



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: February 7, 2024

City Administrator Approval


Jestin Johnson (Feb 14, 2024 14:09 PST)

Date: Feb 14, 2024

RECOMMENDATION

Staff Recommends That The City Council Adopt:

(1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Contracting and Purchasing From The Operation Of Civil Service; And

(2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To:

(a) Add The Full-Time Classifications Of Manager, Contracting and Purchasing; Mobile Assistance Community Responders Of Oakland (MACRO) Supervisor; Violence Prevention Program Planner; Home Base Specialist; And Home Base Visitor; And

(b) Amend The Title Of The Full-Time Classification Of Animal Control & Shelter Manager to Animal Shelter Operations Manager; And

(c) Amend The Salary Of The Full-Time Classification Of Director Of Transportation; And

(d) Amend The Salary Of The Part-Time Classifications Of Senior Aide, PT And Temporary Contract Services Employee, PT To Ensure Compliance With The City Of Oakland's Minimum Wage Ordinance.

EXECUTIVE SUMMARY

Adoption of the proposed resolution will ensure the City is able to appoint appropriate candidates to a critical management position. This action is in accordance with Oakland City Charter Section 902(f) to seek exemption of the classification of Manager, Contracting and Purchasing from the operation of the competitive civil service. This "at-will" position is budgeted in the Finance Department.

Finance & Management Committee
February 27, 2024

Adoption of the proposed ordinance will ensure the accuracy of the City's classification plan and Salary Schedule, and compliance with applicable labor agreements. This ordinance includes a variety of routine actions to approve the creation of new classifications and modifications to existing classifications that have already been approved by the Civil Service Board. Further, approval of this ordinance will ensure that pay rates for City classifications are in alignment with the City of Oakland's Minimum Wage Ordinance. The proposed items are related to classifications that are allocated in the following departments: the Finance Department, Oakland Fire Department (OFD), Department of Violence Prevention (DVP), Human Services Department (HSD), Oakland Animal Services (OAS), and the Department of Transportation (DOT).

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 the Human Resources Management (HRM) Department 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 government transparency efforts through the creation of new classifications in support of contracting and purchasing, public health and safety, violence prevention, and early childhood education initiatives. Adoption of the proposed ordinance advances multiple Citywide Priorities.

New Full-time Classifications – There are five (5) classifications being proposed as amendments to the City's Classification Plan:

(1) Finance – Manager, Contracting and Purchasing. A new classification is being created as part of organizational development efforts pertaining to the City's contracting operations.

Contracting functions currently exist in the Department of Workplace and Employment Standards, but the unit responsible for processing professional services agreements is being reorganized into the Finance Department. The goal is to streamline contracting and purchasing operations and implement process improvement. Given these shifts, the Finance Department partnered with HRM to establish a new classification to address a gap in the management of contracting and purchasing operations. The new position will strive to improve service delivery through a more comprehensive approach and address the needs for improved tracking and monitoring for important compliance purposes. The new Manager, Contracting and Purchasing position will primarily be responsible for: planning, managing, and coordinating the procurement of goods & services and professional services on a citywide basis, including the solicitation of bids and execution of legal agreements; making recommendations and develops policies and procedures to support the participation of the local business community in City contracts and purchases; optimizing and improving the efficiency of City's contracting practices; assigning, training, evaluating, and supervising assigned staff; and performing related duties as assigned. The International Federation of Professional and Technical Engineers (IFPTE), Local 21 was notified of the proposal to create this new classification in September 2023. City and union representatives discussed the item at two meetings. In November 2023, Local 21 confirmed that there were no objections to the proposed new classification. The new classification and exemption resolution will be scheduled to the March 21, 2024, Civil Service Board Meeting for approval.

