



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) for
Various Classifications and
Exemptions

DATE: February 23, 2026

City Administrator Approval 
Jestin Johnson (Mar 11, 2026 19:53:49 PDT)

Date: Mar 11, 2026

RECOMMENDATION

Staff Recommends That The City Council Adopt The Following Pieces Of Legislation:

- 1) **A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Parking Administrator From The Operation Of Civil Service; And**
- 2) **A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Constitutional Policing Administrator From The Operation Of Civil Service; And**
- 3) **A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Assistant Director, Human Services From The Operation Of Civil Service; And**
- 4) **An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To:**
 - (a) **Add The Full-Time Classification Of Parking Administrator; And**
 - (b) **Add The Full-Time Classification Of Constitutional Policing Administrator;**

And

 - (c) **Add The Full-Time Classification Of Assistant Director, Human Services; And**
 - (d) **Amend The Salary Of The Full-Time Classification Of Neighborhood Law Corps Attorney.**

EXECUTIVE SUMMARY

Adoption of the proposed resolutions will ensure that the City is able to appoint appropriate candidates to critical division head positions. This action is in accordance with Oakland City Charter Section 902(f) to seek exemption of the classifications of Parking Administrator, Constitutional Policing Administrator, and Assistant Director, Human Services from the operation of the competitive civil service. These "at-will" positions are budgeted in the Finance Department, City Administrator's Office (CAO), and Human Services Department (HSD), respectively.

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 the creation of new classifications and modifications to existing classifications that have already been approved by the Civil Service Board. The proposed items are related to classifications that are allocated in the following departments: the Finance Department, City Administrator's Office (CAO), Human Services Department (HSD), and Office of the City Attorney.

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 comprises 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.

The work of the Human Resources Management (HRM) Department supports the Citywide priority of being a trustworthy government transparency by ensuring the City's classification plan supports City services, including parking operations, police monitoring and accountability, human services management, and critical community concerns (e.g., tenant protection, substandard housing, public nuisance, and other key health and safety issues facing Oakland residents). Adoption of the proposed ordinance helps to advance Citywide Priorities.

New Full-Time Classifications – Three (3) new classifications are being created. They will be allocated in the Finance Department, City Administrator's Office, and Human Services Department and are proposed as amendments to the City's Classification Plan:

(1) Parking Administrator – The City is restructuring parking operations. There are efforts underway to move several parking functions from the Department of Transportation (DOT) to the Finance Department's new Parking Bureau. As part of this shift, there is a critical need to establish a division head Administrator position to oversee the changes and ongoing operations. The Parking Administrator will be responsible for directing and managing the operations of the Parking Bureau; overseeing parking services for the City, including parking enforcement, parking fines and fees collection, parking meter coin collection, operation of parking garages and off-street lots, issuance of individual residential parking permits, and administration of the Parking Citation Customer Center and speed safety camera citations; maintaining and enhancing parking meter/parking fee collection technology in conjunction with the Oakland Department of Transportation; providing expert guidance and advising City management staff on parking matters; making recommendations about policy changes, language, and implementation; and supervising, training, and evaluating assigned staff. This classification will be unrepresented and not covered by any bargaining group. The new classification specification is tentatively scheduled for Civil Service Board approval at its May 21, 2026, Meeting.

(2) Constitutional Policing Administrator – The City Administrator's Office is adding a position to serve in an internal, embedded monitoring and guidance role to improve accountability within the Oakland Police Department (OPD). This position will provide regular updates to the Mayor and City Administrator about OPD operations with an emphasis on the Negotiated Settlement Agreement (NSA). The Constitutional Policing Administrator will be responsible for enhancing internal accountability, updating the Mayor and City Administrator on a wide range of Oakland Police Department operations, ensuring compliance with the principles of constitutional policing as guided by the Negotiated Settlement Agreement (NSA) and national best practices, providing expert guidance to the Chief of Police and the executive command team to improve operations and community trust, making recommendations to change internal procedures and policies, and fostering and maintaining effective and collaborative relationships with a variety of stakeholders, including City departments, internal governing bodies, regional and state partners, community organizations and leaders, and other public and private agencies. This classification will be unrepresented and not covered by any bargaining group. The new classification specification is tentatively scheduled for Civil Service Board approval at its May 21, 2026, Meeting.

(3) Assistant Director, Human Services – The Human Services Department is adding a new assistant director position to help improve oversight of the department. Many departments already have assistant director positions, and this will ensure proper alignment of HSD's organizational structure while adding a necessary level of management capacity to oversee, monitor, and improve the Department's operations. The Assistant Director, Human Services will be responsible for directing and supporting daily operations in the department involving comprehensive health and human services and programs for the community, including programs for children and youth, aging and adult services, community housing, financial and transportation support services; assisting with planning, organizing, managing, and directing strategic, administrative, fiscal, and support services functions for the department; ensuring that programs and services, including contracts and grants, are managed with consistency and accountability; overseeing compliance with all governing regulations and participating in

program and financial audits; assisting with the development and administration of the departmental budget; and supervising, training, and evaluating assigned staff. This classification will be unrepresented and not covered by any bargaining group. The new classification specification is tentatively scheduled for Civil Service Board approval at its May 21, 2026, Meeting.

Salary Adjustment –Neighborhood Law Corps Attorney – One classification in the Office of the City Attorney requires a salary adjustment due to ensure internal equity among entry-level attorney classifications: Neighborhood Law Corps Attorney. The Neighborhood Law Corps (NLC) is a community-facing, affirmative litigation unit. Through civil lawsuits and other enforcement actions, the NLC focuses on tenant protection, substandard housing, public nuisance, and other key health and safety issues facing Oakland residents. There are currently four filled NLC Attorney positions. These positions are separate from the Deputy City Attorney series since they have such a specific purpose and focus in support of the NLC. However, it is necessary to ensure comparable compensation of entry-level attorney classifications. This salary adjustment will promote proper alignment and help the City attract and retain high-caliber employees. The union was notified of this proposal in November 2025. Information was exchanged between the City and the union from November 2025 to January 2026. In an email dated January 22, 2026, the International Federation of Professional and Technical Engineers, Local 21, the union that represents this classification, confirmed that they had no objections to the proposed salary adjustment.

FISCAL IMPACT

Adoption of the proposed Salary Ordinance Amendment adding the new classifications will not automatically add the positions to the Finance Department, City Administrator's Office, and HSD. The new classifications will require each department to coordinate with the Budget Bureau to convert placeholder classifications and submit Add/Delete requests during FY 2025-26.

The increase in salary for the Neighborhood Law Corps Attorney classification in the Office of the City Attorney will cost the City an additional \$102,000 for the remainder of FY 2025-26 and approximately \$245,000 for FY 2026-27 in Fund 1010 (General Purpose Fund). It will be included in the upcoming FY 2026-27 Midcycle budget.

PUBLIC OUTREACH / INTEREST

No public outreach was deemed necessary 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 some 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, the 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.

ACTION REQUESTED OF THE CITY COUNCIL

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 - (d) Amend The Salary Of The Full-Time Classification Of Neighborhood Law Corps Attorney.

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

Respectfully submitted,


Mary Hao (Mar 11, 2026 19:50:04 PDT)

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