

2004 SEP 30 AM 8: 04

**CITY OF OAKLAND
AGENDA REPORT**

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Finance & Management Agency
DATE: October 12, 2004

SUBJECT: AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12298 C.M.S. (THE SALARY ORDINANCE) TO PROVIDE A FIFTY PERCENT SALARY RANGE TABLE FOR EXECUTIVE MANAGEMENT EMPLOYEE JOB CLASSIFICATIONS IN UNIT UK1, UNIT UN1 AND UNIT UR1 AND TO AMEND THE CLASSIFICATION OF CITY MANAGER, ASSISTANT CITY MANAGER, DEPUTY CITY MANAGER, ASSISTANT TO THE CITY MANAGER, EXECUTIVE ASSISTANT TO THE CITY MANAGER, RECEPTIONIST TO THE CITY MANAGER, CITY MANAGER ANALYST, DIRECTOR OF AGING, HEALTH & HUMAN SERVICES, DIRECTOR OF PARKS & RECREATION, AGENCY DIRECTOR OF FINANCE & MANAGEMENT AND ADD THE CLASSIFICATIONS OF DIRECTOR OF DEVELOPMENT, DIRECTOR OF REDEVELOPMENT & ECONOMIC DEVELOPMENT, CPRB EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT TO THE CITY ADMINISTRATOR

SUMMARY

The attached ordinance amends the Salary Ordinance (Ordinance No. 4727 C.M.S.) revising the current salary range table for executive management classifications in keeping with the recommendation of the consultant, Public Sector Personnel Consultants, to update the pay table to the current norm in the field of human resource compensation. The ordinance amendment would increase the salary range for the classification from the current twenty percent to fifty percent, as approved by City Council at their meeting of January 20, 2004.

The ordinance provides a new permanent salary table for executive management classifications. There is no cost to the City for adoption of the salary table which establishes the fifty percent range to track the prevailing norm in human resource compensation systems. Current incumbent salaries are not immediately affected by the change in the table. City Council has already approved guidelines for merit increases for executive management staff, which provides for classifications to be adjusted in the table based upon a biannual review of the Consumer Price Index and in alternate years a market study. Executive Management classifications were assigned pay grades on the table based upon internal alignment, market study data and the Consumer Price Index.

The ordinance also amends the job titles for the former City Manager, Assistant City Manager, Assistant to the City Manager, Receptionist to the City Manager, Deputy City Manager, Executive

Item # _____
October 12, 2004
Finance & Management Committee

FMA Amending The Salary Schedule Of Ordinance No. 12298 C.M.S. (The Salary Ordinance)
To Provide A Fifty Percent Salary Range Table For Executive Management Employee Job
Classifications

Assistant to the City Manager, Receptionist to the City Manager, City Manager Analyst, Director of Aging, Health & Human Services, Director of Parks and Recreation, Agency Director of Financial Services in keeping with the new organizational structures, and adds Director of Development, Director of Redevelopment & Economic Development, Community Police Review Board Executive Director and the Administrative Assistant to the City Administrator classifications.

FISCAL IMPACT

The proposed salary range adjustment for job classifications within Representation Units UK1, UN1, and UR1 will have no impact on the current year budget. Incumbents will be eligible to receive annual increases each year under this program, and the FY 2004-05 costs will need to be absorbed within the existing Departments' budgets. Projected increases for the next budget cycle will be included in the FY 2005-07 proposed Baseline Budget for Council consideration.

There is no fiscal impact for amending the job titles or adding new titles as these positions are covered in the FY 2004-05 authorized budget.

BACKGROUND

Units UK1, UN1 and UR1 are comprised of executive management positions from the City Administrator to the department head level. At its January 20, 2004 meeting, the Council approved the proposed plan for fifty percent salary ranges developed by Public Sector Personnel Consultants. That is, the high point of the range is fifty percent above the low point. Current ranges provide for an approximate twenty percent difference between the bottom of the range and the top of the range.

The fifty percent range is standard practice in modern compensation systems. Public Sector Personnel Consultants, in their January 2003 report to the City Council, developed fifty percent ranges, based on a nationwide market study, and adjusted for local cost of living.

