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OFFICE OF THE CITY CLERK  
OAKLAND

2016 SEP 15 PM 1:57

# AGENDA REPORT

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

**FROM:** Kip Walsh  
Acting HRM Director

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

**DATE:** September 2, 2016

City Administrator Approval

Date:

9/14/16

## RECOMMENDATION

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add the Permanent Part-time Classifications of Early Head Start Instructor, PPT, Head Start Instructor, PPT, and Van Driver, PPT; Reactivate and Amend the Title of Curator of History, Chief, to Curator of African American Museum & Library at Oakland (AAMLO), Chief; Correct the Salary Rates for Cable TV Production & Operations Manager, Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant; Adjust the Title of Police Program and Performance Auditor to Police Program and Performance Audit Supervisor; and Adjust the Title of Americans with Disabilities Act (ADA) Projects Coordinator to Disability Access Coordinator.

## EXECUTIVE SUMMARY

Adoption of the proposed ordinance is routine maintenance to ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended action, several necessary classifications will not be created or amended and could hinder the City's ability to recruit well for certain positions and would retain titles that are no longer relevant. As part of routine maintenance, it is also necessary to ensure that salary and bargaining unit information related to specific titles are accurate and appropriately aligned within the classification system.

## 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.

Item: \_\_\_\_\_  
Finance & Management Committee  
September 27, 2016

As applicable regulations or departmental operations change, staff in the Human Resources Management Department (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 correct and amend 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 are in progress, to modify existing classification titles, and to delete obsolete classifications. In cases in which union involvement was required, the appropriate notification and/or discussions occurred with the applicable unions (title changes, salary modification, and deletion of the museum classifications).

**New Classifications** – Several new classifications are being proposed as amendments to the City's Classification Plan. For the Human Services positions (Early Head Start Instructor, PPT, and Head Start Instructor, PPT), operations have changed as part of the grant award process and the department now requires permanent part-time positions to provide coverage at various sites. For the Parks and Recreation position (Van Driver, PPT), the new classification is being established as part of the City's agreement with the Service Employees International Union (SEIU, Local 1021) to convert certain part-time positions to permanent part-time positions. Discussions occurred between City staff and union representatives from Local 1021. The union does not object to the new classifications. Staff obtained approval for the establishment of the new Human Services and Parks and Recreation classifications at the Civil Service Board meetings of November 19, 2015, and February 9, 2012, respectively. Board approval of the classification specifications for the Fire Department is anticipated at the September 15, 2016, meeting.

**Classification Reactivation** – The Curator of History, Chief, classification was deleted on March 15, 2015 (Ordinance No. 13359 C.M.S.), as part of the action to abolish all existing Museum classifications. The City of Oakland is no longer involved in Oakland Museum of California operations. Unfortunately, one classification that contains an incumbent was inadvertently deleted. There is an incumbent in the classification who serves as the Chief Curator of the African American Museum & Library at Oakland. Staff is proposing to reactive the classification and amend the title from Curator of History, Chief, to Curator of the African American Museum & Library at Oakland (AAMLO), Chief. The incumbent will not be affected by this action. Discussion occurred between City staff and union representatives from the International Federation of Professional & Technical Engineers (IFPTE, Local 21), and the union does not have any objections.

**Classification Salary Rate Correction** – The Cable TV Production & Operations Manager classification (formerly Cable TV Operations Coordinator) was revised on March 15, 2015 (Ordinance No. 13359 C.M.S.), which included a title change and salary modification related to a classification study. However, the salary ordinance amendment erroneously reflected post-July 1, 2015, salary rates. This action will correct the erroneous salary rates and align the

correct rates with the March 31, 2015, effective date in the Oracle system to ensure that the affected incumbent receives an accurate retroactive payment.

**Correction of Salary Rates Related to Revised Effective Dates** – There are two classifications that were newly established in November 2015 (Ordinance No. 13336 C.M.S.), then subject to a technical correction regarding the retroactive effective date back to April 25, 2015. The second salary ordinance was approved on March 15, 2015 (Ordinance No. 13359 C.M.S.). However, that salary ordinance amendment erroneously reflected post-July 1, 2015, salary rates. This action will correct the erroneous salary rates and align the correct rates with the April 25, 2015, effective date in the Oracle system to ensure that the affected incumbents receive accurate retroactive payments.

