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OAKLAND

CITY OF OAKLAND

2015 OCT -1 PM 12:37

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Anil Comelo
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)

DATE: September 21, 2015

City Administrator Approval

Date:

9/30/15

RECOMMENDATION

Staff Recommends that the City Council:

Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classifications of Crime Analyst, Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant; Adjust the Title of Internal Auditor III to Police Performance Auditor; and Delete all the Correctional Officer and Jail Classifications

EXECUTIVE SUMMARY

Adoption of the proposed ordinance is routine maintenance to ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended action, several necessary classifications will not be created or amended and could lead to potential liability. It is necessary to ensure that salary and bargaining unit information are accurate and available to prevent over or under utilization of the City's limited resources.

BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment including the classification titles and bargaining unit representation 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), Section 3.04, components of the City's Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

As applicable regulations or departmental operations change, staff in the Human Resources Management Department (HRM) periodically consults with departments regarding classification needs. Many such changes require HRM to initiate an amendment to the Salary Ordinance to add, amend or delete certain classifications. The proposed Salary Ordinance Amendment

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Finance & Management Committee
October 13, 2015

accompanying this report is comprised of various routine actions to correct and amend the salary schedule.

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions that are in progress, to modify existing classification titles, and to delete obsolete classifications. In cases in which union involvement was required, the appropriate discussions occurred with the applicable unions (title change for Internal Auditor III to Police Performance Auditor as well as deletion of the Correctional Officer and Jail classifications).

New Classifications – Three brand new classifications are being proposed, two of which are related to a settlement agreement with the International Federation of Professional and Technical Engineers (IFPTE, Local 21). The Crime Analyst classification is being proposed to ensure that the Oakland Police Department has the necessary resources and staffing to become more proactive in forecasting criminal activity with the intent of reducing and preventing crime and apprehending more suspects. Two classifications are newly required to account for civil service work that was previously performed by exempt employees (Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant); the new classifications are being proposed to remedy the situation and resolve all related union concerns. Discussions occurred between City staff and union representatives and the union does not object to the new classifications. Staff expects to seek approval for the establishment of the new classifications at the Civil Service Board meeting on October 15, 2015.

Classification Title Change – One classification requires a title change, which will ensure that the assigned duties better reflect operations. Internal Auditor III is being re-titled to Police Performance Auditor, which more accurately describes the assigned work and functional responsibilities. Discussions occurred between City staff and union representatives and the union does not object to the title change.

Classification Deletions - The City's Classification Plan is dynamic and can be affected by a variety of forces. Classifications can become obsolete as operations change. In this case, the City's jail has been closed for nearly a decade and the affiliated classifications are no longer necessary (Correctional Officer; Correctional Officer Supervisor; Jail Utility Worker; Jail Cook; Jail Cook, PPT; Jail Cook, PT; and Jail Cook's Assistant).

FISCAL IMPACT

For new classifications, placeholder positions were added to the budget as part of the FY 2015-2017 budget cycle. For the proposed deletions, there are no authorized positions allocated in the budget and no fiscal impact exists. All other changes are budget neutral and do not affect staffing or budget allocation.

PUBLIC OUTREACH / INTEREST

No public outreach was required other than the required posting on the City's website.

COORDINATION

HRM Department coordinated with departments regarding the proposed modifications. When necessary, Employee Relations was also involved. Regarding union involvement, the unions were formally notified of the proposed legislation because the related actions are subject to mandatory bargaining regulations. Discussions took place and there were no objections raised by the representative unions.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, Controller's Bureau, and the City Administrator's Office.

SUSTAINABLE OPPORTUNITIES

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

Environmental: There are no environmental opportunities associated with this report.

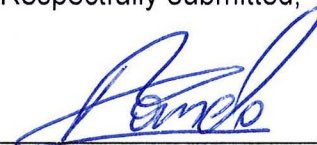
Social Equity: There are no social equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classifications of Crime Analyst, Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant; Adjust the Title of Internal Auditor III to Police Performance Auditor; and Delete all the Correctional Officer and Jail Classifications.

