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OFFICE OF THE CITY CLERK
OAKLAND
2016 MAR 10 PM 6:01

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Anil Comelo
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)

DATE: February 29, 2016

City Administrator Approval

Date:

3/10/16

RECOMMENDATION

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Early Head Start Instructor; Add the Full-time, Permanent Part-time, and Part-time Equivalents of the New Head Start/Early Head Start Substitute Associate Instructor Classification; Add the Part-time Equivalent Food Service Worker, PT Classification; and Adjust the Title of Early Childhood Instructor to Head Start Instructor.

EXECUTIVE SUMMARY

Adoption of the proposed ordinance is routine maintenance to ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended action, several necessary classifications will not be created or amended and could hinder the City's ability to recruit well for certain positions associated with its Head Start and Early Head Start programs. As part of routine maintenance, it is also necessary to ensure that salary and bargaining unit information related to specific titles are accurate and appropriately aligned within the classification system.

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 the Human Resources Management Department (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

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accompanying this report is comprised of various routine actions to correct and amend 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 are in progress, add new classifications, and modify existing classification titles. In cases in which union involvement was required, the appropriate notification and discussions occurred with the applicable union (new classifications and title changes) so that meet and confer obligations were met.

New Classifications – Two new classifications are being proposed for use in the Human Services Department. The Early Head Start Instructor classification will be equivalent to the Head Start Instructor classification but will be assigned to Early Head Start centers. The new Head Start/Early Head Start Substitute Associate Instructor classification is intended to fill vacancies at the Head Start and Early Head Start centers while instructors are absent or on extended leave to ensure the required staffing ratios are achieved. Discussions occurred between City staff in HRM and the Human Services Department, and union representatives for the Service Employees International Union (SEIU), Local 1021. The union does not object to the new classifications. Staff obtained approval for the establishment of the new classifications at the Civil Service Board meeting on November 19, 2015. Subsequent meetings were held with Local 1021 in early 2016 for specific discussions related to the proposed salary rates. All potential concerns were addressed and the union does not object to the proposed salaries.

New Part-Time Equivalent Classification – The Full-time Food Service Worker classification already exists, however there is a need to add the Part-time (PT) equivalent. These part-time positions will not replace the existing full-time positions. Instead, they will be used to properly classify the existing temporary staff that serve as back-up. Discussions occurred between City staff in HRM and the Human Services Department and Local 1021 union representatives. The union does not object to the new part-time equivalent classification.

Classification Title Changes – The Full-time and Part-time Early Childhood Instructor classifications already exist but require a title change, which will ensure that the assigned duties better reflect the work and functional responsibilities. Early Childhood Instructor and Early Childhood Instructor, PT will be re-titled to Head Start Instructor and Head Start Instructor, PT, respectively. Discussions occurred between City staff and Local 1021 union representatives and the union does not object to the title changes. Staff obtained approval for revision of the classification, including title changes, at the Civil Service Board meeting on November 19, 2015.

FISCAL IMPACT

Adoption of the proposed Salary Ordinance Amendment does not require a change in the overall allocations of funds for any of the affected positions. For new classifications, placeholder positions were included as part of the Fiscal Year (FY) 2015-2017 budget cycle. Once the

correct titles are established, the placeholder positions will be converted to positions with the new titles. All other changes are budget neutral and do not affect staffing or budget allocation.

PUBLIC OUTREACH / INTEREST

No public outreach was required other than the required posting on the City's website.

COORDINATION

HRM coordinated with the Human Services Department regarding the proposed modifications. When necessary, Employee Relations was also involved. Representative unions were formally notified of the proposed legislation because the related actions are subject to mandatory bargaining regulations. Discussions took place and there were no objections raised by the representative unions.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, Controller's Bureau, and the City Administrator's Office.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

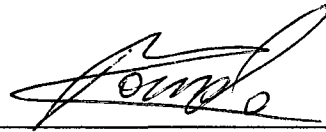
Social Equity: There are no social equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Early Head Start Instructor; Add the Full-time, Permanent Part-time, and Part-time Equivalents of the New Head Start/Early Head Start Substitute Associate Instructor Classification; Add the Part-time Equivalent Food Service Worker, PT Classification; and Adjust the Title of Early Childhood Instructor to Head Start Instructor.

