



AGENDA REPORT

TO: FRED BLACKWELL
INTERIM CITY ADMINISTRATOR

FROM: Anil Comelo

SUBJECT: Amendment to Ordinance No. 12187 CMS
(The Salary Ordinance)

DATE: March 25, 2014

City Administrator
Approval

Date

4/14/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) to Create the Classification and Salary of Training Coordinator

OUTCOME

The Salary Ordinance amendment is proposed to create a position in the Human Resources Management Department (HR) to serve as the City’s coordinator for citywide training and to assist in the development of the City’s training program.

BACKGROUND/LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C M S) establishes salaries and other terms and conditions of City employment including the classification titles of positions. It is amended by City Council from time to time to accommodate the City’s evolving classification needs Pursuant to the Personnel Manual (Civil Service Rules), Section 302(b), classification specifications are prepared, maintained and amended by the Personnel Director with the approval of the Civil Service Board. At its April 17, 2014 meeting, HR staff will present the classification specification for Training Coordinator to the Civil Service Board for final approval

ANALYSIS

The proposed action is recommended to provide an appropriate title and pay grade to the position assigned to coordinate citywide training for employees. Although there is limited funding available for a robust training program, it is highly desirable to have a coordinator who could draw on available community resources, develop fundamental training modules for key personnel and administrative processes, as well as work to develop more effective support for supervisors and managers throughout the City organization.

Historically, coordination of training citywide has been provided by the Human Resources Management Department using different classifications at different times. In considering whether to use existing general classifications or to create a specialized title, staff recommends the creation of a unique classification to ensure that professionals with the appropriate background and experience would be drawn to apply for the position. Incumbents may also provide general support to the HR administration for special projects.

PUBLIC OUTREACH

No public outreach was required.

COORDINATION

The Human Resources Management Department initiated the creation of the classification of Training Coordinator to meet its operational need to have a position to which the duties could be assigned. The classification specification for the position will be presented to the Civil Service Board for approval at its April 17, 2014 meeting. Public notices regarding the Salary Ordinance amendment by City Council and Civil Service Board action to approve the classification are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance.

COST SUMMARY/IMPLICATIONS

A position at the same pay grade is already budgeted in the Human Resources Management Department budget. Creating a new title for the position has no new fiscal impact.

SUSTAINABLE OPPORTUNITIES

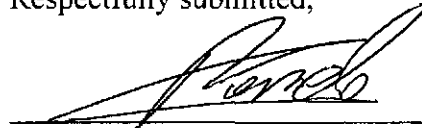
Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Social Equity: There are no social equity opportunities associated with this report.

For questions regarding this report, please contact Kip Walsh, HR Manager, Recruitment & Classification, at (510) 238-7334.

Respectfully submitted,



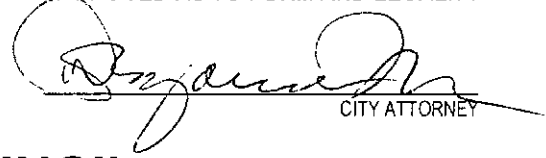
Anil Comelo
Director of Human Resources Management

Prepared by
Kip Walsh, HR Manager, Recruitment & Classification

Attachments

- 1) Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S ("Salary Ordinance") to Create the Classification of Training Coordinator

OFFICE OF THE CITY CLERK
INTRODUCED BY COUNCILMEMBER _____


CITY ATTORNEY

2014 APR 16 AM 11:18

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO CREATE THE CLASSIFICATION OF TRAINING COORDINATOR

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by ~~strike through type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective upon passage, the following classification is created in Ordinance No. 12187 C.M.S. in the Unit UM2.75 012 Pay Grade Table to read as follows:

Classification Title	Class No.	Salary Step
<u>Training Coordinator</u>	AP434	Step 1 6084.98
		Step 2 6406.05
		Step 3 6742.48
		Step 4 7098.45
		Step 5 7471.16

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2014

PASSED BY THE FOLLOWING VOTE

AYES- BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES-

ABSENT-

ABSTENTION-

ATTEST _____

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

DATE OF ATTESTATION _____

**AN ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187, C.M.S.
("SALARY ORDINANCE") TO CREATE THE CLASSIFICATION OF TRAINING COORDINATOR**

DIGEST

Ordinance Amending The Salary Schedule Of Ordinance No 12187 C M S ("Salary Ordinance") To Create The
Classification Of Training Coordinator
