

2004 OCT 14 PM 5:47

CITY OF OAKLAND  
SUPPLEMENTAL AGENDA REPORT

**TO:** Office of the City Manager  
**ATTN:** Deborah Edgerly, City Administrator  
**FROM:** Finance & Management Agency  
**DATE:** October 19, 2004

**SUBJECT: A REVISED ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12298 C.M.S. (THE SALARY ORDINANCE) TO PROVIDE A FIFTY PERCENT SALARY RANGE TABLE FOR EXECUTIVE MANAGEMENT EMPLOYEE JOB CLASSIFICATIONS IN UNIT UK1, UNIT UN1 AND UNIT UR1 AND TO AMEND THE CLASSIFICATION OF CITY MANAGER, ASSISTANT CITY MANAGER, DEPUTY CITY MANAGER, ASSISTANT TO THE CITY MANAGER, EXECUTIVE ASSISTANT TO THE CITY MANAGER, RECEPTIONIST TO THE CITY MANAGER, CITY MANAGER ANALYST, DIRECTOR OF AGING, HEALTH & HUMAN SERVICES, DIRECTOR OF PARKS & RECREATION, AGENCY DIRECTOR OF FINANCE & MANAGEMENT AND ADD THE CLASSIFICATIONS OF DIRECTOR OF DEVELOPMENT, DIRECTOR OF REDEVELOPMENT & ECONOMIC DEVELOPMENT, CPRB EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT TO THE CITY ADMINISTRATOR**

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**SUMMARY**

This is a supplemental report amending the Salary Ordinance (Ordinance No. 4727 C.M.S.) revising the current salary range table for executive management classifications in keeping with the recommendation of the consultant, Public Sector Personnel Consultants, to update the pay table to the current norm in the field of human resource compensation. The ordinance amendment would increase the salary range for the classification from the current twenty percent to fifty percent, as approved by City Council at their meeting of January 20, 2004. At the October 12, 2004 Finance & Management Committee meeting, the Salary Ordinance was approved for forwarding to City Council with an amendment to add language on the Salary Ordinance document that requires that the actual salary for any Executive Management incumbent shall not be more than twenty percent higher than the top of the salary range for the immediate subordinate class. Any exceptions to this policy must be approved by the City Council.

The ordinance provides a new permanent salary table for executive management classifications. There is no cost to the City for adoption of the salary table which establishes the fifty percent range to track the prevailing norm in human resource compensation systems. Current incumbent salaries are not immediately affected by the change in the table. City Council has already approved guidelines for merit increases for executive management staff, which provides for classification to be adjusted in the table based upon a biannual review of the Consumer Price Index and in alternate years a market study. Executive Management classifications were assigned pay grades on the table

Item #

*S. 10.1ACE*

October 19, 2004

City Council

Re: FMA Amending The Salary Schedule Of Ordinance No. 12298 C.M.S. (The Salary Ordinance) Providing A Fifty Percent Salary Range Table For Executive Management Classifications

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based upon internal alignment, market study data and the Consumer Price Index.

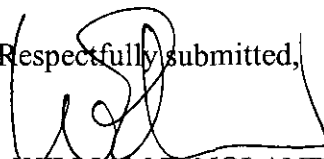
The ordinance also amends the job titles for the former City Manager, Assistant City Manager, Executive Assistant to the City Manager, Receptionist to the City Manager, Deputy City Manager, Assistant to the City Manager, Executive Assistant to the City Manager, Receptionist to the City Manager, City Manager Analyst, Director of Aging, Health & Human Services, Director of Parks and Recreation, Agency Director of Financial Services in keeping with the new organizational structures, and adds Director of Development, Director of Redevelopment & Economic Development, Community Police Review Board Executive Director and the Administrative Assistant to the City Administrator classifications.

**RECOMMENDATION AND RATIONALE**

Staff recommends that the City Council approve the ordinance amending the salary ordinance to create the fifty percent salary range table for executive management classifications in Units UK1, UN1 and UR1, amending the job titles for the City Administrator and other classes to reflect organizational changes adopted by City Council in the FY 03-05 Budget, adding the classifications of Director of Development, Director of Redevelopment & Economic Development, Administrative Assistant to the City Administrator and CPRB Executive Director and the paygrade assignments for each executive management classification.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that City Council approve the amended ordinance providing a new fifty percent range table and paygrade assignments for executive management classifications, amending the classifications of City Administrator, Assistant City Administrator, Deputy City Administrator, Assistant to the City Administrator, Executive Assistant to the City Administrator, Receptionist to the City Administrator, City Administrator Analyst, Director of Human Services, Director of Recreation Services and adding the classification of Director of Development, Director of Redevelopment & Economic Development, Director of CPRB Executive Director and Administrative Assistant to the City Administrator.

