

**CITY OF OAKLAND
COUNCIL AGENDA REPORT**

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2003 SEP 18 PM 1:51

TO: Office of the City Manager
ATTN: Deborah Edgerly
FROM: Office of Personnel
DATE: September 30, 2003

RE: AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12298 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF ANIMAL CARE ATTENDANT, PT, ANIMAL CARE ATTENDANT, PPT, ANIMAL CARE ATTENDANT, ASSISTANT BUDGET ANALYST, CURATOR OF SPECIAL PROJECTS, CURATOR OF SPECIAL PROJECTS, PPT, FINANCIAL ANALYST, PPT, MARINE AND AQUATICS SUPERVISOR AND SPORTS OFFICIAL, PT, AND TO AMEND THE CLASSIFICATIONS OF ASSISTANT TO THE CITY AUDITOR, COMPLAINT INVESTIGATOR II, JAILER III, LEGAL SECRETARY II, LEGAL SECRETARY, SUPERVISING, PAYROLL CONTROL SPECIALIST, PROGRAM AND PERFORMANCE AUDITOR, SENIOR AIDE, PT AND SPECIAL NEEDS COORDINATOR.

SUMMARY

An ordinance has been prepared for consideration by the City Council that amends the Salary Schedule of Ordinance No. 12298 C.M.S. to add the classifications of Animal Care Attendant, PT, Animal Care Attendant, PPT, Animal Care Attendant, Assistant Budget Analyst, Curator Of Special Projects, Curator Of Special Projects, PPT, Financial Analyst, PPT, Marine and Aquatics Supervisor and Sports Official, PT, and to amend the classifications of Assistant to the City Auditor, Complaint Investigator II, Jailer III, Legal Secretary II, Legal Secretary, Supervising, Payroll Control Specialist, Program And Performance Auditor, Senior Aide, PT and Special Needs Coordinator.

FISCAL IMPACTS

There are no fiscal impacts associated with the addition of, or amendment to, the classifications of Animal Care Attendant, PT, Animal Care Attendant, PPT and Animal Care Attendant, Assistant Budget Analyst, Curator of Special Projects, Curator of Special Projects, PPT, Financial Analyst, PPT, Marine and Aquatics Program Supervisor and Sports Official, PT, Complaint Investigator II, Payroll Control Specialist. Furthermore, there are no fiscal impacts associated with the amendment of classifications that reflect the new titles of Deputy Chief City Auditor, Correctional Officer Supervisor, Legal Administrative Assistant, Legal Administrative Assistant, Supervising, Police Program and Performance Auditor and Disabilities Coordinator. Departments anticipated the changes listed above and have already made the appropriate adjustments in the FY'03-05 Adopted Budget.

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The amendment of the Senior Aide, PT classification in the Department of Human Services has no fiscal impact. Whereas, exempt, unrepresented, managerial employees in UK1, U31, UJ1, UR1, UU1, UN1 and U41 were awarded a six percent (6%) salary increase approved by Council; and whereas, Senior Aides, PT are in bargaining unit UJ1, but are not managerial employees and their salaries were not subject to the increase; and whereas employees in said classification are funded through a federal program and therefore, the salary level is determined by federal guidelines; consequently, it is recommended that we amend the salary of Senior Aides, PT as they were not entitled to receive the six percent (6%) increase in salary that Council approved for unrepresented, exempt, managerial employees.

BACKGROUND

Ordinance No. 12298 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 12298 to revise the salaries needed and add the classification to perform the necessary work.

KEY ISSUES AND IMPACTS

Based on a classification audit, the creation of the Animal Care Attendant, PT, Animal Care Attendant, PPT and Animal Care Attendant positions in the Police Services Agency will serve as entry level positions at the Oakland Animal Shelter. Incumbents perform cleaning and disinfecting of animal kennels, wards, cages, equipment and other areas of the shelter facility and perform additional duties related to maintenance and animal care. The Oakland Animal Shelter previously staffed the entry-level needs by employing Student Trainees. In remaining consistent with other jurisdictions, and addressing the union's concern, it was determined that the Animal Care Attendant classification was the appropriate staffing solution to meet the entry level staffing needs of the shelter facility.

