



AGENDA REPORT

TO: Steven Falk
Interim City Administrator

FROM: Ian Appleyard
HRM Director

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

DATE: March 27, 2023

City Administrator Approval

Date: Apr 13, 2023

RECOMMENDATION

Staff Recommends That The City Council Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To:

(a) Add The Full-Time Classification Of Violence Prevention Services Manager; The Full-Time Classification Of Violence Prevention Services Supervisor; The Full-Time Classification Of Early Childhood Education Manager; The Full-Time Classification Of Early Learning Specialist; The Full-Time Classification Of Manager, Head Start Program Operations; The Full-Time Classification Of Rent Adjustment Program Assistant; And The Full-Time Classification Of Veterinary Assistant; And

(b) Amend The Salary Of The Full-Time Classification Of Veterinarian, The Permanent Part-Time Classification Of Veterinarian, The Part-Time Classification Of Veterinarian, The Full-Time Classification Of Registered Veterinary Technician, And The Full-Time Classification Of Deputy Chief Of Violence Prevention.

EXECUTIVE SUMMARY

Adoption of the proposed ordinance will ensure the accuracy of the City's classification plan and Salary Schedule. This ordinance includes a variety of routine actions to approve the creation of new classifications and modifications to existing classification titles that have already been approved by the Civil Service Board. The proposed items are related to classifications that are allocated in the following departments: Department of Violence Prevention (DVP), Human Services Department (HSD), Housing and Community Development (HCD) Department, and Oakland Animal Services (OAS).

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 periodically to accommodate the City's

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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 Human Resources Management (HRM) consults with departments regarding classification needs. These changes require HRM to amend the Salary Ordinance to add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of various routine actions to update 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 have taken place. In cases in which union involvement was required, the appropriate notification and/or discussions occurred with the applicable unions regarding bargaining unit modifications.

Citywide Priorities include: (1) holistic community safety, (2) housing, economic, and cultural security, (3) vibrant, sustainable infrastructure, and (4) responsive, trustworthy government. HRM indirectly affects community safety and housing efforts through the creation of new classifications in support of violence prevention, housing, and education initiatives. Adoption of the proposed ordinance advances multiple Citywide Priorities.

New Full-time Classifications – There are seven (7) classifications being proposed as amendments to the City's Classification Plan:

(1) DVP – Violence Prevention Services Manager and Violence Prevention Services Supervisor: Two new classifications are being created as part of organizational development efforts. DVP was established in 2017 and focuses on violence prevention and intervention, outreach/education, and life coaching strategies to improve conditions for members of the community. Prior to 2017, there was a division in the Human Services Department (HSD) that performed more limited, violence prevention outreach services. With each budget cycle, DVP is being allotted funding for additional positions. DVP relied on existing HSD classifications but it has become clear that DVP-specific classifications are necessary to ensure appropriate delivery of services. The department is in a rapid growth mode and has been utilizing temporary positions, which is not sustainable. HRM and DVP are currently developing multiple classifications to encompass the critical work of DVP. While many new classifications are necessary, the greatest priority is to establish the management structure for the Direct Service Unit (responsible for case management, referrals, and resources related to housing, employment, and other support services, for example). The new Violence Prevention Services Manager will oversee all staff in the Direct Service Unit and be responsible for: planning, organizing, managing, and directing the review and implementation of direct service projects; supervising, training, and evaluating assigned staff; and performing related duties as assigned. The new Violence Prevention Services Supervisor will oversee Case Managers who interact with and support at-risk populations and be responsible for: providing leadership, coaching, and training; planning, organizing, and coordinating work schedules; providing day-to-day supervision and general guidance for Direct Service staff to carry out their duties and support their clients in achieving successful outcomes; supervising, training, and evaluating assigned

staff; and performing related duties as assigned. The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the new classification specifications, and meetings occurred monthly from October to December 2022. In January 2023, Local 21 confirmed that there were no objections to the proposed new classifications or salary rates. The new classifications were approved at the January 19, 2023 Civil Service Board Meeting.

