



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: March 15, 2018**

**OPEN SESSION 5:30 p.m.**

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

**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin; Beverly A. Williams

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

### CLOSED SESSION

#### ROLL CALL

*The Civil Service Board will now 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) 3.04 (e) Appeal of Classification Study Results (L. Spencer) Employee currently classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing the results of a Classification Study.**

### OPEN SESSION AGENDA

- 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

#### ADJOURNMENT

### OPEN SESSION AGENDA

#### ROLL CALL

- 3) OPEN FORUM**

- 4) CONSENT CALENDAR:**

**ACTION**

- Ratification of Provisional Appointment
  - Project Manager
- Approval of Revised Classification Specification
  - Parking Meter Collector Supervisor

- c) Approval of Employee Request for Leave of Absence
  - Library

## 5) OLD BUSINESS:

- a) Approval of February 15, 2018 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

## 6) NEW BUSINESS:

- a) Informational Report on Human Resources Recruitment Timeframes for Classified, Exempt and Sworn Positions INFORMATION

## 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, April 19, 2018. All materials related to agenda items must be submitted by Thursday, April 5, 2018. 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico [civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com) 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@oaklandnet.com](mailto:civilservice@oaklandnet.com) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1<sup>st</sup> Floor. Materials are also available on the City's website at: <http://www2.oaklandnet.com/Government/o/HumanResources/s/CivilServiceBoard>.



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** February 15, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Mary Ann Gonzales  
HR Analyst

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

**THROUGH:** Suzie Lawson, Principal HR Analyst, Recruitment & Classification

**SUBJECT:** Request for Provisional Appointment in Classification of Project Manager – Selective Certification - Accela to be ratified at Civil Service Board Meeting of March 15, 2018

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Attached is a request from the Planning & Building Department to make a provisional appointment to a Project Manager – Selective Certification - Accela vacancy. Accela is a computerized land-use management system use by the City of Oakland to provide online services to the public such as inspection scheduling, permit payments, tracking status of permit applications, etc. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Project Manager– Selective Certification in Accela position is responsible for executing the business analysis, system configuration, reporting and administration activities for the City's computerized land-use management system, Accela. The incumbent is accountable for business analysis, workflow design and documentation, configuration, administration and coordination of user testing.

The minimum qualifications for The Project Manager– Selective Certification in Accela are: possession of a Bachelor's degree from an accredited college or university in public administration, business administration or computer science. A Master's Degree is desirable. Two (2) years of experience gathering, documenting and analyzing business needs and software requirements within the Accela environment.

The selected candidate meets the minimum qualifications of the Project Manager – Selective Certification - Accela position with a Bachelor of Science degree in Management Information System and has over two years of work experience working as a project manager and has direct experience working on the Accela environment. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled on March 5, 2018.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Project Manager– Selective Certification in Accela position in the Planning & Building Department beginning on March 5, 2018 and ending on or before July 2, 2018.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** March 15, 2018

**AREA REQUESTED**

POSITION: Project Manager – Selective Certification - Accela

DEPARTMENT: Planning & Building Development

APPOINTMENT DURATION: 120 days' maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** n/a

**DATE PERSONNEL REQUISITION RECEIVED:** 2/18/18

**CURRENT STATUS OF EXAMINATION:** Job announcement schedule to open on 3/5/18.

**JUSTIFICATION**

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Project Manager – Selective Certification - Accela position is needed to execute the business analysis, system configuration, reporting and administration activities for the City's computerized land-use management system, Accela.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to provide online services to City staff and the public with inspection scheduling, permit payments, status of permit applications, etc.

**ADDITIONAL INFORMATION**

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Not an Oakland Resident*
- Current Employment Status: *Not a Current City Employee*



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** March 15, 2018

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

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

**SUBJECT:** Approval of Revised Classification Specification for Parking Meter Collector  
Supervisor

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Based upon a classification review at the request of the Finance Department, staff has proposed revisions to the **Parking Meter Collector Supervisor** classification specification. It was approved in July 1995 and has not been revised.

The changes captured in the attached revised specification were made to accurately reflect the requirements of the position that has evolved over time. The primary shift involves moving from manual to automated and computerized operations per industry modernization. The revisions include:

- Integration of computerized parking meters and credit card/web/mobile payments as part of automated operations.
- An increased need to generate and analyze more complex reports, identify trends, audit records, and make recommendations.
- Language changes throughout to confirm the position is at the supervisory level and includes explicit oversight of assigned staff.
- The addition of computer skills in the Knowledge and Abilities section.
- Updating the Minimum Qualifications section to communicate the relevant background and expertise to apply for the position.

There is one vacancy in this classification. The revised classification specification will be used to initiate a recruitment process in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on January 30, 2018 and March 1, 2018 to discuss the changes. Specific concerns were shared and staff provided explanations. In an email dated March 5, 2018, the union confirmed that they have no objections to the proposed revisions.

Additionally, no determination has been rendered regarding the “common class” status of this classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Parking Meter Collector Supervisor** classification specification.

**Attachments:** Revised Parking Meter Collector Supervisor classification specification.



# PARKING METER COLLECTOR SUPERVISOR

DRAFT to CSB  
2018-3-15

Class Code: SC195

Civil Service Classified

## DEFINITION

Under direction in the Finance Department, ~~To~~ supervise the daily collection of parking meter revenues (coins, credit cards, and web/mobile phone based payments); maintains accurate records; prepares clear and concise reports used for revenue collection and operations analysis; supervises related contracts; oversees daily revenue collection deposits and conducts collection audits to confirm coin sorting counts, coin bagging, and revenue deposits; prepares and monitors the section budget; from parking meters; to sort, count, bag, and deposit coins; to prepare daily reports of collections; to report damaged or stolen meters; to respond to inquiries from the public; uses computerized meter collection routing information program systems; ~~and to train and~~ schedules routes for assigned staff; trains, supervises, and evaluates assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification. This classification is distinguished from the higher-level Revenue & Tax Administrator in that the incumbent of the latter is responsible for managing, organizing, and directing the daily operations of the bureau.

