



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date: May 17, 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; 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, Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
  - Project Manager II
- b) Approval of Employee Request for Leave of Absence
  - Planner V
  - Police Evidence Technician
- c) Approval of Revised Classification Specifications
  - Veterinary Technician

#### 3) OLD BUSINESS:

- a) Approval of April 19, 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

#### 4) NEW BUSINESS:

- a) Approval of a New Classification Specification for Assistant Human Resources Director and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) ACTION

### 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: Review of the Hearing Officer's Findings for Civil Service Board Case No. OPD-2016-AP02**
- 2) **10.03 APPEAL OF DISCIPLINARY ACTION – PORT-2017-AP01**

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

#### 1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

#### 2) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 21, 2018. All materials related to agenda items must be submitted by Thursday, June 7, 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:

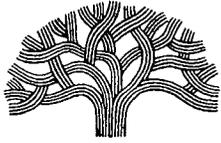
City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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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.

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CITY OF OAKLAND

# MEMORANDUM

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**DATE:** April 24, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Alisha Hampton  
Assistant 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 II to be ratified at Civil Service Board Meeting of May 17, 2018

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Attached is a request from the Finance Department to make a provisional appointment to a Project Manager II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Project Manager II position is responsible for all things related to the Oracle conversion. Those include the Oracle R12 system interface, fixed assets, and essential project completion.

The minimum qualifications for The Project Manager II are: possession of a Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment. A Master's degree is desirable. Three (3) years of progressively responsible experience in area(s) related to the particular project assignment. Supervisory experience is desirable.

The selected candidate meets the minimum qualifications of the Project II position with a Bachelor of Science degree in Accounting and has over eleven years of work experience working as a project manager and has direct experience working on Oracle. 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 to open in May.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Project Manager II position in the Finance Department beginning on April 23, 2018 and ending on or before August 21, 2018.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: 5/17/18

**AREA REQUESTED**

POSITION: **Project Manager II**

DEPARTMENT: **Finance Department – Controller’s Bureau**

APPOINTMENT DURATION: **120 days maximum**

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: **April 17, 2018**

DATE PERSONNEL REQUISITION RECEIVED: **4/18/18**

CURRENT STATUS OF EXAMINATION: **Pending**

**JUSTIFICATION:**

Reason Needed:

**The Finance Department has an urgent need to immediately hire a Project Manager II in the Controller’s Bureau to ensure continuity of projects currently underway while the Finance Department works with Human Resource Management (HRM) on the recruitment process.**

Other Alternatives Explored and Eliminated:

**Candidates on the restricted list were interview, but did not meet the needs of the Department.**

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

**The candidate we are seeking to appoint provisionally is the subject matter expert in projects and grants accounting which was recently implemented in the City in the R12 Finance System. There are numerous system and business process issues that the candidate is addressing. The candidate has a unique skill set needed to complete these projects and if they are not approved it the department would not be able to complete these essential projects. The candidate is currently working on several urgent projects such as Fixed Assets: auto-accounting/SLA changes, to be able to generate assets from Projects (working with consultant), Expenditure Detail/Summary report development, Labor Cost + Leave report development for Fire department, CAFR software selection, Ad-hoc items for A/R, Collections, Cash Management, Oracle responsibilities city-wide clean-up effort with IT, and On-going monthly work on fixed assets additions from Purchasing to name a few.**

**ATTACHMENTS**

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: Resume and Application attached
- Current Residency Status: Non-Oakland Resident
- Current Employment Status: Employed as an ELDE in the Controller’s Bureau



# MEMORANDUM

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**DATE:** May 17, 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 Requests for Leave of Absence

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HRM is in receipt of two (2) Unpaid Leave of Absence requests 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>
Manasse, Edward	Planner V	Planning & Building	May 20, 2018 – open	CSR 8.07 (c) (v) Accept Exempt Position
Tulsi, Pranita	Police Evidence Technician	Oakland Police Department	May 19, 2018 – March 22, 2019	CSR 8.07 (c)(i) Additional Education

**RECOMMENDATION:**

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

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# 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 Edward Manasse Employee's ID 13183-2 Today's Date 4/20/18

Department/Division PBD/ Bureau of Planning Employee Job Title Planner V/Strategic Planning Manager

Request: 180  Days  Hours From \_\_\_\_\_ To \_\_\_\_\_  
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 *	Parental Leave

\* Additional Information

Employees on ANP, MNP, SLV or Parental 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 parental, an employee may take up to a maximum of 5 months leave.

