



CIVIL SERVICE BOARD MEETING AGENDA

Date: April 18, 2019

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Vacant; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HRM Manager/Staff to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Senior Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) UPDATES, SECRETARY TO THE BOARD

INFORMATION

3) APPROVAL OF THE APRIL 18, 2019 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

4) CONSENT CALENDAR:

ACTION

a) Ratification of Provisional Appointment

- Public Service Representative
- Public Works Maintenance Worker
- Transportation Planner

b) Approval of Employee Requests for Leave of Absence

- Library
- Parks & Recreation
- Public Works

5) OLD BUSINESS:

- a) Approval of March 21, 2019 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION

6) NEW BUSINESS:

- a) Approval of a New Classification Specification for Deputy Chief of Violence Prevention and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) ACTION
- b) Approval of New Classification Specification for Fire Equipment Technician ACTION
INFORMATION
- c) Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of All Classification Specifications Revisions Currently Under Review

CLOSED SESSION AGENDA**ROLL CALL**

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

1) Personnel Matter for Public Employee: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

2) Personnel Matter for Public Employee: 6.06 Appeal of Removal of Employee During the Probationary Period: CAO-2019-AP01 (M. Pitts)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

OPEN SESSION AGENDA

3) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

4) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 16, 2019. All materials related to agenda items must be submitted by Thursday, May 2, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov

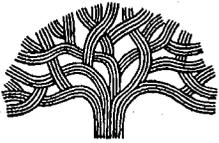


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CITY OF OAKLAND

MEMORANDUM

DATE: March 29, 2019

TO: The Honorable Civil Service Board **FROM:** Paul Priaulx (PJP)
HR Analyst

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

THROUGH: Greg Preece, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Public Service Representative to be ratified at Civil Service Board Meeting of April 18, 2019

Attached is a request from the OakDOT/311 to make a provisional appointment to a Public Service Representative vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Public Service Representative is primarily responsible for responding to concerns from the public regarding service delivery; serves as the front-line support provider responding to questions from the public, complaints or compliments regarding services supplied by a City agency or department in a timely manner; utilizes an automated service directory in responding to the public; maintains records and survey data summarizing client responses; utilizes personal computer for word processing of forms, letters, memorandums and reports; retrieves information from a mainframe computer system; and performs related duties as assigned. The minimum qualifications for Public Service Representatives are: The equivalent to the completion of two-years of college with a major in business administration or related field. *NOTE: Experience may be substituted for education on a year for year basis.* Three years of progressively responsible experience performing client service or equivalent duties which include heavy public contact.

The selected candidate meets the minimum qualifications of a Public Service Representative. Their experience includes the completion of a Bachelor's degree in Business Marketing, and two years' customer service experience which involved heavy public contact.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on March 18, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment to this Public Service Representative vacancy in the OakDOT/311 beginning on *April 20, 2019* and ending on or before June 30, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: *April 18, 2019*

AREA REQUESTED

POSITION: *Public Service Representative*

DEPARTMENT: *OakDOT/311*

APPOINTMENT DURATION: *120 days maximum*

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: *12/17/2018*

DATE PERSONNEL REQUISITION RECEIVED: *10/24/2018*

CURRENT STATUS OF EXAMINATION: *Pending*

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to backfill one (1) current vacancy. The requisition requesting a provisional appointment was approved on 3/15/2019. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated: N/A

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Direct service delivery o Oak311 customers will be impacted by increased waiting time for calls being answered, triaged, recorded (logged into CytiWorks system), and potential wait time for issues to be addressed or resolved.

ATTACHMENTS

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: Application attached
- Current Residency Status: Oakland Resident
- Current Employment Status: Not a current City of Oakland employee



MEMORANDUM

CITY OF OAKLAND

DATE: April 18, 2019

TO: The Honorable Civil Service Board

FROM: Greg Preece
Human Resources Manager

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

SUBJECT: Request for Provisional Appointments in the Classification of Public Works Maintenance Worker to be ratified at the Civil Service Board Meeting of April 18, 2019

Attached is a request from the Human Resources Management Department to approve selected provisional appointments to the Public Works Maintenance Worker classification as stipulated by the agreement made between the City of Oakland and SEIU, Local 1021. The basis for this request is detailed in the attached *Letter of Understanding Regarding Provisional Appointments* and the *Provisional Appointment Form* as supporting documentation.

The Public Works Maintenance Workers will perform a wide variety of maintenance duties in support of the Public Works Department including street and traffic maintenance, construction and installation, sanitation services and weed abatement; and performs related duties as assigned. The minimum qualifications for a Public Works Maintenance Worker is one year of experience in construction and maintenance work. A list of candidates hired has been attached.

The selected candidates meet the minimum qualifications for the Public Works Maintenance Worker classification. The Recruitment team is in the process of administering a Civil Service Examination to permanently fill the open vacancies before the June 30, 2019 deadline per the Letter of Understanding. The job announcement will be posted no later than March 30, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointments for this Public Works Maintenance Worker position in the Public Works Department beginning on March 08, 2019 and ending on or before June 30, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: April 18, 2019

AREA REQUESTED

POSITION: Public Works Maintenance Worker

DEPARTMENTS: Public Works Department

APPOINTMENT DURATION: May exceed 120 days per agreement

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION RECEIVED: Various dates from Public Works

CURRENT STATUS OF EXAMINATION: The job announcement for the provisional posted on December 17, 2018 and closed on January 14, 2019. The job announcement for the permanent position(s) will post no later than March 30, 2019.

JUSTIFICATION:

Reason Needed:

Provisional appointments made under this agreement are for filling several Public Works Maintenance Worker vacancies within the Department of Public Works. The City and SEIU agreed through the attached Letter of Understanding to allow for provisional appointments beyond the normal 120-day limit to allow vacancies to be filled while the Human Resources Management Department prepares for and conducts the recruitment.

Other Alternatives Explored and Eliminated:

None.

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

The negative impacts of not having these vacancies filled while an eligibility list is established would severely impact the Departments' ability to perform services.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications
- Letter of Understanding between City of Oakland and SEIU Local 1021



**CIVIL SERVICE BOARD
PROVISIONALLY HIRED CANDIDATES
April 18, 2019**

Public Works:

1. Damien Barlow
2. Fernando Garibay
3. Daniel Valenzuela

LETTER OF UNDERSTANDING REGARDING PROVISIONAL APPOINTMENTS – EXHIBIT 4

AGREEMENT BETWEEN THE CITY OF OAKLAND AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 (SEIU LOCAL 1021)

The City of Oakland and SEIU, Local 1021 enter into the following agreement regarding a limited expansion of provisional appointments in Public Works Maintenance Worker classification.

The Personnel Manual of the Civil Service Board states under Rule 5 – Certification and Appointment:

Section 5.06 – Temporary Appointments.

(a) Provisional Appointments: A Department Head, with the approval of the Personnel Director, subject to ratification of the Board, may make provisional appointments, in the absence of an eligible list, for any position in which a vacancy may occur. No such provisional appointment shall continue after regular appointment from an eligible list, nor, in any event, shall such appointments continue for more than 120 calendar days. Provisional appointees may not be placed in permanent employment without successfully competing in a selection process.

In cases where the appointing authority desires to fill a vacancy by provisional appointment, candidates must be eligible to compete in the examination for that vacancy.

The City of Oakland and SEIU, Local 1021 agree to the following:

- Effective the date of this agreement, provisional appointments may be made to the classification of Public Works Maintenance Worker (PWMW) that exceed 120 days;
- The appointments shall not go beyond June 30, 2019;
- The City shall make its best efforts to make provisional appointments to the PWMW exclusively from current temporary part-time City of Oakland employees;
- The City shall consider and interview all interested Temporary Part-Time employees who meet minimum qualifications prior to considering outside candidates;
- All provisional appointments shall meet the minimum qualifications of the PWMW classification and shall be ratified by the Civil Service Board;
- The City shall open a recruitment for PWMW classification no later March 30, 2019; and
- All provisional appointees who have earned placement on the PWMW eligible list shall be certified as a group, regardless of rank on the eligible list, to the departments with vacancies in the PWMW classification.

