
		3	7950.81
		4	8369.95
		5	8809.73

SECTION 11. Effective, July 2, 2005, the following classifications are hereby amended in Ordinance No. 12187 C.M.S in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Fire Communications Dispatcher, Senior	PS 124	1	5048.83
		2	5314.99
		3	5593.85
		4	5889.59
		5	6199.42
Fire Communications Supervisor	SC148	1	5844.52
		2	6152.93
		3	6476.86
		4	6817.67
		5	7176.79

SECTION 12. Effective, July 2, 2005, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Electrical Engineer II	TR125	1 6446.07
		2 6785.41
		3 7143.53
		4 7519.08
		5 7914.75
Electrical Engineer III	TR126	1 7462.74
		2 7855.73
		3 8268.84
		4 8704.75
		5 9162.12

SECTION 13. Effective, July 1, 2006, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Fire Communications Dispatcher, Senior	PS 124	1 5250.78
		2 5527.59
		3 5817.60
		4 6125.17
		5 6447.39
Fire Communications Supervisor	SC148	1 6078.31
		2 6399.05
		3 6735.94
		4 7090.37
		5 7463.86

SECTION 14. Effective: July 1, 2006, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit TFI Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Electrical Engineer II	TR125	1 6703.91
		2 7056.83
		3 7429.27
		4 7819.84
		5 8231.34
Electrical Engineer III	TR126	1 7761.25
		2 8169.96
		3 8599.60
		4 9052.94
		5 9528.60

SECTION 15. Effective, June 30, 2007, the following classifications are hereby amended in Ordinance No. 12187 C.M.S. in the Unit UH1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Fire Communications Dispatcher, Senior	PS 124	1 5460.81
		2 5748.70
		3 6050.31
		4 6370.18
		5 6705.29
Fire Communications Supervisor	SC148	1 6321.44
		2 6655.01
		3 7005.37
		4 7373.99
		5 7762.41

SECTION 16. Effective, June 30, 2007, the following classifications are hereby amended in Ordinance No. 12157 C.M.S. in the Unit TF1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Electrical Engineer II	TR125	1 6972.07
		2 7339.10
		3 7726.44
		4 8132.63
		5 8560.60
Electrical Engineer III	TR126	1 8071.70
		2 8496.76
		3 8943.58
		4 9415.05
		5 9909.75

AYES- BRUNNER, BROOKS, CHANG, NADEL, QUAN, REID, WAN
AND PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

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ORA/COUNCIL

MAR 16 2004

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FINANCE & MANAGEMENT CMTE.

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