



## CIVIL SERVICE BOARD \*SPECIAL\* MEETING AGENDA

**Date: October 15, 2020**

**SPECIAL MEETING Open Session: 4:30 p.m.**

**Location: Via Zoom**

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

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HR Manager/Staff to the Board  
Sally Nguyen, Counsel to the Board  
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

### PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/86008679481?pwd=TjB4d05qUnE2M2dKZFpJOXFEQlJDdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting  
**Webinar ID: 860 0867 9481 (Note: Password "COOCSB" may be required to connect.)**
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099  
or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 860 0867 9481 Passcode: 330540**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

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If you have any questions, please email Greg Preece, Human Resources Manager at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## **SPECIAL MEETING - OPEN SESSION AGENDA**

### **ROLL CALL**

#### **1) PUBLIC COMMENT:**

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

- |   |                    |
|---|--------------------|
| <b>2) APPROVAL OF THE OCTOBER 15, 2020 CIVIL SERVICE BOARD<br/>SPECIAL MEETING AGENDA</b>                   | <b>ACTION</b>      |
| <b>3) UPDATES, SECRETARY TO THE BOARD</b>   | <b>INFORMATION</b> |
| <b>4) CONSENT CALENDAR:</b>   | <b>ACTION</b>      |
| a) Approval of Provisional Appointments (0)   |                    |
| <ul style="list-style-type: none"> <li>• There are no requests for provisional appointments.</li> </ul>     |                    |
| b) Approval of Employee Requests for Leave of Absence (1)   |                    |
| <ul style="list-style-type: none"> <li>• Office of Parks, Recreation &amp; Youth Development (1)</li> </ul> |                    |
| c) Approval of Revised Classification Specifications (0)  |                    |
| <ul style="list-style-type: none"> <li>• There are no requests for revised specifications.</li> </ul>       |                    |

**5) OLD BUSINESS:**

- |   |             |
|---|-------------|
| a) Approval of September 17, 2020 Civil Service Board Meeting Minutes   | ACTION      |
| b) Determination of Schedule of Outstanding Board Items   | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Update on Common Class Study - Koff & Associates Presentation and Reports Regarding Occupational Groupings   | INFORMATION |
| <ul style="list-style-type: none"><li>• Engineering, Architect, Planning and Permitting</li><li>• Equipment, Facilities and Services; Information and Arts; Physical Sciences; Social Science, Psychology &amp; Welfare</li></ul>   |             |

**6) NEW BUSINESS:**

- |   |             |
|---|-------------|
| a) City Council Zero Tolerance Policy Legislation   | INFORMATION |
| b) Update Regarding Measure Q Hiring Efforts  | INFORMATION |
| c) Quarterly Update 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 | INFORMATION |

**7) OPEN FORUM****8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, Thursday, November 19, 2020. All materials related to agenda items must be submitted by Thursday, November 5, 2020. 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@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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

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

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

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# MEMORANDUM

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**DATE:** October 15, 2020

**TO:** The Honorable Civil Service Board

**FROM:** Greg Preece, HRM Manager / 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 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>
Chung, Karen	Recreation Leader II, PPT	OPRYD	September 8, 2020 – October 2, 2020	CSR 8.07 (c)

**RECOMMENDATION:**

Staff recommends that the Civil Service Board approve the requested Leave 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 Karen Chung Employee's ID 19237 Today's Date 9/11/2020

Department/Division DPRYD Employee Job Title Recreation Leader II PPT

Request: 19  Days  Hours From 9/8 To 10/2  
No. of Days or Hours Select Days or Hours

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

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

\* Additional Information

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

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

Karen Chung 9/11/2020  
 Employee's Signature Date

[Signature] 9/15/2020  
 Department Head Approval Date

\_\_\_\_\_  
 Civil Service Board 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.



## CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: September 17, 2020**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (Absent/Excused); Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
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**Webinar ID: 848 2916 4970 (Note: Password “COO-CSB917” may be required to connect.)**  
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## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

#### 2) APPROVAL OF THE SEPTEMBER 17, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45007 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the September 17, 2020 Civil Service Board Meeting Agenda. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams, Levin

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson

#### 3) UPDATES, SECRETARY TO THE BOARD INFORMATION

#### 4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (4)
- City Attorney's Office (1)
  - Economic & Workforce Development Department (1)
  - Oakland Fire Department (1)
  - Oakland Public Library (1)
- c) Approval of Revised Classification Specifications (2)
- Concrete Finisher
  - Training and Public Service Administrator

**45008 A motion was made by Board Member Levin and seconded by Board Member Baranco to approve the September 17, 2020 Civil Service Board Meeting Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams, Levin

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson

## **5) OLD BUSINESS:**

- a) Approval of August 20, 2020 Civil Service Board Meeting Minutes ACTION

**45009 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the August 20, 2020 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Martinez, Hudson-Harmon, Williams

