



# AGENDA REPORT

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** Jim Reese

**SUBJECT:** Amendment to Ordinance No. 12187 C.M.S. **DATE:** February 4, 2013

City Administrator  
Approval

Date

2/11/13

**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 Add the Classifications of Revenue Analyst, Principal; Pool Technician; Pool Technician, PPT; and Pool Technician, PT

## OUTCOME

The proposed amendment to the Salary Ordinance adds new classifications that are required to meet department operational needs and to more accurately describe work being performed. The Revenue Division has identified a need for a high level analyst capable of complex research, analysis and forecasting of revenue and revenue-generating activities including economic and finance modeling, cost/benefit analysis, and capital planning for senior management. Staff determined that the creation of a new classification entitled Principal Revenue Analyst was the most effective way to capture the specialized nature of the assignment. The classification of Pool Technician was developed as a result of a classification study in which it was determined that a more specific and technical description of the duties performed was required. Both classifications were reviewed and approved by the Civil Service Board.

If Council does not take the recommended action, the Revenue Division will continue to have a gap in the expertise available to perform the analysis necessary for the most effective management of the City's revenue programs. Additionally, the Revenue Division does not have an appropriate classification to which day-to-day supervision of lower level analysts can be assigned. Without the addition of the Pool Technician classification, the work will continue to be performed under a classification (Custodian) that was determined to not have the specific requirements needed for maintenance of water quality at the City's pools.

## 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 from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules, June 9, 2011), Section 302(b), classification specifications are

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prepared, maintained and amended by the Personnel Director with the approval of the Civil Service Board. At its January 10, 2013 meeting, staff from the Department of Human Resources Management (DHRM) presented the classification of Revenue Analyst, Principal to the Civil Service Board and the Board approved it as presented. At its December 13, 2012 meeting, the Board approved the classification specification for Pool Technician.

### **ANALYSIS**

Based upon a classification review at the request of the Tax & Revenue Administrator, DHRM created a new job description for the proposed Revenue Analyst, Principal classification. It was determined that a new classification specification needed to be drafted to ensure that the City has a classification that adequately captures the duties required to fulfill its need for high level tax and revenue analysis, that the City remains current with the continual changes in financial systems technologies; and that analysis keeps pace with economic and demographic trends. Establishing an official classification specification ensures that the necessary requirements are included in the job announcements for immediate and future vacancies. Staff met with representatives of the International Federation of Professional and Technical Engineers, Local 21 to review and discuss the new classification specification prior to its submission to the Civil Service Board, and the union had no objections.

The classification of Pool Technician allows the City to be better suited to maintain City-operated pool facilities in accordance with Title 22 of the California Health and Safety Code. Clean and safe swimming pool water is essential to protect the public from waterborne diseases and illnesses. The new classification specification was created to effectively assign water quality control and maintenance at City-operated pool facilities and to require candidates who receive offers of employment to undergo all appropriate criminal record clearances and a physical exam, in alignment with State law. The permanent part-time and part-time classifications will provide greater flexibility to hire seasonal summer time staff when the swimming programs are in full swing. Staff met with representatives of the Service Employees International Union, Local 1021 to review and discuss the new classification specification prior to its submission to the Civil Service Board, and the union had no objections.

### **PUBLIC OUTREACH**

The proposals to add the classifications of Revenue Analyst, Principal and Pool Technician were posted publicly in conformance with the Sunshine Ordinance and Brown Act prior to the Civil Service Board's review of the items.

### **COORDINATION**

DHRM coordinated the creation of the classification specification of Revenue Analyst, Principal with staff from the Budget Office's Revenue Division. Local 21 was provided the opportunity to meet to discuss the creation of the classification. Following meetings with DHRM, the Revenue Division and Local 21, the new classification was presented to the Civil Service Board for approval and inclusion in the City's classification plan.