(2) HSD – Early Childhood Education Manager, Early Learning Specialist, and Head Start Program Operations Manager. Three (3) new full-time classifications are being created in the Head Start Program as adjustments to its organizational structure in response to the most recent Federal Review that occurred in 2021. Additionally, the Head Start Program and Performance Standards are periodically updated, and Head Start Programs must adapt to ensure compliance with all regulations. Given these factors, HSD partnered with HRM to establish new classifications to address gaps in program management and service delivery. The Head Start Program lacks a variety of mid-level management and supervisory positions and other positions possessing specialized knowledge to improve service delivery. The new Early Childhood Education Manager position will primarily be responsible for: planning, implementing, and overseeing the service area of education to ensure that a comprehensive program is designed to meet the needs of children and their families through various design options such as center-based and home-based and complies with federal Head Start, state, and local regulations; working with City of Oakland Head Start partners and Early Learning staff in developing, coordinating, and assessing the child development program; providing interpretation of Federal and State regulations and policies; developing and implementing staff development plans and training needs; supervising, training, and evaluating assigned staff; and performing related duties as assigned. The new Early Learning Specialist will primarily be responsible for: the implementation and oversight of child development services, ensuring compliance with Head Start program and performance standards, amendments, and federal and state regulations and laws while maintaining confidentiality of children, families, and providers involved in the program; providing administrative services and analytical information needed to ensure effective and efficient operations of the Head Start Program; monitoring requirements of the program, which include entering, interpreting, and assessing data and reporting findings to the supervisor, advisory team, and affected staff; supervising, training, and evaluating assigned staff; and performing related duties as assigned. Local 21 was notified of the proposal to create these new classifications. City and union representatives began discussing the items in October 2021. There were extensive concerns from union members about potential impacts from the proposed changes in structure and program delivery, which were comprehensively explored for understanding and mitigation. Clarifying language was added and other language was refined to ensure the descriptions accurately reflect expectations and roles and responsibilities under the new structure. Multiple meetings occurred through mid-2022, and then discussions were put on hold during contract negotiations. Meetings resumed in September 2022 and recently concluded. In January 2023, the union confirmed that there are no objections to the proposed new classifications. The Civil Service Board approved the two new classifications at the January 19, 2023 meeting.

The new Head Start Program Operations Manager position will primarily be responsible for: planning, implementing, and overseeing program operations including Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Health, Family & Community Engagement Services (wrap-around services); data systems; and Ongoing Monitoring and Continuous Quality Improvement (CQI). The incumbent facilitates achievement of program goals and the

delivery of effective, high-quality program services; supervising, training, and evaluating assigned staff; and performs related duties as assigned. Local 21 was notified of the new classification in December 2022, and meetings concluded in January 2023. Minor concerns were discussed to ensure that the description accurately reflects expectations, roles, and responsibilities under the new structure. In January 2023, the union confirmed that there are no objections to the proposed new classification. The Civil Service Board approved the new classification at the February 16, 2023 meeting.

(3) HCD – Rent Adjustment Program Assistant: A new full-time classification is being created to address the lack of administrative support staff possessing specialized knowledge of legal documents and hearing procedures. The Rent Adjustment Program has grown continuously in recent years, with the addition of extra positions and new responsibilities. Adding the new classification will ensure that an appropriate level exists in the organization's structure to perform a variety of necessary administrative legal support functions: prepare legal documents; serve as a liaison between Hearing Officers, the Rent Board, and the community; interpret and communicate information regarding the Rent Adjustment Ordinance, rules, regulations, and policies; and provide information to tenants and landlords regarding rent adjustment issues such as regulations and hearing and eviction processes. The new classification will primarily be responsible for: performing specialized and responsible legal, technical, and administrative support duties for the Rent Adjustment Program; acting as a liaison and resource for the community related to program policies and procedures; conducting research, compiling data, and preparing reports; and performing related duties as assigned. IFPTE, Local 21 was notified of the draft classification specification, and meetings occurred in October and December 2022. In December 2022, Local 21 confirmed that there were no objections to the proposed new classification or salary rate. The new classification is approved at the December 15, 2022 Civil Service Board Meeting.

