

AGENDA REPORT

TO: FRED BLACKWELL
INTERIM CITY ADMINISTRATOR

FROM: Anil Comelo
Director of Human Resources

SUBJECT: Amendment to Ordinance No. 12187 C M S
And Exemption of Executive Assistant
Classification

DATE: April 7, 2014

City Administrator
Approval

Date

4/16/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council:

- 1) **Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Combine the Classifications of Executive Assistant to the Agency Director and Executive Assistant into one Classification Entitled Executive Assistant to the Director; and**
- 2) **Approve a Resolution to Exempt From Civil Service the Classification of Executive Assistant to the Director**

OUTCOME

The proposed amendment to the Salary Ordinance combines the existing classifications of Executive Assistant to the Agency Director and Executive Assistant to be one classification entitled Executive Assistant to the Director. Combining the classifications and setting the salary at the same rate is recommended because incumbents in both classifications perform the same work. The appropriate employee organization was notified of the proposed change to the classifications and a newly developed classification specification will be presented to the Civil Service Board for review and adoption.

In addition to the recommended Salary Ordinance Amendment, staff recommends that the City Council take action and adopt a resolution recommending the exemption of the classification of Executive Assistant to the Director from the provisions of civil service. Records for the historically related classification of Administrative Secretary document that the City Administration and the Civil Service Board previously considered the role appropriate for exemption. By taking the recommended action, City Council will be recommending that the Civil Service Board exempt the classification of Executive Assistant to the Director. If City Council does not approve the proposed resolution, staff will be unable to make a request to the Civil Service Board exempting the classification and the Personnel Director would accept the classification into the civil service pursuant to Rule 3.06 of the Personnel Manual (i.e. Civil Service Rules).

Item: _____

Finance & Management Committee
April 29, 2014

BACKGROUND/LEGISLATIVE HISTORY

The City Charter, under Title IX Personnel Administration, section 902, lays out the conditions under which positions may be exempt from civil service. Certain offices, contracts or positions are specifically exempted in sections 902 (a) through (e). Section 902(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board. The Charter does not provide criteria to be used when considering a recommendation for exemption. Instead, there is broad authority and flexibility for the Civil Service Board in making its determinations following Council recommendation.

The Human Resources Management Department (HR) and the Employee Relations Department finalized agreements last year related to the appropriate bargaining unit designation and the civil service status of classifications that had been in the UM1 bargaining unit. A series of agreements were reached and actions were taken to resolve the civil service status of many of the classifications. Staff submitted to City Council a resolution (Resolution No. 83024 C.M.S. adopted October 19, 2010) which recommended the exemption from Civil Service of thirty-seven (37) classifications in bargaining unit UM1. Those exemptions were adopted by the Civil Service Board on February 10, 2011. City management and Local 21 later came to agreement on another twenty-five (25) classifications that were moved into bargaining unit UM2 and accepted into the civil service by action of the Personnel Director and through City Council Ordinance No. 13091 C.M.S., approved October 18, 2011. A final agreement regarding all of the classifications previously in the UM1 bargaining unit was formally reached in June 2013. The recommendation to exempt the classification of Executive Assistant to the Director remains disputed between City management and Local 21, so the parties agreed that the decision whether to exempt the classification would be brought to the Civil Service Board for discussion and resolution, following a Council recommendation to exempt the classification.

Additionally, a study of incumbents of the Executive Assistant classification and the Executive Assistant to the Agency Director was conducted in 2011. In the course of that study it was determined that the tasks performed by the incumbents of both classifications were largely identical. It is therefore recommended that the classifications be combined into one classification entitled Executive Assistant to the Director and be assigned to the existing pay grade for Executive Assistant to the Agency Director.

ANALYSIS

In considering whether to recommend the exemption of Executive Assistant to the Director from civil service, staff reviewed the role of the positions in departments, the history of other exemptions that have been approved, and the consequences of not exempting the classification.