**Classification Title Changes** – Two classifications require title changes, which will ensure that the assigned duties better reflect work and functional responsibilities. (1) The Police Program and Performance Auditor classification will be re-titled to Police Program and Performance Audit Supervisor. The title change will more accurately reflect the classification's placement in the hierarchy of the Oakland Police Department and ensure that is recognized as a supervisory level position. (2) The Americans with Disabilities Act (ADA) Projects Coordinator classification will be re-titled to Disability Access Coordinator to better reflect trends in the industry. The classification is also being designated as exempt under the Fair Labor Standards Act (FLSA) and is therefore being assigned to the UM2 bargaining unit in Local 21. Discussions occurred between City staff and Local 21 union representatives and the union does not object to the title changes.

Staff obtained approval for revision of the classifications, including title changes, at the Civil Service Board meetings on June 16, 2016, and August 18, 2016.

### **FISCAL IMPACT**

Adoption of the proposed Salary Ordinance Amendment does not require a change in the overall allocations for any of the affected departments. For new classifications, placeholder positions were added to the budget as part of the FY 2015-2017 budget cycle. Once the correct titles are established, the placeholder positions will be converted to positions with the new titles. All other changes are budget neutral and do not affect staffing or budget allocation.

### **PUBLIC OUTREACH / INTEREST**

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

### **COORDINATION**

HRM Department coordinated with departments regarding the proposed modifications. When necessary, Employee Relations was also involved. Representative unions were formally notified of the proposed legislation because the related actions are subject to mandatory bargaining

regulations. Discussions took place and there were no objections raised by the representative unions.

Additionally, the preparation of this report was coordinated with HRM, 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.

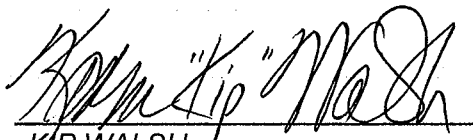
**Social Equity:** There are no social equity opportunities associated with this report.

### **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 Add the Permanent Part-time Classifications of Early Head Start Instructor, PPT, Head Start Instructor, PPT, and Van Driver, PPT; Reactivate and Amend the Title of Curator of History, Chief, to Curator of African American Museum & Library at Oakland (AAMLO), Chief; Correct the Salary Rates for Cable TV Production & Operations Manager, Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant; Adjust the Title of Police Program and Performance Auditor to Police Program and Performance Audit Supervisor; and Adjust the Title of Americans with Disabilities Act (ADA) Projects Coordinator to Disability Access Coordinator.

For questions regarding this report, please contact Kip Walsh, Acting HRM Director, at (510) 238-7334.

Respectfully submitted,



KIP WALSH  
Acting Director, Human Resources  
Management

Prepared by: Jaime Pritchett  
Principal Human Resource Analyst

  
CITY ATTORNEY

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_  
OFFICE OF THE CITY CLERK  
OAKLAND

2016 SEP 15 PM 1:57

**OAKLAND CITY COUNCIL**  
ORDINANCE No. \_\_\_\_\_ C.M.S.

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE PERMANENT PART-TIME CLASSIFICATIONS OF EARLY HEAD START INSTRUCTOR, PPT, HEAD START INSTRUCTOR, PPT, AND VAN DRIVER, PPT; REACTIVATE AND AMEND THE TITLE OF CURATOR OF HISTORY, CHIEF TO CURATOR OF AFRICAN AMERICAN MUSEUM & LIBRARY AT OAKLAND (AAMLO), CHIEF; CORRECT THE SALARY RATES FOR CABLE TV PRODUCTION & OPERATIONS MANAGER, ENVIRONMENTAL SERVICES ANALYST, ASSISTANT, AND CAPITAL IMPROVEMENT PROJECT COORDINATOR, ASSISTANT; ADJUST THE TITLE OF POLICE PROGRAM AND PERFORMANCE AUDITOR TO POLICE PROGRAM AND PERFORMANCE AUDIT SUPERVISOR; AND ADJUST THE TITLE OF AMERICANS WITH DISABILITIES ACT (ADA) PROJECTS COORDINATOR TO DISABILITY ACCESS COORDINATOR**

**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 upon passage unless otherwise specified in individual sections. 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 classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Early Head Start Instructor, PPT</u>	<u>PPXXX</u>	<u>Step 1</u>	<u>18.66</u>
		<u>Step 2</u>	<u>19.65</u>
		<u>Step 3</u>	<u>20.69</u>
		<u>Step 4</u>	<u>21.77</u>
		<u>Step 5</u>	<u>22.92</u>

