

CITY OF OAKLAND

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City Administrator's Office

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Andrea R. Gourdine
Dept. of Human Resources
Management

SUBJECT: Update regarding the status of the City's
Classification Plan

DATE: February 1, 2012

City Administrator
Approval

 Date

2/01/12

INFORMATION

At the December 1, 2011 Rules & Legislation Committee meeting, a request was made by the Committee for a detailed report regarding the City's Classification Plan. At that time, the staff indicated they would provide an update to Council regarding the work being done to update the City's classification system and timelines for key milestones in January 2012.

Given the recent budget actions due to the dissolution of the City's Redevelopment Agency, the staff engaged in processing layoffs and updating seniority lists are the same staff that would be responsible for providing the classification plan update. Therefore, due to the urgency of the budget related tasks in which DHR has been engaged in over the past several weeks, staff is unable to meet the January deadline.

As staff's immediate focus continues on the efforts related to the necessary tasks associated with the budget situation, we anticipate a response to this request by mid April. Once the layoff notification process is completed and have been distributed, staff will be engaged in managing the redeployment process to determine whether or not there are potential vacancies in which to place staff that would otherwise have been laid off, participating in impact bargaining regarding classification adjustments based on reorganizations, and producing classification reports to the Civil Service Board, etc. Thereafter, staff must ensure that all personnel recordkeeping systems are current.

The City currently has 792 active classifications represented in the Salary Ordinance. Of those, several are represented more than once to include separate listings for full time, permanent-part time, and temporary part time equivalents where they exist in a given classification.

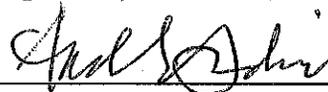
The Salary Ordinance Schedule Report (commonly referred to simply as the "Salary Ordinance") contains a number of errors including duplicates, incorrect salary pay grades associated with certain positions, misnaming of classification titles, classifications listed that are inactive, and the wrong representation unit associated with classifications.

To update the City's Classification Plan, a number of underlying issues will need to be addressed:

- Classifications historically treated as exempt and not explicitly exempt by Charter may or may not have been formally exempted through the process required by Charter Section 902(f). Corrective action must be taken where appropriate.
- There is a long-standing dispute between the City and the Port with regard to the authority to create classifications for the Port. Systematic analysis and reconciliation will be required once there is a determination regarding the requirements of Charter language referring to the Civil Service Board and its authority over the City's "comprehensive personnel system" as well as language in Ordinance No. 8979 CMS which sets the Port apart in many ways.
- The classification specifications ("class specs") for many of the City's classifications are grossly out of date with some dating back to the 1970s. In a significant number of cases, a class spec has never been developed. Again, the City risks exposure by not clearly and effectively defining the assignments of the people in its workforce.
- The City's Classification Plan has shifted and changed over the last few decades without being organized in a broader context of Job Families that clearly tie to the City's organizational structure.
- The naming conventions for classification titles are inconsistent and need to be systematized.
- The numbering system of classifications no longer has any logic to it, which contributes to an inability to group classes together systematically.

DHRM has limited staff that can work on the competing priorities. The staff employed in the classification area is currently assisting with the budget related tasks noted above. With only four (4) FTE's dedicated to this work it will take some time to resolve these issues, given the breadth of the assignment, current state of the class plan, on-going classification work, and the existing priorities related to budgetary actions. Therefore, staff anticipates a response to this request by the end of March.

Respectfully submitted,



ANDREA R. GOULDINE

Director, Dept. of Human Resources Management

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