Board Member Noes: None  
Board Member Abstentions: Levin  
Board Members Absent: Johnson

- b) Approval of August 10, 2020 Special Civil Service Board Meeting Minutes ACTION

**45010 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the August 20, 2020 Special Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Martinez, Hudson-Harmon, Williams

Board Member Noes: None  
Board Member Abstentions: Levin  
Board Members Absent: Johnson

- c) Determination of Schedule of Outstanding Board Items INFORMATION
- 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- e) Update on Common Class Study INFORMATION

**6) NEW BUSINESS:**

- a) Approval of New Classification Specification for Animal Care Services Supervisor ACTION

**45011 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin to approve the New Classification Specification for Animal Care Services Supervisor. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams, Levin

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson

- b) City Council Zero Tolerance Policy Legislation INFORMATION
- c) Appeal Hearing in Personnel Matter for Public Employee Relating to Application of Civil Service Rule 3.02(a): 2.07 – General Appeal Procedure: CAO-2020-AP01 (S. Darensburg) ACTION

**45012 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to deny the appeal. The motion passed.**

**Votes:** Board Member Ayes: 6 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams, Levin

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson

## 7) OPEN FORUM

## 8) ADJOURNMENT

**45013** A motion was made by Board Member Williams and seconded by Board Member Levin to adjourn in memory of Gwen McDonald. The motion passed and the meeting was adjourned at 6:48 p.m.

**Votes:** Board Member Ayes: 6 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams, Levin

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson

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[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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



**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – OCTOBER 15, 2020**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Appellant has requested an outside hearing officer.

**2. OTHER PENDING ITEMS**

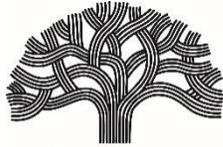
Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** October 15, 2020

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Greg Preece, Human Resources Manager & Staff to the Board

**THROUGH:** Ian Appleyard, Human Resources 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 September 17, 2020 meeting. 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.

A total of sixty-five (65) employees were in the TCSE (15), TCSE/Annuitant (31), and ELDE (19) categories as of pay period ending October 2, 2020. Of the those, three (3) 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 NON-COMPLIANT ASSIGNMENTS**

Of the sixty-five (65) temporary assignments, we are reporting three (3) in this period as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: October 15, 2020

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**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 Human Resources Manager Greg Preece at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending October 2, 2020
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD  
OCTOBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

