

CITY OF OAKLAND

AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2011 FEBRU 29 AM 10:29 of the City Administrator

ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: March 8, 2011

RE: Report and Ordinance to Make Corrections to Ordinance No. 12985 C.M.S. and 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, 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

SUMMARY

City Council adopted Ordinance No. 12985 C.M.S. on December 14, 2009 (*Attachment A*) which authorized the addition of certain classifications to the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance); however there were typographical errors in the ordinance document. Unless the record is corrected, the classifications cannot be implemented as adopted. Staff recommends that City Council adopt the revised ordinance to make the necessary correction and amend the Salary Ordinance as originally intended.

FISCAL IMPACT

The proposed ordinance makes technical corrections to an existing ordinance. There are no fiscal impacts associated with adoption of the proposed ordinance.

BACKGROUND

Ordinance No. 12187 C.M.S. establishes salaries and other terms and conditions of City employment, including the classification of positions. Amendments to the Ordinance, including changes to the salary schedule, are required periodically to keep the Salary Ordinance current.

Ordinance No. 12985 C.M.S. adopted on December 14, 2009 authorized the addition of 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. Staff had requested that the classifications be added to the Salary Ordinance to provide flexibility to the hiring departments to meet their specific staffing needs.

Item: _____
Finance & Management Committee
March 8, 2011

KEY ISSUES AND IMPACTS

Ordinance No. 12985 C.M.S. adopted on December 14, 2009 has not been implemented as authorized due to typographical errors that must first be corrected. The language of the previously authorized ordinance identified the wrong bargaining units, classification codes, and pay grade designations; the ordinance amendment being proposed corrects those errors. The attached, revised ordinance provides the corrections using the following conventions: additions are indicated by underscoring and deletions are indicated by ~~strike-through-type~~; portions of the ordinance not shown in underscoring or strike-through type are not changed.

SUSTAINABLE OPPORTUNITIES

There are no economic, environmental, or social equity opportunities associated with the ordinance proposed in this report.

DISABILITY AND SENIOR CITIZEN ACCESS

All classifications within the City's classification plan are compliant with the requirements of the Americans with Disabilities and the Older Americans Acts.

RECOMMENDATION(S) AND RATIONALE

This amendment to the Salary Ordinance is required to implement the addition of classifications originally authorized in Ordinance No. 12985 C.M.S. adopted on December 14, 2009. 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 the proposed ordinance to effect changes necessary to update and maintain the classification system for the City of Oakland.

Respectfully submitted,



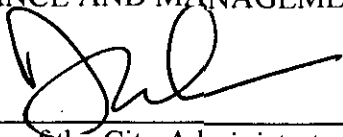
Andrea R. Gourdine, Director
Department of Human Resources Management

Prepared by:
Kip Walsh, Interim HR Manager
Recruitment & Classification Division, DHRM

Attachments:

A – Ordinance No. 12985 CMS

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



Office of the City Administrator

Item: _____
Finance & Management Committee
March 8, 2011

FILED
 OFFICE OF THE CITY CLERK
 INTRODUCED BY COUNCIL MEMBER
 OAKLAND
 2009 OCT 15 PM 3:17

APPROVED AS TO FORM AND LEGALITY


 City Attorney

OAKLAND CITY COUNCIL
ORDINANCE NO. 12985 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, 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

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 upon passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit TF1.75.011 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Real Estate Agent, PPT</u>	<u>AP30 - PPT</u>	<u>1 6115.04</u>
		<u>2 6436.43</u>
		<u>3 6774.74</u>
		<u>4 7131.40</u>
		<u>5 7506.35</u>
<u>Real Estate Agent, PT</u>	<u>AP30 - PT</u>	<u>1 6115.04</u>
		<u>2 6436.43</u>
		<u>3 6774.74</u>
		<u>4 7131.40</u>
		<u>5 7506.35</u>