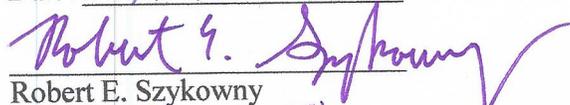
This Letter of Understanding shall expire June 30, 2019.

For SEIU, Local 1021



Felipe Cuevas, President

Date: 11/20/2018



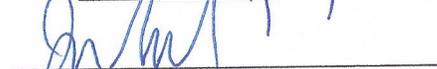
Robert E. Szykowny

Date: 11/20/2018

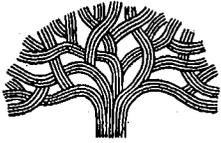
For City:


Sabrina Landreth, City Administrator

Date: 11/20/18


Ian Appleyard, HR Director

Date: 11.20.2018



CITY OF OAKLAND

MEMORANDUM

DATE: March 28, 2019

TO: The Honorable Civil Service Board **FROM:** Paul Priaulx (PJP)
HR Analyst

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

THROUGH: Greg Preece, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Transportation Planner I to be ratified at Civil Service Board Meeting of April 18, 2019

Attached is a request from OakDOT to make a provisional appointment to underfill a Transportation Planner II vacancy with a Transportation Planner I which is linked to the position; the Transportation Planner I is designated as a flexibly staffed position to the Transportation Planner II series. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Transportation Planner I is primarily responsible for assisting with the preparation, implementation, and evaluation of transportation studies, programs, and projects; collects, compiles, and analyzes data concerning transportation activities; designs and prepares visual materials; organizes and communicates transportation planning concepts; supports presentations to a variety of elected and appointed officials and community groups; drafts grants, funding, and reporting documents; and performs related duties as assigned. The minimum qualifications for the Transportation Planner I are: A Bachelor's degree from an accredited college or university in transportation, urban planning, public policy or administration, geography, business, economics or a related field. No work experience is required.

The selected candidate meets the minimum qualifications of a Transportation Planner I. Their experience includes the completion of a Bachelor's degree in Urban & Regional Planning, and over two years' transportation related work experience with the City of Torrance & City of Oakland.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on April 29, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment of a Transportation Planner I to this Transportation Planner II vacancy in OakDOT beginning on *April 20, 2019* and ending on or before August 17, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: *April 18, 2019*

AREA REQUESTED

POSITION: *Transportation Planner I*

DEPARTMENT: *OakDOT*

APPOINTMENT DURATION: *120 days maximum*

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: *None available, this is a new class*

DATE PERSONNEL REQUISITION RECEIVED: *3/28/19*

CURRENT STATUS OF EXAMINATION: *Pending*

JUSTIFICATION:

Reason Needed:

OakDOT is collaborating with HRM on the recruitment of a Transportation Planner position. During the recruitment period, OakDOT is requesting the provisional appointment of Mr. Phan to ensure the continuation of necessary projects such as the transportation analysis of private development projects, planning improvements to Grand Ave. and West Grand Ave., and coordination activities with AC Transit.

Other Alternatives Explored and Eliminated: N/A

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

If the provisional request is not approved, the City of Oakland Department of Transportation would be negatively impacted in the following ways:

Transportation analysis of private development projects would stall, curtailing economic development and investment in the City of Oakland; Grant funded projects, such as the planning of improvements to Grand Avenue and West Grand Avenue would stall until other staff could be brought onboard to coordinate projects, potentially resulting in a loss of funding; community outreach to ensure the successful development of projects would stall, resulting in projects that might not function for residents and businesses (example: telegraph avenue merchants wouldn't be engaged in order for the City of Oakland to meet their needs through a street redesign project); AC Transit coordination to ensure accessible bus stops and transit service would stall, impacting our most vulnerable populations including people with disabilities and our most transit-dependent residents.

ATTACHMENTS

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: Application attached
- Current Residency Status: Non-Oakland Resident
- Current Employment Status: Not a current City of Oakland employee



MEMORANDUM

DATE: April 18, 2019

TO: The Honorable Civil Service Board

FROM: Tabitha Pulliam, HRM Technician, Recruitment & Classification / Staff to the Board

THROUGH: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of eight (8) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Hall, Nathan	Library Aide, PPT	Library	March 23, 2019 – April 30, 2019	CSR 8.07 (c)(iii) Personal Business
Ianieri, Christine	Librarian I	Library	August 5, 2019 – August 23, 2019	CSR 8.07 (c)(v) Exempt Position
Jasso-Arteaga, Daniel	Library Aide	Library	March 27, 2019 – December 31, 2019	CSR 8.07 (c)(i) Additional Education
Jones, Sabrina	Management Assistant	Public Works	March 11, 2019 – Open	CSR 8.07 (c)(v) Exempt Position
Lindsay, Nina	Supervising Librarian	Library	April 6, 2019 – Open	CSR 8.07 (c)(v) Exempt Position
Sanza, Rad	Library Aide	Library	March 28, 2019 – May 23, 2019	CSR 8.07 (c)(i) Additional Education
Stabler, Rina	Administrative Services Manager I	Parks & Recreation	March 25, 2019 – July 25, 2019	CSR 8.07 (c)(v) Exempt Position
Toscano, Sandra	Librarian II	Library	June 10, 2019 – June 14, 2019	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

Staff recommends that the Civil Service Board approve the requested Leaves of Absence.

Print Form



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Paternity Leave (no pay)

Employee's Name Nathan G. Hall Employee's ID 60783 Today's Date 3/22/19

Department/Division _____ Employee Job Title Library Aide PPT

Request: Days Hours From 23 Mar 19 To 30 Apr 19
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No*	Maternity Leave

* Additional Information

Employees on ANP, MNP, SLV or Maternity leave may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an employee may take up to a maximum of 5 months leave.

Nathan G. Hall 3/22/19
 Employee's Signature Date

 Civil Service Board Approval Date

 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Distribution: Original to OHRM Admin, Copy to HRIS Operations, Dept., and Employee



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Paternity Leave (no pay)

Employee's Name Christine Janvier Employee's ID 19622 Today's Date 3/29/2019

Department/Division MegaNews, Main, OPL Employee Job Title Librarian I

Request: 15 Days Hours From Aug. 5 To Aug. 23, 2019
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No*	Maternity Leave

* Additional Information

Employees on ANP, MNP, SLV or Maternity leave may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an employee may take up to a maximum of 5 months leave.

[Signature] 3/29/2019
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 3/29/19
 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Print Form



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Daniel Jasso-Arteaga Employee's ID 21434 Today's Date 3/26/19

Department/Division Library / Main Library Employee Job Title Library Aide, FT

Request: 200 Days Hours From 3/27/19 To 12/31/19
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Daniel Jasso-Arteaga 3/29/19
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 3/28/19
Department Head Approval Date

City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Distribution: Original to DHRM Admin., Copy to HRIS Operations, Dept., and Employee



Unpaid Leave of Absence

Print Form

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Sabrina Jones Employee's ID 7211 Today's Date 3/15/2019

Department/Division Public Works/OAK 311 Call Center Employee Job Title Management Assistant

Request: 365 Days Hours From 3/11/2019 To 3/11/2020
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Sabrina Jones 3/15/19
Employee's Signature Date

Civil Service Board Approval Date

[Signature]
Department Head Approval Date

City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Nina Lindsay Employee's ID 8148 Today's Date 4/2/19

Department/Division Library Employee Job Title Supervising Librarian

Request: Days Hours From 4/6/19 To indefinite
No. of Days or Hours Select Days or Hours
 Unpaid Leave Taken This Year? Yes No If yes, what type of leave (due to promotion to an "at will" position.)
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No.*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Nina Lindsay 4/2/19
 Employee's Signature Date

 Civil Service Board Approval Date

Jamie Inubet 4/2/19
 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Rad Sanza Employee's ID 16226 Today's Date 3/14/19

Department/Division Diamond Branch Library Employee Job Title Library Aide

Request: 9 Days 4 Hours From 1:30 To 5:30
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Rad Sanza 3/14/19
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 3/16/19
 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Rina Stabler Employee's ID 16853 Today's Date 3/15/19