Ed Manasse Digitally signed by Ed Manasse Date: 2018.04.20 15:57:37 -0700 4/20/18  
Employee's Signature Date

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

[Signature] 4/20/18  
Department Head Approval Date

[Signature] 4/23/18  
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.

CITY OF OAKLAND

**Memorandum**

**TO:** Office of the Chief of Police  
**ATTN:** Chief, A. Kirkpatrick  
**FROM:** Technician, P. Tulsi 4863  
**DATE:** 04 May 2018

**RE:** Request for a Leave of Absence

Dear Ma'am:

This letter is a formal request for a leave of absence without pay. I would like to request a leave of absence without pay from 19 May 18 through 22 March 2019, as I am attending the Oakland Police academy starting 21 May 2018.

This is a great opportunity for me to advance within an incredible police department. I will greatly appreciate your consideration for my leave of absence for the given time.

Please let me know if I can provide further information or if you have any questions.

Thank you for your time.

Sincerely,



Pranita Tulsi #4863  
Police Evidence Technician  
Oakland Police Department

REVIEWED AND RECOMMEND APPROVAL  
DARREL ALISON 4 May 18  
ACTING ASSISTANT CHIEF



CITY OF OAKLAND

## MEMORANDUM

**DATE:** May 17, 2018

**TO:** The Honorable Civil Service Board

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

**THROUGH:** Gregory Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Veterinary Technician

Based upon a classification review at the request of the Oakland Animal Services (OAS) Department, staff has proposed revisions to the **Veterinary Technician** classification specification. The classification has not been revised since January 2006.

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

The most significant revision is the addition of the RVT requirement under the License or Certificate section – must be a licensed Registered Veterinary Technician in the State of California in good standing. Other changes include:

- Corrected the name of the department in the City's organizational structure.
- Added the distinguishing characteristics compared to other positions at OAS.
- Refined duty statements to better reflect assigned duties and responsibilities.
- Included references throughout to Drug Enforcement Agency (DEA) regulations for handling controlled substances.
- Updated the Minimum Qualifications to include desirable experience.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposed classification specifications revisions. City staff and union representatives met on multiple occasions including March 8, 2017 and October 13, 2017 to discuss the changes and potential impacts to the incumbent. Agreement was reached on how to treat the incumbent in response to the addition of the new RVT requirement. The union confirmed on May 4, 2018 that they have no objections to the proposed revisions.

The Port of Oakland does not operate any animal services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Veterinary Technician** classification specification.

**Attachments:** Revised draft Veterinary Technician classification specification.



2018-05-17 to CSB

## VETERINARY TECHNICIAN

Class Code: TC144 FTE  
TC145 PPT  
TC146 PT

Civil Service Classified

### DEFINITION

Under general supervision in the Oakland Animal Services ~~Animal Services Section of the Police Department~~, assists in providing paraprofessional medical care and treatment to the all animals; monitors the general health of the animal population; administers emergency first aid treatment, assists with surgery and medical examinations/treatment and follow-up care to animals in need; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a technical level classification that provides care and treatment to shelter animals. This classification is distinguished from the higher level Veterinarian in that incumbent of the latter is a first line supervisor position. It is further distinguished from the lower level Animal Care Attendant in that the latter is an entry level position that cleans cages and feeds animal. ~~classification which provides examination, medical care and treatment to all impounded animals housed at the shelter.~~

The incumbent ~~in this classification~~ receives general supervision from the Veterinarian and may provide training to Animal Care Attendants. Program Analyst III. ~~It is distinguished from Animal Care Attendant in that the latter is responsible for the care and daily feeding of animals.~~

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

Monitor the health of all animals; follow up on health observation report by staff and volunteers; prioritize and advise the Veterinarian regarding animals that need further medical care.

Ensure that all shelter animals are medicated following ~~the~~ strict instructions and that treatments are recorded accurately.

Maintain inventory of all assigned medications, vaccines, medical supplies in accordance with Drug Enforcement Agency (DEA) regulations; reorder supplies as necessary.

Assist with the euthanasia of animals.

~~May e~~Ensure all animals in adoption are properly vaccinated and receive their pre-adoption examination, either directly or by coordinating the protocol with volunteers or other staff.

