

**CITY OF OAKLAND**  
**SUPPLEMENTAL AGENDA REPORT**

OFFICE OF THE CITY CLERK  
2005 DEC -1 PM 12:59

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Finance and Management Agency  
DATE: December 13, 2005

RE: A SUPPLEMENTAL REPORT ON THE RECOMMENDATION TO ESTABLISH  
A FULL-TIME CLASSIFICATION OF CROSSING GUARD

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**SUMMARY**

At its meeting on November 8, 2005, the Finance and Management Committee directed staff to return with a supplemental report regarding the creation of a full-time Crossing Guard classification. Several questions about the redeployment of City employees to Crossing Guard positions were raised by the Committee when it was considering recommendations made by staff to amend Ordinance No. 12187 C.M.S. (the Salary Ordinance) to reflect several changes in the organization.

**FISCAL IMPACTS**

There are no fiscal impacts associated with this recommended action. Vacant part-time Crossing Guard positions were combined to create three full-time positions for employees who were to be laid off from the Police Department effective July 2005.

**BACKGROUND**

In June 2005, the Office of Personnel Resource Management and the City Administrator's Office worked to identify redeployment opportunities to avoid the layoff of as many City employees as possible the following month. Based upon an employee's seniority and the minimum qualifications for vacant positions, three full-time employees (two Jail Cook Assistants and one Cook III) from the City Jail were offered redeployment to Crossing Guard positions. At that time, all vacant positions were reviewed by the City. The Crossing Guard positions were the closest match to the qualifications of the employees who were to be laid off. Information about the redeployment of these three employees and others was shared with the Service Employees International Union (SEIU), Local 790.

## **KEY ISSUES AND IMPACTS**

Three full-time employees who previously worked in the City jail were redeployed to full-time Crossing Guard positions effective in July 2005. Although Crossing Guards were part-time positions in the past, these three individuals were assigned to full-time hours and supervised by a Police Officer. The supervisor has confirmed that the three redeployed employees are assigned to perform their duties at specific corners prior to the start of school. Once school is in session, two of the Crossing Guards are assigned to busier street corners to assist others, including senior citizens, in crossing at those intersections. Before school concludes, the employees return to their original posts and work until they complete an eight-hour day. One Crossing Guard remains at her post throughout the day, as it is considered a busy intersection by her supervisor, where she assists students and non-students to cross the street.

During periods when school is not in session due to holidays and vacations, the supervisor deploys these three employees to busy intersections and / or temporarily assigns them to assist in performing entry-level office work at the Police Department.

This re-deployment of three former jailers is consistent with the Council's direction, upon adoption of the current budget, to provide full-time equivalent employment to employees who would otherwise have been laid off. The Police Department arranged productive, full-time shifts for these three full-time employees. However, it was not practical, nor financially feasible to change the status of part-time Crossing Guards to full-time status. These jobs are not otherwise amenable to full-time staffing because the bulk of the assignments are confined to finite periods twice a day when students are going to and leaving school.

## **SUSTAINABLE OPPORTUNITIES**

No sustainable opportunities have been noted for this report.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

These crossing guards assist seniors and those who are physically challenged to safely cross the street at busy intersections.

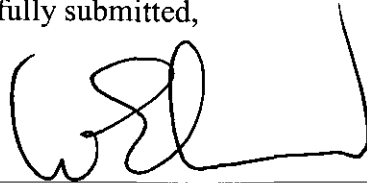
## **RECOMMENDATION AND RATIONALE**

Staff recommends approval of this report and the Ordinance in order to effect changes necessary to update and maintain the classification system for the City of Oakland.

## **ACTION REQUESTED OF THE CITY COUNCIL**

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

Respectfully submitted,



**William E. Noland,**  
**Director, Finance & Management Agency**

Reviewed by:  
Marcia L. Meyers, Director  
Office of Personnel Resource Management

Prepared by:  
Daryl B. Look, Principal HR Analyst  
Office of Personnel Resource Management

APPROVED AND FORWARDED TO THE  
CITY COUNCIL:

  
OFFICE OF THE CITY ADMINISTRATOR