

# CITY OF OAKLAND

## AGENDA REPORT

2010 JAN 21 PM 6:11

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: Department of Human Resources Management  
DATE: February 2, 2010

RE: **Resolution Exempting Certain Positions Funded by the General Fund from the Hiring Freeze that the City Council Implemented on January 19, 2010 on All General Funded Positions**

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### SUMMARY

At the January 19, 2010 Council Meeting, the City Council adopted a resolution implementing an immediate hiring freeze for filling vacant General Fund positions, and requested that the City Administrator return to the February 2, 2010 City Council meeting with a listing of General Fund positions to be filled in the near term. This report provides a listing of such positions with rationales. The attached list reflects information available as of January 21, 2010, and a *supplemental report* will include additional information.

### FISCAL IMPACT

The listed positions are all funded in the approved FY09/11 budget. Many of the positions are necessary for meeting various local mandates (e.g., Measure Y, Measure Q, etc.) or for generating budgeted revenues. Others are necessary for meeting critical City needs such as public safety.

### DISCUSSION

The City must maintain certain "core" or critical services that require maintaining staffing at certain levels. These services are mainly in response to federal, state or local mandates. In addition, the City must provide for the health, safety, and welfare of the general public and minimum staffing in certain classifications is essential to accomplish this. Lastly, it is essential for the City to have in place staff responsible for generation of millions of dollars in revenues.

Attached as *Exhibit A* is list of General Fund positions the Administration is considering filling and requests exemption from the hiring freeze. The list reflects all recruitments received for approval by the City Administrator as of January 21, 2010, and may be amended in the supplemental report. It should be noted that notwithstanding Council approval, some positions may not be ultimately approved for hiring by the City Administrator.

Item: \_\_\_\_\_  
City Council  
February 2, 2010

**SUSTAINABLE OPPORTUNITIES**

There are no direct economic, environmental, or social equity opportunities resulting from this action.

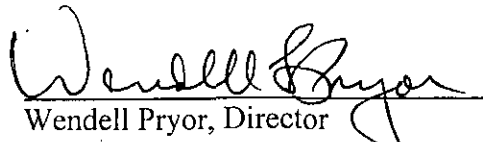
**DISABILITY AND SENIOR CITIZEN ACCESS**

The proposed action does not impact disability and senior citizen access.

**ACTION REQUESTED OF THE CITY COUNCIL**

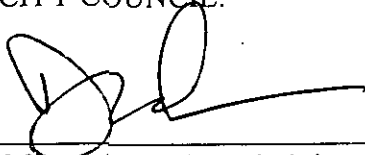
Staff requests that the Council approve the attached resolution, authorizing the City Administrator to fill the positions outlined in this report, in accordance with the City Council's January 19, 2010 resolution freezing hiring for all General Funded positions.

Respectfully submitted,



Wendell Pryor, Director  
Department of Human Resources Management

APPROVED AND FORWARDED TO THE  
CITY COUNCIL:



Office of the City Administrator

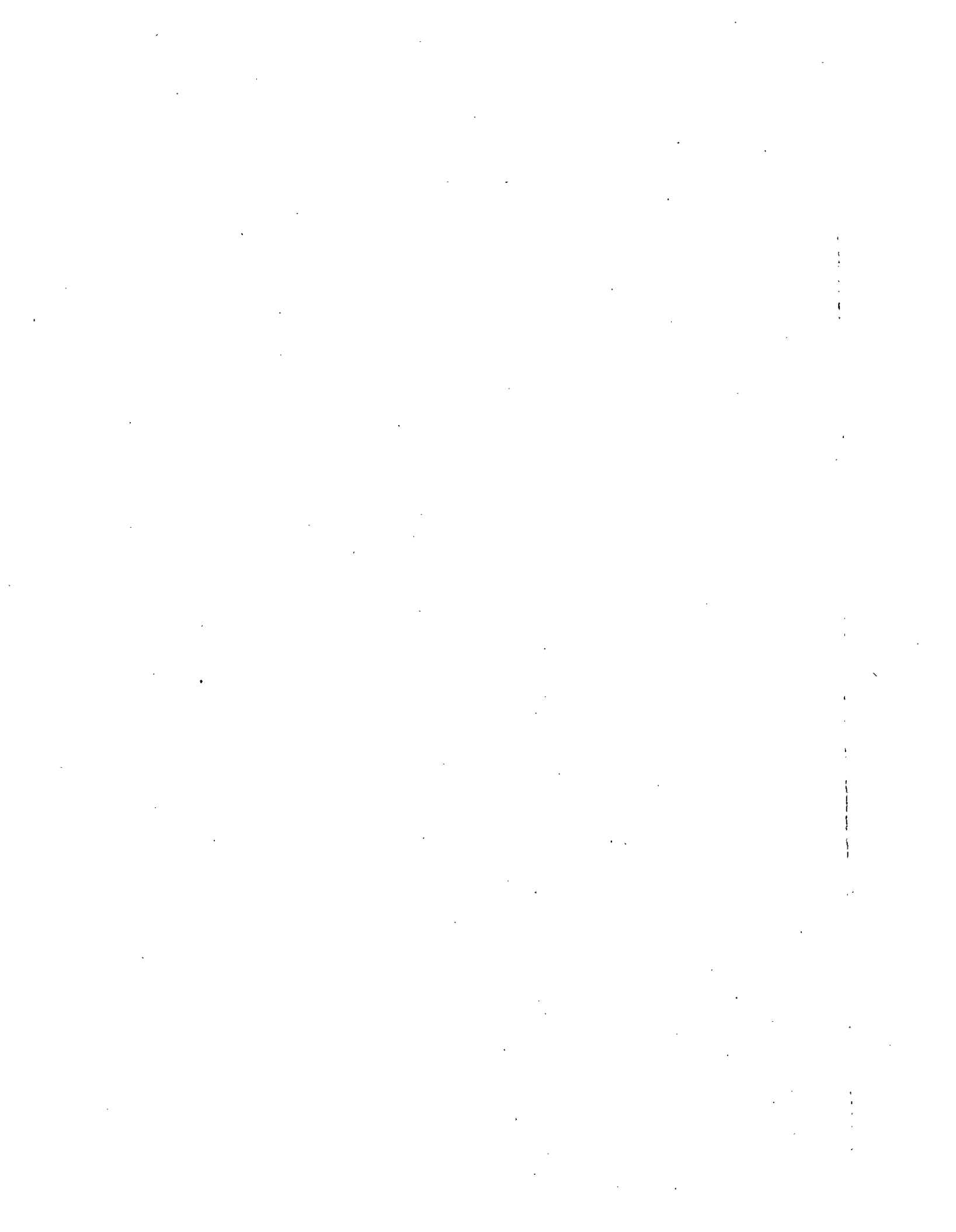
17

Item: \_\_\_\_\_  
City Council  
February 2, 2010

Dept	Job Classification	# of Vac	Fund	Justification
Budget Office	City Administrator Analyst	1	1010	This position is essential to have minimal budget analysis and research, monthly reconciliation of budgeted positions to actual authorized/filled positions, and quarterly and annual reconciliation of the Master Fee Schedule to all approved fee additions and changes.
CPRB	Complaint Investigator II	1	1010	Critical to processing and investigating Police misconduct complaints.
City Attorney	Neighborhood Law Corps Attorneys	2	1010	Law court positions served for a defined period of time ,are paid substantially less than other Deputy City Attorneys and the dept anticipates at least one Lawyer leaving within the next several weeks
City Clerk	Administrative Analyst I	1	1010 = .67 7780 = .33	Currently, the Clerk's office has no staff in the Elections Unit to perform the routine activities. Filling the vacancy for the Election Unit provides the ability to coordinate and track the political fillings; provides specialized administrative support related to the pre-elections activities; meet the extensive requirements associated with the new election method referred to Rank Choice Voting, and provide necessary backfill to the Agenda Management Unit. This position will also assume some duties to support the Public Ethics commission once approved.
City Clerk	Citywide Records Manager	1	1010	Essential to implement Citywide Records Program requested by Council Finance Committee.
City Clerk	Deputy City Clerk	1	1010	Critical to the day to day ops of Agenda management Unit and Election & Political Compliance Unit.
DHRM	Administrative Analyst II	1	1010	This essential position is key to delivering financial and operations analysis functions. It is the only position responsible for the payroll, budget, and overall fiscal operations for the Department. In addition, the position assists the Director in the preparation of Council and Committee Reports, and performs special projects.
FIRE	Fire Fighter Trainee	6	1010	Public Safety; provide Fire protection to citizens and fulfill minimum staffing requirements
FMA	Accounting Supervisor (Underfill: Account III)	1	1010	This position is critical to providing fiscal control and oversight to Federal "Stimulus Package" funding for projects through out the City organization
FMA	Controller	1	1010	This is a key management position that can not stay vacant. By not filling this position immediately the City runs the risk of having inadequate internal controls which would result in audit findings. Audit findings can have a deleterious impact on the City's credit and bond ratings. With the Assistant Controller acting in the position, there is not enough staff available to monitor negative funds or to initiate closer controls on the accounting activities of other departments.
FMA	HR Systems Analyst, Senior	1	1010	Critical data management position. Without this position Payroll reporting is slowed and risks being less accurate, financial controls of payroll activities are reported less timely and incur add'l costs to the City.
FMA	Payroll Personnel Clerk III	1	1010	Vacated by internal promotion. Supports internal controls of Payroll activities, provides key data management.

