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OFFICE OF THE CITY CLERK  
OAKLAND

# AGENDA REPORT

CITY OF OAKLAND

2015 JAN -8 PM 4: 24

**TO:** HENRY L. GARDNER  
CITY ADMINISTRATOR

**FROM:** Anil Comelo

**SUBJECT:** Initial Salary for Director of Economic &  
Workforce Development

**DATE:** January 6, 2015

City Administrator  
Approval

Date

1/8/15

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE AN INITIAL SALARY FOR THE POSITION OF DIRECTOR OF ECONOMIC & WORKFORCE DEVELOPMENT THAT EXCEEDS THE MID-POINT, AND NOT TO EXCEED THE TOP OF THE SALARY RANGE OF \$187,779 ANNUALLY, IN CONFORMANCE WITH THE REQUIREMENTS OF ORDINANCE NO. 12918 C.M.S., AND TO GRANT A VACATION ACCRUAL RATE THAT IS COMPETITIVE**

## OUTCOME

Staff has prepared a resolution requesting authorization for the City Administrator to approve an initial salary above the mid-point (\$162,742 annually) of the salary range for the position of Director of Economic & Workforce Development, and not to exceed the top of the salary range (\$187,779 annually), in conformance with the requirements of Ordinance No. 12918 C.M.S. In addition, the City Administrator seeks to grant a competitive vacation accrual rate. The vast majority of public agencies provide executive employees with a vacation accrual rate that is commiserate with a candidate's cumulative tenure in the public sector. City Ordinance however, limits the vacation accrual rate of executive employees to 10 days per year. Thus, flexibility for hiring within the full range of the authorized salary and offering a competitive vacation accrual rate are recommended to ensure the overall compensation package for the Director of Economic & Workforce Development position is competitive in the marketplace.

If Council does not approve the proposed action, the City may not succeed in identifying a suitable candidate for this critical position.

Item: \_\_\_\_\_  
City Council  
January 20, 2015

## **BACKGROUND/LEGISLATIVE HISTORY**

The position of Director of Economic & Workforce Development has been vacant for several months. City Administration in conjunction with Management Partners, an executive recruitment firm, conducted a nationwide search to identify viable candidates to fill the position.

## **ANALYSIS**

Effective recruitment and retention for key management positions require that the City provide a competitive compensation package to attract the most highly qualified candidates. The City has been in the process of conducting outreach and interviews for the vacant Director position since October 2014. It is clear that qualified candidates require a salary package that at least matches the competitive nature of the local market for similar positions. Hiring at the City's minimum salary point for the Director of Economic & Workforce Development position is inadequate.

In order to ensure the best outcome for the City and related economic and workforce development opportunities, the City Administrator should have the appropriate tools to recruit effectively for this critical executive management position. Granting the City Administrator the authority to approve an initial salary above the annual mid-point and the authority to increase the vacation accrual rate would provide greater flexibility and allow Oakland to be more competitive in the market.

## **PUBLIC OUTREACH**

No public outreach was required.

## **COORDINATION**

This report was prepared in coordination with the City Attorney's Office, Human Resources Management, and the Budget Office.

## **COST SUMMARY/IMPLICATIONS**

The authorized vacancy for the position of Director of Economic & Workforce Development currently exists in the budget. No additional funds are necessary to hire above the mid-point while not exceeding the top of the salary range.

## **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.

Henry L. Gardner, City Administrator

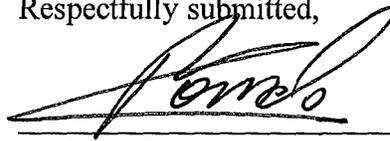
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For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



Anil Comelo  
Director, HRM

Prepared by:  
Jaime Pritchett, HRM

Item: \_\_\_\_\_  
City Council  
January 20, 2015

  
City Attorney

# OAKLAND CITY COUNCIL

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

RESOLUTION No. \_\_\_\_\_ C.M.S.

2015 JAN -8 PM 4:24

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE AN INITIAL SALARY FOR THE POSITION OF DIRECTOR OF ECONOMIC & WORKFORCE DEVELOPMENT THAT EXCEEDS THE MID-POINT, AND NOT TO EXCEED THE TOP OF THE SALARY RANGE OF \$187,779 ANNUALLY, IN CONFORMANCE WITH THE REQUIREMENTS OF ORDINANCE NO. 12918 C.M.S., AND TO GRANT A VACATION ACCRUAL RATE THAT IS COMPETITIVE.**

**WHEREAS**, the City Administrator is seeking the most qualified and experienced person to fulfill the role of Director of Economic & Workforce Development; and

**WHEREAS**, the mid-point of the salary range for the position as listed in the Salary Schedule of Ordinance No. 12187 C.M.S. (the "Salary Ordinance") is \$162,742, with an annual minimum of \$125,186 and an annual maximum of \$187,779; and

**WHEREAS**, the majority of public agencies provide executive employees with annual vacation accrual rates that are greater than 10 vacation days.

**WHEREAS**, the City Administrator requires sufficient flexibility in determining the salary level to attract the best candidate to the position; now, therefore, be it

**RESOLVED:** that the City Administrator is hereby authorized to approve an initial salary for the position of Director of Economic & Workforce Development that exceeds the mid-point and does not exceed the top of the salary range and is also authorized to approve a competitive vacation accrual rate; and be it further

**RESOLVED:** that the City Administrator is hereby authorized to enter into a hiring agreement with such an approved salary and/or vacation accrual rate.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2015

PASSED BY THE FOLLOWING VOTE:

BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID,  
AND COUNCIL PRESIDENT GIBSON MCELHANEY

AYES-

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

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