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CITY OF OAKLAND

AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim, Acting City Administrator
FROM: Finance and Management Agency
DATE: January 13, 2009

RE: Report and Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance) Adding Permanent Full Time Equivalent Classification of Archivist and the Permanent Part Time Equivalent Classifications of Case Manager I, PPT; Budget and Grants Administrator, PPT; Animal Control Officer, PPT; and Recreation Attendant II, PPT; and Re-Titling the Classification Youth Sports Program Coordinator to Sports Program Coordinator

SUMMARY

Staff has prepared an ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance) to add the permanent full time equivalent (FTE) classification of Archivist; and the permanent part time (PPT) equivalent classifications of Case Manager I, PPT; Budget and Grants Administrator, PPT; Animal Control Officer, PPT; and Recreation Attendant, PPT; and re-titling the classification Youth Sports Program Coordinator to Sports Program Coordinator.

- The PPT classifications are reduced hour versions of existing classifications and may result in salary savings.
- The title change from Youth Sports Coordinator to Sports Program Coordinator and the accompanying minor changes to the classification specification reflect a more accurate description of the work currently being performed.

FISCAL IMPACT

The classifications added in the proposed ordinance would result in fiscal impacts only if those positions were added to the respective department budgets.

The salaries assigned to the classifications in the proposed ordinance are internally aligned with the salaries of classifications with comparable duties and responsibilities; and are externally aligned with salaries in the Bay Area and comparable jurisdictions.

Item: _____
Finance & Management Committee
January 13, 2009

BACKGROUND

At the request of City departments, the Office of Personnel and Resource Management (OPRM) has been working to ensure that appropriate classifications exist to meet the City's workforce needs. With the single exception of the Archivist classification, the proposed classifications are modifications of existing classifications to allow for greater staffing flexibility. The Archivist classification is recommended to both attract qualified candidates and to ensure that the collections at the African American Museum and Library at Oakland (AAMLO) are managed well.

The creation of the Archivist classification, the revision and re-titling of Sports Program Coordinator, and the creation of the new Case Manager I, PPT, Animal Control Officer, PPT and Recreation Attendant II, PPT classifications have been approved by the Civil Service Board.

KEY ISSUES AND IMPACTS

The Archivist classification will have sole responsibility for managing the archives and collections at AAMLO.

Three of the four permanent part time (PPT) classifications created by the proposed Ordinance are recommended in response to specific needs of Oakland residents, or, in the instance of the Animal Control Officer, PPT, creation of the classification is in response to a Council directive. The fastest growing population segments in Oakland are the elderly and the young. The Case Manager I, PPT and the Recreation Attendant II, PPT will significantly increase the ability of the Department of Human Services (DHS) and the Office of Parks and Recreations (OPR), to provide services to Oakland's homebound senior residents and address increased service demands at the Boating Center, respectively. The Budget and Grants Administrator, PPT provides a reduced hour position to identify and utilize innovative tools and strategies to administer the City's grants.

The work of the Youth Sports Program Coordinator has continued to expand over the last few years to include working with adult programs. The title change to Sports Program Coordinator, and adjustments to the class specification, reflect the changes in the scope of work.

POLICY DESCRIPTION

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classification of positions. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current.

The attached ordinance and this report have been prepared in accordance with the legislative requirements for implementing changes to the Salary Ordinance.

Copies of the classification specifications for each of the new or revised classifications are attached to this report (Attachment A).

SUSTAINABLE OPPORTUNITIES

Economic: Creation of the new classifications provides additional employment opportunities in the City organization.

Environmental: No environmental opportunities have been identified.

Social Equity: Approval of these amendments to the Salary Ordinance will enhance the availability of services provided by the three impacted departments: Department of Human Services, Office Parks and Recreation, and the African American Museum and Library at Oakland.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no direct disability or senior citizen access issues associated with this report.

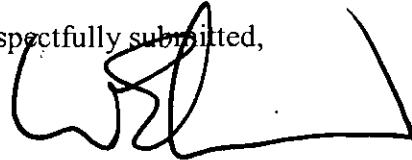
RECOMMENDATION(S) AND RATIONALE

These amendments to the Salary Ordinance are required to expand the services provided by the City agencies and departments. Staff recommends that Council accept this report and approve the accompanying ordinance.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve the proposed ordinance to effect changes necessary to update and maintain the classification system for the City of Oakland.

