



AGENDA REPORT

TO: Elizabeth Lake
Acting City Administrator

FROM: Mary Hao
HRM Director

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

DATE: June 10, 2026

City Administrator Approval


Betsy Lake (Jun 11, 2026 20:49:26 PDT)

Date: Jun 11, 2026

RECOMMENDATION

Staff Recommends That The City Council Adopt The Following Pieces Of Legislation:

- 1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Employee And Labor Relations Technician From The Operation Of Civil Service; And**
- 2) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Employee And Labor Relations Analyst, Assistant From The Operation Of Civil Service; And**
- 3) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Employee And Labor Relations Analyst From The Operation Of Civil Service; And**
- 4) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Exempt Limited Duration Employee (80-Hour) From The Operation Of Civil Service; And**
- 5) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) To:**
 - (a) Add The Full-Time Classification Of Employee And Labor Relations Technician; And**
 - (b) Add The Full-Time Classification Of Employee And Labor Relations Analyst, Assistant; And**

**(c) Add The Full-Time Classification Of Employee And Labor Relations Analyst;
And**

**(d) Add The Full-Time Classification Of Exempt Limited Duration Employee (80-
Hour); And**

**(e) Amend The Salary Of The Full-Time Classification Of Deputy Chief Of Fire
Department; And**

**(f) Amend The Salary Of The Full-Time Classification Of Assistant Chief Of Fire
Department; And**

(g) Amend The Salary Of The Full-Time Classification Of Fire Marshal (Sworn).

EXECUTIVE SUMMARY

Adoption of the proposed resolutions will ensure that the City is able to appoint appropriate candidates to critical employee and labor relations positions and a temporary classification. This action is in accordance with Oakland City Charter Section 902(f) to seek exemption of the classifications of Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, Employee and Labor Relations Analyst, and Exempt Limited Duration Employee (80-Hour) from the operation of the competitive civil service. These “at-will” positions are budgeted in the Human Resources Management (HRM) and citywide, respectively.

Adoption of the proposed ordinance will ensure the accuracy of the City’s classification plan and Salary Schedule. This ordinance includes a variety of routine actions to approve the creation of new classifications and modifications to existing classifications that have will be approved by the Civil Service Board. The proposed items are related to classifications that are allocated in the following departments: the HRM Department, the Oakland Fire Department (OFD), and citywide.

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 consult 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 comprises 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 will take place. Notably, none of the classifications below are represented by bargaining groups.

New Full-Time Classifications – Four (4) new classifications are being created. Three (3) will be allocated in the HRM Department and one (1) is intended for citywide use. All are proposed as amendments to the City's Classification Plan:

(1) Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, and Employee and Labor Relations Analyst – HRM's Employee Relations Division is adjusting its operations by establishing division-specific employee and labor relations positions instead of using the existing, general human resources analysts classifications. These new classifications are not represented by bargaining groups, which will prevent conflicts of interest when performing duties related to labor and employee relations, including collective bargaining, meet and confer and advising on corrective actions/disciplinary matters.

The Employee and Labor Relations Technician will be responsible for performing journey-level technical and administrative support duties for employee and labor relations programs and activities; providing confidential technical support related to disciplinary processes, grievance procedures, employee investigations, labor-management meetings, successor bargaining activities, and information requests; preparing, processing, and maintaining case files, records, and related documentation; tracking critical deadlines, required notifications, and follow-up actions; coordinating meetings and providing detailed note-taking support; maintaining confidential employee and labor relations information and records; utilizing human resources information systems and other software applications to support division operations; and performing related duties as assigned.

The Employee and Labor Relations Analyst, Assistant will be responsible for performing routine professional work in support of employee and labor relations activities; assisting with administering grievance and disciplinary processes, meet-and-confer/discuss activities, labor negotiations preparation, and related employee and labor relations functions; conducting routine research; reviewing case documentation; assisting with interpreting labor agreements; preparing draft reports and recommendations; supporting division staff with resolving employee and labor relations matters; and performing related duties as assigned.

The Employee and Labor Relations Analyst will be responsible for performing professional level employee and labor relations duties in the administration of grievance and disciplinary processes, employee investigations, labor agreement interpretation and administration, meet-and-confer/discuss activities, labor negotiations support, and related employee and labor relations programs; conducting research and analysis; preparing reports, recommendations, and correspondence; advising departments regarding the interpretation and application of labor agreements, policies, procedures, and employment practices; assisting with resolving employee and labor relations matters; and performing related duties as assigned.

These classifications will be unrepresented and not covered by any bargaining group. The new classification specifications and exemption resolutions are tentatively scheduled for Civil Service Board approval at the July 16, 2026, Meeting.

(2) Exempt Limited Duration Employee (80-hour) – Various departments occasionally require temporary appointments to ensure critical operations are performed and necessary services are delivered. There is already an equivalent 75-Hour Exempt Limited Duration Employee (ELDE) classification. This action will create an equivalent 80-Hour ELDE classification to cover assignments that align with City classifications that work an 80-Hour biweekly schedule.

