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OFFICE OF THE CITY CLERK
OAKLAND

2019 JUN 13 PM 2:31

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: June 3, 2019

City Administrator Approval

Date:

6/12/19

RECOMMENDATION

Staff Recommends that the City Council Adopt:

(1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Transportation From The Operation Of Civil Service; and

(2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-time Classification Manager, Transportation; To Add The Full-time Classification Of Accounting Analyst, Principal; To Add The Full-time Classification Of Buyer, Senior; To Add The Full-time Classification Of Courier; To Amend The Title Of The Full-time Classification Of Reproduction Offset Operator To Reprographic Offset Operator; And To Amend The Title Of The Full-time Classification Of Reproduction Assistant To Reprographic Assistant.

EXECUTIVE SUMMARY

Adoption of the proposed resolution recommending exemption of the Manager, Transportation classification from the Civil Service Board and 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 modifications to existing classification titles that have already been approved by the Civil Service Board. The proposed items are related to classifications that are allocated in the following departments: Department of Transportation, Finance Department, and Information Technology Department.

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.

Item: _____
Finance & Management Committee
June 25, 2019

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 Classification That Will Be Exempted From Civil Service – One new classification is being proposed for exemption from the operation of the civil service. Staff determined that the Manager, Transportation classification should be exempt from civil service. It will be represented by the International Federation of Professional and Technical Engineers (IFPTE, Local 21). Multiple meetings occurred in 2019, and Local 21 confirmed that there are no objections to the creation of the proposed new classification. This item is tentatively scheduled for the August 15, 2019 Civil Service Board meeting to seek approval of the request to exempt the Manager, Transportation from the competitive civil service.

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

(1) Manager, Transportation will be in the Department of Transportation (DOT). It will be responsible for: using operational decision making in the direction and coordination of work; planning, organizing, managing, and directing staff in the review and implementation of the City's major projects in transportation planning, traffic engineering, complete streets, mobility and parking services; developing programs and administering capital improvement projects and budgets; and supervising subordinate supervisors. Local 21 was notified of the proposal to create this new classification. The union reviewed the proposal and responded with an email stating there were no objections to the proposal. The Civil Service Board is expected to approve the new Manager, Transportation classification at an upcoming meeting as early as August 15, 2019.

(2) Accounting Analyst, Principal will be in the Finance Department. It will be responsible for: planning, organizing, and overseeing aspects of Citywide accounting operations and financial reporting functions; assigning, training, reviewing, and supervising the work of assigned accounting staff; and providing support to Finance Department management as required. The Confidential Management Employees Association (CMEA) was notified of the proposal to create this new classification in their bargaining unit. CMEA reviewed the proposal and responded with an email stating there were no objections to the proposal. The Civil Service Board is expected to approve the new Accounting Analyst, Principal classification at the July 18, 2019 meeting.

(3) Buyer, Senior will be in the Finance Department as well. It will be responsible for: assisting the Purchasing Supervisor with day-to-day activities related to purchasing; promoting the most effective use of City funds in the acquisition of assigned commodities consistent with the City's Charter and Municipal Code; consulting with departments in assessing requirements and developing specifications for the procurement of supplies, materials, and services; and training and providing lead direction to assigned staff. Local 21 was notified of the proposal to create this new classification in their bargaining unit. The union reviewed the proposal and responded with an email stating there were no objections to the proposal. The Civil Service Board is expected to approve the new Buyer, Senior classification at the June 20, 2019 meeting.

(4) Courier will be a citywide classification for use by multiple departments. It will be responsible for: receiving and transporting incoming and outgoing mail; driving a City vehicle for item pick-up and delivery to various locations; transporting supplies, materials, and equipment; taking inventory of, orders, and delivers departmental supplies, materials, and equipment; maintaining files and records; and performing routine clerical tasks. The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create this new classification in their bargaining unit. The union reviewed the proposal and responded with an email stating there were no objections to the proposal. The Civil Service Board already approved the new classification at its March 21, 2019 meeting.

Classification Title Changes – Two classifications require title changes, which will ensure that the classifications accurately convey the requirements of the position as needed by the City's Information Technology Department in its current configuration. The title changes are as follows: Reprographic Offset Operator (formerly Reproduction Offset Operator) and Reprographic Assistant (formerly Reproduction Assistant). The old titles are being replaced by titles that are more reflective of current trends in the industry and better align with the City's organizational structure. The supervisory classification in the series is already titled Reprographic Shop Supervisor. The City met with Local 1021 on several occasions in 2019. The union confirmed that there are no objections to modernizing these classifications titles. The revised titles will be submitted for review and approval by the Civil Service Board at an upcoming meeting as part of routine classification specification revisions.

FISCAL IMPACT

Adoption of the proposed Salary Ordinance Amendment requires changes to four position allocations once the new classifications have been approved, and the placeholder positions will be converted. For all four new classifications, placeholders are included in the proposed Biennial Budget for FY 2019-2021. The classification title changes are budget neutral, and there are no fiscal impacts to revising the titles of either classification in the reprographic shop.

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.

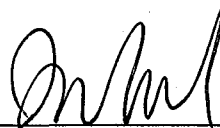
Social Equity: There are no social equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council Adopt: (1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Transportation From The Operation Of Civil Service; And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-time Classification Manager, Transportation; To Add The Full-time Classification Of Accounting Analyst, Principal; To Add The Full-time Classification Of Buyer, Senior; To Add The Full-time Classification Of Courier; To Amend The Title Of The Full-time Classification Of Reproduction Offset Operator To Reprographic Offset Operator; And To Amend The Title Of The Full-time Classification Of Reproduction Assistant To Reprographic Assistant.

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

Respectfully submitted,



IAN APPLEYARD

Director, Human Resources Management

Reviewed by: Greg Preece
Human Resources Manager
Recruitment, Classification & Benefits Division

Prepared by: Jaime Pritchett
Principal Human Resource Analyst
Recruitment, Classification & Benefits Division

Item: _____

Finance & Management Committee
June 25, 2019

FILED
OFFICE OF THE CITY CLERK
OAKLAND

Caryl Corder
City Attorney's Office

2019 JUN 13 PM 2:31

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF MANAGER, TRANSPORTATION FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Manager, Transportation is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Manager, Transportation is an expert level classification responsible for approving policies and ensuring compliance while governing multiple program areas (transportation planning, traffic engineering, complete streets, mobility, parking services, and capital improvement projects) having major impact on the attainment of the goals of the City; and

WHEREAS, the Manager, Transportation is a management classification with overall responsibility for daily operations in a division of the Department of Transportation and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

WHEREAS, the incumbent in the Manager, Transportation position is expected to exercise considerable discretion in carrying out the City's mission for with there is a high consequence of error; now, therefore, be it

RESOLVED, the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Manager, Transportation be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council of the
City of Oakland, California