



AGENDA REPORT

TO: Jestin D. Johnson
City Administrator

FROM: Mark Love
Interim HRM Director

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

DATE: September 25, 2023

City Administrator Approval

Date: Oct 2, 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 Triangle Incident Response Coordinator And The Full-Time Classification Of Special Activity Permits Coordinator; And

(b) Amend The Salary Of The Full-Time Classification Of Planner III, Historic Preservation And The Permanent Part-Time Classification Of Planner III, Historical Preservation.

EXECUTIVE SUMMARY

Adoption of the proposed ordinance will ensure the accuracy of the City’s classification plan and Salary Schedule and compliance with the applicable labor agreement. 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: the Department of Violence Prevention (DVP), the Economic and Workforce Development (EWD) Department, and the Planning & Building Department (PBD).

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 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 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**. The work of the Human Resources Management (HRM) Department indirectly affects community safety and economic efforts through the creation of new classifications in support of violence prevention, economic development, and urban planning initiatives. Adoption of the proposed ordinance advances multiple Citywide Priorities.

New Full-time Classifications – There are two (2) classifications being proposed as amendments to the City's Classification Plan:

(1) DVP – Triangle Incident Response Coordinator. One new classification is 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 the 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. Initial efforts have been focused on establishing management and supervisory level classifications to build necessary internal reporting structures. Current efforts are focused on creating coordinator and planner-level positions. The new Triangle Incident Response Coordinator will be responsible for Administering with Oakland's Triangle Incident Response (TIR) approach to reduce retaliatory violence, reducing levels of trauma experienced by impacted individuals, improving relations between community and government partners, and performing related duties as assigned. TIR provides a 24/7 real-time response to incidents involving shootings with injuries and/or homicides. TIR partners consist of internal DVP direct service staff, violence interrupter staff contracted by community-based organizations (CBOs), and law enforcement. The TIR is activated in response to all forms of violence, including gang-related and gender-based violence (GBV). The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the new classification specification in March 2023. Meetings occurred monthly through July 2023 to clarify duty expectations and discuss callback provisions, given the 24/7 nature of this position. In August 2023, Local 21

confirmed that there were no objections to the proposed new classification. The new classification was approved at the August 17, 2023, Civil Service Board Meeting.

(2) EWD – Special Activity Permits Coordinator. One new classification is being created as part of organizational development efforts pertaining to the City’s special activity/business permits and operations of businesses, including but not limited to those listed in Title 5 and Chapter 9.52 of the Oakland Municipal Code (such as special events, cabaret, massage establishments, food vending outside of restaurants, and cannabis operations). Permitting functions existed in the Police Department and City Administrator’s Office, but are being reorganized into EWD. Given these shifts, EWD partnered with HRM to establish a new classification to address a gap in program supervision and coordination of enhanced special activity/business permit operations. Further, EWD’s Special Activity Division has a flat organizational chart and lacks supervisory positions to better streamline and facilitate permit coordination/processing while improving service delivery and outcomes. The new Special Activity Permits Coordinator position will primarily be responsible for: Coordinating special activity permit applications through to completion; coordinating special activity permit compliance efforts; serving as liaison between applicants and City staff; investigating and resolving problems as they arise; collaborating with other City departments, County, and State agencies regarding permits and compliance; supervising, training, and evaluating assigned staff; and performing related duties as assigned. Local 21 was notified of the proposal to create this new classification in May 2023. City and union representatives discussed the item at meetings in June and August 2023. In August 2023, Local 21 confirmed that there were no objections to the proposed new classification. The new classification was approved at the September 21, 2023, Civil Service Board Meeting.

Salary Adjustment – There are two (2) classifications in PBD with proposed salary amendments to the City’s Classification Plan: Planner III, Historic Preservation, and Planner III, Historical Preservation, PPT. This action will align these equivalent classifications in the Planner series with the Planner and Transportation Planner series. Previous actions were taken for various Planner classifications to implement changes to representation units and salaries as part of the adopted labor agreement between the City and Local 21 (effective July 1, 2022 to June 30, 2025). The full-time and PPT Planner III, Historic Preservation classifications were not initially included, but upon further negotiations between representatives of the City and the union, they were approved and are subject to the same changes previously processed for the Planner III classification. The salary rates for these two classifications will be amended to match the salary rate for Planner III, with an effective date of December 10, 2022.

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 and EWD will require each Department to work with the Budget Bureau to identify funding and/or convert placeholder classifications and submit an Add/Delete request during FY 2023-24.

The increases in salary for the two PBD Planner III, Historic Preservation (Full-Time and Permanent Part-Time) classifications have not been accounted for in the FY 2023-25 biennial budget. The Department will work with the Finance Department and Budget Bureau to address the implementation of the funding changes for these positions.

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 the 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

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

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For questions regarding this report, please contact Mark Love, Interim Director of Human Resources Management, at (510) 238-6338.

Respectfully submitted,

Mark Love

MARK LOVE
Interim Director, Human Resources Mgmt.

Reviewed by:
Tina Pruett, Human Resources Manager
Recruitment & Classification Division

Prepared by:
Jaime Pritchett, Principal HR Analyst
Recruitment & Classification Division