Respectfully submitted,  
  
WILLIAM E. NOLAND

Director, Finance & Management Agency

Deborah Edgerly

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Re: FMA Amending The Salary Schedule Of Ordinance No. 12298 C.M.S. (The Salary Ordinance) Providing A Fifty Percent Salary Range Table For Executive Management Classifications

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Prepared by:  
Tricia Freitas, HR Manager  
Personnel Division

APPROVED FOR FORWARDING  
TO THE CITY COUNCIL:

  
\_\_\_\_\_  
OFFICE OF THE CITY ADMINISTRATOR

Item # S- 10.14ce  
October 19, 2004  
City Council

**REVISED**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

APPROVED AS TO FORM AND LEGALITY

*Tracy Chris*  
CITY ATTORNEY

2004 OCT 14 8:54 AM  
INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_ C.M.S.**

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12298 C.M.S. (THE SALARY ORDINANCE) TO PROVIDE A FIFTY PERCENT SALARY RANGE TABLE FOR EXECUTIVE MANAGEMENT EMPLOYEE JOB CLASSIFICATIONS IN UNIT UK1, UNIT UN1 AND UNIT UR1 AND TO AMEND THE CLASSIFICATION OF CITY MANAGER, ASSISTANT CITY MANAGER, DEPUTY CITY MANAGER, ASSISTANT TO THE CITY MANAGER, EXECUTIVE ASSISTANT TO THE CITY MANAGER, RECEPTIONIST TO THE CITY MANAGER, CITY MANAGER ANALYST, DIRECTOR OF AGING HEALTH & HUMAN SERVICES, DIRECTOR OF PARKS & RECREATION, AGENCY DIRECTOR OF FINANCIAL SERVICES AND ADD THE CLASSIFICATIONS OF DIRECTOR OF DEVELOPMENT, DIRECTOR OF REDEVELOPMENT & ECONOMIC DEVELOPMENT, CITIZENS POLICE REVIEW BOARD EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT TO THE CITY ADMINISTRATOR

SECTION 1. Effective, date of passage, the following salary range table is added in Ordinance No. 12298 C.M.S. for Units UK1, UN1 And UR1 to read as follows:

*S 10-14CC*

COUNCIL

OCT 19 2004

**CITY OF OAKLAND  
SALARY RANGE TABLE  
EXECUTIVE MANAGEMENT**

Salary Range	Minimum	Midpoint	Maximum	Salary Range	Minimum	Midpoint	Maximum
1	\$40,000	\$50,000	\$60,000	32	\$86,000	\$107,500	\$129,000
2	\$41,000	\$51,250	\$61,500	33	\$88,150	\$110,188	\$132,225
3	\$42,025	\$52,531	\$63,038	34	\$90,354	\$112,943	\$135,531
4	\$43,076	\$53,845	\$64,613	35	\$92,613	\$115,766	\$138,919
5	\$44,153	\$55,191	\$66,229	36	\$94,928	\$118,660	\$142,392
6	\$45,256	\$56,570	\$67,884	37	\$97,301	\$121,627	\$145,952
7	\$46,388	\$57,985	\$69,582	38	\$99,734	\$124,667	\$149,601
8	\$47,547	\$59,434	\$71,321	39	\$102,227	\$127,784	\$153,341
9	\$48,736	\$60,920	\$73,104	40	\$104,783	\$130,979	\$157,174
10	\$49,955	\$62,443	\$74,932	41	\$107,403	\$134,253	\$161,104
11	\$51,203	\$64,004	\$76,805	42	\$110,088	\$137,610	\$165,131
12	\$52,483	\$65,604	\$78,725	43	\$112,840	\$141,050	\$169,260
13	\$53,796	\$67,244	\$80,693	44	\$115,661	\$144,576	\$173,491
14	\$55,140	\$68,926	\$82,711	45	\$118,552	\$148,190	\$177,828
15	\$56,519	\$70,649	\$84,778	46	\$121,516	\$151,895	\$182,274
16	\$57,932	\$72,415	\$86,898	47	\$124,554	\$155,693	\$186,831
17	\$59,380	\$74,225	\$89,070	48	\$127,668	\$159,585	\$191,502
18	\$60,865	\$76,081	\$91,297	49	\$130,860	\$163,574	\$196,289
19	\$62,386	\$77,983	\$93,580	50	\$134,131	\$167,664	\$201,197
20	\$63,946	\$79,933	\$95,919	51	\$137,484	\$171,855	\$206,227
21	\$65,545	\$81,931	\$98,317	52	\$140,921	\$176,152	\$211,382
22	\$67,183	\$83,979	\$100,775	53	\$144,444	\$180,556	\$216,667
23	\$68,863	\$86,079	\$103,294	54	\$148,056	\$185,070	\$222,083
24	\$70,584	\$88,231	\$105,877	55	\$151,757	\$189,696	\$227,635
25	\$72,349	\$90,436	\$108,524	56	\$155,551	\$194,439	\$233,326
26	\$74,158	\$92,697	\$111,237	57	\$159,440	\$199,300	\$239,160
27	\$76,012	\$95,015	\$114,018	58	\$163,426	\$204,282	\$245,139
28	\$77,912	\$97,390	\$116,868	59	\$167,511	\$209,389	\$251,267
29	\$79,860	\$99,825	\$119,790	60	\$171,699	\$214,624	\$257,549
30	\$81,856	\$102,320	\$122,784	61	\$175,992	\$219,989	\$263,987
31	\$83,903	\$104,878	\$125,854	62	\$180,391	\$225,489	\$270,587

