

CITY OF OAKLAND
AGENDA REPORT

OFFICE OF THE CITY CLERK
2006 APR 26 PM 5:23

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: May 9, 2006

RE: An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 (The Salary Ordinance) To Add The Permanent Full Time Equivalent Classifications Of Veterinarian, Veterinary Technician, And Information And Referral Specialist; And To Add The Permanent Part-Time Equivalent Classifications Veterinarian, Veterinary Technician, And Planner IV; And To Add The Part-Time Equivalent Classification Of Veterinary Technician; And To Increase The Salary Of The Full Time Equivalent Classification, Concrete Finisher.

SUMMARY

An ordinance has been prepared for consideration by the City Council amending the Salary Schedule of Ordinance No. 12187 to add the permanent full time equivalent (FTE) classifications of Veterinarian, Veterinary Technician, and Information and Referral Specialist; the permanent part-time equivalent (PPT) classifications Veterinarian, Veterinary Technician and Planner IV; and the part-time equivalent (PT) classification, Veterinary Technician; and to amend the salary of the full time equivalent classification, Concrete Finisher.

The permanent full time equivalent and permanent part-time equivalent Veterinarian and Veterinary Technician and the part-time equivalent Veterinary Technician classifications were presented to and approved by the Civil Service Board at their regularly scheduled meeting of January 19, 2006. The full-time equivalent Information and Referral Specialist and permanent part-time equivalent Planner IV are additions to existing classifications and do not require Civil Service Board approval. Amending the pay rate of Concrete Finisher, an existing classification, does not require Civil Service Board approval. The Office of Personnel Resource Management recommends adoption of this amendment.

FISCAL IMPACT

The Veterinarian and Veterinary Technician classifications were created at the request of City Council and the Oakland Police Department (OPD). Veterinarian will reside in pay grade 14 of representation unit UM2. The current range for this pay grade is \$6,081.21 - \$7,466.74 per month. Veterinary Technician will reside in pay grade 5 of representation unit SD1. The current

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range for this pay grade is \$16.07 - \$19.73 per hour. To provide funding for salaries and benefits for these two new classifications, OPD will add/delete positions in an equivalent amount.

The Department of Human Services (DHS) requested the creation of an Information and Referral Specialist, FTE. No request to recruit to fill this classification is included. The Community and Economic Development Agency's (CEDA) requested the creation of the Planner IV, PPT classification. Similarly this is not a request to recruit to fill vacancies at this time. Therefore there is no current fiscal impact of adding this classification to the Salary Ordinance.

The salary amendment for Concrete Finisher is based on the result of a compensation study. The approximate 7 % salary increase recommended for Concrete Finisher has a maximum fiscal impact of \$12,667 per year.

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classifications of positions. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current. This proposed Ordinance amends the salary schedule of Ordinance No. 12187 C.M.S. to add classifications and salaries to perform needed work. The Veterinarian and Veterinary Technician classifications were created at the request of City Council and the Oakland Police Department (OPD). These classes were requested in response to the need to make significant changes and improvements to the standards of animal care in the Animal Services Division of OPD. The Veterinarian classification will oversee the medical care of animals and provide direction to the Veterinary Technician. The Veterinary Technician will assist in providing paraprofessional medical treatment to animals.

The Information and Referral Specialist, FTE and the Planner IV, PPT classifications are being created to give the respective departments increased flexibility in staffing and in addressing the needs of the citizens of Oakland.

At the request of the Public Works Agency, a salary review was conducted to determine whether Concrete Finisher was being compensated appropriately. This request was based in part on a *desire to restore a historical pay differential that existed between Concrete Finisher and Street Maintenance Leader*. This differential was inadvertently eliminated when the two classes were separated into two different representation units.

KEY ISSUES AND IMPACTS

At the request of the City Council and Oakland Police Department, the Recruitment and Classification Division of the Office of Personnel Resource Management (OPRM) conducted classification studies within the Animal Service Section to determine the level and type of staffing needed to ensure adequate and appropriate treatment of animals housed at the Animal Shelter. Based on the results of these studies, the new classifications Director of Animal

Services, Veterinarian and Veterinary Technician were created. Director of Animal Services was approved by Council on September 20, 2005.

External salary surveys suggested the recommended compensation for the two remaining classes as follows: Veterinarian, \$6,081.20 - \$7,466.74 per month for a 75 hour pay period and Veterinary Technician, \$16.07 - \$19.73 per hour for an 80 hour pay period. The recommended representation unit for Veterinarian is UM2, with a Classified Civil Service Board (CSB) status. The recommended representation unit for Veterinary Technician is SD1, also with a Classified Civil Service Board status. Veterinarian and Veterinary Technician have been reviewed and approved by the respective unions and the Civil Service Board.

A Permanent Part-Time equivalent classification, Information and Referral Specialist currently exists in the salary schedule. This request to add a Permanent Full Time equivalent classification will enable DHS to provide a broader range of services to an increasing population of citizens needing the variety of social and other services that can be identified, tracked and data maintained by a full time incumbent in this classification. The salary, representation unit and CSB status for the full time equivalent classification is the same as that of the permanent part time classification: A salary of \$3,225.34 - \$3,959.23 monthly for a 75 hour pay period, CSB classified and allocated to representation unit TW1.