In accordance with the City of Oakland Personnel Manual, Section 5.06(d):

“The Personnel Director may appoint an employee to the exempt limited duration employee classification to meet the City’s need to fill positions with: (1) limited funding cycles of one year or less; (2) special projects that are longer than 6 months in duration, yet still short-term; or, (3) positions where the duties and responsibilities have not been fully defined.

Exempt limited duration appointments may not exceed one year. Regular appointment employees who accept exempt limited duration appointments will continue to receive the same fringe benefits they received in their regular appointment. Exempt limited duration employees do not accrue seniority. Exempt limited duration employees may not be placed in permanent employment without successfully competing in a selection process.”

This classification will be unrepresented and not covered by any bargaining group. Approval of the exemption resolution is tentatively scheduled for Civil Service Board approval at the July 16, 2026, Meeting.

Salary Adjustments – Deputy Chief of Fire Department, Assistant Chief of Fire Department, and Fire Marshal (Sworn) – Three (3) OFD classifications require salary adjustments to support recruitment, retention, and internal promotional opportunities. Fire Administration has recommended restructuring compensation for these management classifications by incorporating an existing 15% administrative assignment premium incumbents already receive into the base salary for these three classifications.

Sworn Fire line staff currently receive this premium as pensionable compensation; however, for these sworn management classifications, the premium is not currently included in retirement calculations. Incorporating the premium into the compensation structure for these fire management classifications provides equitable retirement treatment for employees serving in these leadership roles. These classifications are not represented by a bargaining group; therefore, discussions with union representatives were not required.

RELATED PLANNING EFFORTS

This agenda item is a routine item and does not relate to any Oakland strategic planning efforts.

FISCAL IMPACT

Adoption of the proposed Salary Ordinance Amendment adding the new classifications will not automatically add the positions to the HRM Department. The new classifications will require HRM to coordinate with the Budget Bureau to convert placeholder classifications and submit Add/Delete requests during FY 2026-27. Departments that will use the new ELDE (80-Hour) classification will not need to process Add/Deletes since the temporary classification is tied to placeholder positions as funding sources.

The salary amendments for the three OFD management classifications would cost the City approximately \$567,545 for FY 2026-27 in Fund 1010 (General Purpose Fund). Mid-year adjustments will be made to the Fiscal Year 2025-2027 Biennial Adopted Budget to ensure that sufficient funds are available for the adopted salary adjustments to the Assistant Chief of Fire Department, Deputy Chief of Fire Department, and Fire Marshal (Sworn) classifications. The calculations are based on an effective date of the first payroll period in FY 2026-2027, which begins on July 4, 2026.

A breakdown of the appropriated project funding sources is included in Table 1:

Table 1: Project Funding Sources

Fund Source	Organization	Account	Project	Program	Amount
1010 – General Purpose Fund	20311 - Fire Marshal's Office	51XXX - Personnel	1000009 – Administrative Project	PS23 - FIRE PREVENTION BUREAU	\$82,741
1010 – General Purpose Fund	20411 - Emergency / Suppression: Shift A	51XXX - Personnel	1000009 – Administrative Project	PS17 - FIRE SUPPRESSION/FIELD OPERATIONS	\$296,061
1010 – General Purpose Fund	20816 - Fire: Support Services	51XXX - Personnel	1000009 – Administrative Project	PS26 - EMERGENCY RESPONSE SUPPORT SERVICES	\$102,451
1010 – General Purpose Fund	20913 - EMS Training	51XXX - Personnel	1000009 – Administrative Project	PS27 - FIRE DEPARTMENT SAFETY, EDUCATION, & TRAINING E SUPPORT SERVICES	\$86,292

Total Ongoing:					\$567,545

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. None of the classifications contained in this report are represented by bargaining groups; therefore, there was no need to meet with bargaining groups.

Public notices regarding the Civil Service Board actions to approve exemption resolutions and 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, the City Attorney’s Office, and the Finance Department Budget Bureau.

RACE AND EQUITY

Staff did not complete a Racial Equity Impact Analysis on the recommended actions. Going forward, the data may be reviewed to determine if there are any short- and long-term impacts related to these actions.

ACTION REQUESTED OF THE CITY COUNCIL

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 - (g) Amend The Salary Of The Full-Time Classification Of Fire Marshal (Sworn).

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

Respectfully submitted,



Mary Hao (Jun 11, 2026 14:00:10 PDT)

MARY HAO
Director, Human Resources Management

Reviewed by:
Amber Lytle, Human Resources Manager
Recruitment & Classification Division

Prepared by:
Jaime Pritchett, Principal HR Analyst
Recruitment & Classification Division

Attachments (4):

- A. Exemption Resolution for Employee and Labor Relations Technician*
- B. Exemption Resolution for Employee and Labor Relations Analyst, Assistant*
- C. Exemption Resolution for Employee and Labor Relations Analyst*
- D. Exemption Resolution for Exempt Limited Duration Employee (80-Hour)*