Assist Veterinarian with surgery, including administering anesthesia and using controlled substances for patient care and prepare autoclave and surgery packs.

Follow-up on all animals sent for emergency medical treatment; assist with selecting shelter animals for transfer to offsite clinics for spay/neuter procedures and other surgeries; perform follow-up for these animals.

~~Ensure~~ Verify that surgery, veterinary exam, and grooming rooms are clean and organized.

Assist in the identification of possible disease outbreaks using appropriate diagnostic testing and work with the Veterinarian and other staff to treat the animals and take appropriate preventive action.

Coordinate all veterinary care of foster animals in conjunction with service providers.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Knowledge of veterinary medicine and disease.
- Knowledge of medical treatment for a wide range of animals including domestic, livestock, wildlife, and under aged animals.
- Knowledge of safe work practices.
- Knowledge of federal guidelines related to controlled substances.

Ability to:

- Ability to care for domestic and wild animals.
- Ability to physically handle and examine a wide range of animals including aggressive, wild and under aged animal.
- Ability to learn laws and ordinances pertaining to animal care.
- Ability to follow oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to communicate effectively with individuals from diverse backgrounds.
- Ability to train staff and citizens on the proper care of animal.
- Ability to work in an environment with exposure to infectious animal diseases, animal waste, animal bite, aggressive animals, allergens and various industrial cleaning and disinfecting chemical.
- Ability to assist with the euthanasia of animals.
- Ability to properly document and maintain inventory of and utilize controlled substances in compliance with federal guidelines.
- Ability to work nights, weekends, and holidays ~~and on-call~~ schedules.
- Ability to lift over 50 pounds.

### **MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE**

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

#### **Education:**

High school diploma or equivalent.

**Experience:**

Two (2) years of experience working in an animal shelter, clinic, veterinary hospital or kennel under the supervision of a licensed veterinarian. Experience as a volunteer in an animal related industry is highly desirable. Knowledge of shelter medicine and management as well as experience with high quality/high volume spay/neuter procedures are highly desirable.

**LICENSE OR CERTIFICATE**

Successful incumbents in this position are 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. 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.

Must be a Licensed Registered Veterinary Technician (RVT) in the State of California in good standing.

**OTHER REQUIREMENTS**

Must be twenty-one (21) years of age or older.

Must complete a Personal History Questionnaire (PHQ) and pass a job related background investigation.

May be required to participate in criminal prosecution which may include testifying in court.

Must successfully complete an eight-hour course in euthanasia within one year of employment.

It is strongly recommended that incumbents in this classification ~~will be required to~~ receive all appropriate inoculations and vaccinations.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	01/19/2006	CSB Resolution #:	44458
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): )			



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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**Date: April 19, 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; Christopher Johnson (Absent); Jeffrey Levin (Absent); Beverly A. Williams

**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  
Jaime Pritchett, Principal Analyst/Staff to the Board

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM:

Port Human Resources Director, Christopher Boucher, announced his resignation from the Port.

#### 2) CONSENT CALENDAR:

- a) Approval of Revised Classification Specification
  - Open Government & Legislative Services Coordinator
  - Budget & Management Analyst, Assistant
  
- b) Approval of Employee Requests for Leave of Absence
  - City Attorney
  - Human Resources
  - Library
  - Police Department
  - Information Technology

**44884 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.**

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

**3) OLD BUSINESS:**

- a) Approval of March 15, 2018 Civil Service Board Meeting Minutes

**44885 A motion was made by Board Member Williams and seconded by Chairwoman Gourdine to Approve the March 15, 2018 Board meeting minutes. The motion passed.**

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

- b) Determination of Schedule of Outstanding Board Items
- c) Update on Common Classification Study – Koff & Associates

*Report received and filed*

- d) 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*

**4) NEW BUSINESS:**

- a) 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

*Report received and filed*

- b) 3.04 (e) Appeal of Classification Study Results; 5.07 Appeal of Reassignment of Employee; 5.08 Appeal of Transfer of Employee (L. Spencer)

- Employee Currently Classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing denial of request to be reclassified and circumstances of reassignment and transfer.