Council further approved a plan to allow Council members to review annually in closed session the rationale for any recommendation that increases the salary more than twenty percent above the next direct report and the annual single award incorporating general and merit increases for executive management positions. The award is to be based upon the results of the Flexible Performance Plan and would provide an increase ranging from zero to the current Consumer Price Index plus four percent. If the Consumer Price Index is above five percent, Council will review the City Administrator's recommendation for increases. Incumbents below the mid-point would receive a higher percentage increase than those above the mid-point. The City Administrator may provide a one-time bonus in years where economic limitations do not allow for the annual award. Salary ranges would be reviewed biannually through a market study. Changes to salary ranges will continue to be approved by Council.

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The classification title changes align the existing classes from the City Manager titles to City Administrator titles and appropriately titles other classifications consistent with their Agency/department structure as it exists in the Council approved FY'04-05 budget.

KEY ISSUES AND IMPACTS

The adoption of the fifty percent range for executive management classifications as approved by City Council provides the City with the opportunity to hire new staff at a lower rate of pay and increase their compensation as their skills develop and improve. The broad range also provides incentive for retention of experienced tenured staff.

The approved salary plan provides for the executive management increases to be determined by the Consumer Price Index and in alternate years, market survey data along with the performance review. Further, the pay plan combines the general increase and the performance based increase into a single award.

SUSTAINABLE OPPORTUNITIES

None

DISABILITY AND SENIOR CITIZEN ACCESS

None

RECOMMENDATION AND RATIONALE

Staff recommends that the City Council approve the ordinance amending the salary ordinance to create the fifty percent salary range table for executive management classifications in Units UK1, UN1 and UR1, to amend the job titles for the City Administrator executive staff, and to add the classification of CPRB Executive Director and the paygrade assignments for each executive management classification.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve the amended ordinance providing a new fifty percent range table and paygrade assignments for executive management classifications, amending titles of former positions to the new classifications of City Administrator, Assistant City Administrator, Deputy City Administrator, Assistant to the City Administrator, Executive Assistant to the City Administrator, Receptionist to the City Administrator, City Administrator Analyst, Director of Human Services, Director of Recreation Services, Agency Director of Finance and Management and adding the classification of Director of Development, Director of Redevelopment & Economic Development, Director of CPRB Executive Director and Administrative Assistant to

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Deborah Edgerly

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To Provide A Fifty Percent Salary Range Table For Executive Management Employee Job
Classifications

the City Administrator.

Respectfully submitted,



WILLIAM E. NOLAND

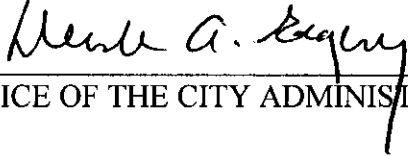
Director, Finance & Management Agency

Prepared by:

Tricia Freitas, HR Manager

Personnel Division

APPROVED FOR FORWARDING TO THE
FINANCE & MANAGEMENT COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR

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October 12, 2004

Finance & Management Committee

INTRODUCED BY COUNCILMEMBER _____

FILED
OFFICE OF THE CITY CLERK
APPROVED AS TO FORM AND LEGALITY
2004 SEP 30 AM 8:06
CITY ATTORNEY

ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12298 C.M.S. (THE SALARY ORDINANCE) TO PROVIDE A FIFTY PERCENT SALARY RANGE TABLE FOR EXECUTIVE MANAGEMENT EMPLOYEE JOB CLASSIFICATIONS IN UNIT UK1, UNIT UN1 AND UNIT UR1 AND TO AMEND THE CLASSIFICATION OF CITY MANAGER, ASSISTANT CITY MANAGER, DEPUTY CITY MANAGER, ASSISTANT TO THE CITY MANAGER, EXECUTIVE ASSISTANT TO THE CITY MANAGER, RECEPTIONIST TO THE CITY MANAGER, CITY MANAGER ANALYST, DIRECTOR OF AGING HEALTH & HUMAN SERVICES, DIRECTOR OF PARKS & RECREATION, AGENCY DIRECTOR OF FINANCIAL SERVICES AND ADD THE CLASSIFICATIONS OF DIRECTOR OF DEVELOPMENT, DIRECTOR OF REDEVELOPMENT & ECONOMIC DEVELOPMENT, CITIZENS POLICE REVIEW BOARD EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT TO THE CITY ADMINISTRATOR