The incumbent Receives direction from the Revenue Manager & Tax Administrator or designee, and may provide lead exercises general direction to over Parking Meter Collectors.

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

Plan, Assign, supervise, and direct the daily operation of the collection of coins from parking meters on all routes.

Program daily parking meter collection routes using computerized meter collection routing information program systems; plan, program and adjust meter vault keys based on daily collection volume.

Select, train, schedule, supervise and evaluate subordinate staff.

~~Schedule coverage of routes during absences; schedule route rotations as required by the Revenue Department and the City Auditor; make collections on a route as needed.~~

Supervise daily coin sorting, counting, and bagging, and confirm daily bank depositsing of parking meter monies.

Complete deposit slips and coin collection audits on a daily basis; prepare reports showing money collected and out-of-order meters per route.

Prepare formal and ad hoc reports as needed; prepare section status reports regarding operational performances and programs, ~~and for~~ revenue collections, financial data analysis and section

personnel.

Develop and revise parking policies and procedures to maintain customer satisfaction and parking availability; implement and monitor the effectiveness of policies and procedures by establishing performance measures, score cards, metrics, and benchmarks.

Supervise and inspect routes personally of Parking Meter Collectors on a regular basis.

~~Check and file reports on damaged or missing meters.~~

~~Oversee the maintenance and adjustment of coin counting machines.~~

Generate periodic reports from multiple parking meter management systems; review for the accuracy of meter collections routes by reconciling parking management system data queries; conduct data analysis to identify operational and/or financial anomalies and potential operational efficiencies; report the results and propose corrective action with alternatives and solutions.

~~Complete tally sheets and deposit slips on a daily basis; prepare a report, showing money collected and out-of-order meters per route.~~

~~Select, train, supervise, and evaluate subordinate staff.~~

Handle citizen complaints and provide accurate and timely answers to questions from the public regarding parking meters.

~~Pick-up deposits from various agencies and deliver to the bank or other locations.~~

Order supplies and parts needed in for the section to maintain office equipment and machinery.

Coordinate with other departments for parking meter repair, meter head replacements, removal, and installations of new parking meters.

Prepare and maintain records and reports.

~~Perform related duties as assigned.~~

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Parking meter collection policies and procedures.
- City of Oakland geography and street system.
- ~~Basic m~~ Mathematics and basic statistics.
- Records maintenance and reporting-keeping.
- Training practices and procedures.
- Public contact and community relations.
- Principles of supervision and development.
- Budget development and administration.
- Computer systems and software applications including automated financial systems.

Ability to:

- Operate meter and coin collecting equipment.
- Perform simple arithmetic computations and statistical analysis.
- Work independently and set priorities.
- Communicate effectively in both oral and written form.

- Maintain accurate records; prepare clear, concise reports.
- Identify problems, collect information, and formulate solutions.
- Motivate staff to meet unit goals and foster a collaborative team environment.
- Utilize computer systems and software applications including word-processing, database, and spreadsheet operations and automated financial systems.
- Assist with budget preparation and administration.
- Supervise, train, and evaluate assigned staff.
- Establish and maintain effective work relationships with internal and external customers ~~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 to the completion of twelfth grade. An Associate’s degree or higher degree is desirable.

**Experience:**

Two (2) Three (3) years of experience comparable to Parking Meter Collector in the City of Oakland in revenue or parking meter collection. Experience providing lead direction is desirable. Experience with electronic parking meters is desirable.

**LICENSE OR CERTIFICATE**

Possession of a valid California Driver’s License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals who are 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.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	04/22/1993	CSB Resolution #:	44280
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):	)		



# MEMORANDUM

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**DATE:** March 15, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett, Principal HR Analyst, Recruitment & Classification / Staff to the Board

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

**SUBJECT:** Request Authorization for Employee Request for Leave of Absence

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HRM is in receipt of one (1) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
Hall, Nathan	Library Aide, PPT	Library	January 13, 2018 – March 13, 2018	CSR 8.07 (c)(iii) Personal Business

**RECOMMENDATION:**

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

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# 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)
- Paternity Leave (no pay)

Employee's Name Nathan G. Hall Employee's ID 6783 Today's Date 2/1/18

Department/Division \_\_\_\_\_ Employee Job Title Library Aide PPT

\* Request: 2 months  Days  Hours From 13 Jan 18 To 13 Mar 18  
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 2/1/18  
Employee's Signature Date

\_\_\_\_\_  
Civil Service Board Approval Date

[Signature] 2/14/18  
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



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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**Date:** February 15, 2018

**OPEN SESSION 5:30 p.m.**

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco (Absent); Yvonne Hudson-Harmon (Absent); Christopher Johnson (Arrived 5:34); Jeffrey Levin; Beverly A. Williams (Absent)

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

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

There were no speakers in open forum.

##### 2) CONSENT CALENDAR:

- a) Approval of Ratification of Provisional Appointment
  - Engineering Technician II
- b) Approval of Revised Classification Specification
  - Public Works Supervisor I & Public Works Supervisor II
  - Executive Director, Community Review Police Agency (CPRA)
- c) Approval of Employee Requests for Leave of Absence
  - Fire Department

**44879 A motion was made by Vice Chairman Jones and seconded by Board Member Levin to approve the Ratification of Provisional Appointment, Revised Classification Specifications and the Request for Leave of Absence. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Jones, Johnson, Levin  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Baranco, Hudson-Harmon, Williams

### 3) OLD BUSINESS:

- a) Approval of January 18, 2018 Civil Service Board Meeting Minutes

**44880 A motion was made by Board Member Johnson and seconded by Vice Chairman Jones to Approve the January 18, 2018 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 3 – Gourdine, Jones, Johnson  
Board Member Noes: None  
Board Member Abstentions: Levin  
Board Members Absent: Baranco, Hudson-Harmon, Williams

- 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*

Note: Chairwoman Gourdine requested a status update on the Port's Common Classification Study. Board Member Levin requested an analysis of recruitment processing times to include comparative length of time information on the various stages of filling a vacant position from open to close.

