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OAKLAND

CITY OF OAKLAND NOV 28 PM 12:12

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: ANDREA R. GOURDINE
DHRM DIRECTOR

SUBJECT: Amendment to Ordinance No. 12187 C.M.S. DATE: November 5, 2012

City Administrator
Approval

Date 11/20/12

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff Recommends that Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Change the Title of Administrative Assistant to the Mayor to Special Assistant to the Mayor I; And to Change the Title of Special Assistant to the Mayor to Special Assistant to the Mayor II; And to Add Permanent Part Time And Part Time Designations For the Classifications of Special Assistant to the Mayor I And Special Assistant to the Mayor II; And to Add the Classification of Special Assistant to the Mayor III; And to Remove the Classifications of Mayor's Public Service Employee 14 (CONF), Mayor's Public Service Employee 51, Mayor's Public Service Employee 51 PPT, Mayor's Public Service Employee 51 PT, Public Service Employee 14, Public Service Employee 14 PT, Public Service Employee 51, Public Service Employee 51 PPT, Public Service Employee 51 PT, Public Service Employee 51 (CONF), And Public Service Employee 51 PPT (CONF)

OUTCOME

The proposed ordinance is presented to provide the Office of the Mayor with greater flexibility for staffing *within the current budget appropriation for the Mayor's Office*. Approval of the proposed ordinance will not have any fiscal impact (will neither increase nor decrease) for the Mayor's Office budget.

The existing classifications in the Mayor's Office are not currently organized in a way that provides an appropriate classification series and salary structure. The Mayor's Chief of Staff is assigned to a temporary classification pending creation of an appropriate title in the City's classification system. If City Council chooses not to take the recommended action, the Office of the Mayor will not have an appropriate range of classifications and salary rates to which the work of that office may be assigned and the classification plan will continue to be out of alignment. Additionally, there was a 1998 agreement with the International Federation of Professional and Technical Employees Local 21 that positions in the classifications of Public Service Employee 14 and Public Service Employee 51 and their permanent part time (PPT) and part time (PT) equivalents would be eliminated following other actions pertaining to incumbents

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at the time. If City Council chooses not to remove those classifications, the 1998 agreement will continue to be unresolved.

BACKGROUND/LEGISLATIVE HISTORY

The Mayor's Office requested that the classifications in that office be modified to create a related series of titles that could be used broadly for a variety of assignments. The existing titles did not provide sufficient transparency or distinction among the various members of the Mayor's staff. The proposed legislation would create a classification series in the Mayor's office that is sufficiently broad and would offer the Mayor more flexibility for staff assignments and salary ranges. The addition of the Special Assistant to the Mayor III classification would provide an appropriate level and classification for the Mayor's Chief of Staff who is currently in a temporary classification.

In meeting with staff from the Mayor's Office and with representatives of Local 21 to discuss the Special Assistant to the Mayor series, it was asserted that there had been an agreement between the City and Local 21 that the "Public Service Employee" classifications outside of the Mayor's and Council's staff classifications would be eliminated. A sideletter dated June 15, 1998 supports the assertion that such an agreement was reached. The proposed legislation formalizes the administrative steps necessary to close out that agreement.

ANALYSIS

The classification specifications for the "Special Assistant to the Mayor" series (I, II, and III) allow for incumbents to perform a range of duties from routine administrative tasks to complex analytical or managerial assignments in support of the Mayor and the Mayor's Office. Projects may include legislative research, community outreach and contact with the public and diverse community groups, legislation development, policy and procedure development, and representing the Mayor at meetings and functions. Pursuant to the Oakland Charter 902(b), positions in the series are exempt from the regulations of the Civil Service Board. Incumbents are expected to exercise considerable latitude and independent judgment and must rapidly develop familiarity with City departments, functions and staff.

There are three levels in the Special Assistant to the Mayor series that are distinguished from one another by complexity, sensitivity and degree of involvement by the public and governmental agencies. The Special Assistant to the Mayor III may serve as the Mayor's Chief of Staff.

PUBLIC OUTREACH

No public outreach was required.

COORDINATION

The Department of Human Resources Management (DHRM) coordinated the creation of the classification with the Mayor's Office and the City Administrator's offices of Budget and

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Employee Relations. Local 21 was provided with an opportunity to review the recommendations prior to submission and indicated they had no objections to the revisions of existing classifications and the creation of the new Special Assistant to the Mayor III classification. The Civil Service Board approved the new and revised classifications at its October 11, 2012 meeting.

COST SUMMARY/IMPLICATIONS

The proposed Salary Ordinance amendment has no fiscal impact in that it does not represent the addition of staffing, nor does it represent a change to the Mayor's Office budget allocation.

SUSTAINABLE OPPORTUNITIES

Economic -- not applicable.

Environmental -- not applicable.

Social Equity -- not applicable.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



ANDREA R. GOURDINE
Director, Dept. of Human Resources Management

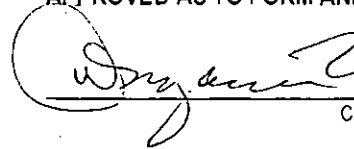
Prepared by:
Kip Walsh, Recruitment & Classification Manager

Attachments

- 1) Ordinance: *Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Change the Title of Administrative Assistant to the Mayor to Special Assistant to the Mayor I; And to Change the Title of Special Assistant to the Mayor to Special Assistant to the Mayor II; And to Add Permanent Part Time And Part Time Designations For the Classifications of Special Assistant to the Mayor I And Special Assistant to the Mayor II; And to Add the Classification of Special Assistant to the Mayor III; And to Remove the Classifications of Mayor's Public Service Employee 14 (CONF), Mayor's Public Service Employee 51, Mayor's Public Service Employee 51 PPT, Mayor's Public Service Employee 51 PT, Public Service Employee 14, Public Service Employee 14 PT, Public Service Employee 51, Public Service Employee 51 PPT, Public Service Employee 51 PT, Public Service Employee 51 (CONF), And Public Service Employee 51 PPT.(CONF)*

