

## AGENDA REPORT

**Ordinance:** Amendment of the Salary Schedule Assignment for the Youth Aide, Class “C” Classification in Connection with the Port of Oakland College Internship Program (Finance & Admin.)

**MEETING DATE:** 3/14/2019

**AMOUNT:** \$20,000 (annual increase)  
Operating Expense

**PARTIES INVOLVED:** N/A

**SUBMITTED BY:** Michael Mitchell, Director of Human Resources  
Amy Tharpe, Director of Social Responsibility

**APPROVED BY:** Chris Lytle, Executive Director

**ACTION TYPE:** Ordinance

### **EXECUTIVE SUMMARY**

Staff requests that the Board approve the amendment of the salary schedule assignment for the classification of **Youth Aide, Class “C”** from \$13.45 to \$18.00 per hour for college interns. This action is necessary to comply with the City of Oakland’s minimum wage and to align wages to those offered by comparable public and private agencies in order to better attract and retain quality college interns in coming years.

### **BACKGROUND**

For over 20 years, the Port of Oakland’s Internship Program has provided college students in the Bay Area with the unique opportunity to obtain professional work experience with the Port. The Internship Program was revamped in August 2012 after taking a three-year break due to attrition and limited staffing resources. At that time, an internal staff committee was formed that reestablished the program to include meaningful learning opportunities and professional work experience at the Port.

On March 28, 2013, the Board approved the request to increase the wages for college interns from \$12.00 to \$13.45 per hour. The wages have not increased since that date.

### **ANALYSIS**

The Port’s Social Responsibility Division (SRD) staff manages the summer college internship program, including the competitive recruiting process. The eligibility requirements for applicants

include the following: continuing full-time college student; Bay Area resident; minimum grade point average of 2.75 as reflected on the required transcript; resume; and two letters of recommendation, including one letter signed by a college official. Outreach includes posts on the Port's website, social media outlets, college career boards, job recruiting websites, mailings, and career fairs.

The Summer 2019 college internship program will span nine weeks, starting on June 18 and ending on August 16. College interns will work up to 25 hours per week, totaling 225 hours for the summer. SRD will also continue to sponsor high school students through the City of Oakland and Oakland Unified School District's partnerships for summer youth employment.

College interns are currently classified and paid under the **Youth Aide, Class "C"** hourly wage of \$13.45, which is below the City of Oakland's minimum wage and market rate. The main goal of the Port's paid Internship Program is to provide an opportunity to engage high caliber college students from the Bay Area in meaningful learning opportunities and professional work experience with the Port. In order to accomplish this goal, it is recommended that the salary schedule assignment for **Youth Aide, Class "C"** be increased from \$13.45 per hour to \$18.00 per hour.

Data for the wages paid to college interns in Summer 2018 was collected from the following comparable agencies: Bay Area Rapid Transit District (BART), East Bay Regional Parks District (EBRPD), Metropolitan Transportation Commission (MTC), Oakland Museum of California (OMCA), San Francisco International Airport (SFO), Santa Clara Valley Transportation Authority (VTA), and the City of Oakland's Internship Program through Earn and Learn East Bay. Please refer to the chart below for the wages offered by these comparable local agencies.

Agency	Wage/Hour	Program Details
BART	\$18.00	Engineering internships, 18-week program, typically senior year students and recent graduates, 11 interns
EBRPD	\$16.18	Undergraduates to PhD college students; first time interns receive \$16.18/hr; second time interns receive \$16.60/hr; 20-24 internship opportunities offered three times per year
MTC	\$20.00 - \$25.00	10-12 college internship opportunities for a maximum of 400 hours from June to September and open to undergraduates, graduate students and recent graduates in relevant fields; 30 high school summer internships (a pay rate of \$15 per hour) in nine counties of the SF Bay Area for a maximum of 250 hours from June through August
OMCA	\$16.50	Compensation to interns evaluated annually based on market data; 20 hours per week; 11 college interns last summer; expecting 14 college interns this summer

