



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Ian Appleyard
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)
Exemption Resolutions for
Various Classifications

DATE: September 20, 2021

City Administrator Approval

Date: Oct 5, 2021

RECOMMENDATION

Staff Recommends That The City Council Adopt:

(1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Mobile Assistance Community Responders of Oakland (MACRO) Program Manager From The Operation Of Civil Service; and

(2) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Payroll From The Operation Of Civil Service; and

(3) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-time Classification Of Mobile Assistance Community Responders Of Oakland (MACRO) Program Manager; To Add The Full-time Classification Of Community Intervention Specialist (MACRO); To Add The Full-time Classification Of Emergency Medical Technician (MACRO); To Add The Full-time Classification Of Tree Trimmer Crew Leader; To Add The Full-time Classification Of Head Start/Early Head Start Assistant Instructor; To Add The Full-time Classification Of Oracle Application Developer III; To Add The Full-time Classification Of Custom Application Developer III; To Add The Full-time Classification Of Community Police Review Agency (CPRA) Attorney; To Add The Full-time Classification Of Benefits Supervisor; To Add The Full-time Classification Of Manager, Payroll; To Amend The Title of The Full-time Classification Of Head Start/Early Head Start Substitute Associate Instructor To Head Start/Early Head Start Substitute Instructor; To Amend The Title of The Permanent Part-time Classification Of Head Start/Early Head Start Substitute Associate Instructor, PPT To Head Start/Early Head Start Substitute Instructor, PPT; To Amend The Title Of The Part-time Classification Of Head Start/Early Head Start Substitute Associate Instructor, PT To Head Start/Early Head Start Substitute Instructor, PT; To Amend The Title Of The Full-time Classification of Parking Meter Collector Supervisor to Parking Meter Collection Supervisor; To Amend The Salary Of The Part-time Classification Of Lifeguard, PT; To Amend The Salary Of The Part-time Classification Of Water Safety Instructor, PT; To Amend The Salary Of The Part-time Classification Of Pool Manager, PT; To Amend The Salary Of The Permanent Part-time Classification Of Pool Manager, PPT; To Amend The Salary Of The Full-time

City Council
October 19, 2021

Classification Of Fire Protection Engineer; And To Delete The Full-time Classification Of Application Developer III.

EXECUTIVE SUMMARY

Adoption of the proposed resolutions is necessary to ensure that the City of Oakland is able to appoint appropriate candidates to critical management positions that are responsible for key areas of the City's operations. These actions are in accordance with Oakland City Charter Section 9.02(f) to seek exemption of the classifications of MACRO Program Manager and Manager, Payroll from the operation of the competitive civil service. These "at-will" positions are budgeted in the Oakland Fire Department and Finance Department.

Adoption of the proposed ordinance will ensure accuracy of the City's classification plan and Salary Schedule. This ordinance includes a variety of routine actions to approve 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: Oakland Fire Department (OFD); Oakland Public Works (OPW) Department; Human Services Department (HSD); Information Technology Department (ITD); Community Police Review Agency (CPRA); Human Resources Department (HRM); Finance Department; Oakland Department of Transportation (DOT); and Oakland Parks, Recreation & Youth Development (OPRYD) Department.

BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries and classification titles. 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, the City's Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

As City services and departmental operations change, Human Resources Management (HRM) staff work with departments to adapt and improve job classification needs. These changes require HRM to propose amendments to 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. This report includes exemption resolutions that align with newly created classifications.

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to reflect current service and operational needs. In the event a classification is represented by a labor group, proper notice and discussion has occurred.

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

(1) OFD – MACRO Program Manager, Community Intervention Specialist, and Emergency Medical Technician: Three new classifications are being created to oversee and carry out the operations of the City's brand-new Mobile Assistance Community Responders of Oakland (MACRO) Program to provide basic life support and wellness referral services to individuals in the community during non-emergency and low-emergency calls. The MACRO Program Manager will administer the program and supervise the crews that are each comprised of one Community Intervention Specialist and one Emergency Medical Technician. The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create the new MACRO Program Manager classification in June 2021. City and union representatives discussed the item at two meetings, and there were no objections to the proposed new classification. The Civil Service Board is scheduled to approve the new classification and recommended exemption from civil service at its December 16, 2021 meeting. The Community Intervention Specialist and Emergency Medical Technician classifications will field calls for response to non-emergency and low-emergency situations in the community to provide wellness referrals and basic life support medical attention following assessment of individuals. The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create the new Community Intervention Specialist and Emergency Medical Technician classifications in June 2021. City and union representatives discussed the item at four meetings and there were no objections to the proposed new classifications. However, the City and union representatives did not reach consensus on the proposed salary rates after participating in good faith bargaining to discuss the potential impacts of the salaries. The Civil Service Board approved the new classifications at the September 16, 2021 meeting.