**44886 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to require the Port to review and update the classification specification of the Aviation Assistant Marketing & Commercial Representative to accurately reflect the duties being currently performed in the position. The motion passed.**

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

**44887 A motion was made by Board Member Gourdine and seconded by Vice Chairman Jones to deny the Appeal of Classification Study results for Aviation Assistant Marketing & Commercial Representative, deny the Appeal of Reassignment, deny the Appeal of Transfer and uphold the findings of the Port and Koff & Associates. The motion passed.**

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

## 5) 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 17, 2018. All materials related to agenda items must be submitted by Thursday, May 3, 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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**CIVIL SERVICE BOARD**  
**APPEALS & HEARINGS CALENDAR**  
**PENDING LIST – May 17, 2018**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2015-AP03	Complaint Investigator II (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Arbitrator's Award to Board tentatively scheduled for June 21st meeting.
OPD-2016-AP01	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Arbitrator's Award to Board May 17 <sup>th</sup> meeting.
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	Hearing scheduled for May 17 <sup>th</sup> meeting.
CAU-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	July 12, 2017	Hearing tentatively scheduled for July 19 <sup>th</sup> meeting.

**2. OTHER PENDING ITEMS**

Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
PORT-2018-AP01	Aviation Assistant Marketing & Commercial Representative (Spencer)	Port of Oakland	3.04 (e) Appeal Regarding Changes in Classification	12/27/2017	CLOSED
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	CLOSED/WITHDRAWN

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** May 17, 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 April 19, 2018 meeting that referenced data as of March 9, 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 April 20, 2018, there are a total of forty-nine (49) employees in the TCSE (18), TCSE/Annuitant (17), and ELDE (14) categories. Four (4) assignments were closed, and eight (8) new assignments were added. Of the total, there are zero (0) assignments 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 forty-nine (49) 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 Jaime Pritchett, Recruitment & Classification at (510) 238-4735.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting April 20, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of April 20, 2018.