Department/Division OPRYD - Budget & Fiscal Employee Job Title Administrative Services Manager I

Request: 120 Days Hours From 3/25/19 To 7/25/19
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Rina Stabler
Digitally signed by Rina Stabler
 DN: cn=Rina Stabler, o=City of Oakland, ou,
 email=relstabl@oaklandca.gov, c=US
 Date: 2019.03.15 09:47:09 -0700

3/15/2019

Employee's Signature

Date

Civil Service Board Approval

Date


 Department Head Approval

3/21/2019
 Date


 City Manager Approval

3/22/19
 Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Sandra Toscano Employee's ID 7546 Today's Date 3/18/2019

Department/Division Library Employee Job Title Librarian 2

Request: 5 Days Hours From June 10 To June 14
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave Workers Comp LWOP
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Sandra Toscano
Employee's Signature Date 3/18/19

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 3/20/19

City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Distribution: Original to DHRM Admin., Copy to HRIS Operations, Dept., and Employee



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: March 21, 2019

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Vacant; Lauren Baranco (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:35); Carmen Martinez (Absent); Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HRM Manager/Staff to the Board
Tabitha Pulliam, HRM Technician/Staff to the Board
Michelle Meyers, Senior Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

No speakers

2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates.

3) APPROVAL OF THE MARCH 21, 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44919 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the March 21, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

4) CONSENT CALENDAR:

a) Ratification of Provisional Appointment

- Program Analyst II
- Public Works Maintenance Worker

b) Approval of Employee Requests for Leave of Absence

- Animal Services
- Fire Department
- Housing & Community Development
- Library

c) Approval of Revised Classification Specifications

- Accountant I & Accountant II
- Fire Marshal, Assistant (Non-sworn)

44920 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Ratification of Provisional Appointments, the Requests for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

5) OLD BUSINESS:

a) Approval of January 17, 2019 Civil Service Board Meeting Minutes

44921 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the January 17, 2019 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 3 – Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: Gourdine

Board Members Absent: Baranco, Martinez

b) Determination of Schedule of Outstanding Board Items

Report received and filed

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

Report received and filed

- d) Update on Common Classification Study

Report received and filed

Note: Chair Gourdine requested a comprehensive analysis of the Port of Los Angeles' management of its classification structure to include a salary range comparison between the Port and the City and policy regarding pay discrepancies; transfer and lay off procedures; and budget and bargaining unit considerations.

6) NEW BUSINESS:

- a) Approval of a New Classification Specification for Manager, Housing Development and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44922 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Manager, Housing Development and Approve the Exemption of the Classification. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

- b) Approval of Revised Classification Specification for Manager, Real Property Asset (formerly titled Manager, Real Estate Services) and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44923 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the Revised Classification Specification for Manager, Real Property Asset and Approve the Exemption of the Classification. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

c) Approval of New Classification Specification for Courier

44924 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the New Classification Specification for Courier. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

d) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05)

44925 Board Member Hudson-Harmon nominated Board Member Johnson to serve as the Civil Service Board Vice Chairperson and was seconded by Board Member Williams to approve the appointment of Board Member Johnson to serve as Vice Chairperson to the Civil Service Board. The motion passed.

Votes: Board Member Ayes: 3 – Gourdine, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: Johnson

Board Members Absent: Baranco, Martinez

**~~CLOSED SESSION AGENDA
RESCHEDULED~~**

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

~~1) Personnel Matter for Public Employee: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell)~~

~~Pursuant to California Government Code Section 54957—Public Employee~~

~~Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.~~

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 21, 2019. All materials related to agenda items must be submitted by Thursday, February 7, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – April 18, 2019**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CAO-2018-AP01	Interim Director Oakland Police Commission	City Administrator	10.01 – Appeal of Disciplinary Action	April 18, 2019	
PBD-2019-AP01	Process Coordinator II	Planning & Building	4.0 – Appeal of Recruitment & Examination Process	June 20, 2019	
OPD-2019-AP01	Police Records Specialist	Oakland Police Department	6.06 – Appeal of Removal or Demotion of Employee During the Probationary Period	May 16, 2019	
RMB-2019-AP01	Meter Collection Supervisor	Revenue & Management Bureau	6.06 – Appeal of Removal or Demotion of Employee During the Probationary Period	April 18, 2019	

2. OTHER PENDING ITEMS

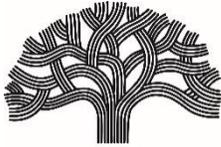
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: April 18, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, HR Manager, Staff to the Board

THROUGH: Ian Appleyard, HR Director, Secretary to the Board

SUBJECT: TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the March 21, 2019 meeting that referenced data as of February 22, 2019. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of March 22, 2019, there are a total of eighty-two (82) employees in the TCSE (20), TCSE/Annuitant (30), and ELDE (32) categories. Five (5) assignments were closed, and twelve (12) new assignments were added. Of the total, there are zero (0) assignment reported as non-compliant with Rule 5.06.

Reports showing all the temporary assignments discussed in this report are included in a list (*Attachment A*) and a chart of trends (*Attachment B*) attached to this narrative report to provide a snapshot of the overall changes month to month.

BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be “ongoing or repetitive.”

STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total eighty-two (82) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting March 22, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of March 22, 2019.

**CIVIL SERVICE BOARD
APRIL 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (5)								
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE		Temporary support to assist department with project close out phase	SEPARATED
DEPT. OF TRANSPORTATION	Phan	Hank	35245 - Bicycle & Pedestrian Program	4/7/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	SEPARATED
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	959	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	SEPARATED
PUBLIC WORKS	Tsang	Diana	30121 - PWA Admin/Fiscal Services	9/8/2018	TCSE	812	Temporary assignment to cover the duties of employees out on leave	SEPARATED
PUBLIC WORKS	Vargas	Abel	30541 - Equipment Services Administration	9/10/2018	TCSE/ Annuitant	952	Temporary assistance to ensure critical City services, including public safety.	SEPARATED
NEW THIS PERIOD (12)								
CITY ADMINISTRATOR	Han	Delphina	02491 - Oakland Animal Services	3/9/2019	TCSE	67	Temporary assistance to support the volunteer program in Oakland Animal services	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	39	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
FIRE	Hunt	Michael	20110 - Fire Chief Unit	3/23/2019	ELDE		Temporary assignment to support the department on numerous special projects, including coordination of projects between various departments.	COMPLIANT
FINANCE	Gomez	Jimena	08741- Treasury Payroll	3/11/2019	ELDE		Temporary assistance with special projects and essential functions in the Payroll unit	COMPLIANT
FINANCE	Gonzales	Christopher	08921 - Parking Citation Assistance Center	2/26/2019	TCSE	112	Temporary assignment to assist with Receptionist duties in the Parking Citations Assistance Center. Recruitment is underway.	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	0	Temporary assistance with back-log of inspections.	COMPLIANT
PLANNING & BUILDING	Singh	Randhir	84111 - Admin: Planning, Building & Neighborhood	3/23/2019	ELDE		Temporary project to implement the Electronic Content Management System, including deployment of software and digitization of records.	COMPLIANT
PUBLIC WORKS	Clark	Brazile	30683 - Environmental Services - Environment Remediation	3/9/2019	ELDE		Temporary assignment to the "Environmental Stewardship Team" to help administer Earth Day, Creek To Bay and MLD Days of Service, and special community cleanups.	COMPLIANT
PUBLIC WORKS	Lew	Mi Kyung	30234 - Facilities Planning & Development	2/23/2019	ELDE		Temporary support with delay or services and assist with back-log of important projects	COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Smith	Ayana	30541 - Equipment Services Administration	3/23/2019	TCSE	0	Temporary assignment to assist in the specialized Equipment Services Unit	COMPLIANT
COMPLIANT (70)								
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	109	Temporary part time Veterinarian to supplement and add capacity to service delivery	COMPLIANT