SFO	\$20.41	Students must have earned 60 or more units in college and return to school in Fall 2019; wages are increased according to applicable collective bargaining agreements
VTA	\$15.00	College interns – maximum of 29 hours per week; 4-month program; 12 college interns last summer; high school interns – partnership with MTC
City of Oakland	\$13.80	The Port partners with the City of Oakland and OUSD to hire high school interns that are paid the City of Oakland's minimum wage, up to 100 hours. The City of Oakland's internship program is a partnership with Earn and Learn East Bay for Oakland residents, ages 16 to 24 years old.

The average wage for college interns at the other local jurisdictions above is approximately \$18.00 per hour.

The current Port wage for college interns is below the City of Oakland's minimum wage of \$13.80 per hour, which became effective as of January 1, 2019. The cities in the Port's Local Impact Area (LIA) of Alameda, Emeryville, and San Leandro also have minimum wages higher than the Port's current college intern wage: City of Alameda – \$13.50 per hour starting July 2019, increasing to \$15.00 per hour starting July 2020; City of Emeryville – \$15.69 per hour, effective July 1, 2018; and City of San Leandro – \$14.00 per hour starting July 1, 2019.

Over the past five summers, there has been a high interest in the program with an average of 19 college interns hired per summer and nine students residing in the Port's LIA. In the summer of 2018, the quality of the candidates was so impressive that some departments hosted two interns, for a total of 23 college interns. The interns themselves have also expressed that the caliber of the program exceeded their expectations.

**BUDGET & STAFFING**

There is no budget or staffing impact in FY 2018-19. The proposed wage adjustments will be reflected in the proposed FY 2019-20 college internship program expense budget.

## **MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)**

The matters included in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) and the provisions of the MAPLA do not apply.

## **STRATEGIC PLAN**

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Business Plan (2018-2022).

<https://www.portofoakland.com/wp-content/uploads/Port-of-Oakland-Strategic-Plan.pdf>

- Goal: Serve Our Community

## **LIVING WAGE**

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply because the requested action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage Regulations.

## **SUSTAINABILITY**

Port staff have reviewed the Port's 2000 Sustainability Policy and did not complete the Sustainability Opportunities Assessment Form. There are no sustainability opportunities related to this proposed action because it does not involve a development project, purchasing of equipment, or operations that presents sustainability opportunities.

## **ENVIRONMENTAL**

The California Environmental Quality Act (CEQA) Guidelines, Section 15061(b)(3) ("the General Rule") states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA. The amendment of the salary schedule assignments for the Youth Aide,

class "C" (College Intern) classification is not a project under CEQA, and no environmental review is required.

### **GENERAL PLAN**

This action does not change the use of any existing facility, make alterations to an existing facility, or create a new facility; therefore, a General Plan conformity determination pursuant to Section 727 of the City of Oakland Charter is not required.

### **OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**

The Owner Controlled Insurance Program (OCIP) does not apply to the matters addressed by this Agenda Report as they are not capital improvement construction projects.

### **OPTIONS**

The following are options for the Board's consideration:

- 1) Approve the amendment of the salary schedule assignment for the classification of **Youth Aide, Class "C"** from \$13.45 to \$18.00 per hour for college interns. This is the recommended option.
- 2) Do not approve the amendment of the salary schedule assignment for the classification of **Youth Aide, Class "C"** from \$13.45 to \$18.00 per hour for college interns. Under this option, staff would not proceed with increasing the wages to \$18.00 per hour and would need to reassess a different wage increase to comply with paying interns at least the City of Oakland's minimum wage. Staff would return to the Board with more information on the implications of this option.

### **RECOMMENDATION**

Staff recommends the Board approve the amendment of the salary schedule assignment for the classification of **Youth Aide, Class "C"** for college interns and increase the hourly wages from \$13.45 to \$18.00 per hour.