Respectfully submitted,



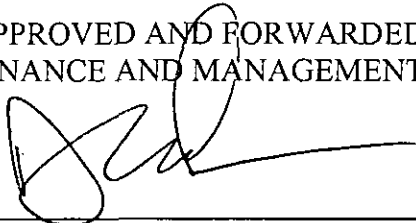
William E. Noland, Director
Finance & Management Agency

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

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

Attachments: A

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



Office of the City Administrator



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: SC250
Rep. Unit: TW1
CSB Status: CC

ARCHIVIST

DEFINITION

Under general supervision, the incumbent provides comprehensive archival management of varied collections in accordance with accepted standards and practices of archival management; ensures the preservation of collections; plans and directs exhibitions and publications; assists with broader program collections; utilizes sound organizational and management skills; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent receives supervision from the Chief Curator and provides technical direction to assigned staff, volunteers, and interns. This position differs from that of Librarian by the differences in the way media are arranged, described, and used. This position is different from that of Curator in the use of the media that is archived.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*

Establish and maintain control over physical and intellectual media including paper, film, and electronic.

Determine the characteristics of documents pertinent to their acquisition such as form, uniqueness, quantity, availability, and information content; analyze the physical condition of documents and determine appropriate preservation actions and priorities.

Identify document sources by applying knowledge about subjects and organizations that create, receive and accumulate documents appropriate for acquisition.

Make retention recommendations or decisions concerning documents by appraising such characteristics as their legal, fiscal, administrative, informational, and/or intrinsic value.

Establish and maintain records of communications with creators and/or potential donors of documents.

Determine appropriate actions regarding user requests by providing information from documents and access to documents, making referrals to other sources or denying the requests for information.

Design and implement a description plan by developing finding aids as guides, inventories, registers, series descriptions, and folder lists.

ARCHIVIST (cont'd)

Make and implement decision about reformatting, handling techniques, technology migration, appropriate laboratory treatments, phased conservation, and referral to technical experts.

Monitor federal, state and local statutes relating to collections; maintain programs and collections to ensure compliance.

Plan and implement automated systems for museum-wide collection management; utilize appropriate technologies to manage archival programs.

Represent the museum as an expert in the area of collection management and access; advise other institutions on collection management issues.

Recruit, train, and direct assigned staff.

QUALIFICATIONS

Considerable knowledge of archival concepts, terms, principles, and methods appropriate for different media including knowledge of preservation options and the application to paper and different media.

Considerable knowledge of the characteristics of paper, film, and electronic media and how they influence value, acquisition, preservation, and use of documents.

Knowledge of principles and practices of museum collection management.

Knowledge of computerized collection management systems used in a Museum and other record keeping systems.

Knowledge of federal, state and local statutes as well as laws, policies, regulations, and procedures relating to collections.

Knowledge of the impact of technology on methods and practices for archival arrangement.

Ability to understand archival concepts; the characteristics of paper, film, and electronic media; and the principles and practices of museum collection management.

Ability to assume progressively more responsible assignments and take initiative in the resolution of issues.

Ability to plan and implement a variety of assignments and develop detailed plans.

Ability to keep records and maintain highly organized filing systems.

Ability to utilize effective written and oral communications

Ability to use software applications in the performance of assigned duties.

Ability to assign work, train, supervise, and assist in evaluation of staff, volunteers, and interns.

Ability to safely lift and transport archived collections weighing up to and in excess of fifteen (15) pounds.

ARCHIVIST (cont'd)

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that is equivalent to the following minimum qualification is acceptable.

Education:

A Master's degree in archival studies, history, library and/or information sciences, public administration, political science, or a related field with course work in archival methods and theory and library systems.

Experience:

Three years of progressively responsible experience in archival administration, preferably with experience in computerized collection management systems utilized by Museums.

LICENSE OR CERTIFICATE

Possession of a professional designation as a Certified Archivist (CA).