Dept	Job Classification	# of Vac	Fund	Justification
FMA	Revenue and Tax Manager	1	1010	This is a key management position that can not stay vacant. By not filling this position immediately we are sure to fall short on revenue projections. Conversely, filling this position has the potential to enable the City to collect as much as \$10 million in additional revenue next fiscal year through an aggressive program of tax enforcement. Current staff do not possess the skills to conduct such an aggressive program.
FMA	Revenue Assistant	1	1010	Recently vacated by internal promotion. Assists in collection of outstanding receivables, provides documentation for court cases. Without this position, some monies due to the City would go uncollected.
FMA - Parking	Public Service Rep (Cantonese/Mandarin)	1	1010	Much has been made recently of the long waiting times, slow response times, and lack of efficient customer service in the Parking Citation Assistance Center. Inadequate staffing due to medical leaves and other issues has already reduced the unit's ability to provide the level of service required for the PCAC. This position is critical with meeting the demands of the unit. Need to fill with Bilingual employee to fulfill Equal Access Ordinance requirement.
FMA - Parking	Public Service Rep (Spanish)	1	1010	Much has been made recently of the long waiting times, slow response times, and lack of efficient customer service in the Parking Citation Assistance Center. Inadequate staffing due to medical leaves and other issues has already reduced the unit's ability to provide the level of service required for the PCAC. This position is critical with meeting the demands of the unit. Need to fill with Bilingual employee to fulfill Equal Access Ordinance requirement.
Library	Librarian I	4	1010	Critical in providing needed services to Library patrons. Essential to meet the GPF requirements for Measure Q.
Library	Librarian II	1	1010	This position is critical and necessary for the continued provision of service to the Library patrons. Essential to meet GPF requirements for Measure Q.
Library	Senior Librarian, FT	2	1010	This position is critical and necessary for the continued provision of service to the Library patrons. Essential to meet GPF requirements for Measure Q.
Library	Senior Library Assistant	1	1010	CA lifted from recruitment freeze in 11/08. Critical to continued provision of services to Library patrons. Essential to meet the GPF requirements for Measure Q.
Museum	Assistant Complex Manager	1	1010	Critical to operations of Museum facility inc Museum and parking complex. Essential to supervise employees and the day to day ops & facility mgt in the spring 2010 re-opening.
OPD	Animal Control Supervisor	1	1010	Public Safety. Position is vital to supervise 11 Animal Control Officers.
OPD	Criminalist II	1	1010	Public Safety. Critical to investigations and addressing backlog of over 1000 cases.
OPD	Payroll Personnel Clerk II	1	1010	Critical for the resolution of payroll issues in OPD Personnel
OPD	Police Officer Lateral	Multiple	1010	To maintain minimum staffing levels
OPD	Police Officer (new academy)	Multiple	1010	To maintain minimum staffing levels
OPD	Police Records Specialist	2	1010 (2)	Public Safety. Necessary to provide admin support in Police Dept. for production of records.

Dept	Job Classification	# of Vac	Fund	Justification
OPD	Veterinary Technician	1	1010	Public Safety. Essential to care for and provide treatment to animals at shelter. Can perform some of the lower level duties of Vet, saving on contract costs.
OPD	Volunteer Program Specialist II	1	1010	Public Safety. Necessary to coordinate volunteers for shelter.
Parks & Rec	Recreations Supervisor	2	1010	Additional justification to be provided in the supplemental report.
POLICE	Administrative Analyst II	2	1010	This position is assigned to the Deemed Approved Program, a program designed to monitor, enforce and improve operating standards of alcohol outlets (bars and off-sale liquor stores).
POLICE	Police Communications Dispatcher	14	1010	Public Safety; Essential to meet ongoing demands for Dispatch services currently being performed.
POLICE	Police Evidence Technician	1	1010	Additional justification to be provided in the supplemental report.
POLICE	Police Services Technician II	4	1010	Additional justification to be provided in the supplemental report.
PWA	Park Supervisor I	1	1010	Additional justification to be provided in the supplemental report.
CAO	Deputy City Administrator	1	1010 = .50 7760 = .50	Essential to the delivery of key City Administrator Office functions.



FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

**DRAFT**  
Office of the City Attorney

2010 JAN 21 PM **RESOLUTION No.** \_\_\_\_\_ **C.M.S.**

## Resolution Exempting Certain Positions Funded by the General Fund from the Hiring Freeze that the City Council Implemented on January 19, 2010 on All General Funded Positions

**WHEREAS**, on January 19, 2010 the City Council passed a resolution implementing an immediate hiring freeze on all positions funded by the General Fund; and

**WHEREAS**, the said resolution provides that the City Administrator and other appointing authorities must secure approval/authorization from the Council to fill any positions funded by the General Fund; and

**WHEREAS**, the Council declared that the hiring freeze is not intended to apply to promotions and transfers of employees within the City to vacant positions; and

**WHEREAS**, as of this date, the City Administrator has indicated the need to fill certain positions funded by the General Fund;

**WHEREAS**, the City Administrator may subsequently determine the need to fill additional positions funded by the General Fund; now therefore be it

**RESOLVED:** that the City Council hereby exempts from the hiring freeze the positions listed on Exhibit A hereto, which is attached to the City Administrator's report regarding this Resolution, subject to amendments at the Council meeting.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2010

**PASSED BY THE FOLLOWING VOTE:**

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

NOES-

ABSENT-

ABSTENTION-

**17**  
**ORA/COUNCIL**  
**FEB 2 2010**

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

LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California

