



AGENDA REPORT

PROPOSED ACTION: Ordinance: Enactment of the Ordinance Necessary to Ratify and Set the Salary Increase and the Salaries retroactive to the First Day of the Pay Period Containing January 1, 2025 for Certain Port of Oakland Non-Represented Positions in Port Employee Representation Unit H (Finance & Admin)	
Submitted By: Danny Wan, Executive Director	
<u>Parties Involved:</u> Non-Represented Positions in Port Employee Representation Unit H	<u>Amount:</u> \$104,207 (annual) plus variable benefits
EXECUTIVE SUMMARY: Port of Oakland (Port) Staff recommends that the Board of Port Commissioners (Board) enact the ordinance necessary to ratify and set the salary increase and the salaries for certain non-represented positions in Port Employee Representation Unit H (Unit H).	

BACKGROUND & ANALYSIS

Article IX, Section 2 and Article XII, Section 5e of the By-Laws of the Board of Port Commissioners and Administrative Policy and Procedure (AP) 432 provide the Executive Director with the authority to review and adjust the salaries and other related benefits for the positions in Unit H on an annual basis. Among the factors to be considered, the Executive Director may take into account the organization's financial sustainability, employee performance, salary adjustments provided to Port employees through the collective bargaining process, market competition, internal compaction, internal equity, and other benefits (e.g., leave; health). In addition, Article XII, Section 2 of the By-Laws provides that the Board may adjust the salaries and other related benefits of certain direct reports: in this particular matter, the Port Attorney and Secretary of the Board.

In an effort to provide an equitable and fair compensation plan for the Port's Unit H staff and consistent with the factors outlined in AP 432 which include Port financial stability, employee general performance, salary adjustments provided to represented Port employees through the collective bargaining process, internal compaction, and internal equity, a one-time two and one-half percent (2.5%) salary increase retroactive to the first day of the pay period containing January 1, 2025 is recommended for certain Unit H positions referenced in the "Salary Table for Certain Non-Represented Positions in Port Employee Representation Unit H" ("Salary Table") which is attached as Attachment A. The Salary Table sets forth the proposed two and one-half percent (2.5%) salary increase and the proposed salaries for the following non-represented positions in Unit H: (1) two positions that directly report to the Board: Port Attorney and Secretary of the Board; (2) Directors of: Maritime, Aviation, Engineering, Environmental Programs & Planning, Human Resources, Communications and Information Technology; (3) the Chief Operating Officer, Chief Financial Officer, Chief Real Estate Officer, Chief Public Engagement Officer, and (4) the Assistant Port Attorney.

Ordinance Adoption

The salaries for the Port's Employee Representation Unit H were not fixed and were indefinite prior to and at the start of fiscal year 2024-2025 because of ongoing financial considerations, negotiations, and other factors. As the Port must ensure the continued recruitment and retention of qualified and competent employees, a salary increase retroactive to January 1, 2025 is recommended for the Unit H members described herein.

In order for the Board to implement the salary adjustments for the non-represented positions as described above and as set forth in the attached Salary Table, the Board, by Ordinance, must specifically amend Port Ordinance No. 867 to ratify and set the salary increases and salaries. If approved, the second reading for the Ordinance amendment will be scheduled for the Board's regular meeting on February 13, 2025. The Ordinance shall become effective immediately after the second reading.

OTHER FINDINGS AND PROVISIONS

ENVIRONMENTAL REVIEW

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

Categorically exempt under the following CEQA Guidelines Section:

Choose an item.

Not a "Project" under CEQA, as defined in Public Resources Code § 21065.

"Common Sense" exemption under CEQA Guidelines Section 15061(b)(3).

Other/Notes:

BUDGET

Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR
 Operating Non-Operating Capital

Analysis: There is no budget impact as the FY 2024-2025 budget included the 2.5% salary adjustment for Unit H positions.

STAFFING

No Anticipated Staffing Impact.

Anticipated Change to Budgeted Headcount.

Reason:

Other Anticipated Staffing Impact (e.g., Temp Help).

Reason:

MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA):

Applies? No (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port’s Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

Additional Notes:

LIVING WAGE (City Charter § 728):

Applies?

No (No Covered Agreement) – proposed action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage requirements.

Additional Notes:

SUSTAINABLE OPPORTUNITIES:

Applies? **No.**

Reason:

GENERAL PLAN (City Charter § 727):

Conformity Determination:

No Project – conformity determination not required because proposed action does not change use of or make alterations to an existing facility, or create a new facility.

STRATEGIC PLAN. The proposed action would help the Port achieve the following goal(s) and objective(s) in the Port’s Strategic Business Plan:

- | | |
|---|--|
| <input type="checkbox"/> Grow Net Revenues | <input type="checkbox"/> Modernize and Maintain Infrastructure |
| <input type="checkbox"/> Improve Customer Service | <input checked="" type="checkbox"/> Pursue Employee Excellence |
| <input type="checkbox"/> Strengthen Safety and Security | <input type="checkbox"/> Serve Our Community |
| <input type="checkbox"/> Care for Our Environment | |