The Role

The role of an executive assistant is to provide critical confidential administrative support to an executive manager. There are very few positions in the City organization outside of the

Employee Relations Department and the Human Resources Management Department that are designated as confidential in the sense of the term used in the Employer Employee Relations Resolution (Reso. No. 55881 C.M.S.) where “confidential” relates to access to and involvement in the development of the City’s bargaining strategies with its unions. For Executive Assistant to the Director positions, the confidential nature of the materials handled relate to management decisions for the department and frequently for the City organization. An Executive Assistant to the Director may be required to conduct research and compose correspondence related to grievances and will provide communication and follow up on confidential personnel matters. Incumbents in the classification are also likely to take notes in meetings in which labor relations issues are discussed and departmental recommendations formulated. Additionally, “bumping” within the classification in the event that a position is eliminated through budget reductions is not practical. The position functions as an integral part of the management team, keeper and archivist of institutional history and records, and as the gate-keeper for the department head.

An executive assistant to the Personnel Director has regular access to confidential information concerning the effects of bargaining proposals, for example in supporting the Personnel Director’s preparation of Closed Session City Council reports. He or she may also be involved in the preparation of materials for negotiations by preparing draft proposals or background materials for the Personnel Director. In the normal course of his or her duties, the incumbent would be regularly involved in the stream of communications (including handling of correspondence) among employer representatives regarding negotiations issues

Civil Service Board Exemption History

Charter section 902(a) exempts the City’s Officers who are either elected to office or appointed by the Mayor. This includes the Mayor, City Council, City Attorney, City Auditor, and City Administrator. The language in section 902(b) lists certain offices and positions as exempt including the City Administrator’s professional staff, the Mayor’s professional staff, a secretary and an assistant to the City Attorney and City Auditor, it also exempts department heads and “an assistant to each.”

The interpretation of what is meant by the phrase “an assistant to each” has been understood at different times and contexts to refer to a secretarial assistant or to an assistant director. Historical records seem to point to the latter as the understanding of the phrase for exemptions recommended to the Civil Service Board. In 1975, the City Council recommended and the Civil Service Board approved exemption of the classification Administrative Secretary (***Attachment A***) under the provisions of section 902(f); incumbents of the classification served as the key administrative support positions to department heads. In 1999, exemptions were approved for there to be more than one assistant director in several departments (Police, Fire, Public Works and the City Attorney). The legislation for the 1999 exemptions (***Attachment B***) included language that described a need for more than one assistant director because the needs of the City organization had changed since the Charter language was adopted that referenced “an assistant to each.” Because of this history and to explicitly define the role of Executive Assistant to the

Director as properly exempt from civil service, staff ^{is} seeking Council's recommendation to exempt it under section 902(f).

In the late 1980s and continuing for several years, the City undertook a study of its classifications for the purpose of analyzing pay grades, that study was known as the Multipurpose Job Analysis (MPJA). Before the MPJA, secretarial assistants to department heads served under the classification of Administrative Secretary and the term "secretary" was in general use for administrative support positions. As part of the MPJA, a new classification entitled Executive Assistant was added between July 1990 and January 1992, but a Salary Ordinance amendment specifically adding the classification could not be found. Although specific documents have not been located, staff believe the classification of Executive Assistant was meant to replace Administrative Secretary under the MPJA, but instead, both classifications continued to be listed in the City's classification plan. The classification Administrative Secretary has not been in use since at least 1996 and was removed from the Salary Schedule earlier this year. Staff's recommendation to exempt the classification of Executive Assistant is consistent with the Council and Civil Service Board's actions in 1975 when the classification of Administrative Secretary was exempted because of its role in supporting department heads. Executive Assistant to the Director is the highest level of administrative support classification in the City's classification plan.

Consequences of Exemption

In order for a department head to confidently refer matters to an Executive Assistant to the Director for follow-up, he or she must be able to trust the integrity of the individual. The consequences of error or malfeasance are very high – leaking of information to the public or the press could derail carefully developed strategies and put funding sources or important projects in jeopardy. Employees who serve at will are held to high and demanding standards and enjoy certain benefits that are associated with being part of a department's management team.

There are other Executive Assistant classifications in the City's classification plan that are exempt by Charter reference (902b): Executive Assistant to the City Administrator, Executive Assistant to the Assistant City Administrator, Executive Assistant to the City Attorney, and Executive Assistant to the City Auditor. Staff's recommendation to exempt the general classification of Executive Assistant to the Director that is used in City departments to support department heads or the Personnel Director is consistent with the civil service exemption of other positions serving in similar roles.