**CIVIL SERVICE BOARD
APRIL 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

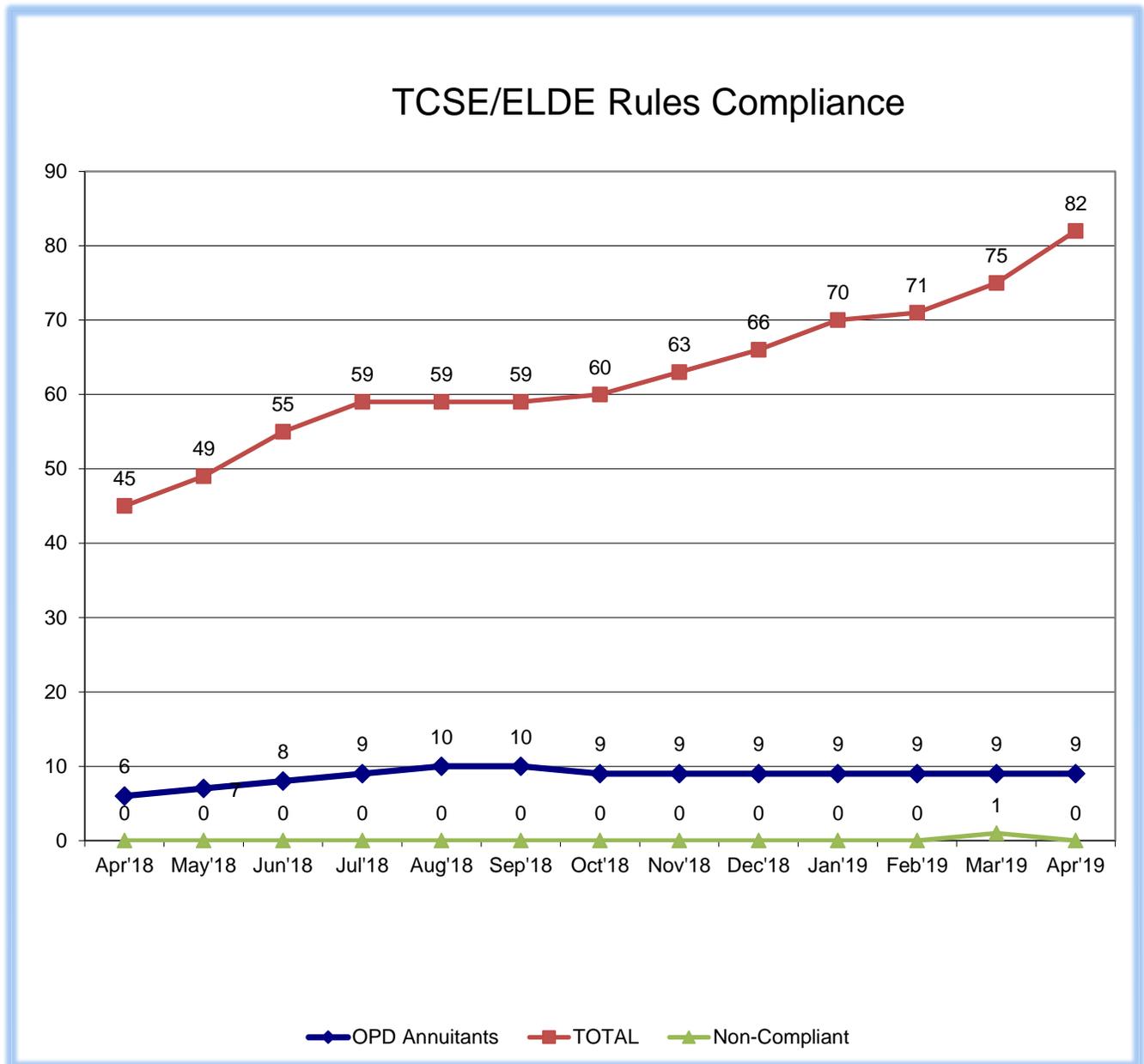
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Mufarreh	Chris	02491 - Oakland Animal Services	4/23/2018	TCSE/ Annuitant	392	Temporary on-call Manager	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	352	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	214	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	729	Temporary support of the Hotel Labor and Youth Services measures.	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	42	Filling in for Council staff out on leave	COMPLIANT
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	775	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	9/24/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	128	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Corona Jr.	Manuel	35214 - Complete Clean Streets	1/26/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Grant	Surlene	35111 - Director's Office	1/29/2018	TCSE	261	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	272	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	407	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Ortiz	Julieth	35211 - Great Streets Delivery Administration	8/11/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	337	Temporary project to evaluate/analyze the impacts of new mobility modes of transportation	COMPLIANT
DEPT. OF TRANSPORTATION	Pond-Danchik	Noel	35245 - Safe Streets Division-Bicycle & Pedestrian Program	11/3/2018	ELDE		Temporary assignment to assist in the implementation of the Bicycle & Pedestrian Program/Safe Streets	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	68	Temporary project support in the Film Office.	COMPLIANT
ECON & WORKFORCE	Shahzada	Irfan	85111 - Admin: Economic & Workforce Development	5/5/2018	ELDE		Spec under revision for Accountant II; duties not yet fully defined.	COMPLIANT
FINANCE	Duperval	Shela	08421 - Revenue Audit Unit	2/13/2019	TCSE	192	Temporary receptionist assistance during high volume tax renewal season	COMPLIANT
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	1/26/2019	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	COMPLIANT
FINANCE	Raines-Austin	Helen	08921 - Revenue Audit Unit	3/4/2019	TCSE	96	Temporary assistance to help maintain critical operations in the Parking Citations Assistance Center	COMPLIANT
FINANCE	Richards	Alexander	08921 - Revenue Audit Unit	3/8/2019	TCSE	68	Temporary assistance to help maintain critical operations in the Parking Citations Assistance Center	COMPLIANT
FINANCE	Smith	Starr	103242 - Parking Citation Assistance Center	1/18/2019	ELDE		Urgent temporary assignment on special projects in support of Public Service Reps	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	845	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	12/1/2018	ELDE		Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT

**CIVIL SERVICE BOARD
APRIL 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE DEPARTMENT	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	574	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	COMPLIANT
FIRE DEPARTMENT	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	436	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE DEPARTMENT	Morris	Christopher	20611 - Education & Training Administration	12/3/2018	ELDE		Spec under development/revision for Fire Equipment Technician; duties not yet fully defined.	COMPLIANT
FIRE DEPARTMENT	Theshome	Theodeross	20521 - Budget Unit	11/19/2018	ELDE		Temporary assignment to cover essential duties of incumbent out of leave	COMPLIANT
HOUSING & COMMUNITY DEV.	Campos	Claudette	89969 - Residential Rent Arbitration	12/15/2018	ELDE		Critical temporary support for the Rent Adjustment Program Manager	COMPLIANT
HOUSING & COMMUNITY DEV.	Johnson	Nia	89969 - Residential Rent Arbitration	2/9/2019	ELDE		Temporary, critical support in the operations of the Rent Adjustment Program.	COMPLIANT
HOUSING & COMMUNITY DEV.	Williams	Sandra	89939 - Residential Lending & Rehabilitation	11/3/2018	TCSE	690	Temporary assignment to cover essential duties of former incumbent.	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	377	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	810	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	187	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Dennis-Taylor	Lisa	78231 - HS Classroom & Seasonal	8/13/2018	ELDE		Temporary, emergency staffing to prepare for up coming review/inspections.	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	1/2/2019	ELDE		Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	536	Temp assignment to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Lemos	Jesus	78231 - HS Classroom & Seasonal	10/8/2018	TCSE	811	Temporary, emergency staffing to prepare for upcoming inspections	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	97	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Turner	Kartiea	78111 - DHS Administration Unit	11/5/2018	ELDE		Temporary support to prepare for Federal Review, new grant rollouts and other special projects.	COMPLIANT
HUMAN SERVICES	Ukagumaoha	Jahswill	78111 - DHS Administration Unit	2/11/2019	ELDE		Temporary funded HEAP Program; implement and administer major housing development and direct outreach to homeless encampments; develop emergency housing programs	COMPLIANT
INFORMATION TECHNOLOGY	Ibrahim	Mamadou	46531 - Technology Department	9/22/2018	ELDE		Temporary project to help develop and implement the new PRIME System for OPD.	COMPLIANT
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	11/5/2018	TCSE	606	Temporary support for staff out on leave.	COMPLIANT
PLANNING & BUILDING	Alvin	Corey	84211 - Planning	9/8/2018	ELDE		Temporary project to coordinate the implementation of the environmental protection measures for the Oakland Army Base Redevelopment project.	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	688	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Dignan	Katie	84111 - Administration Unit	6/30/2018	ELDE		Temporary assistance to oversee the Building and Planning Bureaus.	COMPLIANT
PLANNING & BUILDING	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Services	7/30/2018	ELDE		Temporary assistance for the Accela clean-up project.	COMPLIANT