### 4) NEW BUSINESS:

- a) Approval of New Classification Specification for Chief of Violence Prevention

**44881 A motion was made by Board Member Levin and seconded by Board Member Johnson to Approve the New Classification Specification. The motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Jones, Johnson, Levin  
Board Member Noes: None  
Board Member Abstentions:  
Board Members Absent: Baranco, Hudson-Harmon, Williams

### 5) ADJOURNMENT

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Oakland, CA 94612  
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**CIVIL SERVICE BOARD  
APPEALS & HEARINGS CALENDAR  
PENDING LIST – March 15, 2018**

**1. OPEN**

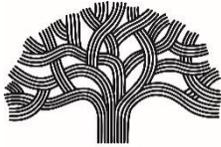
Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPD-2015-AP03	Complaint Investigator II (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Arbitrator's decision received and under review by Secretary to the Board.
OPD-2016-AP01	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Briefs submitted Feb 10th with arbitrator's decision expected in 30-90 days.
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	Hearing tentatively scheduled for April 19 <sup>th</sup> meeting.
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	Arbitrator selected; establishing hearing date.
PORT-2018-AP01	Aviation Assistant Marketing & Commercial Representative (Spencer)	Port of Oakland	3.04 (e) Appeal Regarding Changes in Classification	12/27/2017	Hearing scheduled for March 15 <sup>th</sup> meeting.

**2. OTHER PENDING ITEMS**

Date Requested	Subject	Report From	Date Due
February 15, 2018	Update on Common Classification Study	Port	Scheduled for April 19 <sup>th</sup> meeting

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** March 15, 2018

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Jaime Pritchett, Acting 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

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## **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 February 15, 2018 meeting that referenced data as of January 04, 2018. 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 February 9, 2018, there are a total of forty-five (45) employees in the TCSE (15), TCSE/Annuitant (17), and ELDE (14) categories. Nine (9) assignments were closed, and six (6) new assignments were added. Of the total, zero assignments are 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 forty-six (46) temporary assignments, we are reporting zero (0) assignments in this period are 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 Jaime Pritchett, Recruitment & Classification at (510) 238-4735.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting February 9, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of February 9, 2018.

**CIVIL SERVICE BOARD  
MARCH 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (9)</b>							
PUBLIC WORKS	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy. TCSE is Training newly hired Fleet Specialist.	SEPARATED
PUBLIC WORKS	Douglas	Breanna	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending Call Center reorg.	SEPARATED
CITY ADMINISTRATOR	Horton	Scott	02111 - Communications Unit	10/2/2017	TCSE	Temporary assignment to support City Administrator's communications team	SEPARATED
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to complete data migration into PRIME	SEPARATED
HUMAN RESOURCES	Estevez	Richard	05211 - Human Resource Management	3/27/2017	TCSE/ Annuitant	Temporary assignment to support critical labor relations, classification, and recruitment needs.	SEPARATED
HUMAN RESOURCES	Topp	Bruce	05311 - Employee Relations	7/31/2017	TCSE	Temporary assignment to assist with training of new and current HR Staff	SEPARATED
PLANNING & BUILDING	Poon	Sammi	8442- Engineering: Permit Center	2/4/2017	TCSE	Time-limited project; temp assistance with backlog of permits	PERMANENT
FIRE	Gainey	Maxie	20815 - US&R Division	3/27/2017	ELDE	US&R logistics & warehouse specialist position, selection interviews in progress; departmental interviewing was delayed and will resume in Jan 2018.	PERMANENT
CITY ADMINISTRATOR	Datta	Shantanu	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	SEPARATED
<b>NEW THIS PERIOD (6)</b>							
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Grant	Surlene	35111 - Director's Office	1/29/2018	TCSE	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP)	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytanee	35214 - Complete Streets Planning & Project	1/13/2018	ELDE	Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	Temp staffing to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Martin-Bobo	Pamela	75231 - Senior Services Program	1/3/2018	ELDE	Temporary appointment while FEHA hold is in place.	COMPLIANT
PUBLIC WORKS	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	Assistant Director - Short term management of the Bureau of Facilities and Environment.	COMPLIANT
<b>COMPLIANT (39)</b>							
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Gennino	Angela	02111 - Administration Unit	10/23/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Krishnamurthi	Niranjan	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - Communications Unit	7/31/2017	TCSE	Temporary support on Digital Front Door project to update the City's website.	COMPLIANT
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	9/25/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT

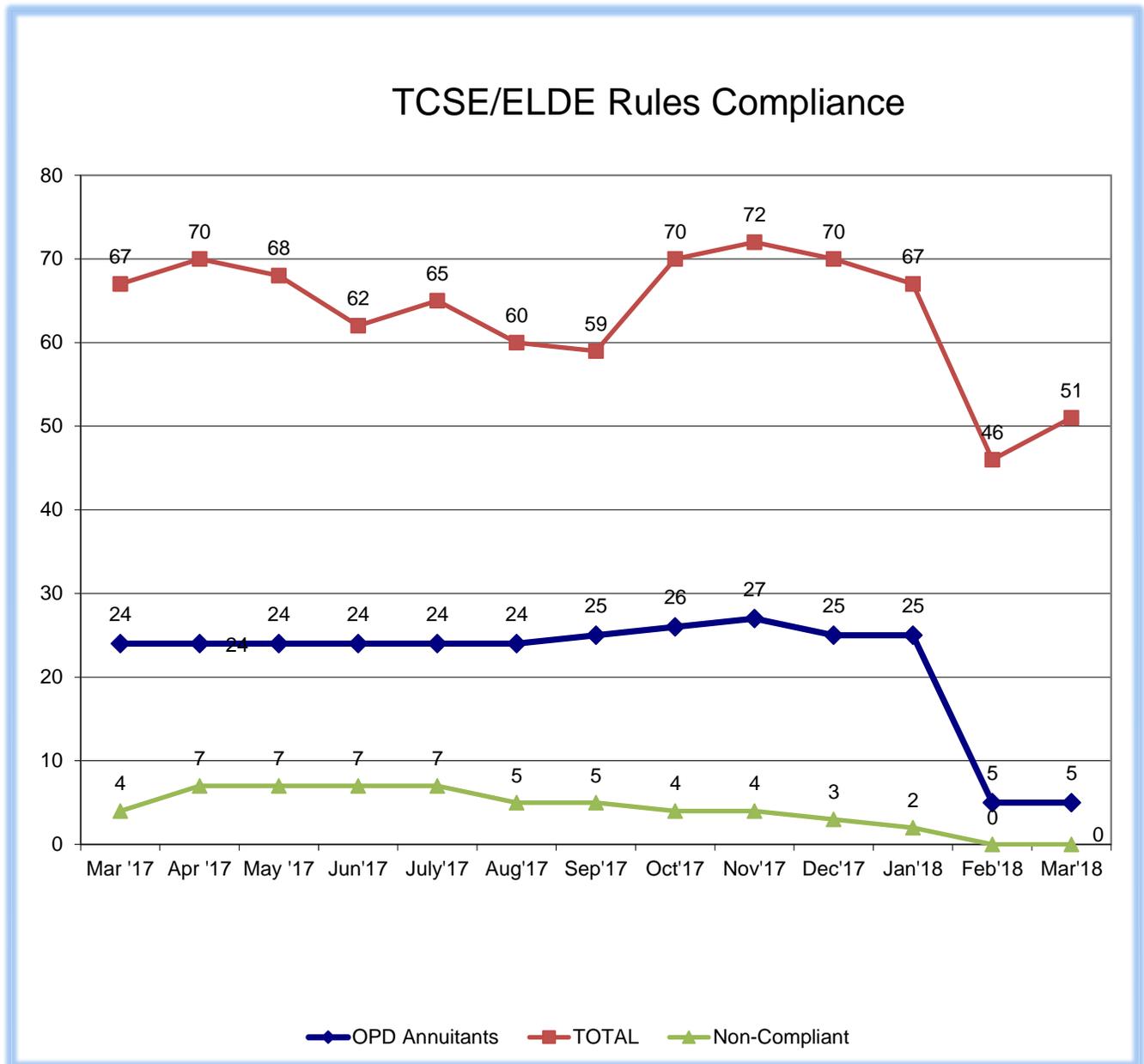
**CIVIL SERVICE BOARD  
MARCH 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	Filling in for Council staff out on leave	COMPLIANT
DEPT OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE	Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Spec under revision for Marketing Program Coordinator series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Cherkis	Helen	08211 - Accounting Administration	4/17/2017	ELDE	Temporary assignment to help implement business processes in Oracle R-12	COMPLIANT
FIRE	Fairley	Helen	20251 - Fire Communications Unit	9/18/2017	TCSE/ Annuitant	Temporary Senior Dispatcher; recruitment underway; est. completion 11/10/17	COMPLIANT
FIRE	Fontaine	Annette	20241 - Fire Communications Unit	9/5/2017	TCSE/ Annuitant	Fire Comm Manager Exempt position under development; temp assignment pending recruitment	COMPLIANT
HOUSING & COMMUNITY DEV.	Dizon	Benjamin	89939 - Municipal Lending	2/27/2017	TCSE/ Annuitant	Providing training to new staff.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	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	Hernandez	Thea	78231 - Head Start Program	9/25/2017	ELDE	Pending Salary Ordinance amendment; December 2017	COMPLIANT
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Scheider	Holly	78251 - Youth Services	12/4/2017	ELDE	Temporary support to the newly created Sugar Sweetened Beverage Tax Community Advisory Board	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
LIBRARY	Anderson	Susan	61511 - African American Museum & Library	10/21/2017	ELDE	Temporary appointment to meet public service commitments and requirements of serving the AAMLO community pending National recruitment.	COMPLIANT
MAYOR	Corbin	Khalil	01111 - Mayor	11/20/2017	ELDE	Temporary support in Mayor's office	COMPLIANT
PLANNING & BUILDING	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE	Time-limited project; temp assistance with backlog of telecommunication cases	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Wells	Laurissa	84229 - Strategic Planning	7/1/2017	ELDE	Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations.	COMPLIANT
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Spec under development for Courier classification; duties not yet fully defined.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD  
MARCH 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gatke	James	102121 - Propety Section	9/11/2017	ELDE	Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Combs	Jocelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy.	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	Time-limited project; temp assistance with backlog of accounting tasks	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT

**Non-Compliant (0)**





CITY OF OAKLAND

## MEMORANDUM

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**DATE:** March 15, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

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

**SUBJECT:** Informational Report on Human Resources Recruitment Timeframes for  
Classified, Exempt, and Sworn Positions

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At the Civil Service Board meeting on February 15, 2018, the Board communicated concerns related to the amount of time it takes to fill positions. The City's use of temporary staffing solutions to augment employment gaps is already part of an on-going dialog. The discussion at the meeting centered on how much time passes between the personnel requisition being initiated to fill positions, how long the recruitment process takes to arrive at eligible lists, and how long it takes to hire candidates once the recruitment process has concluded.

Timeframes vary greatly due to many factors. This includes: staff availability and workload, vacancies among Human Resources staff, shifts in departmental hiring priorities, outdated classification specifications requiring revision, delays in meeting with unions about classification specification revisions, difficulty attracting sufficiently qualified candidates while the job openings are posted, and difficulty securing assessors to participate in competitive examination processes.