Recommendation

Because of the confidential nature of an Executive Assistant's role, the City Council's and Civil Service Board's history of having exempted a similar classification in the past, to allow management flexibility in making appointments to the classification, and to avoid bumping of incumbents if positions in the classification are eliminated, staff recommends that the City Council recommend to the Civil Service Board that they authorize the exemption of the classification of Executive Assistant from civil service, pursuant to Charter section 902(f).

Item. _____
Finance & Management Committee
April 29, 2014

PUBLIC OUTREACH

No public outreach was required.

COORDINATION

Employee Relations was the lead coordinator of implementation of the side letter agreements with Local 21 regarding bargaining unit assignments and civil service status. The Human Resources Management Department was responsible for conducting the classification reviews of incumbents. Human Resources and Employee Relations staff met with Local 21 on several occasions to discuss the classification studies and resulting recommendations.

COST SUMMARY/IMPLICATIONS

This report recommends that the classification of Executive Assistant be combined with the classification of Executive Assistant to the Agency Director and retitled to Executive Assistant to the Director. The Executive Assistant to the Agency Director classification has a higher pay grade than that of the Executive Assistant classification. There are currently four incumbents of the Executive Assistant classification – one each in the City Clerk's Office, the Human Resources Management Department, the Oakland Parks and Recreation Department, and the Oakland Public Library. The position in Human Resources is currently vacant and the budgeted amount is sufficient to appoint within the range. The other departments, however, would each have to increase funding for their positions by \$5764 each (fully burdened) to allow for the salary range increase and the impact to incumbents. The Budget Office has confirmed that there is sufficient funding available in department allocations to absorb the increase for Fiscal Year 2013/2015.

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

Respectfully submitted,



ANIL COMELO
Director of Human Resources Management

Prepared by
Kip Walsh, HR Manager, Recruitment & Classification

Attachments

- Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. to Combine the Classifications of Executive Assistant to the Agency Director and Executive Assistant into one Classification Entitled Executive Assistant to the Director and to Delete the Classification of Administrative Secretary
- Resolution Recommending to the Civil Service Board that the Classification of Executive Assistant to the Director be Exempted from the Provisions of Civil Service
 - A. Resolution No. 54896 CMS July 1, 1975 and Civil Service Board Minutes June 17, 1975
 - B. Resolution No. 75242 CMS September 21, 1999 and Civil Service Board Minutes October 28, 1999

OAKLAND CITY COUNCIL

RESOLUTION NO. 54896 C. M. S.

13

DAS:bc

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THAT THE CLASS OF POSITION OF ADMINISTRATIVE SECRETARY BE EXCEPTED FROM THE OPERATION OF CIVIL SERVICE RULES.

RESOLVED: That the City Council hereby recommends to the Civil Service Board that the class of position of Administrative Secretary be excepted from the operation of Civil Service Rules; and be it

FURTHER RESOLVED: That the Civil Service Board is hereby requested to approve such exception.

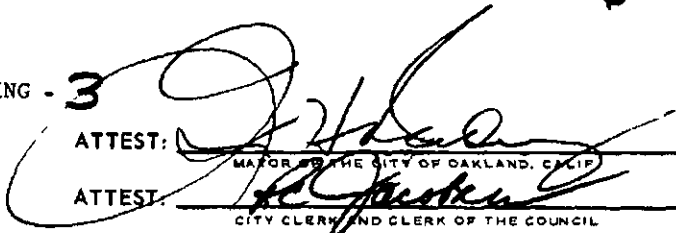

IN COUNCIL, OAKLAND, CALIF., JUL 1 1975, 19

PASSED BY THE FOLLOWING VOTE: _____

AYES - ~~BEOR~~ ^{COTO} CHIALVO, ~~ENG~~ MAGGIORA, OGAWA, ROSE, SUTTER, VUKASIN, AND ~~PRESIDENT READING~~ VICE-PRESIDENT ENG - 6

NOES - NONE

ABSENT - ROSE, VUKASIN AND READING - 3

ATTEST:  MAYOR OF THE CITY OF OAKLAND, CALIF.
ATTEST:  CITY CLERK AND CLERK OF THE COUNCIL OF THE CITY OF OAKLAND, CALIF.

