

2009 OCT 29 PM 7:31 **CITY OF OAKLAND**
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: November 10, 2009

RE: **Supplemental Report to the Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (the Salary Ordinance) to Add the Permanent Part Time (PPT) and Part Time (PT) Equivalent Classifications of: Real Estate Agent, PT; Receptionist to the City Auditor, PT; Real Estate Agent, PPT; Receptionist to the City Auditor, PPT; Contract Compliance Officer, PPT; and Police Records Specialist, PPT**

SUMMARY

At the October 27, 2009 Finance and Management Committee meeting, the Committee directed staff to come back with a revised Ordinance that included the technical corrections necessary for accuracy and to explain the addition of two classifications to the City Auditor's office. This report provides the requested information.

FISCAL IMPACT

There are no fiscal impacts associated with this report. The changes to the Salary Ordinance serve only to update and revise the City's job classification system. If departments wish to add positions in their budgets, they are required to submit those changes through the City Council budget approval process.

BACKGROUND

The Part Time (PT) and Permanent Part Time (PPT) classifications were created as the result of a survey of department needs conducted by the Department of Human Resources Management. Some of the work is currently being performed by employees in Temporary Contract Service Employee classifications. Creation of these PT and PPT classifications will assist the City's ongoing efforts to manage and reduce the use of Temporary Contract Service Employees and will provide departments with additional flexibility in meeting their staffing needs.

KEY ISSUES AND IMPACTS

The addition of the classifications of City Auditor Receptionist, PPT and City Auditor Receptionist, PT will not add positions to the City Auditor's budget, rather, creation of these classifications will allow for greater staffing flexibility within the established budget for that office.

SUSTAINABLE OPPORTUNITIES

No economic, environmental, or social equity opportunities have been identified.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no direct disability or senior citizen access issues associated with this report.


RECOMMENDATION(S) AND RATIONALE

Staff recommends that Council accept this report and approve the accompanying Ordinance.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the City Council approve this Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

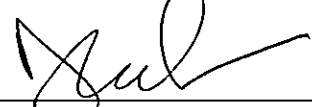
Respectfully submitted,



Wendell L. Pryor, Director
Department of Human Resources Management

Prepared by:
Veronica Hodge, Human Resources Manager
Recruitment & Classification Division, DHRM

APPROVED AND FORWARDED TO THE
FINANCE COMMITTEE:



Office of the City Administrator

Item: _____
Finance and Management Committee
November 10, 2009

DRAFT

City Attorney

FILED
INTRODUCED BY COUNCIL MEMBER
OAKLAND

2009 OCT 29 PM 7:31

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT PART TIME (PPT) AND PART TIME (PT) EQUIVALENT CLASSIFICATIONS OF: REAL ESTATE AGENT, PPT; REAL ESTATE AGENT, PT; RECEPTIONIST TO THE CITY AUDITOR, PPT; RECEPTIONIST TO THE CITY AUDITOR, PT; CONTRACT COMPLIANCE OFFICER, PPT; AND POLICE RECORDS SPECIALIST, PPT

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TF1.75.011 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Real Estate Agent, PPT	AP408 – PPT	1 6115.04
		2 6436.43
		3 6774.74
		4 7131.40
		5 7506.35

Section 2. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TL1.75.023 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Real Estate Agent, PT	AP409 – PT	1 6115.04
		2 6436.43
		3 6774.74
		4 7131.40
		5 7506.35

Section 3. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.002 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Receptionist to the City Auditor, PPT	SS204 – PPT	1 3662.34
		2 3855.31
		3 4057.86
		4 4271.36
		5 4497.18

Section 4. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TL1.75.024 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Receptionist to the City Auditor, PT	SS205 – PT	1 3662.34
		2 3855.31
		3 4057.86
		4 4271.36
		5 4497.18

Section 5. Effective, date of passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.042 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Contract Compliance Officer, PPT	AP410 – PPT	1 5852.84
		2 6160.15
		3 6484.37
		4 6826.91
		5 7186.37

Section 6. Effective, January 31, 2008, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.029 Pay Grade Table to read as follows:

<u>Classification Name</u>	<u>Class No.</u>	<u>Pay Steps/Range</u>
Police Records Specialist, PPT	SS206 – PPT	1 21.19
		2 22.32
		3 23.49
		4 24.73
		5 26.03

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
 LaTonda Simmons
 City Clerk and Clerk of the Council
 of the City of Oakland, California

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 (THE SALARY ORDINANCE) TO: ADD THE PERMANENT PART TIME (PPT) AND PART TIME (PT) EQUIVALENT CLASSIFICATIONS OF: REAL ESTATE AGENT, PPT; REAL ESTATE AGENT , PT; RECEPTIONIST TO THE CITY AUDITOR, PPT; RECEPTIONIST TO THE CITY AUDITOR, PT; CONTRACT COMPLIANCE OFFICER, PPT; AND POLICE RECORDS SPECIALIST, PPT

Digest

An Ordinance amending the salary schedule of Ordinance No. 12187 (The Salary Ordinance) to: add the Permanent Part Time (PPT) and Part Time (PT) equivalent classifications of: Real Estate Agent, PT; Receptionist to the City Auditor, PT; Real Estate Agent, PPT; Receptionist to the City Auditor, PPT; Contract Compliance Officer, PPT; and Police Records Specialist, PPT