Section 3. Effective upon passage, the following classifications are added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.002 Pay Grade Table to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Receptionist to the City Auditor, PPT</u>	<u>SS19 - PPT</u>	<u>1 3662.34</u>
		<u>2 3855.31</u>
		<u>3 4057.86</u>
		<u>4 4271.36</u>
		<u>5 4497.18</u>

<u>Receptionist to the City Auditor, PPT</u>	<u>SS19 – PT</u>	<u>1</u>	<u>3662.34</u>
		<u>2</u>	<u>3855.31</u>
		<u>3</u>	<u>4057.86</u>
		<u>4</u>	<u>4271.36</u>
		<u>5</u>	<u>4497.18</u>

Section 4. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.042 Pay Grade Tabic to read as follows:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Contract Compliance Officer, PPT</u>	<u>AP15 – PPT</u>	<u>1 5852.84</u>
		<u>2 6160.15</u>
		<u>3 6484.37</u>
		<u>4 6826.91</u>
		<u>5 7186.37</u>

Section 5. Effective upon passage, 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:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
<u>Police Records Specialist, PPT</u>	<u>SS16 – PPT</u>	<u>1 21.19</u>
		<u>2 22.32</u>
		<u>3 23.49</u>
		<u>4 24.73</u>
		<u>5 26.03</u>

IN COUNCIL, OAKLAND, CALIFORNIA, DEC 8 2009, 20

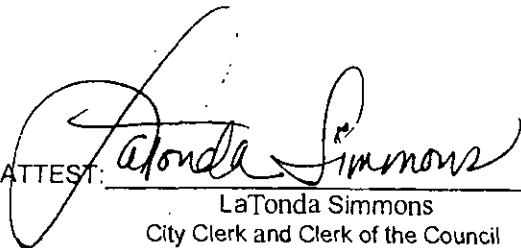
PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT BRUNNER -8

NOES- 0

ABSENT- 0

ABSTENTION- 0

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

DATE OF ATTESTATION: 12-14-09

Introduction Date: **NOV 17 2009**

FILED
CLERK OF THE CITY OF OAKLAND

APPROVED AS TO FORM AND LEGALITY

City Attorney

INTRODUCED BY COUNCILMEMBER _____
FEB 24 AM 11:30

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

ORDINANCE TO MAKE CORRECTIONS TO ORDINANCE NO. 12985 C.M.S. AND 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, 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

WHEREAS, Ordinance No. 12985 C.M.S. amending the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance) and adopted December 14, 2009 was found to contain typographical errors; and

WHEREAS, the Salary Schedule of Ordinance No. 12187 C.M.S. must contain true and correct information to be implemented as ordained; now, therefore

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 shown in underscoring or ~~strike-through type~~ are not changed.

Section 2. 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:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>
Real Estate Agent, PPT	AP30 <u>AP408</u> – PPT	1 6115.04
		2 6436.43
		3 6774.74
		4 7131.40
		5 7506.35
Real-Estate-Agent,PT	AP30 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 TL1.75.023 Pay Grade Table to read as follows:

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

~~Section 3.~~ 4. 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:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>	
Receptionist to the City Auditor, PPT	SS19 SS204 – PPT	1	3662.34
		2	3855.31
		3	4057.86
		4	4271.36
		5	4497.18

Receptionist-to-the-City-Auditor,-PPT	SS19 – PT	4	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 TL1.75.024 Pay Grade Table to read as follows:

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

Section 4-6. 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:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>	
Contract Compliance Officer, PPT	AP15 AP410 – PPT	1	5852.84
		2	6160.15
		3	6484.37
		4	6826.91
		5	7186.37

Section 5.7. Effective, date of passage, 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:

<i>Classification Name</i>	<i>Class No.</i>	<i>Pay Steps/Range</i>	
Police Records Specialist, PPT	AP15 <u>SS206</u> – PPT	1	21.19
		2	22.32
		3	23.49
		4	24.73
		5	26.03

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2011

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF and PRESIDENT REID

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 MAKE CORRECTIONS TO THE RECORD FOR 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
