

CITY OF OAKLAND
AGENDA REPORT

2011 DEC -1 PM 1:01

TO: Office of the City Administrator
ATTN: Deanna J. Santana
FROM: Department of Human Resources Management
DATE: December 13, 2011
RE: An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (the Salary Ordinance) to Amend Existing Full Time Classifications By Adding the Part Time (PT) Equivalent Classifications of: Emergency Planning Coordinator, PT; Food Service Worker, PT; Head Start Program Coordinator, PT; Hearing Officer, PT; Senior Services Program Assistant, PT; Special Events Coordinator, PT; Veterinarian, PT; and to Amend Existing Full Time Classifications By Adding the Permanent Part Time (PPT) Equivalent Classifications of: Food Service Worker, PPT; Head Start Program Coordinator, PPT; and Special Events Coordinator, PPT; to Add the Newly Created Permanent Part Time and Part Time Classifications of Recreation Specialist III, PPT and Recreation Specialist III, PT; and to Correct the Salary Pay Grade For Public Service Representative, PT to Make It Consistent With the Pay Grades For the Full Time and Permanent Part Time Equivalents of the Same Classification

SUMMARY

Staff has prepared an ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("the Salary Ordinance"). The proposed amendment is presented as a means to resolve nineteen (19) existing part time work assignments that are out of compliance with the City's Civil Service Rules for Temporary Contract Service Employees and to create greater flexibility in assigning part time work when appropriate. Of the job titles included in the proposed amendment, seven (7) are the addition of part-time equivalents to the existing City classifications of Emergency Planning Coordinator, Food Service Worker, Head Start Program Coordinator, Hearing Officer, Senior Services Program Assistant, Special Events Coordinator, and Veterinarian; two (2) are the addition of permanent part-time equivalents to the existing City classifications of Head Start Program Coordinator and Special Events Coordinator; two (2) represent the part time and permanent part time titles for a new classification of Recreation Specialist III, and one (1) is presented to correct an error in the current salary schedule report.

FISCAL IMPACT

The changes to the Salary Ordinance being proposed will serve to either provide appropriate titles for part time work already being performed and budgeted, or to add part time or permanent part time equivalent titles to the salary schedule that could be useful for future department needs. None of the titles being presented for approval represent the addition of staffing or reflect planning for any other specific purpose other than to correct non-compliance with Civil Service Rules for some existing part time assignments.

Item: _____
Finance & Management Committee
December 13, 2011

BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) out of a recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises or existing resources do not fit a specific need. The categories of temporary appointments allowed under the Rules include: Provisional Appointments, Limited Duration Appointments, Temporary Contract Service Employees, Exempt Limited Duration Employees, Temporary Agency Assignments, and Grant-Funded Limited Duration Appointments. This report focuses exclusively on Temporary Contract Service Employees (TCSEs).

Civil Service Rule 5.06(b) states that the category of TCSE may be used for “a maximum of 960 hours per fiscal year for one of two (2) types of assignments. Employees may be assigned to a division or a project on a regular basis up to the maximum 960 hours; or, assignments may be on an occasional or short-term (less than 30 days) basis. These assignments usually require specialized skills such as performance arts, short-term project management and transcription services. This classification may not be used for ongoing or repetitive use.”

Non-compliance with the Rules governing TCSEs is usually related to the time limits associated with the category. For TCSEs, although the Rule makes reference to the category being used for a maximum of 960 hours *per fiscal year* (emphasis added), it also says, “This classification may not be used for ongoing or repetitive use.” For the purpose of this report, all TCSEs whose assignments extend across more than one fiscal year and for longer than one calendar year are being categorized as assignments that are “ongoing or repetitive.”

There are currently ninety (90) TCSE assignments in the City, of which, sixty-two (62) are out of compliance with the Civil Service Rules. The Salary Ordinance amendment being proposed would resolve nineteen (19) of the non-compliant assignments by providing appropriate part time classifications to which the work could be assigned. Another eleven (11) TCSE assignments could be assigned to the appropriate part time classification before they became non-compliant. If the assignment is a temporary part time assignment (short-term or less than 960 hours per fiscal year), then appointments could be made to the part time classification as soon as the title is added to the Salary Ordinance. The Permanent Part Time equivalents are covered by the provisions of the Civil Service Rules and any appointment to those titles would require a competitive recruitment process.