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

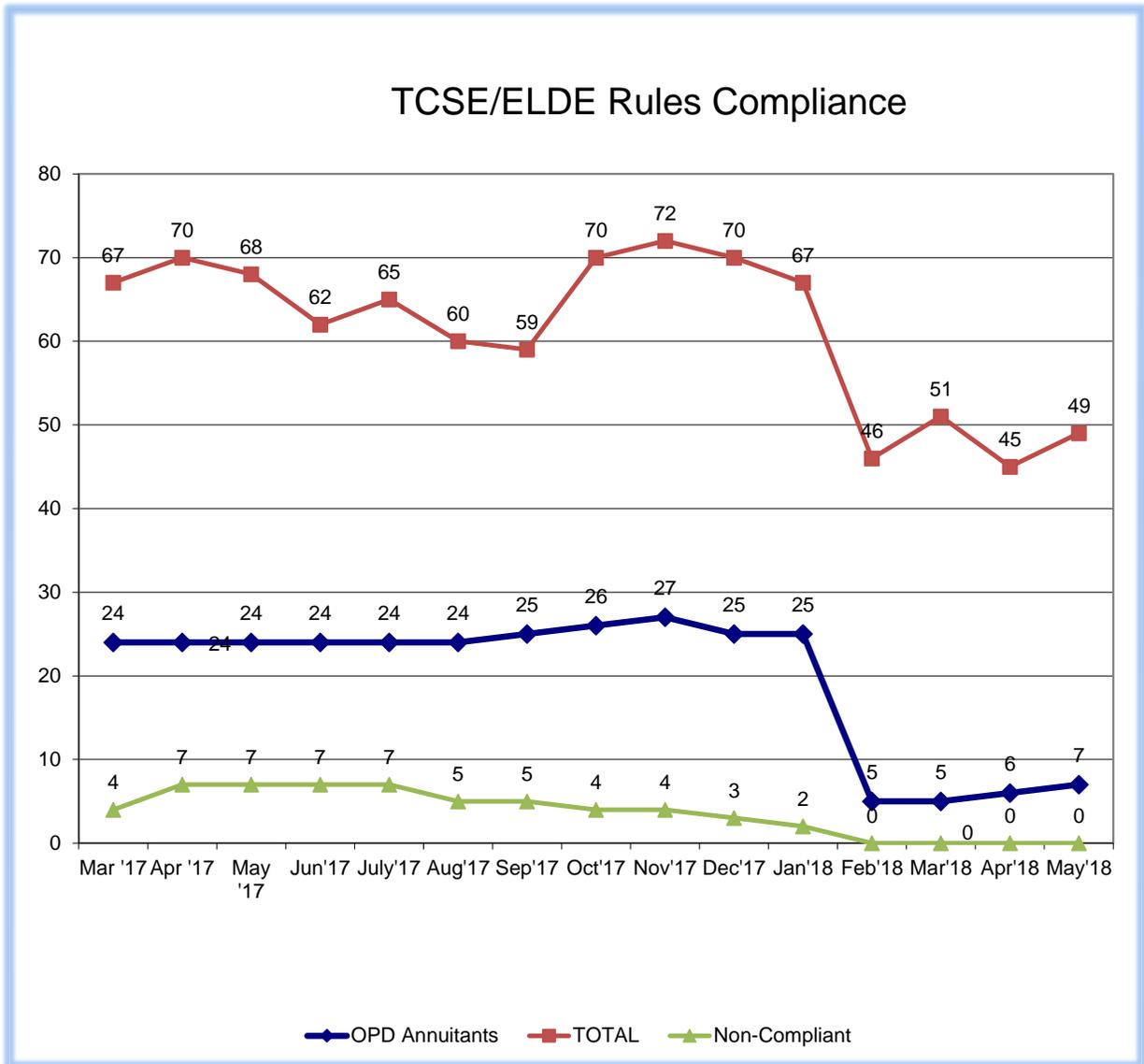
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (4)</b>							
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Spec under revision for Marketing Program Coordinator series; duties not yet fully defined.	PERMANENT
FINANCE	Cherkis	Helen	08211 - Accounting Administration	4/17/2017	ELDE	Temporary assignment to help implement business processes in Oracle R-12	PROVISIONAL
FIRE	Fountaine	Annette	20241 - Fire Communications Unit	9/5/2017	TCSE/ Annuitant	Fire Comm Manager Exempt position under development; temp assignment pending recruitment	SEPARATED
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy.	SEPARATED
<b>NEW THIS PERIOD (8)</b>							
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE	Temporary support to assist department with project close out phase	COMPLIANT
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.	COMPLIANT
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	4/9/2018	TCSE	Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT
KTOP	Smith	Jonathan	03211- Ktop Operations	4/13/2018	TCSE	Temporary support for Ktop staff out on paternity leave	COMPLIANT
KTOP	Tekle	Terhas	03211- Ktop Operations	4/9/2018	TCSE	Temporary support for Ktop staff out on paternity leave	COMPLIANT
PLANNING & BUILDING	Bui	Andy	84111 - Admin: Planning, Building & Neighborhood Services	3/26/2018	ELDE	Temporary assignment to support Specialty Combination Inspectors	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Perez	Nicole	30112 - Human Resources	3/24/2018	TCSE	Temporary support for Payroll staff out on leave	COMPLIANT
<b>COMPLIANT (41)</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	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
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	Filling in for Council staff out on leave	COMPLIANT
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	Brown	Brytanee	35214 - Complete Streets Planning & Project	1/13/2018	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	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	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	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary project support in the Film Office.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
HOUSING & COMMUNITY DEV.	Leshin	Maryann	89919 - Department of Housing & Community Development	2/13/2018	TCSE	Deputy Director - urgent need to fill position with exceptional duties that cannot be accomplished with current staffing level.	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	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	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	Hicks	Kathleen	78111 - DHS Administration Unit	3/1/2018	TCSE	Filing in for Executive Assistant staff out on leave.	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
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	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	Gunari	Seth	84111 - Admin: Planning, Building & Neighborhood Services	3/12/2018	ELDE	Temporary assignment to support Specialty Combination Inspectors	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	Hill	Barbara	103310 - Communications Unit	2/2/2015	TCSE/ Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	TCSE/ Annuitant	Retired Dispatcher providing intermittent emergency coverage.	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
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

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
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	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	Assistant Director - Short term management of the Bureau of Facilities and Environment.	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
<b>Non-Compliant (0)</b>							





CITY OF OAKLAND

## MEMORANDUM

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**DATE:** May 17, 2018

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

**THROUGH:** Gregory 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 Assistant Human Resources Director

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The Employee Relations function and corresponding staff recently moved back to the Human Resources Management (HRM) Department as part of a reorganization of operations in the City Administrator's Office. Following this change, HRM has been reevaluating the department's structure and operations. It was determined that a new classification specification for the **Assistant Human Resources Director** should be established.

