



CITY OF OAKLAND

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Ian Appleyard  
HRM Director

**SUBJECT:** Realignment of Unrepresented  
Employee Salary Increases for Unit  
TL1

**DATE:** October 24, 2016

City Administrator Approval

Date:

11/3/16

## RECOMMENDATION

**Staff Recommends that the City Council:**

**Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Correct an Error in the Salary Schedule for Unrepresented Employees in Classifications in Unit TL1 so the Salary Rates for the TL1 Part Time Classifications Align with their Full Time Equivalent Classifications**

## EXECUTIVE SUMMARY

Adoption of the proposed ordinance is a revision to ensure that the salaries associated with in the part time classifications in Unit TL1 correspond to the equivalent full time and permanent part time classifications. The full time and permanent part time classifications are represented by IFPTE Local 21. Aligning the salary rates will ensure that employees in part time, full time, and permanent part time assignments in the classifications are paid at the same rate.

If City Council does not take the recommended action, the salary increases for Unit TL1 will not correspond with the timing and rates of the salary increases for IFPTE, Local 21 employees, and the TL1 employees will receive different rates of pay while being in the same Local 21 classifications.

## BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment including the classification titles and bargaining unit representation of positions. It is amended from time to time for a variety of reasons. In this case, it is necessary to revise the implementation of the amounts and timing of the salary increases for Unit TL1 to ensure that they appropriately align with the same for IFPTE, Local 21. City Ordinance No. 13343 C.M.S. adopted on December 8, 2015, initially established the salary increases for Unit TL1 effective July 1, 2015, to June 30, 2017 (**Attachment A**).

Item: \_\_\_\_\_

Finance & Management Committee  
November 15, 2016

### **ANALYSIS AND POLICY ALTERNATIVES**

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to ensure that salary increases for unrepresented employees in Unit TL1 (see **Attachment B** for the full list of classifications) receive the same amounts at the same time as IFPTE, Local 21 employees receive their salary increases. Since the employees in part-time classifications in Unit TL1 are performing work that aligns with equivalent classifications in IFPTE, Local 21, it is more appropriate for the increases to align with Local 21 rather than the increases of the Confidential Management Employees Association (CMEA). The employees will receive the equivalent of 4% salary increases in each year of the bargaining agreement and a potential revenue share provision that is dependent on the City's general fund revenue performance.

**Salary Increases.** The City shall provide unrepresented employees in Unit TL1 the following revised salary increases: 4% (four percent) salary increase effective July 1, 2015; and 4% (four percent) salary increase effective January 14, 2017.

### **FISCAL IMPACT**

The FY 2015-17 Adopted Budget included funding (\$871,921) to account for the unrepresented employees' compensation package over the two fiscal years. Funds for the one-time Revenue Share Payment were identified as part of the FY 2014-2015 Fourth Quarter Revenue & Expenditure Report and will be made payable after the completion of the Comprehensive Annual Financial Report (CAFR). The revision to the salary increases for Unit TL1 is budget neutral.

### **PUBLIC OUTREACH / INTEREST**

No public outreach was required.

### **COORDINATION**

The Human Resources Management Department coordinated with departments regarding the proposed revision and report including Employee Relations, City Attorney's Office, Controller's Bureau, and the City Administrator's Office.

**SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no economic opportunities associated with this report.

***Environmental:*** There are no environmental opportunities associated with this report.

***Social Equity:*** There are no social equity opportunities associated with this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Realign the Salary Increases of Unrepresented Employees in Classifications in Unit TL1 with the Approved Salary Increases of the International Federation of Professional and Technical Engineers (IFPTE, Local 21).

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



IAN APPLEYARD  
Director, Human Resources Management

Prepared by: Kip Walsh  
Human Resources Manager  
Recruitment and Classification

Attachment A

APPROVED AS TO FORM AND LEGALITY

*Ryan G. R.*  
CITY ATTORNEY

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2015 NOV -6 AM 8:48

**OAKLAND CITY COUNCIL**  
**ORDINANCE No. 13343 C.M.S.**

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO PROVIDE COST OF LIVING ADJUSTMENTS TO THE SALARIES OF CERTAIN UNREPRESENTED EMPLOYEES IN UNITS UK1, UK2, UP1, U51, TL1, UG1, AND US1 AS FOLLOWS: INCREASE OF 4% EFFECTIVE JULY 1, 2015; INCREASE OF 2% EFFECTIVE NOVEMBER 1, 2016, AND INCREASE OF 2.0% EFFECTIVE MAY 1, 2017**

**WHEREAS**, Pursuant to City Ordinance No. 12903, the City Administrator may grant unrepresented employees the same or lesser compensation and other terms and conditions of employment as provided to represented employees; and

**WHEREAS**, The City Administrator intends to grant effective July 1, 2015, all unrepresented employees in classifications in Units UK1, UK2, and UP1 the same salary increases, benefits, and other terms and conditions of employment that are provided to represented employees in the Confidential Management Employees Association (CMEA) as presented and approved by City Council on October 6, 2015 and October 20, 2015; and the same salary increases as CMEA to all unrepresented employees in classifications in Units U51, TL1, UG1, and US1; and

**WHEREAS**, Oakland City Charter Section 207 requires that the Council shall fix the compensation of all City employees; now, therefore

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

**Section 1.** Effective July 1, 2015, the classifications and associated salaries in Units UK1, UK2, UP1, U51, TL1, UG1, and US1 shall be increased by 4%.

**Section 2.** Effective November 1, 2016, the classifications and associated salaries in Units UK1, UK2, UP1, U51, TL1, UG1, and US1 shall be increased by 2%.

**Section 3.** Effective May 1, 2017, the classifications and associated salaries in Units UK1, UK2, UP1, U51, TL1, UG1, and US1 shall be increased by 2%.