(2) OFD – MACRO Supervisor. This new supervisory classification is being established to oversee the daily operations of the City's MACRO responders who provide basic life support and wellness referral services to individuals in the community during non-emergency and low-emergency calls. The MACRO Supervisor will supervise the crews that are each comprised of Community Intervention Specialist (CIS) and Emergency Medical Technician (EMT) classifications. This new classification will be critical in filling a gap in the reporting structure between the MACRO Program Manager and the MACRO field crews, which consist of one CIS and EMT on each crew. The new MACRO Supervisor will be responsible for: overseeing the daily operations of the Mobile Assistance Community Responders of Oakland (MACRO) crews that serve as first responders to non-violent low-level calls for services including situations involving mental health incidents, de-escalation, and referral to services; overseeing referrals to a variety of health and wellness services; performing clinical supervision duties; may attend meetings with community members and advocacy groups; supervising, training, and evaluating assigned staff; and performing related duties as assigned. IFPTE, Local 21 was notified of the proposal to create a new position in June 2023. City and union representatives discussed the item at three meetings. In November 2023, the union confirmed there were no objections to the proposed new classification. The classification was approved at the November 30, 2023, Civil Service Board Meeting.

(3) DVP – Violence Prevention Program Planner. A 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 Violence Prevention Program Planner will be responsible for: performing complex policy and program planning, research, analysis, and development related to gun, group, and interpersonal violence, and commercial sexual exploitation; preparing reports and drafting proposed policy including statistical information; supervising, training, and evaluating assigned staff; and performing related duties as assigned. IFPTE, Local 21 was notified of the new classification specification in March 2023. The item was discussed at several meetings through December 2023. In January 2024, Local 21 confirmed that there were no objections to the proposed new classification. The new classification will be scheduled to the February 15, 2024, Civil Service Board Meeting.

(4) HSD – Home Base Specialist. A new classification is being created because of the findings from a classification study that was completed in April 2022. HRM and HSD collaborated on a new job description to encompass the full scope and authority of work that is required to oversee home-based program services, but other factors were also considered. This classification work is partly in response to the most recent Federal Review that occurred in 2021, and the requirement for the Head Start Program to adjust its organizational structure. 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 has been partnering with HRM to establish new classifications to address gaps in program management and service delivery. The Head Start Program lacked a variety of mid-level management positions and other positions possessing specialized knowledge to improve service delivery. Significant progress has been made to create new classifications and facilitate necessary changes. HSD focused their initial efforts on classifications related to the education services and operations areas, but more classification changes are coming related to other service areas, including home-based services. This new supervisory classification will primarily be responsible for: implementing and overseeing the home-based program 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 includes 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. IFPTE, Local 21 was notified of the draft classification specification in February 2023. City staff and union representatives met several times during the last year to discuss the matter. Discussions concluded in October 2023. In December 2023, the union confirmed there were no objections to the proposed new classification or salary rate. The new classification was approved at the December 21, 2023, Civil Service Board Meeting.

(5) HSD – Home Base Visitor. A new classification is being created as part of organizational development efforts pertaining to the City's home-based program operations. Services have historically been delivered by existing teaching classifications in the Head Start Program. However, it became apparent a few years ago that a new classification needed to be carved out to capture the duties of the home-based staff, which differ from the traditional classroom setting. Having positions that are appropriately described as being dedicated to home-based operations

will help the Head Start Program improve service delivery and outcomes. The new Home Base Visitor position will primarily be responsible for: making regular home visits in accordance with Head Start Program Performance Standards to provide comprehensive child development (prenatal and ages birth to five) services and family support services; promoting positive parent-child relationships and interactions, teaching literacy skills, enhancing parenting techniques, and providing referral services; reinforcing parents as primary teachers of children in the home; providing and monitoring family support services for assigned families; promoting programs and services including social services, family and community engagement, father engagement, health tracking and nutrition, mental health and social and emotional well-being, and disabilities; implementing strategies and practices to support transition services (participate in meeting program recruitment goals; partnering with families to inform strategies that promote progress toward school readiness goals; keeping detailed records and maintaining confidentiality; and performing related duties as assigned. The Service Employees International Union (SEIU), Local 1021 was notified of the proposal to create this new classification in March 2022. City and union representatives discussed the item at several meetings throughout 2022 and 2023. In January 2024, Local 1021 confirmed that there were no objections to the proposed new classification or salary rate. The new Home Base Visitor classification will be scheduled to the February 15, 2024, Civil Service Board Meeting.