**Midpoint % Spread**  
2.50%

**Range Spread**  
50.00%

SECTION 2. Effective, date of passage, the following classification titles are amended in Ordinance No. 12298 C.M.S. in Unit UK1 to read as follows:

<u>Classification Name</u>	<u>Class No.</u>
City Administrator	EM108
Assistant City Administrator	EM128
Deputy City Administrator	EM138
Agency Director, Finance & Management	EM103
Director of Human Services	EM153
Director of Recreation Services	EM158

SECTION 3. Effective, date of passage, the following classification title is added to Ordinance No. 12298 C.M.S. in Unit TW1 to read as follows:

<u>Classification Name</u>	<u>Class No.</u>
Administrative Assistant to the City Administrator	SS176

SECTION 4. Effective, date of passage, the following classification titles are amended in Ordinance No. 12298 C.M.S. in Unit U31 to read as follows:

<u>Classification Name</u>	<u>Class No.</u>
Executive Assistant to the City Administrator	SS126
City Administrator Analyst	MA109
Assistant to the City Administrator	EM117

SECTION 5. Effective, date of passage, the following classifications are added in Ordinance No. 12298 C.M.S. in Unit UK1 to read as follows:

<u>Classification Name</u>	<u>Class No.</u>
Citizens Police Review Board Executive Director	EM229
Director of Development	EM111
Director of Redevelopment & Economic Development	EM112

SECTION 6. Effective, date of passage, the following pay grade assignments are amended in Ordinance No. 12298 C.M.S. for Units UK1, UN1 and UR1 to read as follows:

Class	Class Number	Paygrade
City Administrator	EM108	61
Assistant City Administrator	EM128	53
Agency Director, Fire Services	EM105	52
Agency Director, Finance & Management	EM103	52
Agency Director, Police Services	EM107	52
Agency Director, Public Works	EM108	52
Director of Development	EM111	50
Director of Redevelopment & Economic Development	EM112	50
Director of Library Services	EM155	46
Director of Human Services	EM153	46
Director of Personnel Resource Management	EM159	46
Director of Museum Services	EM157	46
Director of Recreation Services	EM158	46
Director of Building Services	EM228	45
Deputy City Administrator	EM138	45
CPRB Executive Director	EM229	41
City Clerk	EM126	38

The actual salary for any incumbent in an Executive Management class shall not be more than 20 percent higher than the top of the range for that class' immediate subordinate class. Any exceptions to this policy must be approved by City Council.

AYES-

NOES-

ABSENT-

ABSTENTION-

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

CEDA FLOYD  
 City Clerk and Clerk of the Council  
 of the City of Oakland, California

*S-10.14ce*  
 COUNCIL  
 OCT 19 2004

**Digest**

An Ordinance Amending The Salary Schedule of Ordinance No. 12298 C.M.S. (The Salary Ordinance) To Provide A Fifty Percent Salary Range Table For Executive Management Employee Job Classifications In Unit UK1, Unit UN1 And Unit UR1 And To Amend The Classification Of City Manager, Assistant City Manager, Deputy City Manager, Assistant to the City Manager, Executive Assistant To The City Manager, Receptionist To The City Manager, City Manager Analyst, Director Of Aging Health & Human Services, Director Of Parks & Recreation, Agency Director Of Financial Services And Add The Classifications of Director of Development, Director of Redevelopment & Economic Development, Citizens Police Review Board Executive Director And Administrative Assistant To The City Administrator

*S-10.1ACE*  
COUNCIL