(2) OPW – Tree Trimmer Crew Leader: One new classification is being created to provide lead direction to tree crews while in the field since this level is missing from the current tree job series but does exist in other OPW job series. The Tree Trimmer Crew Leader provides lead direction and technical oversight in addition to performing tree maintenance duties. SEIU, Local 1021 was notified of the proposal to create the new classification in May 2021. City and union representatives discussed the item at three meetings, and there are no objections to the proposed new classification. The Civil Service Board is expected to approve the new classification at its October 21, 2021 meeting.

(3) HSD – Head Start/Early Head Start Assistant Instructor: A new full-time equivalent classification is being created to allow for increased hours and more opportunities for advancement in the City's Head Start program. This classification assists with and provides instruction to participants in the Head Start program but is not yet qualified at the full Head Start Instructor or Early Head Start Instructor level to lead a classroom in accordance with state guidelines. A part-time classification already exists at this teaching level but the part-time incumbents regularly exhaust their annual hour limit before the school year ends. SEIU, Local 1021 was notified of the proposal to create a new full-time equivalent in July 2021. City and union representatives discussed the item at two meetings, and there are no objections to the proposed new full-time equivalent classification. Civil Service Board action is not required since there are no changes to the existing classification specification.

(4) ITD – Oracle Application Developer III and Custom Application Developer III: Two new application developer classifications are proposed for creation to replace the existing single, Application Developer III classification. Revisions were initially proposed to the Application Developer III classification but it became apparent during the course of discussions between the

City and union representatives that the positions had evolved and become more specialized in the areas of Oracle application development or Custom application development. IFPTE, Local 21 was notified in May 2021 of the proposal to split the existing classification into two new classifications. City and union representatives discussed the item at two meetings, and there are no objections to the proposed new classifications. The Civil Service Board approved the two new classifications at the July 15, 2021 meeting.

(5) CPRA – Community Police Review Agency (CPRA) Attorney: One new classification is proposed in response to a recent ballot initiative approved by the voters that allows the Police Commission to hire and/or contract for one or more attorneys to provide legal advice to the Police Commission related to and within the scope of the Police Commission's powers or duties as provided in Charter section 604(b)(12), including providing advice regarding police discipline and policy issues and handling arbitrations related to discipline of sworn officers in the Oakland Police Department. IFPTE, Local 21 was notified in May 2021 of the proposal to create this new attorney classifications. City and union representatives discussed the item at five meetings, and a series of proposals and counterproposals ensued. Following mutual agreement of the final draft, Local 21 confirmed there are no objections to the proposed new classification. The Civil Service Board is expected to approve the new classification at the October 21, 2021 meeting.

(6) HRM – Benefits Supervisor: One new classification is proposed in response to a classification study of the Benefits Coordinator position that currently oversees the Benefits staff in Human Resources. The findings determined that the current classification did not suitably encompass the scope or level of authority that is routinely exercised in administering the City's benefits programs and supervising staff. Therefore, a new classification was recommended for creation at the supervisor level. The Confidential Management Employees Association (CMEA) was informed of the proposal to create this new classification. A meeting was not requested, and CMEA confirmed there are no objections to the proposed new classification. The Civil Service Board is expected to approve the new classification at its October 21, 2021 meeting.

(7) Finance – Manager, Payroll: This new classification is proposed to establish and provide the appropriate administrative structure to support the Finance Department's payroll functions. The position will oversee all payroll operations, ensure compliance with governmental standards, supervise staff, and lead aspects of the City's labor negotiations. Since the new classification is unrepresented, there were no noticing obligations. The Civil Service Board is expected to approve the new classification and recommended exemption from civil service at its December 16, 2021 meeting.

Classification Title Changes – Two classifications require a title change, which will ensure that the classifications accurately convey the requirements of the positions as needed by the City departments in their current configurations.

