



CITY OF OAKLAND

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OFFICE OF THE CITY CLERK
OAKLAND

AGENDA REPORT

2014 OCT -2 PM 4:24

TO: HENRY L. GARDNER
INTERIM CITY ADMINISTRATOR

FROM: Anil Comelo

SUBJECT: Amendment to Ordinance No. 12187 CMS
(The Salary Ordinance)

DATE: October 14, 2014

City Administrator
Approval

Date

10/2/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Create the Classification of Fleet Compliance Coordinator.

OUTCOME

The Salary Ordinance amendment is proposed to create a classification in the Public Works Department that is responsible for planning, coordinating and implementing Public Works programs including Department of Transportation (DOT) inspections related to fleet management and fleet safety and ensuring compliance with federal, state and local regulations.

BACKGROUND/LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries and other terms and conditions of City employment including the classification titles of positions. It is amended by City Council from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules), Section 302(b), classification specifications are prepared, maintained and amended by the Personnel Director with the approval of the Civil Service Board. At its August 21, 2014 meeting, Human Resources Management (HRM) staff presented the classification specification for Fleet Compliance Coordinator to the Civil Service Board, who approved the creation of the classification.

ANALYSIS

The proposed action is recommended to provide an appropriate title and pay grade to the position assigned to: plan and administer programs related to fleet management including commercial vehicles; Department of Transportation (DOT) compliance; federal, state and local vehicle and equipment regulation compliance; hazardous materials (HAZMAT) compliance; fleet safety involving regulatory compliance, training and safety precautions, and accident prevention and investigation; oversees the commercial vehicles and driver safety programs for the department; and respond to audits and compliance reviews.

Item: _____
Finance & Management Committee
October 14, 2014

In a recent budget cycle, Public Works added an Employee Fleet & Safety Coordinator position to their budget. The classification is used by HRM's Risk and Benefits Division for an assignment that is very different from the needs of the position in the Public Works Department. Public Works originally partnered with representatives from Human Resources to refine the existing classification specification and allow for dual usage. Unfortunately, an attempt to recruit for the position under the existing title and specification failed to yield qualified candidates to perform the duties that are required by Public Works.

The Fleet Compliance Coordinator will plan and administer fleet management programs including fleet safety and training, Department of Transportation inspections, motor vehicle regulations, and compliance with regulatory agencies. The Fleet Compliance Coordinator position is specific to Public Works, whereas the Employee Fleet & Safety Coordinator in HRM will continue to have citywide oversight of the comprehensive employee safety and loss control program. By creating a new classification that more clearly describes the specific Public Works assignment, HRM anticipates that qualified candidate may more readily recognize the opportunity as appropriate for their skills, and outreach for the recruitment efforts can more effectively be targeted.

PUBLIC OUTREACH

No public outreach was required.

COORDINATION

The Public Works Department initiated the creation of the classification of Fleet Compliance Coordinator to meet its operational need to have a position to which the duties could be assigned. HRM and Employee Relations staff met with the representative union, IFPTE Local 21 on July 2, 2014 to discuss the classification and the union posed no objections. The classification specification for the position was approved by the Civil Service Board at its August 21, 2014 meeting. Public notices regarding City Council and Civil Service Board action to approve the classification are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

COST SUMMARY/IMPLICATIONS

A position at the same pay grade is already budgeted in the Public Works Department budget (Employee Fleet & Safety Coordinator, Position No. 31606.28231); the salary range for the classification is \$6776.07 (Step 1) to \$8319.93 (Step 5) per month, as detailed on the proposed Salary Ordinance Amendment. Creating a new title for the position has no new fiscal impact.

SUSTAINABLE OPPORTUNITIES

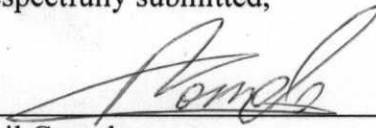
Economic: There are no economic opportunities associated with this report.

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, HR Manager, Recruitment & Classification, at (510) 238-7334.

Respectfully submitted,



Anil Comelo
Director of Human Resources Management

Reviewed by:
Kip Walsh, HR Manager, Recruitment & Classification

Prepared by:
Jaime Pritchett, Principal HR Analyst, Recruitment & Classification

Attachments

- 1) Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Create the Classification of Fleet Compliance Coordinator

[Signature]
CITY ATTORNEY

FILED
OFFICE OF THE CITY CLERK
OAKLAND
INTRODUCED BY COUNCILMEMBER _____

2014 OCT -2 PM 3:23

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CREATE THE CLASSIFICATION OF FLEET COMPLIANCE COORDINATOR.

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 classification is created in Ordinance No. 12187 C.M.S. in the Unit UM2.75.014 Pay Grade Table to read as follows:

Classification Title	Class No.	Salary Step
Fleet Compliance Coordinator	SC257	Step 1 6776.07
		Step 2 7132.79
		Step 3 7509.23
		Step 4 7904.00
		Step 5 8319.93

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2014

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

DATE OF ATTESTATION: _____

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CREATE THE CLASSIFICATION OF FLEET COMPLIANCE COORDINATOR

DIGEST

Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Create The Classification Of Fleet Compliance Coordinator