1117

A REGULAR MEETING of the Civil Service Board came to order at 3:00 p.m., Tuesday, June 17, 1975 in Room 315, City Hall, 14th and Washington Streets.

PRESENT: Commissioners Rodriguez, Walsh, Mak, Cason, Patterson and Chairman Love.

ABSENT: Commissioner Yanello.

42437 MINUTES of the regular meeting held June 3, 1975 were approved by unanimous consent.

42438 The Board reviewed and approved the following examination announcements: Accountant-Auditor (Restricted), Street Sweeper Operator (Promotional), Supervising Housing Representative (Restricted), Electrical Engineer III and Principal Personnel Analyst (continuous testing).

CARRIED.

42439 In accordance with recommendations of the City Council in Resolution No. 54836 C.M.S., the Board approved exemption from the competitive civil service for the classes of CETA SPEDY Counselor, CETA SPEDY Payroll Clerk and SPEDY Youth Aide for the Department of Manpower Development Programs' summer youth employment project.

CARRIED.

The Board considered a letter from Deputy City Manager Gerald E. Newfarmer in which he recommended exemption of the Administrative Secretary class. It was pointed out that at the time the class was created, exemption was recommended by the Griffenhagen-Kroeger Survey because of the nature of the work performed by the incumbents.

42440 Following a discussion, it was the order of the Board that permanent exemption from the competitive civil service be approved for the class of Administrative Secretary, with no more than one exempt position in the class for each department. On the motion: Ayes - Commissioners Rodriguez, Walsh, Mak, Cason and Patterson (5); Noes - Chairman Love (1); Absent - Commissioner Yanello (1).

CARRIED.

* * * * *

The Board received an opinion from the City Attorney requested at the meeting of May 6, 1975, during which the Board had considered a letter from the Director of General Services asking removal of the name of Webster Edwards from the Custodian Foreman (Promotional) eligible list. The City Attorney stated that, in his opinion, the Commission has the right to hear a request to remove the name of a person from a promotional eligible list, but only for the reasons set forth in Sections 4.07 and 4.28 of the Civil Services Rules.

42441 Further, the Board received a letter from Richard J. Waterman, Director of General Services, asking for cancellation of the Custodian Foreman (Promotional) eligible list. Following a request for a delay made by Harold Supriano, Business Agent for United Public Employees Local 390, it was the decision of the Board that the matter be rescheduled by the Personnel Director in order to hear a protest of the cancellation of the eligible list in question.

CARRIED.

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CARRIED.

JHM

OAKLAND CITY COUNCIL
RESOLUTION No. 75242 C.M.S.

RESOLUTION RECOMMENDING THAT THE CIVIL SERVICE BOARD OF THE CITY OF OAKLAND EXCEPT FROM CIVIL SERVICE ASSISTANT DIRECTORS OR DEPUTY CHIEFS OF DEPARTMENTS OR AGENCIES

WHEREAS, the Oakland City Charter excepts from the requirements of civil service "the heads of such other departments and an assistant to each as may be provided for by ordinance"; and

WHEREAS, the aforementioned language in the City Charter was enacted more than thirty years ago; and

WHEREAS, the current level of City services requires that in many City departments or agencies more than one position functions as an assistant department head; and

WHEREAS, the following agencies and/or departments each have more than one job position functioning as assistant agency head: Public Works Agency, Police Services Agency, Fire Services Agency, and City Attorney's Office; and

WHEREAS, within the aforementioned agencies, the following job classifications each have more than one position functioning as assistant agency head: Assistant Director of Public Works, Assistant City Attorney, Deputy Chief of Police, Deputy Chief of Fire, and Assistant Chief of Fire; and

WHEREAS, the City Charter's reference to exception of a single position as "an assistant" does not comport with current service demands and the effective rendition of public services; now therefore be it

RESOLVED: the City Council of the City of Oakland hereby recommends to the Civil Service Board that all positions in the job classifications of Assistant Director of Public Works, Assistant City Attorney, Deputy Chief of Police, Deputy Chief of Fire, and Assistant Chief of Fire be excepted from the requirements of civil service.