Based on a classification audit, the Budget Office has significantly broadened the technical scope and duties of the position studied. The creation of the Assistant Budget Analyst classification addresses the new duties and responsibilities and provides an appropriate compensation level.

The creation of the Curator of Special Projects classification is mandated by a legal agreement between the City and an employee executed by the Office of the City Attorney. The new classification is consistent with the duties and responsibilities outlined in the agreement.

The creation of the Financial Analyst, PPT classification was requested by the Financial Services Agency to create an equivalent part-time classification and allow for more flexibility in staffing.

Based on a classification audit, the Marine and Aquatic Program Supervisor is being created to supervise, develop, oversee and secure funding for marine and aquatic programs to ensure that the Office of Parks and Recreation is able to meet the programming goals and ensure involvement of the community in all aspects of Oakland's water-based resources. This management position will supervise an Aquatic Program Coordinator, Marine Sports Program

Coordinator and various support and part-time staff.

At the request of the Office of Parks and Recreation and deemed appropriate based on a classification audit, the creation of the Sports Official, PT classification will allow conversion of existing Exempt Limited Duration Employees into a part-time classification. The current Exempt Limited Duration Employee incumbents serve as officials at City-sponsored sports events at assigned gymnasiums, ball fields or courts. The creation of the Sports Official, PT classification will enable the department to further phase out the "more-than-one-job-assignment" practice. The existing pay structure pays Exempt Limited Duration Employees performing this function a flat rate of \$15.00 an hour with premium rates for Youth Sports, High School Sports, Adult Sports and Midnight Basketball. The recommended salary for Sports Official, PT is equivalent to said structure.

The amendment of the Assistant to the City Auditor classification title to that of Deputy Chief City Auditor, based on a classification audit, will appropriately title and more accurately reflect current duties and responsibilities in light of professional standards and terminology. The audit revealed that the City's salary structure was approximately eight percent below market, and identified a need to align the position and pay grade to the Assistant to the Director classification. The nature and scope of duties defined in the revised job specification also align with the pay grade change. The incumbent performs administration, planning, project management, training and team building duties in implementing the mission and goals of the Office of the City Auditor. This change will enable the City Auditor to more effectively staff his office with qualified individuals.

Based on a classification audit at the request of the City Manager's Citizens Police Review Board, the Complaint Investigator II classification specification has been revised and an increase in the salary was recommended in order to align with professional standards and terminology. Incumbents in this classification are responsible for conducting thorough, complex and sensitive investigations of citizens' complaints alleging a broad range of misconduct by sworn Police Officers and Park Rangers.

The amendment of the Jailer III classification title to Correctional Officer Supervisor, based upon a classification audit, will appropriately title and more accurately reflect current duties and responsibilities in light of professional standards and terminology. Incumbents perform a full range of professional duties involving the day-to-day operation of the jail, including supervision and training of subordinate staff, authorizing the release of arrestees on bail, preparing reports on deviations from standards and serving as a resource on release policies and procedures.

The amendment of the Legal Secretary classification title to that of Legal Administrative Assistant, based upon a classification audit, will more appropriately title and accurately reflect current duties and responsibilities in light of professional standards and terminology. Incumbents perform specialized and responsible legal word processing, transcription, and secretarial and clerical support duties for assigned attorneys.

The amendment of the Legal Secretary, Supervising classification title to that of Legal Administrative Assistant, Supervising, based upon a classification audit, will more appropriately

title and accurately reflect current duties and responsibilities in light of professional standards and terminology. The incumbent provides supervision and training for a legal administrative support unit and performs specialized and complex legal word processing, transcription, and secretarial and clerical support for assigned attorneys.