**CIVIL SERVICE BOARD
APRIL 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Bazile	Luc	106210 - Police Personnel	1/12/2019	ELDE		Temporary, urgent support as departmental Mail Courier; duties not yet fully defined	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	390	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	DeSalvo	Barbara	108630 - Cease Fire	12/31/2018	ELDE		Grant funded temp assistance to develop strategic and sustainable project implementation plans; adopt best practices and policies.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	135	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	343	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	753	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	167	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Long	Jacqueline	108630 - Ceasefire	12/31/2018	ELDE		Temporary assistance to complete the OPD Ceasefire Unit Project	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	356	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	65	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Smith	Angela	108150 - District 5 Area	10/20/2018	TCSE	825	Temporary staffing to support critical need in the administration of the OPD towing services contract	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Gettone	Jacquelyne	30121 - PWA Fiscal Services	12/15/2018	TCSE	392	Temporary support to assist with multiple complex departmental projects	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	8/11/2018	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	1/2/2019	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Ogbamichael	Lettebrhan	30121 - PWA Admin/Fiscal Services	8/11/2018	TCSE/ Annuitant	892	Temporary assignment to cover the duties of employees out on leave	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	550	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical storm water response services	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit - new date 1/12/2019	12/16/2017	TCSE/ Annuitant	240	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
Non-Compliant (0)								





STAFF REPORT

DATE: April 18, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

SUBJECT: Supplemental Informational Report Regarding City and Port Common Classifications

At its March 21, 2019 meeting, the Civil Service Board requested the City provide more detailed information that outlines surrounding city - port relationships regarding common classifications, transfer opportunities, and wages, and to provide additional options the Board could consider as it relates to the common classification system currently in-place between the City and the Port. This report provides the supplemental information requested by the Board.

COMPARABLE PORT RELATIONSHIP

This scope of this study is limited to the common classification, transfer opportunities and wage policies that exist between the City of Long Beach and the Port of Long Beach as, overall, there exists more commonality with the City-Port of Oakland relationship than with any of the before mentioned comparator ports in the previous analysis. The City of Los Angeles was ultimately eliminated as a comparator due to the complex relationship that exists between L.A City, L.A Harbor and the L.A Department of Water and Power; the intricacies and complexity of that relationship are considerably broader than those of the City-Port of Oakland and, therefore, beyond the scope of this analysis. It is worthwhile to mention; however, that the City of Los Angeles and the Los Angeles Department of Water and Power share a theme identical to that of the Oakland City-Port with respect to significant variation in pay and its impacts on transfer opportunities for employees.

As established in previous reports, the Port of Long Beach (Port) operates as an “enterprise agency” of the City of Long Beach (City). Both the Port and City are governed by the same Civil Service System, and employees of both agencies are represented by a single bargaining unit in the collective bargaining process. Eighty percent (80%) of the classification specifications are deemed common class, guaranteeing equal salaries and reciprocity rights to transfer for employees of both agencies. The remaining twenty percent (20%) of the classifications are categorized as follows: Civil Service Exempt; Port Civil Service Exempt; Port Special skill; and what is referred to as “comparable” classes.

- a. Civil Service Exempt and Port Civil Service Exempt encompass mostly Management Level and part-time classes that are exempt from the provisions of Civil Service Rules.
- b. Port Special Skill classifications are classes that are unique to the Port, i.e., Harbor Master, Longshore man, etc. These positions require Port specific skill sets, and the salaries may be adjusted upward to compensate for the special skills.

- c. Comparable classifications are classes that are located at both the City and the Port and are similar enough to warrant lateral transfers, but are unique enough to be assigned divergent pay. For example, the Office Systems Analyst II (Port) and the Business Systems Analyst III (City) are considered comparable classes; however, the Office Systems Analyst II has port specific duties which allows for adjusted compensation. The Office Systems Analyst II's pay scale is higher than that of the Business Systems Analyst III. Employees in comparable classes may transfer between agencies with a selective certification and approval from the Civil Service Board. The City must "consider" the additional pay that a Port employee in a comparable class earns when making a salary offer, and may offer up to the max compensation of that job class. The City, however, may not offer compensation that is above the class max step, thus the Port Employee making above the top step will inevitably lose pay.

In the event of city-wide layoffs, the procedure between the City of Long Beach and the Port of Long Beach is similar to the procedure used between the City of Oakland and the Port of Oakland. Employees with more seniority in a classification may bump employees with less seniority regardless of which agency/department the position is housed.

SALARY SURVEY INFORMATION

At its March 21, 2019 meeting, the Board asked for a salary survey of comparable jurisdictions The Port has compiled. Attached to this report is salary analysis for the Human Resource Analyst classification.

OPTIONS THE BOARD COULD CONSIDER

- **Leave the Current System In-Place** – The Board could take no action and leave the current system in-place as specified within the Civil Service Rules.
- **Maintain a Common Class System only for Layoff Procedures** – This would allow current Port and City employees in common classifications to move between the Port and the City during layoff procedures based on seniority and the provisions specified in Section 9.02 of the Civil Service Rules. Each entity would continue with its own hiring processes and employees would not be eligible for non-layoff transfers.
- **Maintain a Common Class only for Transfers** – This would allow current Port and City employees in common classifications to transfer between the Port and the City; however, in the event of layoffs, seniority would only be considered within the entity to which the employee is assigned.
- **Determine All Classifications are Distinct** – This would be similar to other ports referenced above in that each entity would maintain its own classification system and persons interested in working for either agency would have to apply directly for positions of interest.
- **Continue the Classification and Point Factor Analysis** – This would continue the study being conducted by Koff & Associates for the remaining job groups.

NEXT STEPS

Staff is available to research any additional information the Board needs prior to deciding how best to proceed.

For questions regarding this report, please contact Greg Preece, Human Resources Manager, at (510) 238-7334.

Human Resource Analyst Salary Analysis 2019

SECTION I: Survey Data - Human Resource Analyst or Equivalent

Data Points	Port of Oakland	BART	City of Berkeley	City of Oakland	City and County of SF	EBMUD	Port of Portland	Port of Seattle
Classification	Port Human Resource Analyst	Personnel Analyst II	Associate Human Resources Analyst	Human Resource Analyst	Human Resources Analyst	Human Resources Analyst II	Human Resources Specialist III	Human Resources Business Partner
Monthly Salary	\$10,695	\$10,596	\$9,633	\$7,706	\$8,554	\$9,999	\$9,015	\$11,785
Monthly Salary % Difference from Port of Oakland		-1%	-11%	-39%	-25%	-7%	-19%	9%

SECTION II: Port of Oakland and Market Position

	Port of Oakland % Above Monthly Base Salary
Average Monthly Salary \$9,613	11%
Median Monthly Salary \$9,633	11%



MEMORANDUM

DATE: April 18, 2019

TO: The Honorable Civil Service Board **FROM:** Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Request for Exemption from Civil Service and Approval of New
Classification Specification for Deputy Chief of Violence Prevention

The Department of Violence Prevention (DVP) requested the creation of a new classification specification - **Deputy Chief of Violence Prevention**. This classification is being proposed as a second-in-command level to the Chief of Violence Prevention, which oversees the entire department. DVP is a relatively new department that was established in July 2017. This action will establish a new classification as DVP seeks to fill allocated positions and become fully operational.

