

CITY OF OAKLAND
AGENDA REPORT

2006 OCT 12 PM 1:17

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: October 24, 2006

RE: **An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 (The Salary Ordinance) To: Add The Permanent Full Time Equivalent Classifications Of Deputy Director Of Police (Non-Sworn) And Grants Coordinator; Amend The Titles Of The Full Time Classifications Complex Manager And Assistant Complex Manager To Facilities/Complex Manager, And Assistant Facilities/Complex Manager Respectively; And To Amend The Effective Date Of The Salary Increase To The Full Time Equivalent Classification, Concrete Finisher From May 30, 2006 To February 4, 2006**

SUMMARY

An ordinance has been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 to: add the permanent full time equivalent (FTE) classifications of Deputy Director of Police (Non-Sworn) and Grants Coordinator; amend the permanent FTE classifications Complex Manager and Assistant Complex Manager to Facilities/Complex Manager and Assistant Facilities/Complex Manager, respectively; and to amend the effective date of the salary increase to the full time equivalent classification Concrete Finisher from May 30, 2006 to February 4, 2006.

At a September 14, 2006 special meeting of the Civil Service Board, the classification specification for Deputy Director of Police was approved and exempted from Civil Service. The title revisions from Complex Manager to Facilities/Complex Manager and from Assistant Complex Manager to Assistant Facilities/Complex Manager respectively, as well as the new classification, Grants Coordinator were approved at the June 15, 2006 regular meeting of the Civil Service Board.

The salary increase to the Concrete Finisher classification did not require Civil Service Board approval. The increase was approved by City Council as part of Salary Ordinance Amendment No. 12737, at its regularly scheduled meeting of May 30. That amendment requested the date of passage of the ordinance as the effective date for the salary increase. The salary review that resulted in the recommendation for an increase to the Concrete Finisher rate of pay included in its findings an effective date for the increase, if approved, of February 4, 2006. The request included in this Salary Ordinance amendment seeks to correct the implementation date of the

approved increase by changing it to February 4, 2006. The Office of Personnel Resource Management recommends adoption of this amendment.

FISCAL IMPACT

There are no unanticipated fiscal impacts associated with any of these recommended amendments. The Police Services Agency anticipated the addition of the Deputy Director of Police (Non-Sworn) classification and has already made the appropriate adjustments to the FY 05-07 adopted budget. Similarly, the Office of the City Administrator and the Budget Office anticipated the addition of the Grants Coordinator classification and has already made the appropriate adjustments to the FY 05-07 adopted budget. The amendments to the Complex Manager and Assistant Complex Manager classifications are title changes only and have no fiscal impact as both positions are already budgeted in the current budget cycle. Per the Salary Ordinance Agenda Report and accompanying Ordinance No. 12737 of May 9, 2006 which received a second reading and approval on May 30th, the annual fiscal impact in the 06-07 adopted budget of the salary increase to the Concrete Finisher classification is \$12,667 or \$4,222.33 for each of the three incumbents. Department funds are available to cover this expense.

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classifications of positions. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current.

The Deputy Chief of Police (Non-Sworn) was reviewed and approved by Council, and a Council recommendation for exemption was made to the Civil Service Board by Resolution 80038 at the July 18th meeting of the Oakland City Council.

With regard to the request to add a Grants Coordinator classification, the Budget Office, in conjunction with the City Council identified an urgent need to establish a position responsible for securing additional grant funding sources. The Office of Personnel Resource Management worked with the Budget Director to *develop a new classification responsible for researching and procuring Citywide grants. The incumbent will work collaboratively with all City agencies and departments to obtain new and renew existing grants. The Grants Coordinator classification significantly improves the City's ability to address the needs of Oakland's citizens, by identifying and securing additional funding sources.*

The amendments to the Complex Manager and the Assistant Complex Manager classifications are based on classification studies that indicated the need for more appropriate titles which more accurately reflect the current duties and responsibilities of the positions. The incumbent Complex Manager plans, organizes, manages and directs the day-to-day operations and maintenance at the City Center Complex and throughout the City. The Assistant Complex Manager is responsible for the direct supervision of custodial supervisors and staff in the City Center Complex and throughout the City.

The amendment to the Concrete Finisher salary is a correction of the effective date from May 30th, the date of the passage of the previous Salary Ordinance amendment, to February 4th, the implementation date of the recommendations of the findings of the salary study.

KEY ISSUES AND IMPACTS

The new Deputy Director of Police (Non-Sworn) will be the highest level, non-sworn, executive management position reporting directly to the Chief of Police and will align with the Deputy Chief of Police classification. The incumbent will be responsible for overseeing a variety of the administrative functions of a police bureau including fiscal services and personnel management. To remain consistent with other jurisdictions throughout the nation, it was determined that the Deputy Director of Police (Non-Sworn) classification was the appropriate staffing solution to meet the needs of the Oakland Police Department and the community. The proposed salary for this exempt classification is a flat rate of \$13,874.23 per month for a 75-hour pay period. The representation unit is U31.

