

CITY OF OAKLAND

AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2003 OCT 16 PM 4:54

TO: Office of the City Manager
ATTN: Deborah Edgerly
FROM: Finance and Management Agency
DATE: October 28, 2003

RE: Update on Moving Oakland Forward's Initiative to Reinvent the City of Oakland Personnel System

SUMMARY

This is an informational report on the status of the Moving Oakland Forward's (MOFA) initiative to reinvent the City of Oakland personnel system. In April of 2003, the team of the Moving Oakland Forward goal 6A presented a report and recommendations to the Finance and Management Committee including model cities findings and timelines to implement eleven recommendations. The Finance and Management Committee accepted the MOFA team recommendations and requested periodic updates regarding their implementation. There is no action required of City Council at this time.

FISCAL IMPACT

Since this report is informational only, no fiscal impacts are included. Nine of the eleven recommendations required no funding. The Finance and Management Committee directed staff to find the funding to implement the other two recommendations, the online job application and the mandatory training, within the budget for fiscal year 2003-2004.

BACKGROUND

The MOFA team began working on implementation of the recommendations immediately following the acceptance of the April report. Staff from the Office of Personnel was assigned to implement each of the eleven recommendations.

KEY ISSUES AND IMPACTS

Eleven implementation strategies were outlined in the report provided to you in April 2003. The implementation of the strategies relied heavily on staff in the Office of Personnel for completion. While the staff has continued to move forward with implementing the recommendations, the Division has been severely impacted by other citywide priorities, the implementation of citywide layoffs, Port layoffs, redeployment efforts and negotiated agreements with the union for Exempt Limited Duration Employees. Due to the high priority of the above-mentioned items some of the timelines have slipped. We have provided a chart (Attachment A) to illustrate the current status of the implementation and the revised timelines.

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Two initiatives, amending the City Manager's appellate authority and the amendment of the Civil Service rules, will require outside legal counsel. The City Attorney's Office does not have sufficient resources to assist in these efforts. No funding source for outside counsel has been identified.

ENVIRONMENTAL OPPORTUNITIES

N/A

DISABILITY AND SENIOR CITIZEN ACCESS

The online application may facilitate easier access to the employment application process for individuals with disabilities who have personal computers or internet access.

RECOMMENDATION(S) AND RATIONALE

Staff recommends that the MOFA team 6A provide a final update to the Finance and Management Committee on the status of the implementation strategies. It is further recommended that this report be calendared in September of 2004 at which time staff will be able to report implementation of the strategies and provide information on the success or challenges of the implementation.

ACTION REQUESTED OF THE CITY COUNCIL

Accept this report and approve scheduling of a final update regarding the implementation of the strategies in September of 2003.

Respectfully submitted,



William E. Noland, Interim Director
Finance and Management Agency

Prepared by: Tricia Freitas
Interim Human Resource Manager
Office of Personnel

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



OFFICE OF THE CITY MANAGER

Recommendation	Status	Timeline
Streamline Job Classifications and Descriptions	Internal Review Consolidate job classes Best practices	October 2003 In process April – June 2004
Revise Personnel Requisition	Finalizing PDF Format	November 2003
Expand Continuous Testing	Expanded as needed	Completed -May 2004
Develop more efficient process for Certification Process	Preliminary discussion to be held in Labor/Management Committee	January 2004
Develop and Implement online auolocation	In progress, vendor selected	December 2003
Develop Department Personnel Service Agreements	Development completed PDF Formatting in process Testing Final product implemented	Completed October 2003 November/December '03 January 2004
Mandatory Personnel Training Program	Pilot trainings scheduled Full program implemented	November/December 2003 January 2004
Amend City Manager's appellate authority for certain CSB rulings	C. Attorney initial review complete May require outside counsel review and further discussion with Interim Manager	May 2003 Nov. 2003-Feb. 2004
Amend Civil Service Rules	In progress	TBD
Revise Personnel Administrative Instructions(AI)	In process	TBD
Develop four Personnel AI Handbooks	Benefits Matrix completed Payroll Operations Manual Personnel-in progress Employee Relations Guidelines – in progress	June 2003 TBD October'03-March'04 October '03– March '04