**Section 3.** Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start Instructor, PPT</u>	<u>PPXXX</u>	<u>Step 1</u>	<u>18.66</u>
		<u>Step 2</u>	<u>19.65</u>
		<u>Step 3</u>	<u>20.69</u>
		<u>Step 4</u>	<u>21.77</u>
		<u>Step 5</u>	<u>22.92</u>

**Section 4.** Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.XXX Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Step</b>	<b>Salary</b>
<u>Van Driver, PPT</u>	<u>TRXXX</u>	<u>Step 1</u>	<u>14.97</u>
		<u>Step 2</u>	<u>15.75</u>
		<u>Step 3</u>	<u>16.56</u>
		<u>Step 4</u>	<u>17.43</u>
		<u>Step 5</u>	<u>18.35</u>

**Section 5.** Effective as of March 16, 2016, the following classification is reactivated and amended in Ordinance No. 12187 C.M.S. in the Unit UM1.75.019 Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Rate</b>	<b>Salary</b>
<u>Curator of African American Museum &amp; Library at Oakland (AAMLO), Chief Curator of History, Chief</u>	<u>EM131</u>	<u>Min</u>	<u>8994.37</u>
		<u>Max</u>	<u>11044.28</u>

**Section 6.** Effective as of March 31, 2015, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.016 Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Step</b>	<b>Salary</b>
Cable TV Production & Operations Manager	TC136	Step 1	7770.00 <u>7471.15</u>
		Step 2	8179.10 <u>7864.52</u>
		Step 3	8610.20 <u>8279.04</u>
		Step 4	9063.30 <u>8714.71</u>
		Step 5	9539.84 <u>9172.92</u>

**Section 7.** Effective as of April 25, 2015, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.006 Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Step</b>	<b>Salary</b>
Environmental Services Analyst, Assistant	AP447	Step 1	4769.92 <u>4586.46</u>
		Step 2	5020.66 <u>4827.56</u>
		Step 3	5284.60 <u>5081.35</u>
		Step 4	5563.20 <u>5349.23</u>
		Step 5	5856.47 <u>5631.22</u>

**Section 8.** Effective as of April 25, 2015, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.012 Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Step</b>		<b>Salary</b>
Capital Improvement Project Coordinator, Assistant	AP448	Step 1	<del>6391.67</del>	<u>6145.83</u>
		Step 2	<del>6728.92</del>	<u>6470.12</u>
		Step 3	<del>7082.30</del>	<u>6809.90</u>
		Step 4	<del>7456.21</del>	<u>7169.43</u>
		Step 5	<del>7847.72</del>	<u>7545.89</u>

**Section 9.** Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM2.75.017 Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Step</b>		<b>Salary</b>
<u>Police Program &amp; Performance Audit</u> Supervisor <del>Police Program and Performance</del> Auditor	AP291	Step 1		8158.57
		Step 2		8588.20
		Step 3		9039.82
		Step 4		9516.39
		Step 5		10016.39

**Section 10.** Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit ~~FW1~~UM2.75.016 Pay Grade Table to read as follows:

<b>Classification Title</b>	<b>Class No.</b>	<b>Step</b>		<b>Salary</b>
<u>Disability Access Coordinator</u> <del>Americans with Disabilities Act (ADA)</del> Projects Coordinator	AP382	Step 1	<del>7770.00</del>	<u>7770.01</u>
		Step 2	<del>8179.10</del>	<u>8179.10</u>
		Step 3	<del>8610.20</del>	<u>8610.20</u>
		Step 4	<del>9063.30</del>	<u>9063.30</u>
		Step 5	<del>9539.84</del>	<u>9539.85</u>

~~Section 11.~~ Pursuant to City of Oakland Charter Section 216, this ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; or, if it receives five (5) affirmative votes, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

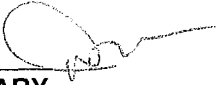
ABSTENTION-

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

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

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





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**DIGEST**

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add the Permanent Part-time Classifications of Early Head Start Instructor, PPT, Head Start Instructor, PPT, and Van Driver, PPT; Reactivate and Amend the Title of Curator of History, Chief, to Curator of African American Museum & Library at Oakland (AAMLO), Chief; Correct the Salary Rates for Cable TV Production & Operations Manager, Environmental Services Analyst, Assistant, and Capital Improvement Project Coordinator, Assistant; Adjust the Title of Police Program and Performance Auditor to Police Program and Performance Audit Supervisor; and Adjust the Title of Americans with Disabilities Act (ADA) Projects Coordinator to Disability Access Coordinator

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