Unfortunately, the City utilizes separate applicant tracking and human resources information systems. This makes it challenging to readily generate a report to capture the entire spectrum from personnel requisition to hire action. It would require manual research to match data from the different modules and systems to construct the entire life cycle. Because resources are already strained, staff does not recommend moving forward with this full spectrum approach.

However, data related to the recruitment process can be generated. The attached report is a sample of available recruitment process data. Specifically, it includes the following data points: exam plan date, job posting open date, job posting close date, and date the eligible list is created. This sample shows the recruitment cycles for classified, exempt, and sworn classifications for the 6-month period July through December 2016.

Data does not change significantly month-to-month. Therefore, it is more useful to focus on a window of time. A six (6) or twelve (12) month window would capture and demonstrate the City's performance related to the recruitment process that culminates in an eligible list.

It should be noted that classified positions require eligible lists following a competitive civil service process. For classifications that are exempt from civil service, the recruitment process results in an unofficial list of candidates to consider for appointment.

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

**Attachments:** Sample report of recruitment timeframes.

**CLASSIFIED RECRUITMENTS**

CS Status	Exam Plan Number	Exam Plan Date	Job Title	Days Exam Plan to Posting	Posting Open Date	Posting Close Date	Eligible List Date	Days Posting to List	Days RECRUIT CYCLE
Classified	16-AFO21-04R	4/28/2016	ACCOUNTANT II (Restricted)	33	5/31/2016	6/17/2016	6/27/2016	27	59
Classified	15-SS102-12	12/22/2015	Administrative Assistant I	19	1/11/2016	1/26/2016	3/10/2016	59	78
Classified	15-SS102-12-R	12/10/2015	Administrative Assistant I (Restricted)	31	1/11/2016	1/26/2016	3/10/2016	59	90
Classified	15-ET113-12	12/8/2015	Assistant Engineer II	53	2/1/2016	2/19/2016	4/20/2016	79	132
Classified	16-AP111-04R	5/18/2016	Benefits Analyst - Restricted	5	5/23/2016	6/6/2016	6/13/2016	20	25
Classified	15-AP433-07	7/23/2015	Business Analyst IV	65	9/28/2015	10/16/2015	1/25/2016	117	182
Classified	16-SC112-02	9/22/2015	Capital Improvement Project Coordinator	144	2/16/2016	3/4/2016	4/12/2016	56	200
Classified	16-SC112-02-R	2/16/2016	Capital Improvement Project Coordinator (Restricted)	0	2/16/2016	3/4/2016	4/12/2016	56	56
Classified	16-AP126-15C	1/19/2016	Case Manager I (Selective Certification - Violence Prevention)	6	1/25/2016	2/12/2016	3/16/2016	51	57
Classified	15-AP126-10SC	10/21/2015	Case Manager I (Selective Certification in Cantonese)	39	11/30/2015	12/18/2015	2/17/2016	77	116
Classified	15-AP127-09SC	9/4/2015	Case Manager II (Selective Certification - Children & Youth)	38	10/12/2015	10/30/2015	1/21/2016	99	137
Classified	16-SC121-03	3/3/2016	Community Development Program Coordinator	4	3/7/2016	3/18/2016	4/29/2016	52	56
Classified	16-SC121-03R	3/3/2016	Community Development Program Coordinator (Restricted)	4	3/7/2016	3/18/2016	4/29/2016	52	56
Classified	16-AP146-03	3/7/2016	Complaint Investigator II	14	3/21/2016	4/8/2016	6/28/2016	97	111
Classified	16-AP146-03R	3/7/2016	Complaint Investigator II - Restricted	14	3/21/2016	4/8/2016	6/28/2016	97	111
Classified	16-TR118-03-R	3/1/2016	Construction and Maintenance Mechanic (Restricted)	40	4/11/2016	4/22/2016	6/21/2016	70	110
Classified	16-IS123-04-R	4/20/2016	Construction Inspector (Restricted)	12	5/2/2016	5/13/2016	5/25/2016	23	35
Classified	15-AP446-12	12/9/2015	CRIME ANALYST	0	12/9/2015	1/8/2016	2/22/2016	73	73
Classified	15-AP446-12-RES	12/9/2015	CRIME ANALYST (RESTRICTED)	0	12/9/2015	1/8/2016	2/22/2016	73	73
Classified	16-EM179-03	2/8/2016	Cultural Affairs Manager	29	3/7/2016	4/1/2016	5/17/2016	70	99
Classified	16-EM179-03R	2/8/2016	Cultural Affairs Manager	29	3/7/2016	4/1/2016	5/17/2016	70	99
Classified	15-PP114-08	11/6/2015	Early Childhood Instructor - Head Start	0	11/6/2015	4/1/2016	3/31/2016	145	145
Classified	16-AP187-03	3/14/2016	Equal Opportunity Specialist (Extended Closing Date)	14	3/28/2016	4/22/2016	6/3/2016	65	79
Classified	15-AP444-11	10/6/2015	Ethics Analyst I	40	11/16/2015	12/4/2015	2/19/2016	93	133
Classified	15-AP445-11	10/6/2015	Ethics Analyst II	40	11/16/2015	12/4/2015	3/4/2016	108	148
Classified	15-MA159-11	10/12/2015	Ethics Investigator	34	11/16/2015	12/4/2015	2/17/2016	91	125
Classified	15-MA159-11R	11/10/2015	Ethics Investigator (Restricted)	6	11/16/2015	12/4/2015	2/17/2016	91	97
Classified	15-AFO33-11	11/4/2015	Financial Analyst (Selective Certification - Municipal Debt)	40	12/14/2015	12/28/2015	2/2/2016	48	88
Classified	16-PS124-01	1/11/2016	Fire Communications Dispatcher, Senior (Continuous)	0	1/11/2016	2/17/2016	2/24/2016	43	43
Classified	15-PS142-11	11/23/2015	Fire Prevention Bureau Inspector, Civilian	48	1/11/2016	2/5/2016	3/10/2016	59	107
Classified	16-PS143-03	3/10/2016	Fire Protection Engineer	24	4/4/2016	4/22/2016	5/2/2016	28	52
Classified	16-TR137-03R	3/3/2016	Food Service Worker - Restricted (EXTENDED)	66	5/9/2016	5/20/2016	6/3/2016	24	90
Classified	15-PS196-10	10/8/2015	Forensic Technician	11	10/19/2015	11/6/2015	3/30/2016	161	172
Classified	16-TR140-04-R	4/1/2016	Gardener Crew Leader (Restricted)	24	4/25/2016	5/13/2016	6/27/2016	62	86
Classified	15-TR142-10R	8/17/2015	Gardener II (Restricted)	55	10/12/2015	10/23/2015	1/12/2016	90	145
Classified	16-TR146-01R	11/4/2015	Heavy Equipment Operator (Restricted)	75	1/19/2016	2/1/2016	6/1/2016	132	207
Classified	14-TR147-04	3/23/2015	Heavy Equipment Service Worker	13	4/6/2015	5/15/2015	2/5/2016	299	312
Classified	15-TR147-12-RES	10/8/2015	Heavy Equipment Service Worker (RESTRICTED)	82	12/30/2015	1/14/2016	2/5/2016	35	117
Classified	16-AP198-03	2/25/2016	HOME MANAGEMENT SPECIALIST (COUNSELOR) III	33	3/28/2016	4/8/2016	6/3/2016	65	98
Classified	15-AP197-10	10/8/2015	Home Management Specialist II	66	12/14/2015	12/28/2015	4/13/2016	119	185
Classified	15-AP197-10R	12/11/2015	Home Management Specialist II (Restricted)	3	12/14/2015	12/28/2015	4/13/2016	119	122
Classified	15-TC114-10	10/28/2015	Human Resource Operations Technician, Senior	67	1/5/2016	1/19/2016	4/15/2016	100	167
Classified	15-TC114-10R	12/30/2015	Human Resource Operations Technician, Senior (Restricted)	5	1/5/2016	1/19/2016	4/15/2016	100	105
Classified	16-AP434-02	2/4/2016	Intake Technician - Selective Language Certification	40	3/14/2016	4/1/2016	5/24/2016	70	110
Classified	16-AP434-02R	3/14/2016	Intake Technician - Selective Language Certification (Restricted)	0	3/14/2016	4/1/2016	5/24/2016	70	70
Classified	15-AP214-09-RES	9/25/2015	Librarian I (Selective Certification - Youth Services) RESTRICTED	17	10/12/2015	10/30/2015	1/7/2016	85	102
Classified	16-EM190-02	2/9/2016	Marketing Manager	0	2/9/2016	3/7/2016	4/28/2016	79	79

