

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2007 NOV 15 PM 3:25

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: November 27, 2007

RE: **A Resolution Recommending to the Civil Service Board that the Classifications of: Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services be Exempted from the Operation of the Civil Service**

SUMMARY

A resolution has been prepared for consideration by the City Council recommending to the Civil Service Board that the following proposed new classifications be exempted from the operation of the Civil Service: Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services. This action is based on the salary, duties, and responsibilities of the proposed new classifications.

FISCAL IMPACT

The positions of Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services are authorized positions and are contained in the FY 2007-09 Adopted Budget. There are no fiscal impacts associated with the recommended action to exempt the classifications.

BACKGROUND

Oakland City Charter Section 902(f) authorizes the City Council to recommend for Civil Service Board approval, the exemption of classifications from the requirements and tenure of Civil Service. Executive management positions are typically exempt from Civil Service allowing the City Administrator to have greater flexibility in the appointment of staff and the opportunity to respond quickly to Mayor and City Council priorities.

A classification review was conducted, and it was determined that no existing job descriptions adequately describe the duties and responsibilities expected of the proposed Chief of Police,

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Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services positions. New classification specifications must be established to reflect the nature and scope and the level of authority of the positions. The proposed positions will be considered high-level, executive management positions in the City's organizational structure.

KEY ISSUES AND IMPACTS

The nature and scope of responsibilities in executive management classifications are broad, and individuals in these positions must deal with the most challenging and complex legislative, operational and policy issues. Executive management-level positions are responsible for sensitive and confidential matters that require substantial tact, discretion, and diplomacy. Such positions receive a high level of compensation based upon their technical and programmatic expertise. Incumbents also have the authority to speak on behalf of the City on matters related to their area of expertise, requiring trust and confidence in staff and the public perceives the authority and responsibility of these positions to be influential. The goals, legislative enactments and priorities of Council and other elected officials may change and require rapid accommodation, and the appointing authorities need to have the ability to select staff whose skills, experiences and knowledge closely mirror the requirements of the Mayor, City Council, and citizens of Oakland.

Chief of Police, Assistant: Under general administrative direction, the Chief of Police, Assistant, assists the Chief of Police with planning, directing, managing, and overseeing the activities and operations of the Police Department including the Bureau of Field Operations, Bureau of Investigations, Bureau of Administration, and Bureau of Services; coordinates assigned activities with other City departments and external agencies; provides highly responsible and complex administrative support to the City's executive management; and performs related duties as assigned. The Chief of Police, Assistant, shall be appointed as the Acting Chief in the absence of the Chief of Police. The Chief of Police, Assistant, is an "at-will" employee, who serves at the discretion of the Chief of Police.

Police Services Manager I: Under general administrative direction, the Police Services Manager I plans, organizes, and directs the work of employees engaged in the activities and operations of a division of the Oakland Police Department; may provide input to management regarding strategies and policy matters; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and performs related duties as assigned. Police Services Manager I is an "at-will" classification, and employees serve at the discretion of the Chief of Police.

Police Services Manager II: Under general administrative direction, the Police Services Manager II plans, organizes, and directs the work of employees engaged in the activities and operations of a large, functionally diverse support or technical division of the Oakland Police Department; regularly advises top management regarding strategies and policy matters; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and performs related duties as assigned. Police Services Manager II is an “at-will” classification, and employees serve at the discretion of the Chief of Police.

Budget Director, Assistant: Under general direction, the Budget Director, Assistant oversees the overall administration of day-to-day operations of the City’s Budget Office; plans, organizes, manages, and directs the centralized budget and fiscal analytical services for all agencies and departments with an emphasis on the Capital Improvement Program (CIP); trains, supervises, and evaluates assigned staff; and performs related duties as assigned. The Budget Director, Assistant is an “at-will” employee, who serves at the discretion of the Budget Director.