KEY ISSUES AND IMPACTS

The part time assignments currently staffed as Temporary Contract Service Employees that should be assigned to appropriate part time classifications are in the departments of KTOP, the Community & Economic Development Agency, the Department of Human

Item: _____

Finance & Management Committee

December 13, 2011

Services, the Fire Department, the Office of Parks and Recreation, and the Police Department.

Department	Classification	Qty	Non-Compliant
KTOP	Special Events Coordinator, PT	1	1
CEDA	Hearing Officer, PT	2	2
DHS	Food Service Worker, PT	1	0
DHS	Head Start Program Coordinator, PT	1	0
DHS	Sr. Services Program Assistant, PT	2	1
Fire	Emergency Planning Coordinator, PT	5	2
OPR	Recreation Specialist III, PT	15	10
Police	Veterinarian, PT	3	3
Total		30	19

Staff from these departments have been working with the Department of Human Resources Management to develop appropriate solutions to all temporary assignments not in compliance. What follows is a brief summary of the job description for each of the titles being proposed for addition to the Salary Ordinance and some information about the current assignments.

Special Events Coordinator. This classification requires interaction with organizations seeking to operate special events, coordination of event setup and promotion, and knowledge of sound equipment and broadcasting. The part time incumbent performing the duties of this classification provides production setup support for KTOP.

Hearing Officer. Employees in this classification conduct arbitration hearings and render written decisions regarding tenant and landlord petitions as required by the Oakland Residential Rent Arbitration Ordinance and Oakland Just Cause for Eviction Ordinance. The part time incumbents performing the duties of this classification possess bilingual skills and provide equal language access to appellants requiring assistance in Spanish or Cantonese.

Food Service Worker. This classification provides for the preparation of meals and snacks according to local, State and Federal guidelines for Head Start and Senior Citizen programs. There is currently one incumbent who performs these duties part time, but there will be a need in the summer for more temporary appointments to this title.

Head Start Program Coordinator. This classification provides for the enrollment and maintenance of records for children and their families in the Head Start and Even Start programs in compliance with federal regulations. Reimbursement of the City's staffing expense by the federal program requires that specific staffing levels be maintained. The part time incumbent provides support to the Head Start Program to prevent staffing shortages.

Senior Services Program Assistant. This classification provides placement services for the Senior Employment, Senior Companion, and Paratransit Programs; assists with

monitoring these programs on a regular basis; and maintains accurate, complete records. The part time incumbent assists with the above duties on a part time basis.

Emergency Planning Coordinator. This classification is used primarily to staff the City's CORE program (Citizens of Oakland Responding to Emergencies). Incumbents provide community outreach and training for the CORE program. Some of the part time incumbents performing the duties of this classification possess bilingual skills and provide equal language access to training participants requiring assistance in Spanish or Cantonese.

Recreation Specialist III. One of the original reasons for creating the TCSE classification was to provide a mechanism through which Parks & Recreation specialized classes could be offered by highly qualified instructors on a temporary basis – and is why there are so many TCSEs in the Office of Parks and Recreation. The requirement in the Rules that the assignment be for no more than 960 hours and not be repetitive has become problematic for those assignments, however, since a number of the instructors have continued to offer their specialized classes for several years in programs like ballet and other specialized dance forms, martial arts, drawing or painting, etc. The creation of the Recreation Specialist III classification is meant to address the need for specialized instruction.

Veterinarian. The City's animal shelter is often short staffed. The Police Department has been using TCSEs for their on-call veterinary needs. The addition of the part-time equivalent classification will allow them to continue to rely on on-call veterinarians with experience in the City's shelter.

Deactivation of Classifications

As part of the general maintenance of the City's classification plan and in an effort to eliminate classifications that are no longer in use, DHRM will continue to regularly deactivate classifications not in use whenever a Salary Ordinance amendment is brought forward. This month, the following classifications are being deactivated.

<u>Class No.</u>	<u>Classification Title</u>
TR153	Jail Cook
TR198	Jail Cook, PPT
TR199	Jail Cook, PT
TR154	Jail Cook's Assistant
TR155	Jail Utility Worker
TR193	Zoo Keeper
TR194	Zoo Keeper III
SS107	Camp Helper, PT
SC109	Camp Food Service Mgr, PT
TR107	Camp Clerk, PT
TR111	Camp Second Cook, PT

SUSTAINABLE OPPORTUNITIES

No economic, environmental or social equity opportunities have been identified.