The proposed addition of a Planner IV, PPT classification will complement the existing Full-Time Equivalent Planner IV classification. It will provide greater flexibility in staffing for the agency and thereby increase the level of services that can be provided to the Oakland residents. The salary, representation unit and CSB status for the permanent part-time equivalent classification is the same as that of the full time permanent part time classification: A salary of \$6,386.15 - \$7,840.02 monthly for a 75 hour pay period, CSB classified and located in representation unit TW1.

The recommended amendment to the Concrete Finisher salary is based on a compensation review which indicated that the Concrete Finisher was being compensated below the prevailing market rate for similar positions both external and internal to the City. Based on these findings, this recommended salary modification of approximately 7% to the pay steps for Concrete Finisher will appropriately compensate the classification for the highly specialized required skill set; will allow the City to be competitive in the labor market; and will address attraction, retention and alignment issues.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

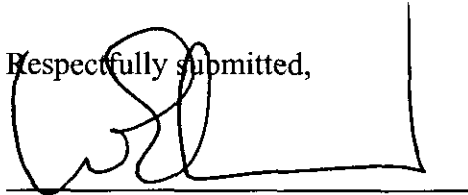
RECOMMENDATION(S) AND RATIONALE

The Veterinarian and Veterinary Technician classifications are needed to fully implement the goals, procedures and objectives of the Oakland Animal Services Section of OPD. The addition of a full time Information and Referral Specialist classification will improve the quality of life of a significant number of Oakland residents by providing staff to identify resources for them. The creation of a permanent part-time Planner IV classification will provide greater staffing flexibility in the Community and Economic Development Agency. The recommended adjustment to the Concrete Finisher salary range will re-establish the historic differential and appropriately compensate the classification for the required set of skills. Staff recommends approval of these changes to the Ordinance as they will serve to update and maintain an appropriate classification system for the City of Oakland

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve this Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

Respectfully submitted,



William E. Noland,
Director, Finance & Management Agency

Reviewed by:
Marcia L. Meyers, Director
Office of Personnel Resource Management

Prepared by:
D. Jacquelyn Edwards, Principal HR Analyst
Recruitment & Classification Division, OPRM

APPROVED AND FORWARDED TO THE
FINANCE & MANAGEMENT COMMITTEE


OFFICE OF THE CITY ADMINISTRATOR

OFFICE OF THE CITY CLERK
CITY OF CALLELAND
INTRODUCED BY COUNCIL MEMBER
2006 APR 25 PM 6:23

APPROVED AS TO FORM AND LEGALITY

Tracy Chiro
CITY ATTORNEY

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO ADD THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATIONS OF VETERINARIAN, VETERINARY TECHNICIAN, AND INFORMATION AND REFERRAL SPECIALIST; AND TO ADD THE PERMANENT PART-TIME EQUIVALENT CLASSIFICATIONS VETERINARIAN, VETERINARY TECHNICIAN, AND PLANNER IV; AND TO ADD THE PART-TIME EQUIVALENT CLASSIFICATION OF VETERINARY TECHNICIAN; AND TO INCREASE THE SALARY OF THE FULL TIME EQUIVALENT CLASSIFICATION, CONCRETE FINISHER.

SECTION 1. Effective, date of passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit UM2.75.14 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Veterinarian	AP401- FTE	1	6081.21
		2	6401.34
		3	6739.18
		4	7093.47
		5	7466.74
Veterinarian	AP402 - PPT	1	6081.21
		2	6401.34
		3	6739.18
		4	7093.47
		5	7466.74

SECTION 2. Effective, date of passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit SD1.80.005 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Veterinary Technician	TC144 – FTE	1	16.07
		2	16.99
		3	17.90
		4	18.82
		5	19.73
Veterinary Technician	TC145 – PPT	1	16.07
		2	16.99
		3	17.90
		4	18.82
		5	19.73
Veterinary Technician	TC146 – PT	1	16.07
		2	16.99
		3	17.90
		4	18.82
		5	19.73

SECTION 3. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.001 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Information and Referral Specialist	AP404 - FTE	1	3225.34
		2	3394.89
		3	3573.31
		4	3761.84
		5	3959.23

SECTION 4. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.015 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Planner IV	AP403 – PPT	1 6386.15
		2 6721.46
		3 7075.75
		4 7447.76
		5 7840.02

SECTION 5. Effective, date of passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SB1.80.008 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Concrete Finisher	TR116-FTE	1 25.22
		2 26.56
		3 27.95
		4 29.43
		5 30.98

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
 LaTonda Simmons
 City Clerk and Clerk of the Council
 of the City of Oakland, California

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Digest

An ordinance amending the salary schedule of Ordinance No. 12187 (the Salary Ordinance) to add the permanent full time equivalent classifications of Veterinarian, Veterinary Technician, and Information and Referral Specialist; and to add the permanent part-time equivalent classifications Veterinarian, Veterinary Technician, and Planner IV; and to add the part-time equivalent classification of Veterinary Technician; and to increase the salary of the full time equivalent classification, Concrete Finisher.