Director of Information Technology: Under general direction, the Director of Information Technology plans, directs, coordinates, and budgets a comprehensive communications and information system to produce high quality, cost effective services to all City departments and agencies; directs the work of department staff engaged in Application & Database Administration, Copy & Print Services, Public Safety Support, Desktop & Server Support, Networking & Telecommunications, Wireless Communications, and Customer Service; hires, supervises, and evaluates assigned staff, and performs related duties as assigned. The Director of Information Technology also serves as the City’s Chief Technology Officer (CTO) and Chief Information Officer (CIO). The Director of Information Technology is an “at-will” employee, who serves at the discretion of the City Administrator.

Director of Contracting & Purchasing: Under general direction, the Director of Contracting & Purchasing plans, organizes, manages, and directs the work of department staff in contract compliance, contract administration, employment services, purchases, bidding procedures, bid awards, preparing Request for Proposals (RFP’s), ordering supplies and materials for City departments, and coordinating the delivery of commodities; provides input and information to the City Council and the Mayor regarding City policies and programs concerning contracting issues as well as establishing and maintaining relations with developers, unions, the chamber of commerce, major employers and community groups regarding contracting and employment issues; trains, supervises, and evaluates assigned staff; and performs related duties as assigned. The Director of Contracting & Purchasing is an “at-will” employee, who serves at the discretion of the City Administrator.

Associate Director, Library Services: Under general direction, the Associate Director, Library Services assists in the administration and management of library services and activities; plans and directs the delivery of public services at the main and branch libraries; plans and directs major improvement projects including the Master Plan; assists with the budget and short-term and long-term policy planning; and performs related duties as assigned. The Associate Director, Library Services will assume an acting capacity for the Director of Library Services during his/her absences. The Associate Director, Library Services is an “at-will” employee, who serves at the discretion of the Director of Library Services.

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 issues associated with this report.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no disability or senior citizen access issues associated with this report.

RECOMMENDATION(S) AND RATIONALE


Staff recommends that Council authorize these job classifications for exemption from the Classified Service based on Article IX, Section 902 of the Charter of the City of Oakland. The Civil Service Board has the authority to consider and approve the proposed classification specifications. Additionally, the goals, legislative enactments and priorities of City Council and other elected officials may change and require rapid accommodation, and the appointing authorities need to have the ability to select staff whose skills, experiences and knowledge closely mirror the requirements of the Mayor, City Council, and citizens of Oakland.

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ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve the resolution recommending to the Civil Service Board that the Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services classifications be exempted from Civil Service.

Respectfully submitted,



William E. Noland

Director, Finance & Management Agency

Reviewed by:

Marcia L. Meyers, Director

Prepared by:

Jaime Pritchett, Principal Human Resource Analyst
Office of Personnel Resource Management

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



Office of the City Administrator

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November 27, 2007

Tracy Clark
City Attorney

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

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Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THAT THE CLASSIFICATIONS OF: CHIEF OF POLICE, ASSISTANT; POLICE SERVICES MANAGER I; POLICE SERVICES MANAGER II; BUDGET DIRECTOR, ASSISTANT; DIRECTOR OF INFORMATION TECHNOLOGY; DIRECTOR OF CONTRACTING & PURCHASING; AND ASSOCIATE DIRECTOR, LIBRARY SERVICES BE EXEMPTED FROM THE OPERATION OF THE CIVIL SERVICE

WHEREAS, Oakland City Charter Section 902(f) authorizes the City Council to recommend for Civil Service Board approval the exception of positions from the competitive Civil Service; and

WHEREAS, the classifications of Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services classifications, are executive management-level positions with responsibility for the overall administration of the operations of the Police Department, Budget Office, Department of Information Technology, Department of Contracting and Purchasing, and the Oakland Public Library, respectively; and

WHEREAS, the Chief of Police, Budget Director, City Administrator, and Director of Library Services must maintain the fullest flexibility to select staff for these positions in order to guarantee that the skills, experience and knowledge of the Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services, respectively, closely mirror the requirements of the Mayor, City Council, and citizens of Oakland; now, therefore be it

RESOLVED: That the City Council hereby recommends to the Civil Service Board that the classifications of Chief of Police, Assistant; Police Services Manager I; Police Services Manager II; Budget Director, Assistant; Director of Information Technology; Director of Contracting & Purchasing; and Associate Director, Library Services be excepted from Civil Service.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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