DISABILITY AND SENIOR CITIZEN ACCESS

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

RECOMMENDATION(S) AND RATIONALE

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 an Ordinance amending the Salary Schedule of Ordinance No. 12187 C.M.S. (the Salary Ordinance) to amend existing full time classifications by adding the part time (PT) equivalent classifications of: Emergency Planning Coordinator, PT; Food Service Worker, PT; Head Start Program Coordinator, PT; Hearing Officer, PT; Senior Services Program Assistant, PT; Special Events Coordinator, PT; Veterinarian, PT; and to amend existing full time classifications by adding the Permanent Part Time (PPT) equivalent classifications of: Head Start Program Coordinator, PPT; and Special Events Coordinator, PPT; to add the newly created Permanent Part Time and Part Time classifications of Recreation Specialist III, PPT and Recreation Specialist III, PT; and to correct the salary pay grade for Public Service Representative, PT to make it consistent with the pay grades for the full time and permanent part time equivalents of the same classification.

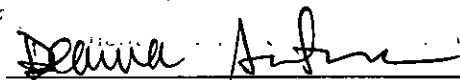
Respectfully submitted,



Andrea R. Gourdine, Director
Department of Human Resources Management

Prepared by:
Kip Walsh, Human Resources Manager
Recruitment & Classification, DHRM

**APPROVED AND FORWARDED TO THE
FINANCE & MANAGEMENT COMMITTEE**



OFFICE OF THE CITY ADMINISTRATOR

Item: _____
Finance & Management Committee
December 13, 2011

OFFICE OF COUNCIL MEMBER
OAKLAND
INTRODUCED BY COUNCIL MEMBER

Sandy Christ

City Attorney

2011 DEC -1 PM 1:01

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO AMEND EXISTING FULL TIME CLASSIFICATIONS BY ADDING THE PART TIME (PT) EQUIVALENT CLASSIFICATIONS OF: EMERGENCY PLANNING COORDINATOR, PT; FOOD SERVICE WORKER, PT; HEAD START PROGRAM COORDINATOR, PT; HEARING OFFICER, PT; SENIOR SERVICES PROGRAM ASSISTANT, PT; SPECIAL EVENTS COORDINATOR, PT; VETERINARIAN, PT; AND TO AMEND EXISTING FULL TIME CLASSIFICATIONS BY ADDING THE PERMANENT PART TIME (PPT) EQUIVALENT CLASSIFICATIONS OF: HEAD START PROGRAM COORDINATOR, PPT; AND SPECIAL EVENTS COORDINATOR, PPT; TO ADD THE NEWLY CREATED PERMANENT PART TIME AND PART TIME CLASSIFICATIONS OF RECREATION SPECIALIST HI, PPT AND RECREATION SPECIALIST IH, PT; AND TO CORRECT THE SALARY PAY GRADE FOR PUBLIC SERVICE REPRESENTATIVE, PT TO MAKE IT CONSISTENT WITH THE PAY GRADES FOR THE FULL TIME AND PERMANENT PART TIME EQUIVALENTS OF THE SAME CLASSIFICATION

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

Section 1 Ordinance No. 12187 C.M.S "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by ~~strike-through-type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit UG1.75.010 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Emergency Planning Coordinator, PT</u>	<u>SC253</u>	<u>1</u>	<u>33.30</u>
		<u>2</u>	<u>35.05</u>
		<u>3</u>	<u>36.90</u>
		<u>4</u>	<u>38.84</u>
		<u>5</u>	<u>40.89</u>

Section 3. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit S11.75.008 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Food Service Worker, PT</u>	<u>TR204</u>	<u>1</u>	<u>17.38</u>
		<u>2</u>	<u>18.29</u>
		<u>3</u>	<u>19.26</u>
		<u>4</u>	<u>20.27</u>
		<u>5</u>	<u>21.34</u>

Section 4. Effective upon passage, the following part-time equivalent classification is added in Ordinance

No. 12187 C.M.S. in the Unit UG1.75.016 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Head Start Program Coordinator, PT</u>	<u>PP167</u>	<u>1</u>	<u>26.08</u>
		<u>2</u>	<u>27.48</u>
		<u>3</u>	<u>28.92</u>
		<u>4</u>	<u>30.43</u>
		<u>5</u>	<u>32.03</u>