SECTION 1. Effective, date of passage, the following salary range table is added in Ordinance No. 12298 C.M.S. for Units UK1, UN1 And UR1 to read as follows:

**CITY OF OAKLAND
SALARY RANGE TABLE
EXECUTIVE MANAGEMENT**

| Pay Grade | Minimum | Midpoint | Maximum | Pay Grade | Minimum | Midpoint | Maximum |
|------------------|----------------|-----------------|----------------|------------------|----------------|-----------------|----------------|
| 1 | \$40,000 | \$50,000 | \$60,000 | 32 | \$86,000 | \$107,500 | \$129,000 |
| 2 | \$41,000 | \$51,250 | \$61,500 | 33 | \$88,150 | \$110,188 | \$132,225 |
| 3 | \$42,025 | \$52,531 | \$63,038 | 34 | \$90,354 | \$112,943 | \$135,531 |
| 4 | \$43,076 | \$53,845 | \$64,613 | 35 | \$92,613 | \$115,766 | \$138,919 |
| 5 | \$44,153 | \$55,191 | \$66,229 | 36 | \$94,928 | \$118,660 | \$142,392 |
| 6 | \$45,256 | \$56,570 | \$67,884 | 37 | \$97,301 | \$121,627 | \$145,952 |
| 7 | \$46,388 | \$57,985 | \$69,582 | 38 | \$99,734 | \$124,667 | \$149,601 |
| 8 | \$47,547 | \$59,434 | \$71,321 | 39 | \$102,227 | \$127,784 | \$153,341 |
| 9 | \$48,736 | \$60,920 | \$73,104 | 40 | \$104,783 | \$130,979 | \$157,174 |
| 10 | \$49,955 | \$62,443 | \$74,932 | 41 | \$107,403 | \$134,253 | \$161,104 |
| 11 | \$51,203 | \$64,004 | \$76,805 | 42 | \$110,088 | \$137,610 | \$165,131 |
| 12 | \$52,483 | \$65,604 | \$78,725 | 43 | \$112,840 | \$141,050 | \$169,260 |
| 13 | \$53,796 | \$67,244 | \$80,693 | 44 | \$115,661 | \$144,576 | \$173,491 |
| 14 | \$55,140 | \$68,926 | \$82,711 | 45 | \$118,552 | \$148,190 | \$177,828 |
| 15 | \$56,519 | \$70,649 | \$84,778 | 46 | \$121,516 | \$151,895 | \$182,274 |
| 16 | \$57,932 | \$72,415 | \$86,898 | 47 | \$124,554 | \$155,693 | \$186,831 |
| 17 | \$59,380 | \$74,225 | \$89,070 | 48 | \$127,668 | \$159,585 | \$191,502 |
| 18 | \$60,865 | \$76,081 | \$91,297 | 49 | \$130,860 | \$163,574 | \$196,289 |
| 19 | \$62,386 | \$77,983 | \$93,580 | 50 | \$134,131 | \$167,664 | \$201,197 |
| 20 | \$63,946 | \$79,933 | \$95,919 | 51 | \$137,484 | \$171,855 | \$206,227 |
| 21 | \$65,545 | \$81,931 | \$98,317 | 52 | \$140,921 | \$176,152 | \$211,382 |
| 22 | \$67,183 | \$83,979 | \$100,775 | 53 | \$144,444 | \$180,556 | \$216,667 |
| 23 | \$68,863 | \$86,079 | \$103,294 | 54 | \$148,056 | \$185,070 | \$222,083 |
| 24 | \$70,584 | \$88,231 | \$105,877 | 55 | \$151,757 | \$189,696 | \$227,635 |
| 25 | \$72,349 | \$90,436 | \$108,524 | 56 | \$155,551 | \$194,439 | \$233,326 |
| 26 | \$74,158 | \$92,697 | \$111,237 | 57 | \$159,440 | \$199,300 | \$239,160 |
| 27 | \$76,012 | \$95,015 | \$114,018 | 58 | \$163,426 | \$204,282 | \$245,139 |
| 28 | \$77,912 | \$97,390 | \$116,868 | 59 | \$167,511 | \$209,389 | \$251,267 |
| 29 | \$79,860 | \$99,825 | \$119,790 | 60 | \$171,699 | \$214,624 | \$257,549 |
| 30 | \$81,856 | \$102,320 | \$122,784 | 61 | \$175,992 | \$219,989 | \$263,987 |
| 31 | \$83,903 | \$104,878 | \$125,854 | 62 | \$180,391 | \$225,489 | \$270,587 |