CS Status	Exam Plan Number	Exam Plan Date	Job Title	Days Exam Plan to Posting	Posting Open Date	Posting Close Date	Eligible List Date	Days Posting to List	Days RECRUIT CYCLE
Classified	16-SC190-02SC	2/2/2016	Neighborhood Services Coordinator (Selective Certification-Language) REPOSTED	27	2/29/2016	3/18/2016	6/29/2016	119	147
Classified	16-0146-04R	4/12/2016	Office Assistant II - Restricted	13	4/25/2016	5/6/2016	6/13/2016	48	61
Classified	16-TR168-02	9/22/2015	Parking Meter Repair Worker	150	2/22/2016	3/4/2016	5/2/2016	70	220
Classified	16-TR168-02-R	9/22/2015	Parking Meter Repair Worker (Restricted)	150	2/22/2016	3/4/2016	5/2/2016	70	220
Classified	15-AP269-08SC	8/20/2015	Planner I (Selective Language Certification - Cantonese/Mandarin)	107	12/7/2015	12/23/2015	3/18/2016	101	208
Classified	16-AP380-03	2/4/2016	Planner III, Historic Preservation	48	3/22/2016	4/12/2016	6/20/2016	88	136
Classified	16-AP277-02	1/25/2016	Planner IV	6	2/1/2016	2/19/2016	5/5/2016	94	100
Classified	16-AP277-02R	1/25/2016	Planner IV (Restricted)	6	2/1/2016	2/19/2016	5/5/2016	94	100
Classified	15-PS162-09SC	8/21/2015	Police Communications Dispatcher (Selective Certification-Language)	23	9/14/2015	10/2/2015	4/7/2016	203	226
Classified	16-PS164-02P	1/27/2016	Police Communications Supervisor (Promotional)	11	2/8/2016	2/26/2016	4/4/2016	56	67
Classified	16-AP284-01R	10/8/2015	Police Personnel Operations Specialist- Restricted- EXTENDED	86	1/4/2016	1/29/2016	4/7/2016	93	179
Classified	16-SS165-03	2/17/2016	Police Records Specialist	20	3/7/2016	3/18/2016	6/28/2016	111	131
Classified	16-SS165-03R	2/17/2016	Police Records Specialist (Restricted)	20	3/7/2016	3/18/2016	6/28/2016	111	131
Classified	15-AF041-10R	10/20/2015	Principal Financial Analyst (Selective Certification - Municipal Debt) - Restricted	54	12/14/2015	12/28/2015	2/2/2016	48	102
Classified	15-SC202-07	12/3/2015	Process Coordinator III	115	3/28/2016	4/8/2016	5/13/2016	45	160
Classified	15-SC202-07R	12/3/2015	Process Coordinator III (Restricted)	115	3/28/2016	4/8/2016	5/13/2016	45	160
Classified	15-AP292-10	10/8/2015	Program Analyst I	24	11/2/2015	11/20/2015	2/24/2016	112	136
Classified	15-AP292-10-R	11/2/2015	Program Analyst I (Restricted)	0	11/2/2015	11/20/2015	2/24/2016	112	112
Classified	16-AP292-02-R	2/26/2016	Program Analyst I (Selective Certification - Safety/Training Program Administration) - Restricted	25	3/21/2016	4/1/2016	4/7/2016	16	41
Classified	16-AP293-02	3/30/2016	Program Analyst II (Selective Certification - Community Outreach and Education)	0	3/31/2016	4/14/2016	6/20/2016	80	80
Classified	15-SC204-10	8/17/2015	Program Analyst III (Selective Certification ? Workforce Development)	55	10/12/2015	10/30/2015	1/21/2016	99	154
Classified	15-SC204-10-R	10/12/2015	Program Analyst III (Selective Certification ? Workforce Development) - Restricted	0	10/12/2015	10/30/2015	1/21/2016	99	99
Classified	16-TR174-01	2/19/2016	Public Works Maintenance Worker	3	2/22/2016	3/7/2016	6/22/2016	120	123
Classified	16-TR174-01-R	1/26/2016	Public Works Maintenance Worker (Restricted)	12	2/8/2016	3/7/2016	6/22/2016	134	146
Classified	15-AP308-08	8/12/2015	Real Estate Agent	122	12/14/2015	1/8/2016	3/9/2016	85	207
Classified	15-AP308-08R	12/14/2015	Real Estate Agent (Restricted)	0	12/14/2015	1/8/2016	3/9/2016	85	85
Classified	15-PP131-09R	9/22/2015	Recreation Center Director (Restricted)	27	10/19/2015	10/30/2015	1/21/2016	92	119
Classified	15-PP141-11	10/20/2015	Recycling Specialist, Senior	33	11/23/2015	12/11/2015	1/27/2016	64	97
Classified	15-PP141-11R	11/19/2015	Recycling Specialist, Senior (Restricted)	4	11/23/2015	12/11/2015	1/27/2016	64	68
Classified	15-AP321-07	7/23/2015	Revenue Assistant	113	11/16/2015	12/1/2015	3/17/2016	121	234
Classified	15-AP321-07R	11/9/2015	Revenue Assistant (Restricted)	7	11/16/2015	12/1/2015	3/17/2016	121	128
Classified	16-AP322-03	3/15/2016	Safety & Loss Control Specialist	6	3/21/2016	4/15/2016	5/18/2016	57	63
Classified	16-ET127-03-R	3/22/2016	Senior Engineering Technician (Office) - Restricted	19	4/11/2016	4/22/2016	5/5/2016	24	43
Classified	15-AP392-11	11/5/2015	SENIOR PERFORMANCE AUDITOR	11	11/16/2015	12/18/2015	2/2/2016	76	87
Classified	15-AP392-11-RES	11/10/2015	SENIOR PERFORMANCE AUDITOR (RESTRICTED)	6	11/16/2015	12/18/2015	2/2/2016	76	82
Classified	15-PP144-10	9/15/2015	Senior Services Program Assistant	34	10/19/2015	11/6/2015	1/8/2016	79	113
Classified	15-TR176-12	12/17/2015	Sewer Maintenance Worker	11	12/28/2015	1/15/2016	4/29/2016	121	132
Classified	15-TR176-12R	10/20/2015	Sewer Maintenance Worker (Restricted)	68	12/28/2015	1/15/2016	4/29/2016	121	189
Classified	15-TR180-12R	11/10/2015	Street Maintenance Leader (Restricted)	29	12/9/2015	12/23/2015	3/22/2016	103	132
Classified	16-ET132-03	3/10/2016	Surveying Technician (Field)	24	4/4/2016	4/15/2016	5/27/2016	53	77
Classified	16-ET132-03-R	3/25/2016	Surveying Technician (Field) - Restricted	9	4/4/2016	4/15/2016	5/27/2016	53	62