Section 5. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit UG1.75.019 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Hearing Officer, PT</u>	<u>AP421</u>	<u>1</u>	<u>46.86</u>
		<u>2</u>	<u>49.33</u>
		<u>3</u>	<u>51.92</u>
		<u>4</u>	<u>54.66</u>
		<u>5</u>	<u>57.53</u>

Section 6. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit UG1.80.004 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Senior Services Program Assistant, PT</u>	<u>PP168</u>	<u>1</u>	<u>24.85</u>
		<u>2</u>	<u>26.16</u>
		<u>3</u>	<u>27.53</u>
		<u>4</u>	<u>28.98</u>
		<u>5</u>	<u>30.51</u>

Section 7. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit UG1.75.020 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Special Events Coordinator, PT</u>	<u>AP419</u>	<u>1</u>	<u>36.71</u>
		<u>2</u>	<u>38.65</u>
		<u>3</u>	<u>40.68</u>
		<u>4</u>	<u>42.83</u>
		<u>5</u>	<u>45.07</u>

Section 8. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit UG1.75.018 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Veterinarian, PT</u>	<u>AP422</u>	<u>1</u>	<u>40.48</u>
		<u>2</u>	<u>42.61</u>
		<u>3</u>	<u>44.86</u>
		<u>4</u>	<u>47.22</u>
		<u>5</u>	<u>49.70</u>

Section 9. Effective upon passage, the following permanent part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.005 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Head Start Program Coordinator, PPT</u>	<u>PP166</u>	<u>1 4239.88</u>
		<u>2 4462.96</u>
		<u>3 4698.36</u>
		<u>4 4944.70</u>
		<u>5 5206.10</u>

Section 10. Effective upon passage, the following permanent part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.012 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Special Events Coordinator, PPT</u>	<u>AP420</u>	<u>1 5965.67</u>
		<u>2 6280.45</u>
		<u>3 6610.27</u>
		<u>4 6959.26</u>
		<u>5 7324.68</u>

Section 11. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SCI.80.043 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Recreation Specialist III, PPT</u>	<u>PP161</u>	<u>1 24.96</u>
		<u>2 26.28</u>
		<u>3 27.66</u>
		<u>4 29.11</u>
		<u>5 30.64</u>

Section 12. Effective upon passage, the following part-time equivalent classification is added in Ordinance No. 12187 C.M.S. in the Unit SI1.80.043 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps
<u>Recreation Specialist III, PT</u>	<u>PP162</u>	<u>1 24.96</u>
		<u>2 26.28</u>
		<u>3 27.66</u>
		<u>4 29.11</u>
		<u>5 30.64</u>

Section 13. Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit S11.75.011 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
Public Service Representative, PT	SS198	1	20.58 <u>21.18</u>
		2	21.67 <u>22.32</u>
		3	22.80 <u>23.48</u>
		4	24.00 <u>24.72</u>
		5	25.26 <u>26.02</u>

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

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

DATE OF ATTESTATION _____

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. (THE SALARY ORDINANCE) TO AMEND EXISTING FULL TIME CLASSIFICATIONS BY ADDING THE PART TIME (PT) EQUIVALENT CLASSIFICATIONS OF: EMERGENCY PLANNING COORDINATOR, PT; FOOD SERVICE WORKER, PT; HEAD START PROGRAM COORDINATOR, PT; HEARING OFFICER, PT; SENIOR SERVICES PROGRAM ASSISTANT, PT; SPECIAL EVENTS COORDINATOR, PT; VETERINARIAN, PT; AND TO AMEND EXISTING FULL TIME CLASSIFICATIONS BY ADDING THE PERMANENT PART TIME (PPT) EQUIVALENT CLASSIFICATIONS OF: HEAD START PROGRAM COORDINATOR, PPT; AND SPECIAL EVENTS COORDINATOR, PPT; TO ADD THE NEWLY CREATED PERMANENT PART TIME AND PART TIME CLASSIFICATIONS OF RECREATION SPECIALIST III, PPT AND RECREATION SPECIALIST III, PT; AND TO CORRECT THE SALARY PAY GRADE FOR PUBLIC SERVICE REPRESENTATIVE, PT TO MAKE IT CONSISTENT WITH THE PAY GRADES FOR THE FULL TIME AND PERMANENT PART TIME EQUIVALENTS OF THE SAME CLASSIFICATION