



AGENDA REPORT

PROPOSED ACTION:

Ordinance: Enactment of An Ordinance to Amend Port Ordinance No. 867 to Reassign the Salary Grade for the Senior Maritime Commercial Representative Classification from Salary Grade 586.2 to Salary Grade 515.1. **(Finance & Admin.)**

Submitted By: Michael Mitchell, Director of Human Resources

Parties Involved: N/A

Amount: Net annual salary savings of \$72,012, plus fringe benefits.

EXECUTIVE SUMMARY: Port of Oakland (“Port”) staff recommends that the Board of Port Commissioners (“Board”) enact the ordinance necessary to reassign the salary grade for the Senior Maritime Commercial Representative Classification from 586.2 (a – \$15,779; b - \$16,567; c - \$17,389; d - \$18,443; e - \$19,548/monthly) to 515.1 (a - \$10,932; b - \$11,479, c - \$12,057, d - \$12,777, e - \$13,547/monthly) in order to make the classification’s salary range consistent with the salary range for classifications with comparable duties, responsibilities, and scope.

BACKGROUND & ANALYSIS

Article IX, paragraph 2 of the Port’s Bylaws and Administrative Procedures provides that the “Executive Director shall prescribe and fix the duties, authority and compensation of ... any such employees appointed by the Executive Director.” In reviewing the duties, responsibilities, and scope of other similar classifications across the organization, staff analysis supports a salary realignment for the Senior Maritime Commercial representative classification.

While the Senior Maritime Commercial Representative classification is currently assigned to salary grade 586.2 (a – \$15,779; b - \$16,567; c - \$17,389; d - \$18,443; e - \$19,548/monthly), a comparable classification, Aviation Senior Properties Representative, is assigned to a lower salary grade, 515.1 (a - \$10,932; b - \$11,479, c - \$12,057, d - \$12,777, e - \$13,547/monthly). Similar to the Aviation Senior Properties Representative classification, the Senior Maritime Commercial Representative classification performs complex work relating to the leasing of Port properties and related real estate transactions to maximize revenue. The Senior Maritime Commercial Representative duties, responsibilities, and scope are comparable to those for the Aviation Senior Properties Representative classification. As the two classifications require comparable skills, exercise of judgment, and independence, the proposed salary range reassignment for the Senior Maritime

Commercial Representative classification recognizes this comparability in duties, responsibilities, and scope and achieves compensation equity for these classifications.

In order to reassign Senior Maritime Commercial Representative to salary grade to 515.1 from 586.2 the Board, by Ordinance, must specifically amend Port Ordinance No. 867. If approved, the second reading for this Ordinance amendment will be scheduled for the Board's regular meeting on October 13, 2022. The Senior Maritime Commercial Classification is exempt from the City of Oakland's personnel system and approval of the salary grade reassignment from the Oakland Civil Service Board is not required. Although the Senior Maritime Commercial Representative position is vacant, matters involving any changes to the wages, hours and working conditions of Port classifications represented by unions are subject to the meet-and-confer requirements of the Meyers-Milias-Brown Act (MMBA); Government Code section 3500, *et. seq.*; in this case, the Senior Maritime Commercial Representative classification is represented by the International Federation of Professional and Technical Engineers, Local 21, and the Port has completed and satisfied its obligations under the MMBA.

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.

☒ Exempt from CEQA because it is not a "Project" under CEQA Guidelines Section 15378(b)(5).

☐ Other:

Reason:

BUDGET

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

☐ Operating

☐ Non-Operating

☐ Capital

Analysis: There is no anticipated budget impact as the proposed action will result in savings.

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 | |