



# AGENDA REPORT

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

**FROM:** Ian Appleyard  
HRM Director

**SUBJECT:** Amendment to Ordinance No. 12187  
C.M.S. (The Salary Ordinance) for  
Various Classifications

**DATE:** February 3, 2020

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City Administrator Approval

Date: 2/10/20

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## **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 Classification Of Ethics Analyst III; To Add The Full-time Classification Of Sign Shop Coordinator; To Amend The Title Of The Full-time Classification Of Fire Prevention Bureau Inspector (Civilian) To Fire Inspector; And To Amend The Salary Of The Part-time Classification Of Senior Aide To Ensure Compliance With The City Of Oakland's Minimum Wage.**

## **EXECUTIVE SUMMARY**

Adoption of the proposed ordinance will ensure accuracy of the City's classification plan and Salary Schedule. This ordinance includes a variety of routine actions to approve creation of new classifications and modifications to existing classification titles that have already been approved by the Civil Service Board. Further, approval of this ordinance will ensure that pay rates for City classifications are in alignment with the City of Oakland's Minimum Wage Ordinance. The proposed items are related to classifications that are allocated in the following departments: Public Ethics Commission, Department of Transportation, Fire Department, and Human Services Department.

## **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 from time to time 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 Human Resources Management (HRM) periodically consults with departments regarding classification needs. Many such changes require HRM to initiate an amendment to 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.

## **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. In cases in which union involvement was required, the appropriate notification and/or discussions occurred with the applicable unions regarding bargaining unit modifications.

**New Full-time Classifications** - Two new classifications are being proposed as an amendment to the City's Classification Plan:

(1) Ethics Analyst III is being created to support the Public Ethics Commission (PEC). The PEC is interested in creating a promotional ladder for the existing Ethics Analyst I and II staff. The primary roles will involve coordinating projects and partnerships, overseeing the customer service counter, drafting and recommending policies, and supervising staff. A summary of the duties expected to be performed by the new classification includes: leading the planning, implementation, and staffing of the Commission's education, engagement, and disclosure programs; overseeing the operations of the Commission's public-facing office; conducting research and analyzing legislation; drafting policies and recommending policy changes; leading technology projects and partnerships; and training, evaluating, and supervising staff. The International Federation of Professional & Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification in their bargaining unit. Multiple meetings were held in late 2019 to discuss the new classification, and the Local 21 responded with an email stating there were no objections to the proposal. The Civil Service Board already approved the new classification at its December 19, 2019 meeting.

(2) Sign Shop Coordinator is the result of an incumbent-initiated classification study originating in November 2015, which was completed in June 2016. The findings determined that a new classification should be established to more fully capture the breadth and depth of work assigned to the position. Since that time, the Oakland Public Works (OPW) Department was split and the Department of Transportation (DOT) was created; the position also experienced a series of reporting structure changes since that time. HRM has spent the last few years collaborating with the department to arrive at a final draft of the new position for consideration by the union. The summary of the duties expected to be performed by the new classification includes: coordinating the daily operations of the Sign Shop including the design, layout, and production of a variety of street, traffic and specialty signs for city projects; maintaining equipment and inventory levels; and providing lead direction to assigned staff. The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create this new classification. City and union representatives discussed the item at multiple meetings during 2019. The discussions concluded on October 1, 2019, and full agreement on the proposed new classification was reached before participants left that meeting. There are no

objections to the proposed new classification. The Civil Service Board already approved the new classification at its November 14, 2019 meeting.

**Classification Title Changes** - One classification requires a title change, which will ensure that the classification accurately conveys the requirements of the position as needed by the City's Fire Department in its current configuration. The title of Fire Prevention Bureau Inspector (Civilian) is changing to Fire Inspector. The old title is being replaced by a title that is more reflective of current trends in the industry and better aligns with the City's organizational structure. The City met with Local 1021 on several occasions in 2019. The union confirmed that there are no objections to modernizing this classification title. The revised title was already approved by the Civil Service Board at the November 14, 2019 meeting as part of routine classification specification revisions.

**Minimum Wage Salary Adjustment**- On November 4, 2014, the voters approved Oakland Measure FF which raised the minimum wage in Oakland to twelve dollars and twenty-five cents (\$12.25), effective March 2, 2015. Measure FF also included a requirement that the Oakland minimum wage be adjusted annually on the first of January in accordance with the annual Consumer Price Index ("CPI") for urban wage earners and clerical workers for the San Francisco-Oakland-San Jose, CA metropolitan statistical area, consistent with Section 5.92 of the City of Oakland Municipal Code ("OMC"). Adjustments to Oakland's minimum wage rate are only allowed when there is an increase in the CPI. The City of Oakland's pay structure for all positions must be in compliance with the new wage rates as of January 1st each calendar year.

Staff in the Human Resources Management Department (HRM) conduct the annual analysis of the Salary Schedule for City of Oakland classifications. It was determined that only the classification of Senior Aide, PT required an adjustment to the wage rate to be at or above the new minimum wage standard pursuant to Measure FF and the OMC as of January 1, 2020.

If City Council does not take the recommended action, a variety of necessary classifications will not be amended and could hinder the City's ability to effectively recruit for certain positions and prevent the City from ensuring compliance with the Minimum Wage Ordinance.

## **FISCAL IMPACT**

Adoption of the proposed Salary Ordinance Amendment adding two new classifications will not automatically add the positions to the department. The department can work with the Budget Office to submit an Add/Delete or Budget Proposal request during FY 2020-2021 midcycle and identify funding.

The classification title change in the Fire Department is budget neutral. The slight increase in salary for the Senior Aide, PT classification has been accounted for in the Human Service Department's budget for this calendar year.

### **PUBLIC OUTREACH/INTEREST**

No public outreach was required other than the required posting on the City's website.

### **COORDINATION**

Human Resources Management coordinated with each of the departments regarding the proposed modifications. When necessary, Employee Relations was also involved. Representative unions were formally notified of the proposed legislation, as applicable, because many of the related actions are mandatory subjects of bargaining. Discussions took place and any objections relating to potential impacts as raised by the representative unions, 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 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.

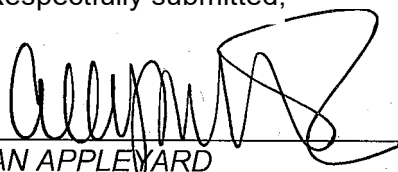
***Race and Equity:*** There are no race and equity opportunities associated with this report.

**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 Add The Full-time Classification Of Ethics Analyst III; To Add The Full-time Classification Of Sign Shop Coordinator; To Amend The Title Of The Full-time Classification Of Fire Prevention Bureau Inspector (Civilian) To Fire Inspector; And To Amend The Salary Of The Part-time Classification Of Senior Aide To Ensure Compliance With The City Of Oakland's Minimum Wage.

For questions regarding this report, please contact Ian Appleyard at (510) 238-6450.

Respectfully submitted,



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