This new classification is being proposed to address the critical and complex duties which are affiliated with the responsibilities of managing both labor relations and risk management. The two program areas require a classification that can act as the City's Chief Negotiator, the City's Employee Relations Officer, and as the Human Resources Director in his/her absence. The Employee Relations responsibilities moved to Human Resources from the City Administrator's Office in the last budget cycle and, while the position was "downgraded" to a Manager from a Director at that time, many of the same duties persist. Therefore, to attract and retain successful incumbents, this classification will address internal alignment issues (level of responsibility in the organization) and the external market (salary for qualified Labor Relations professionals). Since this classification will oversee employee and labor relations and risk management program areas, there will be efficiencies gained through issue coordination, cross-division management, and liability reduction.

The Assistant Human Resources Director classification will be responsible for planning, organizing, managing, and directing the work of the department, including the employee and labor relations and risk management programs; serving as chief negotiator during contract negotiations with employee bargaining groups; developing and implementing goals, objectives, policies, and procedures; providing support to the Director regarding complex, confidential, and sensitive matters; assisting with the department budget; and training and supervising assigned staff. It will not be represented by an employee bargaining group.

The new classification will be placed in bargaining unit UK2 – Executive Management Employees. No union involvement was required because the classification is unrepresented. The position has broad, citywide responsibilities and directly influences the City's labor practices and personnel policies in addition to overseeing the risk management program. The role of the Assistant Human Resources Director position as a key contributor to the City's labor, fiscal and personnel-related management strategies makes it a highly responsible position for which the consequence of error are great.

**CIVIL SERVICE BOARD**

Subject: Assistant Human Resources Director – Exemption and Classification Specification Approval

Date: May 17, 2018

Page 2

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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 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, the incumbent must address the most challenging, sensitive and confidential matters and represent management in complex labor negotiations and related activities. 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 Assistant Human Resources Director from the provisions of civil service. The resolution was approved at the City Council meeting on May 1, 2018 but the executed resolution was not available to include as part of the agenda packet prior to the agenda packet submission deadline.

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 of the ordinance occurred on May 1, 2018. The second reading is scheduled to occur on May 15, 2018.

Staff recommends that the Civil Service Board exempt the classification of **Assistant Human Resources Director** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

- Attachments:**
- A. Proposed Assistant Human Resources Director classification specification.
  - B. City Council Resolution Recommending Exemption of Assistant Human Resources Director.



# ASSISTANT HUMAN RESOURCES DIRECTOR

DRAFT for CSB  
2018-05-17

Class Code: EMXXX---- FTE Exempt

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## DEFINITION

Under direction in the Human Resources Management Department, plans, organizes, manages, and directs the work of the department, including the employee and labor relations and risk management programs; serves as chief negotiator during contract negotiations with employee bargaining groups; develops and implements goals, objectives, policies, and procedures; provides support to the Director regarding complex, confidential, and sensitive matters; assists with the department budget; trains and supervises assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a management level classification with responsibility for overseeing daily operations of the department in support of the Director. Incumbents in this classification may serve in place of the Director as assigned with full authority to act on his/her behalf during absences. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. The duties involve the exercise of considerable initiative and independent judgment in resolving operational problems and policy matters that may arise.

The incumbent receives direction from the Human Resources Director and exercises direction over managers and other professional, technical, and clerical staff.

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

Plan, organize, manage, and direct human resources operations, programs, services, and activities, including employee and labor relations, risk management and other functional areas.

Plan, develop, implement, and administer goals, objectives, policies, procedures, and work standards for the department; develop management systems and procedures for program evaluation.

Plan and oversee the work of the Risk Management Division including workers' compensation, disability benefits, insurance administration, the City's threat assessment team, safety and vocational rehabilitation programs and activities.

Provide advice and guidance to City department directors, managers, supervisors and employees regarding the disciplinary process, contract interpretation, risk management issues, grievances, and settlements; coordinate assigned activities with other City departments.

Direct the preparation of a variety of complex organizational studies and reports; analyze needs, trends, and other data; assist with costing; evaluate current and potential future benefits and compensation plan structures; make recommendations.

Manage and conduct a variety of investigations; issue findings related to complaints and allegations; recommend modifications to programs, policies, and procedures as appropriate.