The new Grants Coordinator position will be responsible for researching and procuring grant funding for the City of Oakland. The emphasis on new and renewed grant funding will allow for the continuation of existing programs and the creation of new programs. In remaining consistent with other jurisdictions, it was determined that the Grants Coordinator classification was the appropriate staffing solution to meet the needs of the Office of the City Administrator, the City Council, and the community. The monthly salary for this full time equivalent classification is \$6973.22- \$8561.57 for a 75-hour pay period. This is a classified position and is allocated to representation unit UM2. The classification specification has been reviewed and approved by the appropriate union.

The revised titles of Facilities/Complex Manager and Assistant Facilities/Complex Manager are based on classification studies that determined broader titles would more accurately reflect the duties and responsibilities required in the maintenance and operation of City facilities.

The change in the effective date of the implementation of the salary increase to the Concrete Finisher classification will bring the effective date into compliance with City policy which deems that the implementation date of changes resulting from Classification or Salary Studies are implemented as of the effective date of the final findings.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

RECOMMENDATION(S) AND RATIONALE

The new Deputy Director of Police (Non-Sworn) will be responsible for the continued budget savings in keeping with the recommendations of the Overtime Report. The alignment of this classification with the sworn Deputy Chief of Police provides authority commensurate with the responsibility and scope of the position. However, as a non-sworn classification, there are significant savings related to the costs of health

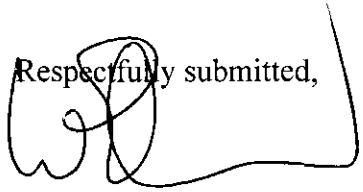
Item # _____

and welfare benefits. The addition of a Grants Coordinator position will enhance the City's quality and quantity of services to Oakland residents, and will provide an additional level of accountability in the procuring and management of grants. The revised titles of Facilities/Complex Manager and Assistant Facilities/Complex Manager are based on classification studies that determined broader titles would more accurately reflect the duties and responsibilities required in the maintenance and operation of City facilities. The change in the effective date of the implementation of the salary increase to the Concrete Finisher classification will bring the effective date into compliance with City policy which deems that the implementation date of changes resulting from Classification or Salary studies are implemented as of the effective date of the final findings. Staff recommends approval of these changes to the Ordinance as they will serve to update and maintain an appropriate classification system for the City of Oakland

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve this Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

Respectfully submitted,



William E. Noland, Director
Finance & Management Agency

Reviewed by:
Marcia L. Meyers, Director
Office of Personnel Resource Management

Prepared by:
D. Jacquelyn Edwards, Principal HR Analyst
Recruitment & Classification Division, OPRM

APPROVED AND FORWARDED TO THE
FINANCE & MANAGEMENT COMMITTEE



OFFICE OF THE CITY ADMINISTRATOR

Judy Chino
CITY ATTORNEY

2006 OCT 12 PM 1:18

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATIONS OF DEPUTY DIRECTOR OF POLICE (NON-SWORN) AND GRANTS COORDINATOR; AMEND THE TITLES OF THE FULL TIME CLASSIFICATIONS COMPLEX MANAGER AND ASSISTANT COMPLEX MANAGER TO FACILITIES/COMPLEX MANAGER, AND ASSISTANT FACILITIES/COMPLEX MANAGER RESPECTIVELY; AND TO AMEND THE EFFECTIVE DATE OF THE SALARY INCREASE TO THE FULL TIME EQUIVALENT CLASSIFICATION, CONCRETE FINISHER FROM MAY 30, 2006 TO FEBRUARY 4, 2006.

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

SECTION 1. Effective, September 14, 2006, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit U31.75.29 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Deputy Director of Police (Non-Sworn)	EM236- FTE 1	13,874.23

SECTION 2. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit UM2.75.16 Pay Grade Table to read as follows:

Grants Coordinator	AP405 - FTE 1	6,973.22
		2 7,340.36
		3 7,727.25
		4 8,100.88
		5 8,561.57

SECTION 3. Effective, date of passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM2.75.017 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Facilities/Complex Manager	MA110 – FTE	1 7,321.93
		2 7,707.51
		3 8,112.82
		4 8,540.51
		5 8,989.24

SECTION 4. Effective, date of passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UH1.75.010 Pay Grade Table to read as follows:

Assistant Facilities/Complex Manager	SC100 – FTE1	5,201.94
		2 5,475.66
		3 5,763.86
		4 6,066.53
		5 6,386.30

SECTION 5. Effective, February 4, 2006, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SB1.80.008 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Concrete Finisher	TR116-FTE	1 25.22
		2 26.56
		3 27.95
		4 29.43
		5 30.98

SECTION 6. Effective, July 1, 2006, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SB1.80.008 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Concrete Finisher	TR116-FTE	1 26.23
		2 27.62
		3 29.06
		4 30.61
		5 32.21

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, REID, QUAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
 LaTonda Simmons
 City Clerk and Clerk of the Council
 of the City of Oakland, California

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Digest

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