

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2011 JUL 21 PM 1:51

**CITY OF OAKLAND**  
**AGENDA REPORT**

**TO:** Office of the City Administrator  
**FROM:** Department of Human Resources Management  
**DATE:** July 26, 2011

**RE:** Adopt A Resolution Authorizing the City Administrator to Approve an Initial Salary for the Position of Assistant City Administrator That Exceeds the Mid-Point of the Salary Range, As Required by Ordinance No. 12918 C.M.S.

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**SUMMARY**

Staff has prepared a resolution authorizing the City Administrator to approve an initial salary for the position of Assistant City Administrator that exceeds the mid-point of the salary range, as required by Ordinance No. 12918 C.M.S. Flexibility for hiring within the full range of the authorized salary is recommended to allow the City to attract and retain the most highly qualified and experienced executive team to manage the City's overall administration.

**FISCAL IMPACT**

The proposed resolution has no fiscal impact; the position is budgeted at the top of the salary range.

**KEY ISSUES AND IMPACTS**

Effective recruitment and retention at the highest level of city government requires that the City provide a competitive compensation package to attract the most highly qualified candidates. The salary range for the Assistant City Administrator position is \$144,444 to \$216,667 annually, with a midpoint of \$180,555.

Staff in the Department of Human Resources Management conducted a salary survey and determined that the average salary for this position in California cities with a population of 300,000 or more is \$197,785. An Assistant City Manager recruitment is currently underway in the region which has a midpoint of approximately \$191,000 and a salary maximum of \$225,000. In light of salary adjustments related to union concessions, the midrange of the position in Oakland is well below the comparable salary range.

The incoming City Administrator would like to begin to fill this key vacancy in August. Approval of the proposed action in July enables the City Administrator to take action toward filling this position in August and offer a competitive salary. Delay in considering this request, will result in delays in filling this key vacancy and the likely need to obtain the services of an executive recruitment agency, at an additional cost to the City.

Item: \_\_\_\_\_  
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**SUSTAINABLE OPPORTUNITIES**

No economic, environmental, or social equity opportunities have been identified.

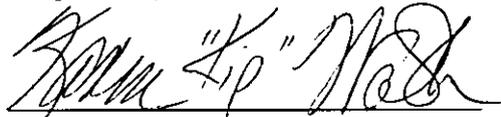
**DISABILITY AND SENIOR CITIZEN ACCESS**

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

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff requests that City Council adopt a resolution authorizing the City Administrator to approve an initial salary for the position of Assistant City Administrator that exceeds the mid-point of the salary range, as required by Ordinance No. 12918 C.M.S.

Respectfully submitted,



for Andrea R. Gourdine, Director  
Department of Human Resources Management

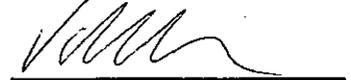
Prepared by:  
Kip Walsh, HR Manager  
Recruitment & Classification Division, DHRM

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL:**



Office of the City Administrator

Item: \_\_\_\_\_  
City Council  
July 26, 2011

  
City Attorney

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

2011 JUL 21 PM 1:31 RESOLUTION No. \_\_\_\_\_ C.M.S.

**ADOPT A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE AN INITIAL SALARY FOR THE POSITION OF ASSISTANT CITY ADMINISTRATOR THAT EXCEEDS THE MID-POINT AND NOT TO EXCEED THE TOP OF THE SALARY RANGE OF \$216,667 ANNUALLY, AS REQUIRED BY ORDINANCE NO. 12918 C.M.S.**

**WHEREAS,** the City Administrator is seeking the most qualified and experienced person to fulfill the role of Assistant City Administrator; and

**WHEREAS,** the midpoint of the salary range for the position as listed in Ordinance No. 12187 C.M.S. (the "Salary Ordinance") is \$180,555; and

**WHEREAS,** the midpoint of the salary is below the average salary range for similar positions in California cities with a population of 300,000 or more; and

**WHEREAS,** the City Administrator requires sufficient flexibility in determining the salary level to attract the best candidate to the position; now, therefore be it

**RESOLVED:** That the City Administrator is hereby authorized to approve an initial salary for the position of Assistant City Administrator that exceeds the mid-point and up to the top of the salary range, which is \$216,667..

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2011

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF and PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

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