**Section 4.** Units UK1, UK2, and UP1 shall receive the benefits that are provided to represented employees in CMEA.

**Section 5. Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have passed this Ordinance and each section,

subsection, clause or phrase thereof irrespective of the fact that one or more others section, subsection, clauses or phrases may be declared invalid or unconstitutional.


**Section 6. Effective Date.** This ordinance shall become effective immediately on final adoption if it receives six or more affirmative votes; otherwise it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, DEC - 8 2015, 2015

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT GIBSON  
MCELHANEY - 8

NOES- 0  
ABSENT- 0  
ABSTENTION- 0

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

DATE OF ATTESTATION: 12/11/15

Introduction Date

NOV 17 2015

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO PROVIDE COST OF LIVING ADJUSTMENTS TO THE SALARIES OF CERTAIN UNREPRESENTED EMPLOYEES IN UNITS UK1, UK2, UP1, U51, TL1, UG1, AND US1 AS FOLLOWS: INCREASE OF 4% EFFECTIVE JULY 1, 2015; INCREASE OF 2% EFFECTIVE NOVEMBER 1, 2016, AND INCREASE OF 2.0% EFFECTIVE MAY 1, 2017**

**DIGEST**

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Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Provide Cost Of Living Adjustments To The Salaries Of Certain Unrepresented Employees In Units UK1, UK2, UP1, U51, TL1, UG1, and US1 As Follows: Increase Of 4% Effective July 1, 2015; Increase Of 2% Effective November 1, 2016, And Increase Of 2.0% Effective May 1, 2017.

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## Attachment B - List of TL1 Classifications

CLASSIFICATION TITLE	JOB CLASS CODE	REP
Administrative Analyst I, PT	AP105	TL1
Benefits Representative, PT	AP114	TL1
Cable TV Assistant Producer, PT	AP121	TL1
Cable TV Stage Manager, PT	AP439	TL1
Case Manager I, PT	AP413	TL1
Case Manager II, PT	AP412	TL1
City Council PSE 14, PT	SS113	TL1
City Councilmember's Assistant, PT	AP141	TL1
Cultural Arts Specialist, PT	AP155	TL1
Emergency Medical Svcs Instructor, PT	AP386	TL1
Emergency Planning Coordinator Sr, PT	SC261	TL1
Emergency Planning Coordinator, PT	SC260	TL1
Employee Asst Prgm Counselor, PT	AP183	TL1
Graphics Design Coordinator, PT	AP193	TL1
Head Start Program Coordinator, PT	PP172	TL1
Hearing Officer, PT	AP440	TL1
Human Res Analyst, PT	AP201	TL1
Language Interpreter, PT	AP441	TL1
Management Assistant, PT	MA131	TL1
Mayor's PSE 14, PT	SS145	TL1
Paralegal, PT	AL013	TL1
Program Analyst I, PT	AP361	TL1
Project Manager III, PT	EM214	TL1
Public Information Officer II, PT	AP301	TL1
Receptionist to the City Auditor, PT	SS205	TL1
Senior Services Program Assistant, PT	PP173	TL1
Special Assistant to the Mayor I, PT	MA155	TL1
Special Assistant to the Mayor II, PT	EM252	TL1
Special Events Coordinator, PT	AP442	TL1
Veterinarian, PT	AP443	TL1

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

*Carol Cochran*

CITY ATTORNEY

**FILED**  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

2016 NOV -3 PM 6:47

ORDINANCE No. \_\_\_\_\_ C.M.S.

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CORRECT AN ERROR IN THE SALARY SCHEDULED FOR UNREPRESENTED EMPLOYEES IN CLASSIFICATIONS IN UNIT TL1 SO THE SALARY RATES FOR THE TL1 PART TIME CLASSIFICATIONS ALIGN WITH THEIR FULL TIME EQUIVALENT CLASSIFICATIONS**

**WHEREAS**, Pursuant to City Ordinance No. 12903 C.M.S., the City Administrator may grant unrepresented employees the same or lesser compensation and other terms and conditions of employment as provided to represented employees; and

**WHEREAS**, The City Administrator intends to grant effective July 1, 2015, all unrepresented employees in classifications in Unit TL1 the same salary increases that are provided to represented employees in the International Federation of Professional and Technical Engineers (IFPTE, Local 21) as presented and approved by City Council on October 20, 2015, and November 3, 2015.

**WHEREAS**, Oakland City Charter Section 207 requires that the Council shall fix the compensation of all City employees; and now, therefore

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

**Section 1.** Effective July 1, 2015, the classifications and associated salaries in Unit TL1 shall be increased by 4%.

**Section 2.** Effective January 14, 2017, the classifications and associated salaries in Unit TL1 shall be increased by 4%.

**Section 3. Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause, or phrase thereof irrespective of the fact that one or more other section(s), subsection(s), clause(s) or phrase(s) may be declared invalid or unconstitutional.



**Section 4. Effective Date.** This ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; otherwise, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2016

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT GIBSON-  
MCELHANEY

NOES-

ABSENT-

ABSTENTION-

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

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

DATE OF ATTESTATION \_\_\_\_\_

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**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CORRECT AN ERROR IN THE SALARY SCHEDULED FOR UNREPRESENTED EMPLOYEES IN CLASSIFICATIONS IN UNIT TL1 SO THE SALARY RATES FOR THE TL1 PART TIME CLASSIFICATIONS ALIGN WITH THEIR FULL TIME EQUIVALENT CLASSIFICATIONS**

**DIGEST**

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Correct an Error in the Salary Schedule for Unrepresented Employees in Classifications in Unit TL1 so the Salary Rates for the TL1 Part Time Classifications Align with their Full Time Equivalent Classifications

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