Successful incumbents in this position may be expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Analyst initials AG
Oakland Civil Service Board: #44508
Date Approved/Exempt: 1-31-08
Date Revised:



CITY OF OAKLAND
CLASS SPECIFICATION

Class Code: SC236 FTE
Rep. Unit: TW1
CSB Status: CC

SPORTS PROGRAM COORDINATOR

DEFINITION

Under direction in the Office of Parks and Recreation, develops, coordinates and oversees citywide sports programs; supervises, schedules, trains and directs subordinates staff who implement the sports programs; assesses the needs for sports throughout the City; promotes and implements sports programs; prepares and monitors the sports budget; orders equipment and supplies; solicits co-sponsorships for sports events; develops grant applications and fundraising activities; coordinates special events and activities; handles complaints; ensures compliance with departmental safe work practices; provides technical staff assistance; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional level position responsible for the development, promotion and implementation of sports programs throughout the City of Oakland. The incumbent directs sports activities for youth and adults in conjunction with the Oakland Unified School District, professional, national and regional sports organizations and recreation playgrounds, centers and facilities. In addition the incumbent works with other departmental and city-sponsored programs as well as potential sponsors in the development and implementation of sports programs. Through subordinate staff, the incumbent directs day-to-day operations and activities for sports programs. A high degree of independence is utilized in carrying out programmatic goals and objectives. The incumbent is expected to carry out assignment without direction except as new or unusual circumstances require.

The incumbent receives general supervision from a Recreation General Supervisor or other management staff and provides general supervision to Recreation Specialists, Recreation Leaders, Park Attendants, and other subordinate staff. The incumbent may also provide lead direction over Recreation Center Directors, Recreation Program Directors, Recreation Leaders and volunteers pertaining to sports activities, programs and events.

EXAMPLES OF DUTIES – *duties may include, but are not limited to the following:*

Develop, direct and implement school sports program for youth and adults throughout the City of Oakland; conduct and analyze needs assessment surveys for sports programs.

Select, train, supervise and evaluate assigned staff; prepare work schedules; approve staff time sheets and schedules; inspect and monitor programs and sites on a regular basis; coordinate program staffing of special events.

SPORTS PROGRAM COORDINATOR (cont'd)

Recruit, train and supervise volunteers to assist in coaching, organizing and developing citywide sports leagues.

Develop and maintain positive relationships and collaborative enterprises with individuals, community organizations, businesses, non-profit agencies, professional sports teams and leagues and school officials to ensure that programs and activities are meeting the changing needs of the community in which they take place.

Develop and provide training in specific sport and/or refereeing techniques; enforce departmental policies regarding program operation; ensure participant and staff safety through compliance with departmental safety policies and procedures.

Prepare and monitor a budget for the sports program; develop computerized reports, maintain related program records; order all necessary equipment and supplies for the program; prepare grant applications and proposals for funding for specific sports programs; solicit co-sponsorship of sports programs through private sector agencies.

Respond to questions, complaints, and requests for information from the public, schools, City Council and other City departments; prepare and distribute promotional and informational materials on sports programs and activities.

Assist in planning and design of capital improvement projects for sports facilities.

Drive to various school and recreation facilities throughout the city to monitor program activities, conduct program and supervise staff.

QUALIFICATIONS

Extensive knowledge of the fundamentals, rules and skills of a variety of sports including football, basketball, softball, baseball, golf, bowling, T-Ball, double-dutch, volleyball, soccer track & field and kickball.

Considerable knowledge of recreation program development, promotion and implementation including youth sports programming, activities and special events.

Considerable knowledge of departmental administrative/operational and safety policies, practices and procedures; principles of supervision; problem-solving techniques.

Working knowledge of principles and practices of community recreation management including the cultural and social needs of the community.

Working knowledge of tools, equipment, supplies and facilities utilized in various sports related activities as well as age-appropriateness and safety issue for each.

Working knowledge of funding sources and grant application procedures; basic principles of contract negotiation for co-sponsorship of activities; basic accounting and budgeting.

Working knowledge of customer service and program marketing techniques.

SPORTS PROGRAM COORDINATOR (cont'd)

Working knowledge of English punctuation, syntax, language mechanics and spelling; principles and techniques necessary for the persuasive presentation of ideas and concepts both in oral and written formats.

Working knowledge of basic personal computer application including word processing and spreadsheet applications; basic accounting and budget preparation principles.