The Deputy Chief of Violence Prevention classification will be responsible for leading the operations of the DVP that includes: utilizing a public health approach to eliminate violence in just, healing, and transformational ways; researching and implementing best and evidence-based practices; identifying and engaging individuals at the highest risk of participating in or being a victim of violent crime and connects them to comprehensive support services; assisting with the development, establishment, and implementation of goals, objectives, policies, and procedures; collaborating with City and County partners and concerned citizens to align efforts and sustain a citywide network of violence prevention and intervention services; training, evaluating, and supervising assigned staff; and performing related duties as assigned. Duties will involve knowledge of different forms of violence and their impact on communities and residents: street, gun, and group-related violence, with a special emphasis on family/domestic violence and commercial sexual exploitation of children. Knowledge of the impacts of historical, structural and community violence also necessary.

The new classification will be placed in bargaining unit U31 – Confidential Management Employees Association (CMEA). CMEA was notified of this action and confirmed that there are no objections. The position has broad, citywide responsibilities and directly influences the City’s pursuit of achieving goals related to eliminating violence. This position plays a key role as a contributor to the City’s overall violence prevention strategies and programs, which makes it a highly responsible position that deals with extremely sensitive and confidential issues and has the potential for great consequence of error.

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but

CIVIL SERVICE BOARD

Subject: Deputy Chief of Violence Prevention – Exemption and Classification Specification Approval

Date: April 18, 2019

Page 2

section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

The incumbent is required to utilize a high degree of independence in carrying out the City's goals and objectives, and the scope of responsibilities is broad and complex. Additionally, this is an expert level classification responsible for: assisting with a public health approach to eliminate violence in just, healing, and transformational ways; researching and implementing best and evidence-based practices; and demonstrating knowledge of difference forms of violence and their impact on communities and residents including street, gun, and group-related violence, with a special emphasis on family/domestic violence and commercial sexual exploitation of children. Exempting the classification from the provisions of civil service is recommended.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Deputy Chief of Violence Prevention from the provisions of civil service. The resolution has been placed on the City Council agenda for the April 16, 2019 meeting. Staff anticipates the resolution will be approved as scheduled and will provide a verbal update to the Civil Service Board at the meeting on April 18, 2019.

The salary ordinance amendment to add this new classification to the Salary Schedule is also being routed through City Council for approval. The first reading is scheduled for April 16, 2019. The second reading of the ordinance should occur on May 7, 2019.

Staff recommends that the Civil Service Board exempt the classification of **Deputy Chief of Violence Prevention** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

- Attachments:**
- A. Proposed Deputy Chief of Violence Prevention classification specification
 - B. City Council Resolution Recommending Exemption of Deputy Chief of Violence Prevention



DEPUTY CHIEF OF VIOLENCE PREVENTION

**DRAFT
to CSB**

Class Code: EMXXX

Exempt

DEFINITION

Under general direction in the Department of Violence Prevention (DVP), leads the operations of the DVP that includes: utilizing a public health approach to eliminate violence in just, healing, and transformational ways; researching and implementing best and evidence-based practices; identifying and engaging individuals at the highest risk of participating in or being a victim of violent crime and connects them to comprehensive support services; assisting with the development, establishment, and implementation of goals, objectives, policies, and procedures; collaborating with City and County partners and concerned citizens to align efforts and sustain a citywide network of violence prevention and intervention services; training, evaluating, and supervising assigned staff; and performing related duties as assigned. Duties will involve knowledge of different forms of violence and their impact on communities and residents: street, gun, and group-related violence, with a special emphasis on family/domestic violence and commercial sexual exploitation of children. Knowledge of the impacts of historical, structural and community violence also necessary.

DISTINGUISHING CHARACTERISTICS

This is a management level classification with responsibility for overseeing major functions of the Department of Violence Prevention. The incumbent is responsible for supervising staff who assist with the development and coordination of strategies and programs that aim to dramatically reduce violence by working with individuals most likely to be affected by it. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Pursuant to the Oakland Charter 902(f), this position is exempted from the regulations of the Civil Service Board. This classification is distinguished from the Chief of Violence Prevention in that the latter is responsible for the entire department.

The incumbent receives direction from the Chief of Violence Prevention and exercises direction over supervisory, technical, and clerical staff.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to the following:*

Assist with planning, organizing, managing, and overseeing, through subordinate staff, the activities of the DVP including: service coordination through nonprofit contracts; partnerships with community and local stakeholders; guiding citywide gun violence service response; fund development; and progress reports to public officials and other stakeholders.

Provide direction to staff regarding strategic planning, program coordination, implementation, and grant oversight; oversee the selection, supervision, and work evaluation for assigned staff in a team-based environment; provide for staff training and development; plan and implement staff development activities to enhance department effectiveness and staff well-being.

Develop, direct, and coordinate a network of community-based organizations to provide comprehensive, high-quality violence intervention programs for individuals who are most at-risk for engaging in or being victimized by violence or who reside in priority neighborhoods; develop a technical assistance and support program to enhance the capacity of the network; establish protocols that ensure consistency and transparency and that prioritize the well-being, safety and rights of program participants.

Coordinate the work of the department to partner with public agencies, service providers, community members, and other City stakeholders to develop shared priorities and maximize effectiveness of collective violence prevention efforts that align with the department's mission/vision and meet the needs of the affected target population; oversee and facilitate information exchange and collaboration among partners.

Serve as liaison for coordination between DVP-contracted service providers and law enforcement regarding service response and protocols to ensure integrity of work and well-being of participants.

Lead grant-making and contracting efforts, including large-scale Request for Proposal processes; manage and administer grant contracts, including thorough recordkeeping for program monitoring and evaluation purposes; work closely with independent evaluators to assess program effectiveness and modify strategies based on findings.

Assist with development of the department operating budget, including review and approval of financial operations and compliance with fund requirements (federal, state, and local); identify and secure grants and other funding sources to sustain and augment existing programs and initiatives; provide policy updates, audits, and direction to staff and ensure compliance with established policies, procedures, and regulatory ordinances.

Serve as the Chief of Violence Prevention's designee in representing the City at meetings and in public forums to articulate DVP priorities and objectives; respond verbally or in writing to questions and requests from community members.

Prepare or review reports for the City Administrator, City Council or other audiences; work closely with elected officials, departments directors, and outside partners to explain or coordinate plans for proposed programs and initiatives.

Serve as acting Chief of Violence Prevention in his/her absence.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oakland's diverse communities, including demographics, social dynamics, and community issues that can contribute to and mitigate violent crime.
- Principles and best practices in the field of violence prevention and intervention, with emphasis on public, health trauma informed, harm-reducing, restorative approaches towards community healing, engagement and empowerment.
- Best practices and proven interventions toward elimination of family/domestic violence and commercial sexual exploitation of children.

- Organizational and project management practices and methods, including goal setting, program development and implementation, and tracking and measuring outcomes, preferably in a public-sector setting.
- Principles and practices of personnel management, team-building, supervision, and training, preferably with experience in a union environment.
- Federal and state violence prevention/public safety efforts and regulatory frameworks.
- Principles and practices of effective service delivery, contract administration, and program evaluation.
- Principles and techniques of fundraising, grant development, and oversight.
- Research methodology, report writing, and basic statistics and their application.
- Principles and practices of budget development and administration, including multiple funding streams from federal, state, and local sources.
- Public contact and community engagement techniques that foster collaborative stakeholder interactions.
- Computer systems and software applications.

Ability to:

- Oversee major functions in a City department that emphasizes comprehensive support service provision to traumatized, marginalized, and criminalized populations.
- Develop and implement goals, objectives, policies, and procedures; prepare and implement long and short-term plans for violence prevention services.
- Set a unifying and inspiring vision for staff, partners and community members that promotes and amplifies the DVP's mission and focuses on measurable outcomes.
- Work collaboratively and cultivate effective partnerships across public, private, and community sectors to achieve collective impact.
- Organize, direct, and coordinate multiple projects and activities that require a variety of functional specialties with overlapping work areas.
- Work independently with minimal supervision in an environment of competing, urgent priorities and public scrutiny; exercise sound judgment within general guidelines.
- Select, motivate, supervise, and evaluate staff and provide for their training and professional development; build a team culture that prioritizes cooperative, productive and professional working relationships through staff development and staff wellness.
- Develop and uphold administrative/operational policies, practices and procedures; maintain departmental and state safety standards.
- Analyze complex technical and administrative information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; facilitate meetings.
- Prepare and analyze comprehensive reports.
- Prepare and administer budgets; negotiate and administer a variety of contracts.
- Utilize a computer system and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties that promote and amplify the DVP's vision and mission.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

Bachelor's degree from an accredited college or university in public administration, human services, health services, sociology, psychology, social work or closely related field. Master's degree in a related field is desirable.