IN COUNCIL, OAKLAND, CALIFORNIA, SEP 21 1999, 19____

PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, CHANG, ~~MILEY~~, NADEL, REID, RUSSO, SPEES AND
 PRESIDENT DE LA FUENTE - 7

NOES- None

ABSENT- None

ABSTENTION- None

Excused- Miley - 1

ATTEST: _____

CEDA FLOYD

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



**CIVIL SERVICE
BOARD MINUTES**

**Regular Meeting
Thursday, October 28, 1999**

MEMBERS PRESENT. CHAIRPERSON GOUGH, GOODHUE, HITZ ,
LEE, SAKKIS, AND SILVER

MEMBERS ABSENT VICE CHAIRPERSON CLARK

STAFF PRESENT JAMES E MAY, OPRM
AUDREY EUGENE, OPRM
MARCIA MEYERS, OFFICE OF THE CITY ATTORNEY

Chair Gough called the meeting to order at 5:05 p.m.

MINUTES:

Chair Gough inquired whether there were any objections to approving the minutes of the September 23, 1999 meeting, hearing none, the minutes stand approved by unanimous decision

OLD BUSINESS

Revised Civil Service Board Hearing Calendar

Mr May reported that counsel for the three (3) probationary police officers requested a continuation in the hopes of the case being settled, and there are no new hearings scheduled

NEW BUSINESS

Discussion and action regarding the City Council's Resolution No. 75159 recommending to the Civil Service Board that all positions in the classification of Deputy City Attorney V and Assistant City Attorney in the Office of the City Attorney be excepted from Civil Service

City Attorney, Jayne Williams was present to speak to this item After discussion, Board Member Goodhue moved for approval and Board Member Hitz seconded the motion, which passed unanimously.

Discussion and action regarding the City Council's Resolution No. 75242 recommending that Assistant Directors or Deputy Chiefs of Departments or Agencies be excepted from Civil Service

Mr James May (OPRM) gave background on this item, and after discussion the Board Member Goodhue moved for approval and Board Member Hitz seconded the motion, which passed by majority vote (1 abstention Chair Gough)

Approval Revised Classification Specification – Library Assistant (LEA)

This specification was presented to the Board by Ms Kathleen Hurley (OPRM) Board Member Silver moved for approval of the revised specification and Board Member Sakkis seconded the motion, which passed unanimously

Approval Revised Classification Specification – Tax Representative II (FSA)

This specification was presented to the Board by Ms Kathleen Hurley (OPRM) Ms Deborah Taylor-Johnson, Revenue Manager and Mary Freeman, Revenue Operations Supervisor of the Financial Services Agency spoke to this item Also speaking to this item was Margaret Cunningham, Field Representative of Local 790 and a number of workers from the Business Tax department

Discussion revolved around the "DISTINGUISHING CHARACTERISTICS" section of the specification, which reads as follows with bolded type as the proposed revision:

This is a classification whose incumbents are assigned difficult account collection work and respond to complex taxpayer inquiries regarding tax liability **In some assignments Tax Representative II's will be required to perform assigned duties, such as enforcement, inspection and collections, in the field. Incumbent's work hours may include early mornings, evenings and weekends.**

After lengthy discussion Board Member Goodhue made a motion **not to approve** the revised specification and Board Member Silver seconded the motion, which passed by majority vote. (4 AYES, 2 NAYS – Chairperson Gough and Board Member Sakkis)

**Request for re-employment of Dan Dayanathan
Loan Servicing Administrator**

Ms Cherry Hall (CEDA) and Ms. Kathleen Hurley (OPRM) presented this item to the Board This particular re-employment (Loan Servicing Administrator – Dan Dayanathan) was forwarded to the Board in keeping with section 5 10 of the Civil Service Rules concerning "Re-employment of Former Employee" beyond two years of the date of separation from the class Board Member Goodhue moved for approval and Board Member Lee seconded the motion, which passed unanimously

**Request for Leave of Absence from (3) Captains of Police
(as provided by in Civil Service Rule 8.07 (c) (5))**

Chairperson Gough requested this item be agendized for the next meeting (12/09/99) so the requestors may be present to speak to this item, and ask the Secretary to the Board to inform the parties of this request. Board Member Goodhue moved for approval and Board Member Silver seconded the motion, which passed by majority vote (4 AYES, 2 NAYS --Board Member Hitz and Board Member Sakkis)

**Request of legal opinion considering amending the
Civil Service Rules regarding the Civil Service Board's
jurisdiction to make corrections of clerical error or errors
made by mistake inadvertent**

The Board had discussion for the request of the legal opinion as stated above Ms Marcia Meyers, Counsel to the Board, informed the Board that she will no longer be the Board's Counsel, but she would prepare the opinion prior to her departure New Counsel for the Board will be Andrea Ford Porter.

