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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:

*[Signature]*  
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 Change The Titles Of Information Systems Supervisor And Information Systems Manager To Information Systems Manager I And Information Systems Manager II, Respectively; And To Increase The Salary Rate For Information Systems Manager I**

## EXECUTIVE SUMMARY

Adoption of the proposed ordinance is routine maintenance to ensure accuracy of the City's classification plan and Salary Schedule and to support the City's ability to recruit well for positions in the Information Technology Department. 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 are administered and maintained by the Personnel Director with the approval of the Civil Service Board.

## ANALYSIS AND POLICY ALTERNATIVES

Upon a request from the Information Technology Department, Human Resources Management (HRM) reviewed the titles and salaries for the positions of Information Systems Supervisor and Information Systems Manager due to perceived difficulty in recruiting for the classifications in

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Finance & Management Committee  
September 27, 2016

the current market. A salary survey and review of the role of the Information Systems Supervisor position was conducted to determine whether a title change and salary increase could improve recruitment outcomes for the position and would better align the position with other structures in the City's classification plan. HRM determined that the changes would support the department's recruitment needs and should correspond with the new fiscal year (2016-2017).

As required, the City offered the representative union, IFPTE Local 21, an opportunity to meet and confer regarding the proposed changes. Local 21 indicated their agreement with the proposed title and classification specification revisions. The Civil Service Board approved the new titles and classification specifications at their December 17, 2015 meeting. Following discussion of this item at several meetings, Local 21 indicated that they were not opposed to the salary changes. The Salary Ordinance Amendment, if approved, would finalize all of the proposed actions related to the positions of Information Systems Supervisor and Information Systems Manager.

### **FISCAL IMPACT**

Adoption of the proposed Salary Ordinance Amendment does not require a change in the overall budget allocation for the Information Technology Department, and it aligns with the start of the new fiscal year. Current salaries for incumbents of the revised classification of Information Systems Manager I fall within the newly proposed rates and those staff will not receive an increase as a result of this action. If or when incumbents are eligible for merit increases into the higher rate, the department will absorb those costs through salary savings. 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 coordinated with the Information Technology Department regarding the proposed modifications. Through Employee Relations, IFPTE Local 21 was provided with an opportunity to meet and confer regarding the proposed changes since the related actions are mandatory subjects of bargaining. Discussions took place and there were no objections raised by the representative union.

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.

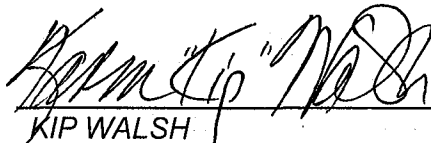
**Social Equity:** There are no social equity opportunities associated with this report.

**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 Change The Titles Of Information Systems Supervisor And Information Systems Manager To Information Systems Manager I And Information Systems Manager II, Respectively; And To Increase The Salary Rate For Information Systems Manager I.

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

2016 SEP 15 PM 1:09 OAKLAND CITY COUNCIL

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

**ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CHANGE THE TITLES OF INFORMATION SYSTEMS SUPERVISOR AND INFORMATION SYSTEMS MANAGER TO INFORMATION SYSTEMS MANAGER I AND INFORMATION SYSTEMS MANAGER II, RESPECTIVELY; AND TO INCREASE THE SALARY RATE FOR INFORMATION SYSTEMS MANAGER I**

**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 as set forth below. 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 as of July 1, 2016, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM2.75.018.019 Pay Grade Table to read as follows:

Classification Title	Class No.	Step/Range	Salary
<u>Information Systems Manager I</u>	SC169	Step 1/Min	8566.21 8994.36
<del>Information Systems Supervisor</del>		Step 2	9017.83
		Step 3	9491.45
		Step 4	9991.48
		Step 5/Max	10517.87 11044.29

**Section 3.** Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UM1.75.022 Pay Grade Table to read as follows:

Classification Title	Class No.	Range	Salary
<u>Information Systems Manager II</u>	EM187	Min	10412.31
		Max	12784.80

**Section 4.** 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, \_\_\_\_\_, 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 CHANGE THE TITLES OF INFORMATION SYSTEMS SUPERVISOR AND INFORMATION SYSTEMS MANAGER TO INFORMATION SYSTEMS MANAGER I AND INFORMATION SYSTEMS MANAGER II, RESPECTIVELY; AND TO INCREASE THE SALARY RATE FOR INFORMATION SYSTEMS MANAGER I**

**DIGEST**

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Change The Titles Of Information Systems Supervisor And Information Systems Manager To Information Systems Manager I And Information Systems Manager II, Respectively; And To Increase The Salary Rate For Information Systems Manager I

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