CS Status	Exam Plan Number	Exam Plan Date	Job Title	Days Exam Plan to Posting	Posting Open Date	Posting Close Date	Eligible List Date	Days Posting to List	Days RECRUIT CYCLE
Classified	15-AP336-08	8/12/2015	System Programmer III (Application Developer)	53	10/5/2015	10/30/2015	2/18/2016	133	186
Classified	15-AF050-12R	7/23/2015	Tax Enforcement Officer II (Restricted)	148	12/21/2015	1/15/2016	3/1/2016	70	218
Classified	15-AP339-10	10/16/2015	Telecommunication Systems Engineer	10	10/26/2015	11/13/2015	1/19/2016	83	93
Classified	15-SC231-07-R	9/29/2015	Urban Economic Coordinator - Restricted (Extended)	6	10/5/2015	11/6/2015	2/4/2016	119	125
Classified	15-SC231-07	7/14/2015	Urban Economic Coordinator (Extended)	81	10/5/2015	11/6/2015	2/4/2016	119	200
Classified	16-AP401-02	1/5/2016	Veterinarian (EXTENDED CLOSING DATE)	33	2/8/2016	4/22/2016	5/25/2016	107	140
<b>AVERAGES</b>				<b>35</b>				<b>85</b>	<b>120</b>