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

Respectfully submitted,

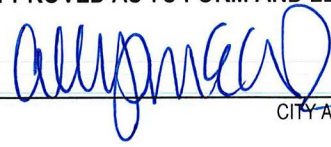


ANIL COMELO

Director, Human Resources Management

Reviewed by: Kip Walsh
Human Resources Manager

Prepared by: Jaime Pritchett
Principal Human Resource Analyst
Recruitment and Classification



CITY ATTORNEY

INTRODUCED BY COUNCIL MEMBER
OFFICE OF THE CITY CLERK
OAKLAND

2015 OCT -1 PM 12:37

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATIONS OF CRIME ANALYST, ENVIRONMENTAL SERVICES ANALYST, ASSISTANT, AND CAPITAL IMPROVEMENT PROJECT COORDINATOR, ASSISTANT; ADJUST THE TITLE OF INTERNAL AUDITOR III TO POLICE PERFORMANCE AUDITOR; AND DELETE ALL THE CORRECTIONAL OFFICER AND JAIL CLASSIFICATIONS

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 as set forth below, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Crime Analyst</u>	AP446	Step 1	5309.74
		Step 2	5588.92
		Step 3	5883.59
		Step 4	6192.37
		Step 5	6519.47

Section 3. Effective as set forth below, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.006 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Environmental Services Analyst, Assistant</u>	AP447	Step 1	4586.46
		Step 2	4827.56
		Step 3	5081.35
		Step 4	5349.23
		Step 5	5631.22

Section 4. Effective as set forth below, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.012 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Capital Improvement Project Coordinator, Assistant</u>	AP448	Step 1	6145.83
		Step 2	6470.12
		Step 3	6809.90
		Step 4	7169.43
		Step 5	7545.59

Section 5. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.012 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Police Performance Auditor Internal Auditor III</u>	AP210	Step 1	6145.83
		Step 2	6470.12
		Step 3	6809.90
		Step 4	7169.43
		Step 5	7545.59

Section 6. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SC1.80.036 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Correctional Officer	PS111	Step 1	27.14
		Step 2	28.57
		Step 3	30.08
		Step 4	31.66
		Step 5	33.32

Section 7. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UH1.80.036 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Correctional Officer Supervisor	PS148	Step 1	5610.55
		Step 2	5906.35
		Step 3	6216.22
		Step 4	6544.87
		Step 5	6889.18

Section 8. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SB1.80.002 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Jail Utility Worker	TR155	Step 1	19.18
		Step 2	20.19
		Step 3	21.26
		Step 4	22.38
		Step 5	23.63

Section 9. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SB1.80.003 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Jail Cook	TR153	Step 1	20.21
		Step 2	21.27
		Step 3	22.41
		Step 4	23.58
		Step 5	24.81

Section 10. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SB1.80.003 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Jail Cook, PPT	TR198	Step 1	20.21
		Step 2	21.27
		Step 3	22.41
		Step 4	23.58
		Step 5	24.81

Section 11. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SI1.80.026 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Jail Cook, PT	TR199	Step 1	20.21
		Step 2	21.27
		Step 3	22.41
		Step 4	23.58
		Step 5	24.82

Section 12. Effective as set forth below, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SB1.80.001 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Jail Cook's Assistant	TR154	Step 1	17.08
		Step 2	17.99
		Step 3	18.92
		Step 4	19.91
		Step 5	20.96

Section 13. Pursuant to City of Oakland Charter Section 216, this ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; or, if it receives five (5) affirmative votes, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2015

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT GIBSON-MCELHANEY

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

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

DATE OF ATTESTATION _____

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATIONS OF CRIME ANALYST, ENVIRONMENTAL SERVICES ANALYST, ASSISTANT, AND CAPITAL IMPROVEMENT PROJECT COORDINATOR, ASSISTANT; ADJUST THE TITLE OF INTERNAL AUDITOR III TO POLICE PERFORMANCE AUDITOR; AND DELETE ALL THE CORRECTIONAL OFFICER AND JAIL CLASSIFICATIONS

DIGEST

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classifications of Crime Analyst, Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant; Adjust the Title of Internal Auditor III to Police Performance Auditor; and Delete all the Correctional Officer and Jail Classifications