Ability to provide leadership and direction to staff; plan, organize, implement and evaluate a recreational sports program to serve community needs; promote and enforce safe work practices; coordinate activities between departments and outside agencies.

Ability to interpret and enforce administrative/operational policies, practices and procedures; analyze and resolve problems.

Ability to prepare and monitor a budget; negotiate and monitor administrative contracts; maintain accurate records.

Ability to communicate effectively orally and in writing; prepare reports, correspondence and written materials; make verbal presentations to both large and small groups; design and develop promotional materials including brochures, fliers and training manuals.

Ability to establish and maintain professional working relationships with staff, elected officials, representatives of other organizations and the general public.

EDUCATION AND EXPERIENCE

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

A Bachelor's degree from an accredited college or university in Recreation, Leisure Services, Physical Education or a related field.

Experience:

Three years of experience providing direct service in a wide variety of sports related activities including one year in a supervisory capacity.

LICENSE OR CERTIFICATE

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

SPORTS PROGRAM COORDINATOR (cont'd)

Certification from the National Youth Sports Council or equivalent association as a referee and coach as well as a trainer for regional referee and coaches must be maintained throughout employment.

OTHER

Must submit fingerprints and pass a background investigation and criminal records clearance.

Civil Service Board #:
Date Approved/ Exempt: February 27, 1997
Date Revised: 7/16/07; #44485; December 15, 2004

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 INTRODUCED BY COUNCIL MEMBER
 2008 DEC 22 PM 4:19

APPROVED AS TO FORM AND LEGALITY

Gracy Davis
 City Attorney

OAKLAND CITY COUNCIL

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 CLASSIFICATION, ARCHIVIST; THE PERMANENT PART TIME EQUIVALENT CLASSIFICATIONS OF CASE MANAGER I, PPT; BUDGET AND GRANTS ADMINISTRATOR, PPT; ANIMAL CONTROL OFFICER, PPT; AND RECREATION ATTENDANT II, PPT; AND TO RE-TITLE YOUTH SPORTS PROGRAM COORDINATOR TO SPORTS PROGRAM COORDINATOR.

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. Effective, date of passage, 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:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Archivist	SC250- FTE	1 5,154.09
		2 5,425.08
		3 5,711.11
		4 6,010.84
		5 6,328.35

Section 2. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.005 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Case Manager I, PPT	AP406 - PPT	1 4,239.88
		2 4,462.96
		3 4,698.36
		4 4,944.70
		5 5,206.10

Section 3. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.014 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Budget and Grants Administrator, PPT	AF056 - PPT	1 6,577.43
		2 6,923.68
		3 7,289.09
		4 7,672.30
		5 8,076.03

Section 4. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.012 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Animal Control Officer, PPT	PS195 - PPT	1	21.30
		2	22.44
		3	23.61
		4	24.86
		5	26.16

Section 5. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.005 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Recreation Attendant II, PPT	SS203 - PPT	1	12.47
		2	13.12
		3	13.81
		4	14.54
		5	15.31

Section 6. Effective, July 16, 2007, the title of Youth Sports Program Coordinator is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.007 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>	
Sports Program Coordinator	SC236 – FTE	1	4,675.09
		2	4,920.07
		3	5,180.10
		4	5,452.45
		5	5,739.85

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

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

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO ADD: THE PERMANENT FULL TIME EQUIVALENT CLASSIFICATION, ARCHIVIST; THE PERMANENT PART TIME EQUIVALENT CLASSIFICATIONS OF CASE MANAGER I, PPT; BUDGET AND GRANTS ADMINISTRATOR, PPT; ANIMAL CONTROL OFFICER, PPT; AND RECREATION ATTENDANT II, PPT; AND TO RE-TITLE YOUTH SPORTS PROGRAM COORDINATOR TO SPORTS PROGRAM COORDINATOR.

Digest

An Ordinance amending the Salary Schedule of Ordinance No. 12187 (The Salary Ordinance) to add: the permanent full time equivalent classification, Archivist; the permanent part time equivalent classifications of Case Manager I, PPT; Budget And Grants Administrator, PPT; Animal Control Officer, PPT; Recreation Attendant II, PPT; and to re-title Youth Sports Program Coordinator to Sports Program Coordinator.