**EXEMPT RECRUITMENTS**

CS Status	Exam Plan Number	Exam Plan Date	Job Title	Days Exam Plan to Posting	Posting Open Date	Posting Close Date	Eligible List Date	Days Posting to List	Days RECRUIT CYCLE
Exempt	16-SS121-02	2/4/2016	Executive Assistant to the Assistant City Administrator	4	2/8/2016	2/26/2016	3/3/2016	25	29
Exempt	16-SS126-02	2/4/2016	EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR	4	2/8/2016	2/26/2016	3/3/2016	25	29
Exempt	16-SS124-03	3/1/2016	Executive Assistant to the Director	6	3/7/2016	3/18/2016	3/21/2016	14	20
Exempt	16-EM212-05	3/22/2016	Executive Director - Workforce Development Board (Project Manager III)	55	5/17/2016	6/10/2016	6/15/2016	28	83
Exempt	16-AP188-ELDE	3/29/2016	Exempt Limited Duration Employee	0	3/29/2016	3/29/2016	3/29/2016	0	0
Exempt	16-AP230-02	2/1/2016	Lifeguard, Part Time (Continuous)	15	2/16/2016	3/10/2016	3/14/2016	28	43
Exempt	16-AP230-03	3/10/2016	Lifeguard, Part Time (Continuous)	0	3/10/2016	3/30/2016	4/11/2016	31	31
Exempt	16-AP230-04	3/21/2016	Lifeguard, Part Time (Continuous)	9	3/30/2016	4/22/2016	4/29/2016	29	38
Exempt	16-AP230-05	4/22/2016	Lifeguard, Part Time (Continuous)	0	4/22/2016	5/26/2016	6/16/2016	54	54
Exempt	16-AP230-06	5/26/2016	Lifeguard, Part Time (Continuous)	0	5/26/2016	6/10/2016	6/24/2016	28	28
Exempt	16-AP230-06(2)	6/10/2016	Lifeguard, Part Time (Continuous)	0	6/10/2016	6/27/2016	6/30/2016	20	20
Exempt	16-PS161-04A	4/5/2016	Police Cadet, PT	2	4/7/2016	4/25/2016	5/13/2016	36	38
Exempt	16-PS161-04B	4/26/2016	Police Cadet, PT	0	4/26/2016	5/13/2016	6/10/2016	44	44
Exempt	16-MA152-03	3/11/2016	Police Services Manager I	7	3/18/2016	4/1/2016	4/7/2016	19	26
Exempt	16-AP286-02	2/1/2016	Pool Manager, Part Time (Continuous)	15	2/16/2016	3/30/2016	4/11/2016	55	70
Exempt	16-AP286-04	3/21/2016	Pool Manager, Part Time (Continuous)	9	3/30/2016	4/22/2016	4/29/2016	29	38
Exempt	16-AP286-06	5/26/2016	Pool Manager, Part Time (Continuous)	0	5/26/2016	6/10/2016	6/24/2016	28	28
Exempt	15-EM211-09	9/29/2015	Project Manager II (Selective Certification - Information Technology)	33	11/2/2015	11/16/2015	2/17/2016	105	138
Exempt	16-EM212-06	6/1/2016	Project Manager III (Deputy Chief Information Officer)	12	6/13/2016	6/24/2016	6/30/2016	17	29
Exempt	15-EM212-10	10/15/2015	Project Manager III (Economic & Workforce Development Department)	113	2/8/2016	2/23/2016	2/26/2016	18	131
Exempt	16-MA137-02	2/22/2016	Public Works Operations Manager (Sewer Division)	7	2/29/2016	3/25/2016	4/4/2016	34	42
Exempt	16-SS177-02	2/1/2016	Recreation Aide, Part Time	15	2/16/2016	3/25/2016	4/19/2016	63	78
Exempt	16-SS178-02	2/1/2016	Recreation Attendant I, Part Time	15	2/16/2016	3/11/2016	4/13/2016	57	72
Exempt	16-PP132-02	1/29/2016	Recreation Leader I, Part Time	17	2/16/2016	3/25/2016	4/19/2016	63	80
Exempt	16-PP134-02	1/7/2015	Recreation Leader II, Part Time	399	2/16/2016	3/25/2016	4/19/2016	63	462
Exempt	16-PP137-02	2/1/2016	Recreation Specialist I, Part Time	15	2/16/2016	3/25/2016	4/12/2016	56	71
Exempt	16-PP139-02	2/1/2016	Recreation Specialist II, Part Time	15	2/16/2016	3/25/2016	4/12/2016	56	71
Exempt	16-PP160-02	2/1/2016	Sports Official, Part Time	15	2/16/2016	3/25/2016	4/12/2016	56	71
Exempt	16-SS195-06	6/1/2016	Student Trainee, PT	0	5/31/2016	5/31/2016	6/1/2016	1	0
Exempt	16-AP354-02	2/1/2016	Water Safety Instructor, Part Time (Continuous)	15	2/16/2016	4/22/2016	4/29/2016	73	88
Exempt	16-AP354-05	4/22/2016	Water Safety Instructor, Part Time (Continuous)	0	4/22/2016	5/26/2016	6/16/2016	54	54
<b>AVERAGES</b>				<b>26</b>				<b>39</b>	<b>65</b>

**SWORN RECRUITMENTS**

CS Status	Exam Plan Number	Exam Plan Date	Job Title	Days Exam Plan to Posting	Posting Open Date	Posting Close Date	Eligible List Date	Days Posting to List	Days RECRUIT CYCLE
Sworn	16-PS188-01-P2	1/13/2016	Engineer of Fire (Promotional)	6	1/19/2016	2/19/2016	6/13/2016	144	150
Sworn	16-PS152-02P	2/19/2016	Lieutenant of Police (Promotional)	5	2/24/2016	3/29/2016	6/3/2016	99	104
Sworn	15-PS169-08/AUG 175B	8/7/2015	Police Officer Trainee (175B)	3	8/10/2015	9/25/2015	2/16/2016	186	189
Sworn	15-PS169-10/OCT 175C	10/5/2015	Police Officer Trainee (175C)	0	10/5/2015	11/20/2015	3/8/2016	153	153
Sworn	15-PS169-12/DEC 175D	12/4/2015	Police Officer Trainee (175D)	3	12/7/2015	1/22/2016	5/17/2016	160	163
<b>AVERAGES</b>				<b>3</b>				<b>148</b>	<b>152</b>