Based on a classification audit, the Payroll Control Specialist classification has significantly changed since the adoption of the Oracle system, which resulted in a broader technical scope of responsibilities and additional duties. The compensation level is being adjusted commensurate with those changes.

At the request of the Oakland Police Department, the amendment of the Program and Performance Auditor classification title to that of Police Program and Performance Auditor, will more appropriately title and accurately reflect current duties and responsibilities in light of organizational need, professional standards and terminology. Incumbents analyze complex police and police-related management practices and operations, develop and implement procedures for, and conduct impartial and objective performance audits in order to report and recommend ways to increase/improve policy efficiency, effectiveness and compliance.

The amendment of the Senior Aide, PT salary is required to correct an error. The classification was inadvertently awarded an increase when exempt, unrepresented, managerial employees in UK1, U31, UJ1, UR1, UU1, UN1 and U41 were awarded a six percent (6%) increase in salary that Council approved for unrepresented, exempt, managerial employees. Although the Senior Aide, PT classification resides in bargaining unit UJ1, they are not managerial employees and their salaries should not have been included in the increase. In addition, employees residing in Senior Aide, PT positions are funded through a federal program and therefore, their salary level is determined by federal guidelines. Consequently, it is recommended that we amend the salary of Senior Aides, PT, as they were not entitled to receive the increase.

The amendment of the Special Needs Coordinator classification title to that of Disabilities Coordinator, based upon a classification audit, will appropriately title and more accurately reflect current duties and responsibilities in light of professional standards and terminology. Incumbents plan, organize and administer the special needs service area for the Head Start Program.

ENVIRONMENTAL OPPORTUNITIES

No environmental opportunities are indicated.

DISABILITY AND SENIOR CITIZEN ACCESS

Benefits and impacts for the disabled and senior citizen communities are not indicated.

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 Noland,
Interim Director,
Finance & Management Agency**

Prepared by:
Robin Young, Senior Human Resource Analyst
Office of Personnel, Exam. & Class. Division

APPROVED AND FORWARDED TO THE
CITY COUNCIL



OFFICE OF THE CITY MANAGER

INTRODUCED BY COUNCILMEMBER _____

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE CITY CLERK
Darcy Williams
CITY ATTORNEY
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ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12298 C.M.S. (THE SALARY ORDINANCE) TO ADD THE CLASSIFICATIONS OF ANIMAL CARE ATTENDANT, PT, ANIMAL CARE ATTENDANT, PPT, ANIMAL CARE ATTENDANT, ASSISTANT BUDGET ANALYST, CURATOR OF SPECIAL PROJECTS, CURATOR OF SPECIAL PROJECTS, PPT, FINANCIAL ANALYST, PPT, MARINE AND AQUATICS SUPERVISOR AND SPORTS OFFICIAL, PT, AND TO AMEND THE CLASSIFICATIONS OF ASSISTANT TO THE CITY AUDITOR, COMPLAINT INVESTIGATOR II, JAILER III, LEGAL SECRETARY II, LEGAL SECRETARY, SUPERVISING, PAYROLL CONTROL SPECIALIST, PROGRAM AND PERFORMANCE AUDITOR, SENIOR AIDE, PT AND SPECIAL NEEDS COORDINATOR.

SECTION 1. Effective, date of passage, the following classification is hereby added in Ordinance No. 12298 C.M.S. in the Unit SI1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Flat Rate/Salaried</u>	
Sports Official, PT	PP160	15.00	
Animal Care Attendant, PT	TR201	1	13.46
		2	14.17
		3	14.92
		4	15.70
		5	16.58

SECTION 2. Effective, date of passage, the following classifications are hereby added in Ordinance No. 12298 C.M.S. in the Unit SC1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Animal Care Attendant, PPT	TR202	1	14.70
		2	15.47
		3	16.29
		4	17.14
		5	18.05