Midpoint % Spread
Between Pay Grades
2.50%

Range Spread Within
Each Pay Grade
50.00%

SECTION 2. Effective, date of passage, the following classification titles are amended in Ordinance No. 12298 C.M.S. in Unit UK1 to read as follows:

| <u>Classification Name</u> | <u>Class No.</u> |
|---------------------------------------|------------------|
| City Administrator | EM108 |
| Assistant City Administrator | EM128 |
| Deputy City Administrator | EM138 |
| Agency Director, Finance & Management | EM103 |
| Director of Human Services | EM153 |
| Director of Recreation Services | EM158 |

SECTION 3. Effective, date of passage, the following classification title is added to Ordinance No. 12298 C.M.S. in Unit TW1 to read as follows:

| <u>Classification Name</u> | <u>Class No.</u> |
|--|------------------|
| Administrative Assistant to the City Administrator | SS176 |

SECTION 4. Effective, date of passage, the following classification titles are amended in Ordinance No. 12298 C.M.S. in Unit U31 to read as follows:

| <u>Classification Name</u> | <u>Class No.</u> |
|---|------------------|
| Executive Assistant to the City Administrator | SS126 |
| City Administrator Analyst | MA109 |
| Assistant to the City Administrator | EM117 |

SECTION 5. Effective, date of passage, the following classifications are added in Ordinance No. 12298 C.M.S. in Unit UK1 to read as follows:

| <u>Classification Name</u> | <u>Class No.</u> |
|---|------------------|
| Citizens Police Review Board Executive Director | EM229 |
| Director of Development | EM111 |
| Director of Redevelopment & | EM112 |

Economic Development

SECTION 6. Effective, date of passage, the following pay grade assignments are amended in Ordinance No. 12298 C.M.S. for Units UK1, UN1 and UR1 to read as follows:

| Class | Class Number | Paygrade |
|--|---------------------|-----------------|
| City Administrator | EM108 | 61 |
| Assistant City Administrator | EM128 | 53 |
| Agency Director, Fire Services | EM105 | 52 |
| Agency Director, Finance & Management | EM103 | 52 |
| Agency Director, Police Services | EM107 | 52 |
| Agency Director, Public Works | EM108 | 52 |
| Director of Development | EM111 | 50 |
| Director of Redevelopment & Economic Development | EM112 | 50 |
| Director of Library Services | EM155 | 46 |
| Director of Human Services | EM153 | 46 |
| Director of Personnel Resource Management | EM159 | 46 |
| Director of Museum Services | EM157 | 46 |
| Director of Recreation Services | EM158 | 46 |
| Director of Building Services | EM228 | 45 |
| Deputy City Administrator | EM138 | 45 |
| CPRB Executive Director | EM229 | 41 |
| City Clerk | EM126 | 38 |

AYES-

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2004 SEP 30 AM 8:06

Digest

An Ordinance Amending The Salary Schedule of Ordinance No. 12298 C.M.S. (The Salary Ordinance) To Provide A Fifty Percent Salary Range Table For Executive Management Employee Job Classifications In Unit UK1, Unit UN1 And Unit UR1 And To Amend The Classification Of City Manager, Assistant City Manager, Deputy City Manager, Assistant to the City Manager, Executive Assistant To The City Manager, Receptionist To The City Manager, City Manager Analyst, Director Of Aging Health & Human Services, Director Of Parks & Recreation, Agency Director Of Financial Services And Add The Classifications of Director of Development, Director of Redevelopment & Economic Development, Citizens Police Review Board Executive Director And Administrative Assistant To The City Administrator