(1) HSD – The title of the Head Start/Early Head Start Substitute Associate Instructor is being changed to Head Start/Early Head Start Substitute Instructor for the full-time, permanent part-time, and part-time classification equivalents. The existing classifications are presently being utilized in the Head Start program but the word "Associate" in the title was creating confusion about placement in the organizational structure. The determination was made to remove the term "Associate." This classification serves as a substitute instructor at Head Start classroom sites to assist with providing instruction and ensure that appropriate staff-to-student ratios are met. SEIU, Local 1021 was notified of the proposed revised title in July 2021. City and union

representatives discussed the item at two meetings, and there are no objections to updating the classification titles for all three equivalents. The revised classification titles are expected to be approved at the Civil Service Board on October 21, 2021 as part of routine classification specification revisions.

(2) DOT – The title of Parking Meter Collector Supervisor is being changed to Parking Meter Collection Supervisor. This existing classification is part of a reorganization from the Finance Department to DOT that was recently approved by the City Council. Minor revisions to the classification were proposed in addition to the title change. The revised title better aligns with City operations and the organizational structure. IFPTE, Local 21 was notified of the proposed revisions in July 2021. City and union representatives discussed this item during one meeting. There are no objections to updating the classification title or making minor changes to the classification specification. The revised classification was approved by the Civil Service Board at its September 16, 2021 meeting as part of routine classification specification revisions.

Classification Salary Adjustments – There are five existing classifications which are being proposed for salary adjustments. The changes are an effort to improve staff attraction and retention efforts in OPRYD and OFD, which will allow them to meet the needs of the community more fully.

(1) OPRYD – Aquatics: It is recommended to increase the pay of various classifications that staff the City's swimming pools. The four classifications include: Lifeguard, PT; Water Safety Instructor, PT; Pool Manager, PT; and Pool Manager, PPT. Given the tremendous regional market competition for swimming pool-related staff, these changes will make Oakland more competitive. The goal is to expand Oakland's youths the ability to learn necessary life-saving swimming skills and improve other quality of life issues. The salary modification proposal is to increase the wage by 20% across all four aquatics classifications. SEIU, Local 1021 was notified of the proposed salary modifications in August 2021. City and union representatives discussed this item during one meeting. There are no objections to modifying the salary rates of these classifications. Involvement from the Civil Service Board is not necessary since there are no changes to the existing classification specifications.

(2) OFD – Fire Protection Engineer: It is recommended to increase the pay of this classification to internally align with the City's Civil Engineer classification, which has comparable qualifications. The City has struggled with attracting and retaining qualified candidates and, therefore, is proposing 17% wage increase. The hourly rate will now match the Civil Engineer's hourly rate but the Fire Protection Engineer classification works 40 hours per week instead of 37.5 hours per week so the modified salary results in a higher annualized salary. IFPTE, Local 21 was notified of the proposed salary modification in September 2021. City and union representatives discussed this item during one meeting. There are no objections to modifying the salary of this classification. Civil Service Board action is not required since there are no changes to the existing classification specification.

Classification Deletion – One existing classification is recommended for deletion from the City's Classification Plan. As mentioned above, two new ITD classifications (Oracle Application Developer III and Custom Application Developer III) are being created to replace this single classification. Current employees will convert from general Application Developer III positions and be placed in either of the new specialized classifications depending on their content area.

IFPTE, Local 21 was notified of this intent during discussions about the proposed new application development classification specifications and has no objections.

FISCAL IMPACT

The adoption of the proposed Salary Ordinance Amendment will add ten new classifications but the actual positions will be added by converting existing positions. OFD, OPW, HSD, ITD, CPRA, HRM and the Finance Department will submit Add/Delete requests, with the appropriate funding, to the Budget Bureau and the City Administrator for approval.

Funding for the salary modifications (four aquatics positions in OPRYD and Fire Protection Engineer in OFD) has been identified at the department level. OPRYD and OFD will coordinate with the Budget Bureau to implement salary modifications and amend the budgets for each department.

The classification title changes the four classifications in HSD and DOT are budget neutral. The deletion of the Application Developer III positions is also budget neutral since these positions will be converted to the new Oracle Application Developer III and Custom Application Developer III classifications with the same rate of pay.

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 have noticing requirements. Through the discussions between the City and affected Unions, issues were identified and resolved.

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 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

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Edward D. Reiskin, City Administrator

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Date: September 20, 2021

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For questions regarding this report, please contact Ian Appleyard, Director of Human Resources Management, at (510) 238-6450.

Respectfully submitted,



IAN APPLEYARD

Director, Human Resources Management

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Recruitment, Classification & Benefits Division

Attachments (3):

A: Salary Ordinance

B. Resolution – MACRO Program Manager

C. Resolution – Manager, Payroll