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Animal Care Attendant	TR203	1	14.70
		2	15.47
		3	16.29
		4	17.14
		5	18.05

SECTION 3. Effective, date of passage, the following classification is hereby added in Ordinance No. 12298 C.M.S. in the Unit UM1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Financial Analyst, PPT	AF054	1	6383.29
		2	6719.38
		3	7073.54
		4	7445.77
		5	7837.27

SECTION 4. Effective, date of passage, the following classification is hereby added in Ordinance No. 12298 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>	
Curator of Special Projects	AP394	1	6079.73
		2	6398.95
		3	6736.25
		4	7090.41
		5	7463.84
Curator of Special Projects, PPT	AP395	1	6079.73
		2	6398.95
		3	6736.25
		4	7090.41
		5	7463.84

SECTION 5. Effective, date of passage, the following classification is hereby added in Ordinance No. 12298 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>	
Assistant Budget Analyst	AF055	1	3918.64
		2	4124.63
		3	4341.46
		4	4570.34
		5	4811.26

SECTION 6. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12298 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>	
Marine and Aquatics Program Supervisor	SC247	1	5249.74
		2	5525.60
		3	5817.12
		4	6123.09
		5	6444.73

SECTION 7. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12298 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>	
Disabilities Coordinator	SC221	1	3731.92
		2	3928.27
		3	4135.47
		4	4352.30
		5	4582.38
Legal Administrative Assistant	SS133	1	4105.14
		2	4321.10
		3	4549.02
		4	4787.52
		5	5040.62

Complaint Investigator II	AP144	1	5250.95
		2	5528.01
		3	5818.33
		4	6125.50
		5	6447.14

SECTION 8. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12298 C.M.S. in the Unit TA1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Legal Administrative Assistant (Conf)	SS135	1	4105.14
		2	4321.10
		3	4549.02
		4	4787.52
		5	5040.62

SECTION 9. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12298 C.M.S. in the Unit UJ1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Senior Aide, PT	PP142	1	6.75
		2	10.27

SECTION 10. Effective, July 6, 2002, the following classification is hereby amended in Ordinance No. 12298 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>	
Payroll Control Specialist	SS158	1	4855.91
		2	5110.87
		3	5379.87
		4	5664.06
		5	5962.30

SECTION 11. Effective, June 21, 2003, the following classification is hereby amended in Ordinance No. 12298 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>	
Payroll Control Specialist	SS158	1	5001.59
		2	5264.20
		3	5541.26
		4	5833.99
		5	6141.16

SECTION 12. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12298 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>	
Correctional Officer Supervisor	PS148	1	4793.61
		2	5046.33
		3	5311.08
		4	5591.88
		5	5886.06
Legal Administrative Assistant, Supervising	SS137	1	4448.13
		2	4682.63
		3	4928.30
		4	5188.86
		5	5461.83

SECTION 13. Effective, date of passage, the following classification is hereby amended in Ordinance No. 12298 C.M.S. in the Unit UM1 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Grade</u>	
Chief Deputy City Auditor	EM115	19	
Police Program and Performance Auditor	AP291	<u>Pay Steps/Range</u>	
		1	6702.52
		2	7055.47
		3	7426.50
		4	7818.00
	5	8228.77	

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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Digest

An ordinance amending the salary schedule of ordinance no. 12298 c.m.s. (the salary ordinance) to add the classifications of Animal Care Attendant, PT, Animal Care Attendant, PPT, Animal Care Attendant, Assistant Budget Analyst, Curator Of Special Projects, Curator Of Special Projects, PPT, Financial Analyst, PPT, Marine and Aquatics Supervisor and Sports Official, PT, and to amend the classifications of Assistant to the City Auditor, Complaint Investigator II, Jailer III, Legal Secretary II, Legal Secretary, Supervising, Payroll Control Specialist, Program And Performance Auditor, Senior Aide, PT and Special Needs Coordinator.