May serve as the Chief Negotiator for bargaining units in the negotiation of wages, hours of work, and other terms and conditions of employment; participate in the formulation and implementation

of effective bargaining strategies and techniques; recommend labor agreement language; consult and coordinate with a variety of City staff to develop the City's position regarding management and/or union proposals; oversee implementation of all agreement provisions; participate in fact-finding and interest arbitration and recommend impasse resolution.

Oversee the preparation and negotiation of letters of understanding to resolve issues that arise during the term of contract agreements; facilitate open communication between the unions and appropriate management employees; notify recognized bargaining groups of any citywide changes that affect employees.

Negotiate, coordinate and administer a wide variety of contracts for insurance, administration and consulting services.

Coordinate department activities with other departments, outside agencies, consultants, and contractors.

Prepare and review reports for the City Administrator, City Council and/or commissions; work closely with the City Council and other public and private groups as necessary; attend meetings and speak on behalf of the department, as needed.

Attend professional group conferences, trainings, and seminars; maintain awareness of new trends and developments in the field of human resources including employee and labor relations, recruitment and selection, risk management, benefits, and training; evaluate their impact on City operations and implement policy and procedure improvements.

Assist with the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, supplies, and contracts; approve expenditures and implement budgetary adjustments as appropriate.

Select, supervise, train, and evaluate assigned staff.

Act in the director's absence by attending meetings, making decisions, and providing departmental leadership.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles, practices, and methods of: public administration; merit-based employment rules and regulations; labor laws and their intent; labor agreement preparation techniques including legal language; disciplinary processes, due process and just cause; arbitration procedures as applied to employee violations of work rules and working conditions; affirmative action and equal employment opportunity laws; employment-related developments in the legislative and judicial areas; position classification and wage and salary administration, training, employee relations, recruitment/selection, and benefits.
- Federal, state, and local laws, ordinances, statutes, and regulations.
- Principles, techniques, and strategies used in negotiations.
- Laws and regulations relating to risk management, asset protection, disability benefits, the ADA/FEHA interactive process, and safety and worker's compensation programs.
- Investigative methods and approaches.
- Administrative principles and methods, including goal setting, program development and implementation.

- Principles of personnel management, training, and evaluation.
- Principles and practices of contract administration and project management and evaluation.
- Principles and practices of budget development and administration.
- Computer systems and software applications.

Ability to:

- Manage and direct a human resources operations, programs, services, and activities, including employee and labor relations, risk management and other disciplines.
- Plan, organize, coordinate, and direct a variety of functional specialties with overlapping work areas.
- Provide advice and guidance on memorandum of understanding interpretation, grievances and disciplinary matters.
- Serve as Chief Negotiator during contract negotiations with employee bargaining groups.
- Select, train, evaluate, and supervise staff; provide for their training and professional development.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Manage and coordinate multiple concurrent projects.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Communicate effectively orally and in writing; make presentations to small and large groups; prepare clear and concise reports of a complex or technical nature, correspondence and other written materials.
- Prepare and administer a budget; negotiate and administer a variety of contracts.
- Prepare clear, complete, accurate and logical written and oral reports, findings, and other documents.
- Utilize a computer system and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATIONS

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

### **Education:**

A Bachelor's degree from an accredited college or university in human resources management, personnel management, business or public administration or a related field. A law degree or other advanced degree in a related field is highly desirable.

### **Experience:**

Five years of supervisory and management experience in employee and labor relations, employment law, human resources management, risk management or a closely related field. Public sector experience is highly desirable.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

None required.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
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):	)		

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

  
City Attorney

2010 APR 12 PM 12:14 RESOLUTION NO. \_\_\_\_\_ C.M.S.

Introduced by Councilmember \_\_\_\_\_

## RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF ASSISTANT HUMAN RESOURCES DIRECTOR 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 Assistant Human Resource Director classification 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 Assistant Human Resource Director is an expert level classification in the field of employee and labor relations, possessing advanced credentials, functioning as consultants to department heads, the City Administrator, and professional and management staff; and

**WHEREAS**, the Assistant Human Resource Director is an executive manager with overall responsibility for operations of the employee relations and risk management staff, is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities are broad and complex, the individual in this classification must deal with challenging, sensitive, and confidential matters; and assist management in difficult and complex labor negotiations and disciplinary matters; now, therefore be it

**WHEREAS**, the incumbent in the Assistant Human Resource Director position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

**RESOLVED**, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Assistant Human Resource Director 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 - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,  
AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California