Title Change – A classification in OAS requires a title change, which will ensure that the classification accurately conveys the entire purpose of the position as needed by OAS in their current configuration: Animal Control & Shelter Manager. The classification is being retitled to Animal Shelter Operations Manager, which should assist in recruitment efforts and is more consistent with industry standards. The existing title is too narrow and does not fully capture the breadth of the necessary shelter responsibilities. IFPTE, Local 21 was notified of the proposal to revise the title in December 2023. City and union representatives discussed the item at the December meeting. In January 2024, the union confirmed there were no objections to the proposed title change. The revised title will be scheduled to the February 15, 2024, Civil Service Board Meeting as part of routine classification specification revisions.

Salary Adjustment – There is a classification in DOT with a proposed salary amendment to the City's Classification Plan: Director of Transportation. There are changes to the qualifications for this position, which include adding a professional engineering license as highly desirable. This action to adjust the salary will align it with the salary rates of similarly situated department head classifications. Since this classification is not represented by a bargaining group, no discussions with union representatives were necessary to enact these changes. The classification will be scheduled to the March 21, 2024, Civil Service Board Meeting for approval.

Minimum Wage Salary Adjustment – On November 4, 2014, the voters approved Oakland Measure FF which raised the minimum wage in Oakland to twelve dollars and twenty-five cents (\$12.25), effective March 2, 2015. Measure FF also included a requirement that the Oakland minimum wage be adjusted annually on the first of January in accordance with the annual Consumer Price Index ("CPI") for urban wage earners and clerical workers for the San Francisco-Oakland-San Jose, CA metropolitan statistical area, consistent with Section 5.92 of the City of Oakland Municipal Code ("OMC"). Adjustments to Oakland's minimum wage rate are only allowed when there is an increase in the CPI. The City of Oakland's pay structure for all positions must comply with the new wage rates as of January 1st each calendar year. The rate

increased by \$0.53 per hour for calendar year 2024, which resulted in a new wage rate of \$16.50 per hour.

HRM staff conduct the annual analysis of the Salary Schedule for all City of Oakland classifications. It was determined that two classifications required an adjustment to the wage rate to be at or above the new minimum wage standard pursuant to Measure FF and the OMC as of January 1, 2024. The hourly salary rate of the Senior Aide, PT classification in HSD has been increased to match this new rate, and the minimum monthly salary rate of the Temporary Contract Services Employee, PT classification will also be increased to ensure compliance.

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 Finance, OFD, DVP, and HSD 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 Fiscal Year (FY) 2023-24.

The title change for the OAS classification is budget neutral. The increase in salary for the Director of Transportation and the slight increases in salary for the Senior Aide, PT and Temporary Contract Services Employee, PT classifications will be reconciled as part of mid-year budget adjustments for FY 2024-2025.

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:

- (1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Contracting and Purchasing From The Operation Of Civil Service; And
- (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To:
 - (a) Add The Full-Time Classifications Of Manager, Contracting And Purchasing; Mobile Assistance Community Responders Of Oakland (MACRO) Supervisor; Violence Prevention Program Planner; Home Base Specialist; And Home Base Visitor; And
 - (b) Amend The Title Of The Full-Time Classification Of Animal Control & Shelter Manager to Animal Shelter Operations Manager; And
 - (c) Amend The Salary Of The Full-Time Classification Of Director Of Transportation; And
 - (d) Amend The Salary Of The Part-Time Classifications Of Senior Aide, PT And Temporary Contract Services Employee, PT To Ensure Compliance With The City Of Oakland's Minimum Wage Ordinance.

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

Respectfully submitted,



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