



**AGENDA REPORT**

<b>PROPOSED ACTION: Ordinance:</b> Enactment of the Ordinance Necessary to Ratify and Set the Annual Salary for the Director of Social Responsibility Job Classification at \$270,000. <b>(Public Engagement/Finance &amp; Admin)</b>	
Submitted By: Michael Mitchell, Director of Human Resources; Kristi McKenney, Executive Director	
Parties Involved: Non-Represented Positions in Port Employee Representation Unit H	Amount \$270,000 annual salary plus benefits (operating expense)
<b>EXECUTIVE SUMMARY:</b> This Agenda Report recommends that the Board of Port Commissioners (Board) enact the ordinance necessary to amend the Port's Salary Ordinance, Ordinance No. 867, to ratify and set an annual salary of two hundred seventy thousand dollars (\$270,000) for the Director of Social Responsibility job classification.	

**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 of the positions in Unit H on an annual basis. Among the factors to be considered, the Executive Director may take into account the Port'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).

Periodic organizational assessments are conducted to evaluate Port classifications in Unit H and their duties and compensation in order to optimize their roles and responsibilities within the Port's management structure. The Director of Social Responsibility position has been vacant since January 31, 2025 due to the retirement of the incumbent. As a result, an analysis of the position was conducted to determine how to enhance community partnerships, workforce development, and stakeholder relations. As such, the role has been enhanced with a focus on introducing more creative approaches for community engagement, designing policies that connect local businesses with opportunities and residents with employers, and building relationships within Oakland's diverse communities to strengthen relationships and beneficial impacts. This position will be charged with integrating social responsibility into the Port's array of programs and projects. A compensation analysis was subsequently conducted to determine an appropriate compensation level commensurate with the responsibilities of the Director of Social Responsibility position. The internal Unit H compensation structure was the key consideration in determining an appropriate annual salary level. The Director of Social Responsibility will have three budgeted full time subordinate employees. Considerations related to span of control, organizational importance, community impact and

ability to recruit and retain a highly qualified professional are key to establishing an appropriate compensation level. Accordingly, it is recommended that the annual salary level for the Director of Social Responsibility classification be set at \$270,000.

To implement the salary allocation for the Director of Social Responsibility position, the Board, by Ordinance, must specifically amend Port Ordinance No. 867 to ratify and set the salary. If approved, the second reading for the Ordinance amendment will be scheduled for the Board’s regular meeting on May 14, 2026. The Ordinance would become effective immediately after the second reading approval.

**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.
- “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 impact to the FY2026 Board Adopted Budget.

**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 (Not Covered Entity) – proposed action involves entity not covered by Living Wage requirements because it is not a covered service provider or tenant, does not employ at least 21 employees, or receive from or pay to Port at least \$50,000.

	<input type="checkbox"/> <u>Additional Notes:</u>
<p><b><u>SUSTAINABLE OPPORTUNITIES:</u></b></p> <p><u>Applies?</u> <b>No.</b></p> <p><u>Reason:</u></p>	<p><b><u>GENERAL PLAN</u></b> (City Charter § 727):</p> <p><u>Conformity Determination:</u></p> <p>Not Required – conformity determination not required because proposed action does not change use of or make alterations to an existing facility, or create a new facility.</p>
<p><b><u>STRATEGIC PLAN.</u></b> The proposed action would help the Port achieve the following goal(s) in the Port’s Strategic Plan:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Capture Our Market and Grow the Economic Base</li> <li><input type="checkbox"/> Modernize and Upgrade Infrastructure</li> <li><input type="checkbox"/> Transition to Zero-Emissions and Build Climate Resilience</li> <li><input type="checkbox"/> Maximize Land Use Value and Revenues</li> <li><input checked="" type="checkbox"/> Workforce Training and Jobs Development</li> <li><input type="checkbox"/> Create Opportunities for Local Businesses and Community Economic Development</li> </ul>	