Experience:

Three (3) years of progressively responsible management experience, including one (1) year of supervisory experience, in human services, violence prevention, and/or intervention/reentry programs administration. Experience in public health, trauma informed, restorative, harm-reducing, and community-based approaches to violence reduction and behavior transformation is desirable. Experience in gender-based violence prevention and response is highly desirable.

LICENSE OR CERTIFICATE

A successful incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. The individual who is appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established: ___/___/2019	CSB Resolution #:	Salary #:	Ordinance
Exempted: Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:		
Revision Date: / /	CSB Resolution #:		
Re-titled Date: / /	CSB Resolution #:	Salary #:	Ordinance
(Previous title(s):)			

FILED
OFFICE OF THE CITY CLERK
OAKLAND


City Attorney's Office

2019 MAR 28 PM 12: 28

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY COUNCILMEMBER [IF APPLICABLE]

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF DEPUTY CHIEF OF VIOLENCE PREVENTION FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Deputy Chief of Violence Prevention is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Deputy Chief of Violence Prevention is an expert level classification responsible for assisting with implementation of a public health approach to eliminate violence in just, healing, and transformational ways; researching and implementing best and evidence-based practices; and demonstrating knowledge of different forms of violence and their impact on communities and residents including street, gun, and group-related violence, with a special emphasis on family/domestic violence and commercial sexual exploitation of children; and

WHEREAS, the Deputy Chief of Violence Prevention is a management level position responsible for overseeing staff and daily operations in the Department and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

WHEREAS, the incumbent in the Deputy Chief of Violence Prevention position is expected to exercise considerable discretion in carrying out the City's mission for with there is a high consequence of error; now, therefore, be it

RESOLVED, the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Deputy Chief of Violence Prevention be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LATONDA SIMMONS
City Clerk and Clerk of the Council of the
City of Oakland, California



MEMORANDUM

DATE: April 18, 2019

TO: The Honorable Civil Service Board **FROM:** Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specification for Fire Equipment Technician

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed to formally establish the **Fire Equipment Technician** classification specification. The classification and a working draft of the classification specification have existed for approximately two decades. However, the classification specification has never been approved by the Civil Service Board. The working draft was used as the basis for the final document that is before the Board for approval.

The Fire Equipment Technician is an entry-level position that is responsible for performing a variety of warehousing and driving duties including: shipping, receiving and issuing of supplies and inventory; sorting, delivering or transporting equipment, mail, and/or personnel; maintaining and servicing equipment related to compressed air, oxygen, and fire extinguishers; and caring for and maintaining firefighter personal protective gear through cleaning, inspection, and repair. There is one incumbent who has been in the position for several years performing such duties.

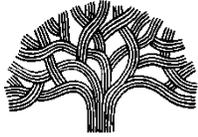
The Service Employees International Union (SEIU, Local 1021) was notified of the proposed changes to the working draft of the classification specification. City staff and union representatives met on several occasions beginning in late 2017 until the item was placed on hold by OFD. The department recently decided to reactivate the item, and meetings with the union took place in early 2019 to discuss the proposed document and potential impacts. Minor amendments were proposed during the February 25, 2019 meeting, and the City agreed to the union's proposed edits. Final agreement was reached at the meeting on March 18, 2019 when the union confirmed that they have no objections to the proposed final document.

There is one vacancy. The official classification specification will be used for the upcoming recruitment process.

Additionally, the Port of Oakland does not operate public safety programs. Therefore, classifications specifically designed to support public safety programs do not have comparable positions at the Port.

Staff recommends that the Civil Service Board approve the proposed draft of the **Fire Equipment Technician** classification specification.

Attachment: Proposed draft Fire Equipment Technician classification specification.



CITY OF OAKLAND

FIRE EQUIPMENT TECHNICIAN

DRAFT
2019-02-25 to
CSB

Class Code TC143 FTE

Civil Service

DEFINITION

Under supervision in the Oakland Fire Department, performs a variety of warehousing and driving duties including shipping, receiving and issuing of supplies and inventory; sorts, delivers, or transports equipment, mail, and/or personnel; maintains and services equipment related to compressed air, oxygen and fire extinguishers; cares for and maintains firefighter personal protective gear through cleaning, inspection, and repair; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification. Incumbents perform inventory control and warehouse duties, driving and some heavy lifting. Incumbents also inspect, install, repair and test fire hydrant equipment and fire hoses.

Incumbents receive immediate supervision from an assigned supervisor in the Support Services Division of the Fire Department.

EXAMPLES OF DUTIES – *duties may include, but are not limited to the following:*

Inventory of supplies or parts, materials, and equipment; store goods, supplies, materials, and equipment.

Receive, verify and sign for deliveries of goods, supplies and equipment.

Transport compressed air cylinders; maintain and fill oxygen cylinders for medical response; face fit and bench test air regulators for compliance with the self-contained breathing apparatus (SCBA) program.

Inspect, clean, and make minor, cosmetic repairs to firefighter personal protective gear.

Record and maintain computer and hard copy records for supplies, equipment and maintenance activities.

Pick up and deliver parts, mail, supplies, and materials; pick up and deliver damaged equipment for repair; deliver replacement equipment.

Package goods for shipment; organize materials for delivery.

Establish and maintain warehousing standards; handle, transport, and store hazardous materials as related to job assignment.

Calculate order quantities, stock usage and levels.

Lift heavy materials and supplies; carry heavy equipment.

Drive a truck to various sites to deliver supplies or perform hydrant and hose maintenance.

Inspect, test, repair, deliver, transfer and label fire hoses.

Perform ground maintenance activities surrounding fire hydrants, including pruning shrubs, trimming hedges and trees; cut, spray and remove weeds; maintain hydrant visibility.

Respond to service requests or referrals; answer questions or complaints; make referrals.

Inspect tools and equipment for safety and mechanical defects; service tools and equipment.

Follow oral and written directions.

Identify potential safety hazards on work site.

Monitor compliance with City and Department rules, policies or procedures.

Report needed work to utility companies; maintain logs of service requests, repairs, work orders and projects.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Inventory control methods and techniques.
- Warehousing practices and methods.
- Self-contained breathing apparatus (SCBA) handling, transport, and maintenance.
- Storekeeping and purchasing terminology
- Tools, materials, and processes used in testing, adjusting and repairing mechanical and/or plumbing apparatus, including fire hoses.
- Safe work practices.
- Minor, cosmetic repair of fire personal protective gear.
- Telephone answering etiquette.
- Computer systems and software applications including Microsoft Office Suite

Ability to:

- Keep records that are accurate and legible.
- Handle, transport, and maintain self-contained breathing apparatuses (SCBA).
- Test fire hoses for proper functioning; repair hoses, replace couplings; perform pressure testing; identify condemned hoses and label appropriately.
- Measure hose fittings; read hose plans and fittings.
- Identify water leaks on fire hydrants; report leaks to water company.
- Perform minor, cosmetic repairs to fire personal protective gear.
- Make simple mathematical calculations.

- Perform manual labor and carry heavy equipment weighing up to 75 lbs.; operate various types of material-handling equipment such as forklift.
- Read and interpret street maps.
- Follow oral and written directions.
- Utilize computer systems and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

High school diploma or equivalent.

Experience:

One (1) year of experience in inventory control and storekeeping, including materials handling, repair and maintenance; delivery of supplies, and heavy manual labor.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid Class C California Driver's License throughout the tenure of employment.