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

Respectfully submitted,




ANIL COMELO
Director, Human Resources Management

Reviewed by: Kip Walsh
Human Resources Manager
Recruitment & Classification Division

Prepared by: Jaime Pritchett
Principal Human Resource Analyst

INTRODUCED BY COUNCILMEMBER _____

FILED
OFFICE OF THE CITY CLERK
OAKLAND


CITY ATTORNEY

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

2016 MAR 10 11 05 AM

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION OF EARLY HEAD START INSTRUCTOR; ADD THE FULL-TIME, PERMANENT PART-TIME, AND PART-TIME EQUIVALENTS OF THE NEW HEAD START/EARLY HEAD START SUBSTITUTE ASSOCIATE INSTRUCTOR CLASSIFICATION; ADD THE PART-TIME EQUIVALENT FOOD SERVICE WORKER, PT CLASSIFICATION; AND ADJUST THE TITLE OF EARLY CHILDHOOD INSTRUCTOR TO HEAD START INSTRUCTOR

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 upon passage unless otherwise specified in individual sections. 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 added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Early Head Start Instructor</u>	PP174	Step 1	18.66
		Step 2	19.65
		Step 3	20.69
		Step 4	21.77
		Step 5	22.92

Section 3. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.XXX Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start/Early Head Start Substitute</u> <u>Associate Instructor</u>	PP175	Step 1	14.97
		Step 2	15.75
		Step 3	16.56
		Step 4	17.43
		Step 5	18.35

Section 4. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SD1.75.XXX Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start/Early Head Start Substitute</u>	PP176	Step 1	14.97
<u>Associate Instructor, PPT</u>		Step 2	15.75
		Step 3	16.56
		Step 4	17.43
		Step 5	18.35

Section 5. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SI1.75.XXX Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start/Early Head Start Substitute</u>	PP177	Step 1	14.97
<u>Associate Instructor, PT</u>		Step 2	15.75
		Step 3	16.56
		Step 4	17.43
		Step 5	18.35

Section 6. Effective upon passage, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SI1.75.XXX Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Food Service Worker, PT</u>	TR210	Step 1	18.62
		Step 2	19.60
		Step 3	20.64
		Step 4	21.72
		Step 5	22.86

Section 7. Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit SD1.75.009 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start Instructor</u>	PP114	Step 1	18.66
<u>Early Childhood Instructor</u>		Step 2	19.65
		Step 3	20.69
		Step 4	21.77
		Step 5	22.92

Section 8 Effective upon passage, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit ~~SI1.75.XXX SD1.75.009~~ Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start Instructor, PT</u>	PP157	Step 1	18.66
Early Childhood Instructor, PT		Step 2	19.65
		Step 3	20.69
		Step 4	21.77
		Step 5	22.92

Section 9. Pursuant to City of Oakland Charter Section 216, this ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; or, if it receives five (5) affirmative votes, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2016

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT GIBSON-MCELHANEY

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

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

DATE OF ATTESTATION _____

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE CLASSIFICATION OF EARLY HEAD START INSTRUCTOR; ADD THE FULL-TIME, PERMANENT PART-TIME, AND PART-TIME EQUIVALENTS OF THE NEW HEAD START/EARLY HEAD START SUBSTITUTE ASSOCIATE INSTRUCTOR CLASSIFICATION; ADD THE PART-TIME EQUIVALENT FOOD SERVICE WORKER, PT CLASSIFICATION; AND ADJUST THE TITLE OF EARLY CHILDHOOD INSTRUCTOR TO HEAD START INSTRUCTOR

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DIGEST

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classification of Early Head Start Instructor; Add the Full-time, Permanent Part-time, and Part-time Equivalents of the New Head Start/Early Head Start Substitute Associate Instructor Classification; Add the Part-time Equivalent Food Service Worker, PT Classification; and Adjust the Title of Early Childhood Instructor to Head Start Instructor