(4) OAS – Veterinary Assistant: A new full-time classification is being created as part of some organizational development changes at OAS, which are related to significant recruitment and retention efforts. HRM and OAS collaborated on a new job description to bridge the gap between the Animal Care Attendant and Registered Veterinary Technician classifications. Adding this classification is expected to improve service delivery and create a new avenue for entry into animal services support work. Incumbents will not be required to be licensed as a Registered Veterinary Technician, which can be a costly license to obtain. The new classification will primarily be responsible for assisting the Veterinarian and Registered Veterinary Technicians (RVT) with: providing medical care and treatment to the animals; monitoring the general health of the animal population; administering emergency first aid treatment; assisting with surgery, medical examinations/treatment, and follow-up care to animals in need; and keeping the shelter's veterinary areas clean and sanitary, as needed. Service Employees International Union (SEIU, Local 1021) was notified of the draft classification specification in October 2019. City staff and union representatives met monthly from October to December 2019. In January 2020, Local 1021 confirmed there were no objections to the proposed new classification. The new classification was approved at the January 16, 2020 Civil Service Board Meeting. Due to the pandemic and leadership changes at OAS, HRM revive this effort in January 2023 when Local 1021 was notified of the updated salary proposal. Staff met in February 2023 to discuss the potential impacts of the proposal. In March 2023, Local 1021 confirmed that there are no objections to the proposed salary rate.

Salary Adjustment – There are five (5) classifications with proposed salary amendments to the City’s Classification Plan:

(1) OAS – Veterinarian (Full-Time, Permanent Part-Time, and Part-Time) and Registered Veterinary Technician: There is a dramatic shortage of workers in the animal care field, and the competition is fierce. OAS has had tremendous difficulty with recruitment and retention for nearly two decades. HRM examined the wage rates of local agencies and proposed salary realignments to ensure that OAS can be at the forefront of delivering superior animal care services to the Oakland community. Given the addition of the new Veterinary Assistant classification, changes were necessary to the organizational structure and existing salary structure to make room for the new classification. It was determined that four (4) classifications required adjustments of 30-40%. Local 21 and Local 1021, respectively, were notified of the salary adjustment proposals in late 2022. Meetings were held in January and February 2023 to discuss potential impacts, and the parties negotiated effective dates with the intent to minimize attrition of current incumbents. In February and March 2023, Local 21 and Local 1021, respectively, confirmed that there are no objections to the proposed salary modifications.

(2) DVP – Deputy Chief of Violence Prevention: When this position was initially envisioned as part of the new and evolving Department of Violence Prevention, a placeholder position was utilized. The department has grown at a rapid pace, and new positions are continually being added. The Deputy Chief salary, however, was never reevaluated and adjusted to ensure a proper alignment between it and direct reports once new positions were added to the organizational structure. HRM is recommending an adjustment based on internal alignment of similarly situated classifications in other departments to ensure that there is a proper differential between the Deputy Chief of Violence Prevention and assigned staff and to prevent salary compaction issues in the reporting structure. The resulting salary adjustment represents an increase of approximately 15%. The Confidential Management Employees Association (CMEA) was notified of the proposal in March 2023. CMEA confirmed that there are no objections to the proposed salary modification.

FISCAL IMPACT

Adoption of the proposed Salary Ordinance Amendment adding the new classifications will not automatically add the positions to the departments. The new classifications in DVP, HSD, HCD, and OAS and the classifications affected by salary amendments will require each Department to work with the Budget Bureau to submit an Add/Delete request during FY 2023-24 and identify funding.

The increases in salary for the Veterinarian (Full-Time, Permanent Part-Time, and Part-Time), Registered Veterinary Technician, and Deputy Chief of Violence Prevention classifications are being accounted for in the department budgets as part of the biennial budget planning for FY 2023-25.

PUBLIC OUTREACH / INTEREST

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

COORDINATION

Human Resources Management coordinated with each of the departments regarding the proposed modifications. When necessary, Employee Relations was also involved. Representative unions were formally notified of the proposed legislation, as applicable, because many of the related actions are mandatory subjects of bargaining. Discussions took place and any objections relating to potential impacts as raised by the representative unions, as applicable, were fully vetted.

Public notices regarding the Civil Service Board actions to approve classification specifications are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, and Finance Department Budget Bureau

SUSTAINABLE OPPORTUNITIES

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

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

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

ACTION REQUESTED OF THE CITY COUNCIL

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For questions regarding this report, please contact Ian Appleyard, Director of Human Resources Management, at (510) 238-6450.

Respectfully submitted,



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Attachments (1):
A: Salary Ordinance