Depending on assignment, may be required to obtain certification as a powered industrial truck (forklift) operator; performance as a forklift operator must be evaluated every three (3) years.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established: / /	CSB Resolution #:	Salary Ordinance #:	
Exempted: Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:		
Revision Date: / /	CSB Resolution #:		
Re-titled Date: / /	CSB Resolution #:	Salary Ordinance #:	
(Previous title(s):)			



STAFF REPORT

DATE: April 18, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

SUBJECT: Quarterly Update Regarding Pending Classification Studies Pursuant to Rule 3.04(f) of the Personnel Manual (Civil Service Rules)

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in January (for quarter end December 31, 2018). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending March 31, 2019. During this reporting period, two (2) studies were completed, zero (0) studies were canceled, and five (5) new studies were received. There are currently twenty-two (22) active classification studies.

EXPLANATION OF DELAYS

Seven (7) active studies have passed the one-year mark:

- Contract Compliance Officer
- Librarian II
- Contract Compliance Officer, Senior
- Program Analyst I
- Program Analyst I
- Librarian, Supervising
- Accountant II

The delays were initially due to competing demands and resource allocation issues. However, as time progressed, the delays grew because each case contains complexities that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. Despite these considerations, HRM has declared that all overdue studies are the clear priority and must be completed as early in 2019 as possible. The Department remains committed to eliminating the backlog altogether and is beginning to use an external consultant to help with addressing the backlog.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: April 18, 2019

The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow due to the learning curve but we have achieved incremental gains this quarter. Building capacity among staff is still the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

Note: One overdue study was completed during this quarter – Program Analyst I (received October 10, 2017). Staff could not be assigned until trained on the process but the study was concluded within a few months once underway.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending March 31, 2019 showing a total of one hundred five (105) classifications: during this reporting period there were ten (10) classification revisions or creations completed and approved by the Civil Service Board and one (1) classification specification review was canceled; there are two (2) classifications being advanced by HRM to the Board for the April 18, 2019 meeting; an additional fourteen (14) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are sixty-one (61) classification specification reviews assigned and under review by analysts; and there are an additional seventeen (17) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	11
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	14
Assigned to Analyst for Review	61
Pending for Assignment	17
TOTAL	105

For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Attachment A – Classification Studies (Desk Audits) as of March 31, 2019

Attachment B – Classification Specifications under review as of March 31, 2019

**City of Oakland - Human Resources Management
Classification Studies**

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	CAO	Contract Compliance Officer	11/7/2016			Yes	Anticipated completion the week of 4/15/19.
2	LIBRARY	Librarian II	3/7/2017			Yes	Anticipated completion the week of 4/15/19.
3	CAO	Contract Compliance Officer, Senior	3/16/2017			Yes	Anticipated completion the week of 4/15/19.
4	OFD	Program Analyst I	5/9/2017			Yes	Anticipated completion the week of 4/15/19.
5	EWD	Program Analyst I	10/10/2017	2/19/2019	497	Yes	Completed.
6	LIBRARY	Librarian, Supervising	10/25/2017			Yes	Anticipated completion the week of 4/22/19.
7	HSD	Accountant II	12/21/2017			Yes	Anticipated completion the week of 4/22/19.
8	FINANCE	Cashier	4/9/2018			No	Finalizing findings.
9	CAO	Contract Compliance Officer	5/1/2018			No	Drafting findings.
10	OPD	Police Services Technician II	5/29/2018			No	In progress.
11	PBD	Business Analyst IV	7/19/2018			No	Assignment to be reassigned.
12	ITD	Information Systems Specialist II	9/20/2018			No	In progress.
13	OPW	Administrative Assistant II	9/27/2018			No	In progress.
14	FINANCE	Financial Analyst, Principal	10/19/2018	2/19/2019	123	No	Completed by external consultant.
15	OPD	Police Services Technician II	10/24/2018			No	Pending assignment.
16	FINANCE	Accountant III	11/5/2018			No	Pending assignment.
17	FINANCE	Investment Officer	11/26/2018			No	Pending assignment.
18	EWD	Program Analyst II	11/30/2018			No	Pending assignment.
19	FINANCE	Office Assistant II	12/11/2018			No	Pending assignment.
20	FINANCE	Investment Officer	1/8/2019			No	New assignment.
21	OPR	Public Service Representative	1/14/2019			No	New assignment.
22	OPW	Administrative Assistant I	2/7/2019			No	New assignment.
23	OFD	Business Analyst I	2/21/2019			No	New assignment.
24	PBD	Administrative Analyst II	3/27/2019			No	New assignment.

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (11)					
SC193	OPW	Park Supervisor I	UH1	SPEC REVISION	Approved at 1/17/19 CSB Meeting.
SC229	OPW	Tree Supervisor I	UH1	SPEC REVISION	Approved at 1/17/19 CSB Meeting.
TBD	PBD	Assistant Director of Planning & Building	TBD	NEW SPEC	Approved at 1/17/19 CSB Meeting.
EM262	PEC	Deputy Director, Public Ethics Commission	U31	SPEC REVISION	Approved at 1/17/19 CSB Meeting.
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Approved at 3/21/19 CSB Meeting.
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Approved at 3/21/19 CSB Meeting.
TBD	CITYWIDE	Courier	TBD	NEW SPEC	Approved at 3/21/19 CSB Meeting.
MA148	OFD	Fire Marshal, Assistant (Non-Sworn)	UM2	SPEC REVISION	Approved at 3/21/19 CSB Meeting.
EM185	HCDD	Manager, Housing Development	UM1	SPEC REVISION	Approved at 3/21/19 CSB Meeting.
EM201	EWD	Manager, Real Property Asset (Real Estate Services)	UM2	SPEC REVISION	Approved at 3/21/19 CSB Meeting.
TR178	OPW	Stationary Engineer	SB1	SPEC REVISION	Canceled per department.
SCHEDULED (2)					
TBD	DVP	Deputy Chief of Violence Prevention	U31	NEW SPEC	Scheduled for 4/18/19 CSB Meeting.
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	Scheduled for 4/18/19 CSB Meeting.
PENDING MEET & CONFER (14)					
SC101	FINANCE	Accounting Supervisor	UH1	SPEC REVISION	Pending with union
ET122	CITYWIDE	Engineer, Transportation	TF1	SPEC REVISION	For 4/18/19 Local 21 meeting
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	For 4/18/19 Local 21 meeting
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	For 4/18/19 Local 21 meeting
EM187	ITD	Information Systems Manager II	UM1	SPEC REVISION	Pending with union
TBD	DOT	Manager, Transportation Bureau	TBD	NEW SPEC	For 4/18/19 Local 21 meeting
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PP131	OPRYD	Recreation Center Director	SC1	SPEC REVISION	For 4/15/19 Local 1021 meeting
SS182	ITD	Reproduction Offset/Operator	SD1	SPEC REVISION	For 4/15/19 Local 1021 meeting
SS180	ITD	Reproduction Assistant	SD1	SPEC REVISION	For 4/15/19 Local 1021 meeting
SC212	ITD	Reprographics Shop Supervisor	UH1	SPEC REVISION	Pending with union
TBD	OPW	Sign Technician II	TBD	NEW SPEC	For 10/19/18 Local 1021 meeting; discussion has ended
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	For 10/19/18 Local 1021 meeting; discussion has ended
IN PROGRESS (61)					
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	FINANCE	Accounting Analyst, Principal	TBD	NEW SPEC	Preparing proposed spec revisions for department review
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	FINANCE	Buyer, Senior	TBD	NEW SPEC	Preparing proposed spec revisions for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department review
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM258	CAO	Equal Employment Opportunities Officer	UK2	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	PEC	Ethics Analyst III	TBD	NEW SPEC	Drafting new class spec
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Inspection Supervisor	TBD	NEW SPEC	Drafting new class spec
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	Drafting new class spec
EM242	CAO	Inspector General	UK1	NEW SPEC	Was scheduled for 2/21/19 CSB but is on hold by the department
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP224	LIBRARY	Library Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SS141	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Preparing proposed spec revisions for department review
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
ET131	PBD	Permit Technician II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
SC202	PBD	Process Coordinator III	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
PENDING ASSIGNMENT (17)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Pending analyst assignment
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Pending analyst assignment
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department