



AGENDA REPORT


TO: Jestin D. Johnson
City Administrator

FROM: Mary Hao
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)
Including Elected Officials

DATE: August 26, 2024

City Administrator Approval


Jestin Johnson (Sep 5, 2024 08:59 PDT)

Date: Sep 5, 2024

RECOMMENDATION

Staff Recommends That The City Council Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) To Add The Full-Time Classifications Of Data Analyst And Program Manager.

EXECUTIVE SUMMARY

Adoption of the proposed ordinance will ensure the accuracy of the City’s classification plan and Salary Schedule. This ordinance includes a variety of routine actions to approve modifications to existing classifications that involve approval by the Civil Service Board. The proposed items are related to classifications that are to be allocated in the following departments: Department of Race and Equity (DRE), Human Services Department (HSD), Oakland Fire Department (OFD), and Public Ethics Commission (PEC).

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 designation of positions. The Ordinance is amended periodically to accommodate the City’s evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules), Section 3.04, components of the City’s Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

As applicable regulations or departmental operations change, staff in the Human Resources Management (HRM) Department consults with departments regarding classification needs. These changes require HRM to amend the Salary Ordinance to add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of various routine actions to update the salary schedule.

Finance & Management Committee
September 24, 2024

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions that have taken place, including actions that have taken place at the PEC Meetings on March 13, 2024, April 10, 2024, and May 22, 2024. In cases in which union involvement was required, the appropriate notification and/or discussions occurred with the applicable unions regarding bargaining unit modifications. Notably, elected officials are not represented by bargaining groups.

Citywide Priorities include: (1) **holistic community safety**, (2) **housing, economic, and cultural security**, (3) **vibrant, sustainable infrastructure**, and (4) **responsive, trustworthy government**. The work of the HRM Department indirectly affects holistic community safety and responsible, trustworthy government through the amendment of classifications in support of race and equity, early childhood, fire safety, and government program initiatives. HRM facilitates the implementation of classification additions via the salary ordinance amendment process, which ensures transparency in salary information. Adoption of the proposed ordinance advances multiple Citywide Priorities.

New Full-time Classifications – There are two (2) classifications being proposed as amendments to the City’s Classification Plan:

(1) Data Analyst – A new classification is being created as part of organizational development efforts pertaining to the City’s use of metrics and data analytics. The City’s Classification Plan does not include a singular classification that is focused on performing data analysis, and several departments have expressed interest in adding such positions. Data analysis is an emerging and rapidly growing field that offers many critical benefits to organizations. Incumbents are skilled at mining raw data and transforming it into actionable items to enhance systems and operations, improve deliverables and outcomes, and reduce costs and expenditure of resources. In recognizing the importance data analytics, HRM collaborated with department subject matter experts to draft a new classification to meet this need. The new Data Analysts will strive to improve transparency, service delivery, and operations through the application of metrics to data-driven decision-making. The new Data Analyst position will primarily be responsible for: collecting, mining, analyzing, interpreting, and forecasting complex data to support outcome-driven analytics and make data-driven decisions; recommending innovative solutions to complex problems in relation to citywide or departmental plans, goals, strategies, and operational effectiveness; developing, implementing, and tracking a variety of operational metrics and key performance indicators (KPIs); using statistical inference and optimization to analyze structured and unstructured data; participating in process improvement initiatives; and performing related duties as assigned. The International Federation of Professional and Technical Engineers (IFPTE), Local 21 was notified of the proposal to create this new classification in August 2024. City and union representatives discussed the item at two meetings. In September 2024, Local 21 confirmed that there were no objections to the proposed new classification. The new classification is tentatively scheduled to the October 17, 2024, Civil Service Board Meeting for approval. Three departments (DRE, HSD, and OFD) intend to utilize this new classification during this fiscal year.

(2) Program Manager – A new classification is being created to round out the existing Program Analyst series that performs program development administration and often involves contracts and grants in delivering services. The City’s Classification Plan includes the entry-level Program Analyst I, the journey-level Program Analyst II, and the advanced-journey level Program Analyst III, which typically leads but does not usually supervise staff. There is a noticeable supervisory/managerial gap, which has resulted in departments using imperfect classifications to oversee on-going program administration. The City offers such a variety of programs, and it will benefit the departments’ internal organizational structures and external service delivery structures to centralize oversight functions via this new classification. In recognizing the importance of program management and accountability, HRM collaborated with department subject matter experts to draft a new classification to meet these needs. The new Program Manager will be responsible for: using a full range of professional, managerial, and supervisory skills to plan, direct, and oversee one or more City programs; managing program operations and related administrative operations in support of the program area(s); managing program development and administration, program evaluation and compliance, funding sources including grants, grant proposals and applications, contract negotiations and administration, personnel activities, public records requests, budget development and monitoring, fiscal operations, record system development and maintenance, report preparation, and other administrative functions in support of the program area(s); providing administrative policy direction to executive management staff; providing recommendations and consulting with management to resolve issues; supervising, training, and evaluating assigned staff; and performing related duties as assigned. IFPTE, Local 21 was notified of the proposal to create a new position in August 2024. City and union representatives discussed the item at two meetings. In September 2024, the union confirmed there were no objections to the proposed new classification. The new classification is tentatively scheduled to the October 17, 2024, Civil Service Board Meeting for approval. One department (PEC) intends to utilize this new classification during this fiscal year.

FISCAL IMPACT

Three departments (DRE, HSD, and OFD) already have placeholder positions in their budgets to add the new Data Analyst classification. One department (PEC) has a budgeted, placeholder position to add the new Program Manager classification. Add/Delete Forms will be processed once the new classifications are established to convert the placeholder positions to the new classifications. Recruitment and selection processes will be initiated following the processing of the Add/Delete Forms.

PUBLIC OUTREACH / INTEREST

No public outreach was deemed necessary other than the required posting on the City’s website.

COORDINATION

HRM coordinated with each of the departments regarding the proposed additions. When necessary, Employee Relations was also involved. Representative unions were formally notified

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of the proposed legislation, as applicable, because the related actions are mandatory subjects of bargaining. Discussions took place, and any objections relating to potential impacts raised by the representative union(s), as applicable, were fully vetted.

Public notices regarding the Civil Service Board actions to approve classification specifications are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, and the Finance Department Budget Bureau.

SUSTAINABLE OPPORTUNITIES

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

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

Race & Equity: There are no social equity opportunities associated with this report.

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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 Add The Full-Time Classifications Of Data Analyst And Program Manager.

For questions regarding this report, please contact Mary Hao, Director of Human Resources Management, at (510) 238-6450.

Respectfully submitted,


Mary Hao (Aug 26, 2024 13:58 PDT)

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