Item: _____
City Council
November 27, 2012

FILED
OFFICE OF THE CITY
INTRODUCED BY COUNCIL MEMBER: ERIC


CITY ATTORNEY

2012 NOV 28 PM 12:18

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CHANGE THE TITLE OF ADMINISTRATIVE ASSISTANT TO THE MAYOR TO SPECIAL ASSISTANT TO THE MAYOR I; AND TO CHANGE THE TITLE OF SPECIAL ASSISTANT TO THE MAYOR TO SPECIAL ASSISTANT TO THE MAYOR II; AND TO ADD PERMANENT PART TIME AND PART TIME DESIGNATIONS FOR THE CLASSIFICATIONS OF SPECIAL ASSISTANT TO THE MAYOR I AND SPECIAL ASSISTANT TO THE MAYOR II; AND TO ADD THE CLASSIFICATION OF SPECIAL ASSISTANT TO THE MAYOR III; AND TO REMOVE THE CLASSIFICATIONS OF MAYOR'S PUBLIC SERVICE EMPLOYEE 14 (CONF), MAYOR'S PUBLIC SERVICE EMPLOYEE 51, MAYOR'S PUBLIC SERVICE EMPLOYEE 51 PPT, MAYOR'S PUBLIC SERVICE EMPLOYEE 51 PT, PUBLIC SERVICE EMPLOYEE 14, PUBLIC SERVICE EMPLOYEE 14 PT, PUBLIC SERVICE EMPLOYEE 51, PUBLIC SERVICE EMPLOYEE 51 PPT, PUBLIC SERVICE EMPLOYEE 51 PT, PUBLIC SERVICE EMPLOYEE 51 (CONF), AND PUBLIC SERVICE EMPLOYEE 51 PPT (CONF)

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 classification is revised in Ordinance No. 12187 C.M.S. in the Unit U31-75-036 TA1.75.038 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor I</u>	MA102	Min	5121.25
Administrative Assistant to the Mayor		Max	8868.45

Section 3. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TA1.75.038 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor I, PPT</u>	<u>MA154</u>	Min	<u>5121.25</u>
		Max	<u>8868.45</u>

Section 4. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TL1.75.027 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor I, PT</u>	<u>MA155</u>	Min	<u>5121.25</u>
		Max	<u>8868.45</u>

Section 5. Effective upon passage, the following classification is revised in Ordinance No. 12187 C.M.S. in the Unit UM1.75.037 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor II</u>	<u>EM215</u>	Min	6268.13
		Max	10212.39

Section 6. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit UM1.75.037 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor II, PPT</u>	<u>EM251</u>	Min	<u>6268.13</u>
		Max	<u>10212.39</u>

Section 7. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TL1.75.028 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor II, PT</u>	<u>EM252</u>	Min	<u>6268.13</u>
		Max	<u>10212.39</u>

Section 8. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit UK2.75.029 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Special Assistant to the Mayor III</u>	<u>EM250</u>	Min	<u>8394.91</u>
		Max	<u>13813.14</u>

Section 9. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TA1.75.035 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Mayor's Public Service Employee 14 (CONF)	SS444	Min	1360.58
		Max	6509.00

Section 10. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TA1.75.036 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Mayor's Public Service Employee (PSE) 51	AP238	Min	3213.44
		Max	6979.79

Section 11. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TA1.75.036 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Mayor's Public Service Employee (PSE) 51, PPT	AP240	Min	3213.44
		Max	6979.79

Section 12. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TL1.75.005 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Mayor's Public Service Employee (PSE) 51, PT	AP239	Min	3216.18
		Max	7327.40

Section 13. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TW1.75.035 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 14	SS166	Min	1360.58
		Max	6509.00

Section 14. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TL1.75.003 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 14, PT	SS168	Min	1360.58
		Max	6511.73

Section 15. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TW1.75.037 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 51	AP363	Min	3213.44
		Max	9811.40

Section 16. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TW1.75.037 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 51, PPT	AP307	Min	3213.44
		Max	9811.40

Section 17. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TL1.75.004 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 51, PT	AP306	Min	3213.44
		Max	9816.87

Section 18. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TA1.75.036 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 51(CONF)	AP305	Min	3213.44
		Max	6979.79

Section 19. Effective upon passage, the following classification is deleted from Ordinance No. 12187 C.M.S. in the Unit TA1.75.036 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
Public Service Employee 51, PPT (CONF)	AP303	Min	3213.44
		Max	6979.79

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

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

DATE OF ATTESTATION _____

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DIGEST

An Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Change the Title of Administrative Assistant to the Mayor to Special Assistant to the Mayor I; And to Change the Title of Special Assistant to the Mayor to Special Assistant to the Mayor II; And to Add Permanent Part Time And Part Time Designations For the Classifications of Special Assistant to the Mayor I And Special Assistant to the Mayor II; And to Add the Classification of Special Assistant to the Mayor III; And to Remove the Classifications of Mayor's Public Service Employee 14 (CONF), Mayor's Public Service Employee 51, Mayor's Public Service Employee 51 PPT, Mayor's Public Service Employee 51 PT, Public Service Employee 14, Public Service Employee 14 PT, Public Service Employee 51, Public Service Employee 51 PPT, Public Service Employee 51 PT, Public Service Employee 51 (CONF), And Public Service Employee 51 PPT (CONF)
