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OFFICE OF THE CITY CLERK
OAKLAND

AGENDA REPORT

2018 APR 12 PM 12:13

TO: Sabrina B. Landreth
City Administrator

FROM: Ian Appleyard
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance) to Add
Assistant Human Resources Director

DATE: April 2, 2018

City Administrator Approval

Date:

4/10/18

RECOMMENDATION

Staff Recommends that the City Council Adopt: (1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Assistant Human Resources Director From The Operation Of Civil Service And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Title Of Assistant Human Resources Director.

EXECUTIVE SUMMARY

Adoption of the resolution recommending exemption of the Assistant Human Resources Director from the Civil Service Board and the proposed ordinance will ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended actions, this necessary classification will not be created and would prevent the Human Resources Management Department from classifying and filling the new Assistant Human Resources Director position.

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 from time to time 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, Human Resources Management (HRM) periodically addresses classification needs, including its own. Many such changes require HRM to initiate an amendment to the Salary Ordinance to add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of a routine action to amend the salary schedule.

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ANALYSIS AND POLICY ALTERNATIVES

This classification is being proposed to address the critical and complex duties which are affiliated with the responsibilities of managing both labor relations and risk management. The two program areas require a classification that can act as the City's Chief Negotiator, the City's Employee Relations Officer and as the Human Resources Director in his/her absence. The Employee Relations responsibilities moved to Human Resources from the City Administrator's Office in the last budget cycle and, while the position was "downgraded" to a Manager from a Director, many of the same duties persist. Therefore, to attract and retain successful incumbents, this classification will address internal alignment issues (level of responsibility in the organization) and the external market (salary for qualified Labor Relations professionals). By this classification overseeing both program areas, there will be efficiencies gained through issue coordination and cross-division management.

The classification will be responsible for planning, organizing, managing, and directing the work of the department, including the employee and labor relations and risk management programs; serving as chief negotiator during contract negotiations with employee bargaining groups; developing and implementing goals, objectives, policies, and procedures; providing support to the Director regarding complex, confidential, and sensitive matters; assisting with the department budget; and training and supervising assigned staff.

This classification will be unrepresented and oversee employee relations and risk management operations. The job description will be brought to the Civil Service Board for review of its alignment within the City's overall classification plan and approval of the request to exempt it from the competitive civil service; it is anticipated to be on the Civil Service agenda for the May 17, 2018 meeting.

The salary rate recommended for the Assistant Human Resources Director is commensurate with the rate established for Assistant Director positions in other departments. The new position is similarly situated in that it serves a citywide function and is deeply involved in policy development and compliance.

FISCAL IMPACT

A placeholder position was included for HRM at the proposed salary rate as part of the mid-year adjustments to the Fiscal Year (FY) 2017-19 Adopted Policy Budget. Adoption of this ordinance has no additional fiscal impacts. Once the correct title is established, the placeholder position will be converted to a position with the new title.

PUBLIC OUTREACH / INTEREST

No public outreach was required other than the required posting on the City's website.

COORDINATION

HRM Department coordinated with other departments regarding the addition of the new classification. Union involvement was not necessary because the related action is not subject to mandatory bargaining regulations.

Public notices regarding the Civil Service Board action to except the classification from the competitive civil service and approve the classification specification 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, Finance Department Budget Bureau, and the City Administrator's Office.

SUSTAINABLE OPPORTUNITIES

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

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

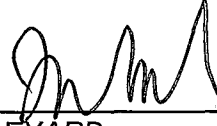
Social Equity: There are no social equity opportunities associated with this report.

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 Assistant Human Resources Director From The Operation Of Civil Service And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-Time Classification Of Assistant Human Resources Director.

For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Respectfully submitted,



IAN APPLEYARD

Director, Human Resources Management

Prepared by: Jaime Pritchett
Principal Human Resource Analyst
Recruitment & Classification Division

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

2010 APR 12 PM 12:14 RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF ASSISTANT HUMAN RESOURCES DIRECTOR FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Assistant Human Resource Director classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Assistant Human Resource Director is an expert level classification in the field of employee and labor relations, possessing advanced credentials, functioning as consultants to department heads, the City Administrator, and professional and management staff; and

WHEREAS, the Assistant Human Resource Director is an executive manager with overall responsibility for operations of the employee relations and risk management staff, is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities are broad and complex, the individual in this classification must deal with challenging, sensitive, and confidential matters; and assist management in difficult and complex labor negotiations and disciplinary matters; now, therefore be it

WHEREAS, the incumbent in the Assistant Human Resource Director position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

RESOLVED, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Assistant Human Resource Director be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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