OPEN FORUM

No speakers were present.

The Board adjourned at 6:30 p m.

The next regularly scheduled meeting of the Civil Service Board will be held on Thursday, December 9, 1999 at 5.00 p.m. at City of Oakland, City Hall, One Frank Ogawa Plaza, Oakland, California



**CIVIL SERVICE
BOARD MINUTES**

**Regular Meeting
Thursday, October 28, 1999**

MEMBERS PRESENT CHAIRPERSON GOUGH, GOODHUE, HITZ ,
LEE, SAKKIS, AND SILVER

MEMBERS ABSENT VICE CHAIRPERSON CLARK

STAFF PRESENT JAMES E MAY, OPRM
AUDREY EUGENE, OPRM
MARCIA MEYERS, OFFICE OF THE CITY ATTORNEY

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OPEN FORUM

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The next regularly scheduled meeting of the Civil Service Board will be held on Thursday, December 9, 1999 at 5 00 p m at City of Oakland, City Hall, One Frank Ogawa Plaza, Oakland, California



FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

2014 APR 16 AM 11:50 ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO COMBINE THE CLASSIFICATIONS OF EXECUTIVE ASSISTANT TO THE AGENCY DIRECTOR AND EXECUTIVE ASSISTANT INTO ONE CLASSIFICATION ENTITLED EXECUTIVE ASSISTANT TO THE DIRECTOR

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 revised in Ordinance No. 12187 C.M.S. in the Unit UM1.75 008 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
Executive Assistant to the Agency Director	SS124	Step 1	5005 91
		Step 2	5269 75
		Step 3	5547 54
		Step 4	5839 30
		Step 5	6146 40

Section 3. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S in the Unit UM1.75.007 Pay Grade Table:

Classification Title	Class No.	Pay Steps	
Executive Assistant	SS127	Step 1	4768-60
		Step 2	5018-47
		Step 3	5283-69
		Step 4	5561-50
		Step 5	5854-65

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 _____

FILED
OFFICE OF THE CITY CLERK
OAKLAND

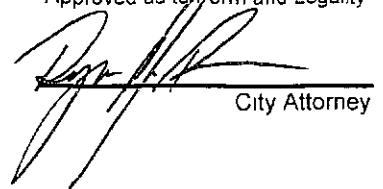
2014 APR 16 AM 11:51

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S.
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ASSISTANT TO THE AGENCY DIRECTOR AND EXECUTIVE ASSISTANT INTO ONE
CLASSIFICATION ENTITLED EXECUTIVE ASSISTANT TO THE DIRECTOR

DIGEST

Ordinance Amending the Salary Schedule of Ordinance No 12187 C M S ("Salary Ordinance") to Combine the
Classifications of Executive Assistant to the Agency Director and Executive Assistant into one Classification
Entitled Executive Assistant to the Director

FILED
OFFICE OF THE CITY CLERK
OAKLAND


City Attorney

OAKLAND CITY COUNCIL

2014 APR 16 AM 11:51

RESOLUTION No. _____ C.M.S.

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF EXECUTIVE
ASSISTANT TO THE DIRECTOR FROM THE OPERATION OF THE
CIVIL SERVICE**

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

WHEREAS, the Executive Assistant to the Director classification is recommended for exemption from Civil Service because of the confidential nature of an executive assistant's role; and

WHEREAS, the City Council and Civil Service Board exempted the classification of Administrative Secretary in 1975 which was a similar position and role in the City organization; and

WHEREAS, incumbents in executive assistant positions are expected to exercise considerable discretion in carrying out the department's mission for which there is a high consequence of error; now, therefore be it

RESOLVED: That the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Executive Assistant to the Director 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, _____, 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