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DHRM coordinated the creation of the classification specification of Pool Technician with staff from the Public Works Agency. SEIU was provided the opportunity to meet to discuss the creation of the classification. Following meetings with DHRM and SEIU, the new classification was presented to the Civil Service Board for approval and inclusion in the City's classification plan.

### COST SUMMARY/IMPLICATIONS

The proposed Salary Ordinance amendment has no fiscal impact since it does not represent the addition of staffing nor a change to departments' budget allocation. The new titles will be used to reclassify positions already budgeted.

### SUSTAINABLE OPPORTUNITIES

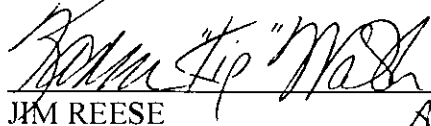
Economic – not applicable.

Environmental – not applicable.

Social Equity – not applicable.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,

  
for JIM REESE Acting Director  
Interim Director  
Human Resources & Information Technology

Prepared by:  
Kip Walsh, Recruitment & Classification Manager

Attachment (1)

- 1) *Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classifications of Revenue Analyst, Principal; Pool Technician; Pool Technician, PPT; and Pool Technician, PT.*

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FILED  
OFFICE OF THE CLERK  
INTRODUCED BY COUNCIL MEMBER \_\_\_\_\_  
OAKLAND

  
CITY ATTORNEY

2013 FEB 14 AM

# OAKLAND CITY COUNCIL

ORDINANCE No. \_\_\_\_\_ C.M.S.

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATIONS OF REVENUE ANALYST, PRINCIPAL; POOL TECHNICIAN; POOL TECHNICIAN, PPT; AND POOL TECHNICIAN, PT**

**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 added to Ordinance No. 12187 C.M.S. in the Unit UM2.75.019 Pay Grade Table shall read as follows:

| <b>Classification Title</b>       | <b>Class No.</b> | <b>Pay Range</b> |                 |
|-----------------------------------|------------------|------------------|-----------------|
| <u>Revenue Analyst, Principal</u> | <u>AF059</u>     | <u>Min</u>       | <u>8394.90</u>  |
|                                   |                  | <u>Max</u>       | <u>10308.20</u> |

**Section 3.** Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit SC1.80.005 Pay Grade Table shall read as follows:

| <b>Classification Title</b> | <b>Class No.</b> | <b>Pay Steps</b> |              |
|-----------------------------|------------------|------------------|--------------|
| <u>Pool Technician</u>      | <u>TR207</u>     | <u>1</u>         | <u>16.70</u> |
|                             |                  | <u>2</u>         | <u>17.58</u> |
|                             |                  | <u>3</u>         | <u>18.50</u> |
|                             |                  | <u>4</u>         | <u>19.48</u> |
|                             |                  | <u>5</u>         | <u>20.50</u> |
| <u>Pool Technician, PPT</u> | <u>TR208</u>     | <u>1</u>         | <u>16.70</u> |
|                             |                  | <u>2</u>         | <u>17.58</u> |
|                             |                  | <u>3</u>         | <u>18.50</u> |
|                             |                  | <u>4</u>         | <u>19.48</u> |
|                             |                  | <u>5</u>         | <u>20.50</u> |

Section 4. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit:

| Classification Title       | Class No.    | Pay Steps             |
|----------------------------|--------------|-----------------------|
| <u>Pool Technician. PT</u> | <u>TR209</u> | <u>1</u> <u>16.70</u> |
|                            |              | <u>2</u> <u>17.58</u> |
|                            |              | <u>3</u> <u>18.50</u> |
|                            |              | <u>4</u> <u>19.48</u> |
|                            |              | <u>5</u> <u>20.50</u> |

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2013

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: \_\_\_\_\_

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**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATIONS OF REVENUE ANALYST, PRINCIPAL; POOL TECHNICIAN; POOL TECHNICIAN, PPT; AND POOL TECHNICIAN, PT**

**DIGEST**

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