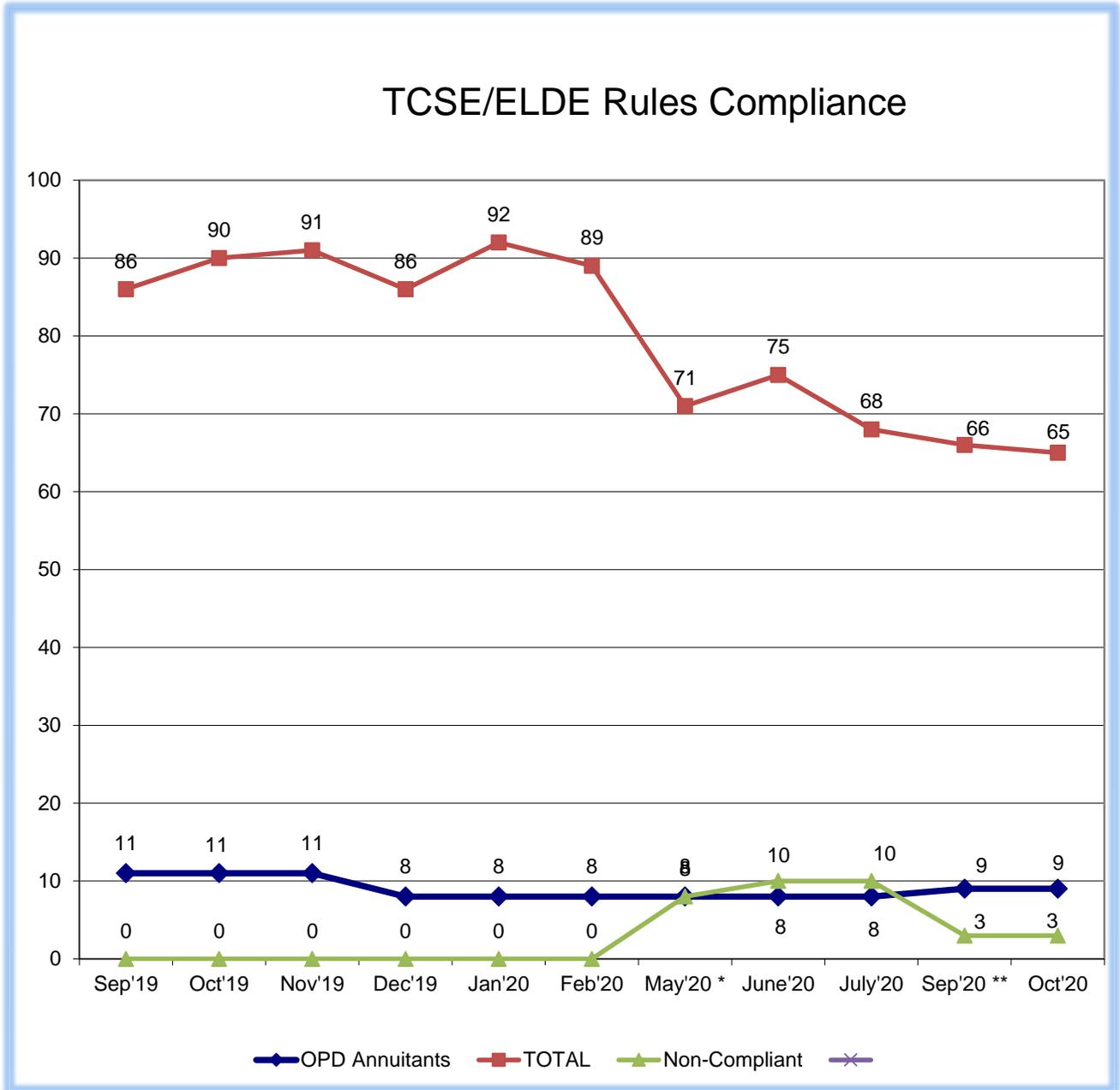
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (4)</b>								
ECONOMIC & WORKFORCE DEVELOPMENT	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	15	Temporary project support in the Film Office.	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant		Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
FINANCE	Stoker	Barbara	08421 -Revenue Audit Unit	2/8/2020	ELDE		Temporary project to assist with new and on going back loaded division work load	COMPLIANT
HOUSING & COMMUNITY DEV.	Lothlen	Brittini	89969 - Housing & Community Development	9/10/2019	ELDE		Temporary critical assistance to maintain operations in the Rent Adjustment Program	COMPLIANT
<b>NEW THIS PERIOD (3)</b>								
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant		Providing advising support for real estate loan projects	COMPLIANT
CPRA	Cole	Jessica	66211 - Community Police Review Agency	9/19/2020	TCSE	72.5	Assistance in unit with increase in workload.	COMPLIANT
CPRA	Wechter	Jason	66211 - Community Police Review Agency	9/19/2020	TCSE	0	Assistance in unit with increase in workload.	COMPLIANT
<b>COMPLIANT (59)</b>								
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	8/8/2020	TCSE/ Annuitant	140	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Neditch	Nicole	02112 - Communications & Media	3/21/2020	ELDE		Support in Citywide Communications Unit	COMPLIANT
CITY ADMINISTRATOR	Park	Lauren	02491- Oakland Animal Services	7/25/2020	TCSE	186	Additional Veterinarian Assistance	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	150	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Umapathy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	0	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	452	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	0	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY ATTORNEY	Hugo	Scott	04111 - City Attorney Administration	12/9/2019	ELDE		Legal Support in City Attorney Admin Unit	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	259.5	Temporary Reception Coverage/Assistance	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
CPRA	Caro	Frida	662111 - Community Police Review Agency	9/8/2020	TCSE	135	Short-term staffing relief for assignments	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	252	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	De La Torre	Juan	35224 - Great Streets Maintenance	2/22/2020	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Jacob	Elisa	35121 - DOT Fiscal Services	8/22/2020	TCSE	112.5	Temporary Fiscal Assistance	COMPLIANT
DEPT. OF TRANSPORTATION	Martinez	Victorino	35224 - Great Streets Maintenance	2/22/2020	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Doug	35247 - Mobility Management	2/5/2020	TCSE	490	Temporary Assistance in the Off-Street Parking Program	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	96	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	180	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	385	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Hatcher, Jr.	Lucius	08222 - General Ledger	12/14/2019	TCSE/ Annuitant	52.5	Temporary assistance with special projects and essential functions in Finance Department	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	378	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT

**CIVIL SERVICE BOARD  
OCTOBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	9/6/2019	TCSE/ Annuitant	360	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Crowe	Olga	20711 - Emergency Services Program Unit	5/16/2020	ELDE		Critical Assistance in the Fire Emergency Operations Center and Planning Unit	COMPLIANT
FIRE	Gloria	Myra Eya	20110 - Fire Chief Unit	8/24/2020	ELDE		Temporary Assistance to cover for employee vacancy	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	13	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Fairley Summers	Helen	20241 - Fire Communications Unit	5/2/2020	TCSE/ Annuitant	152	Temporary assistance in the Fire Communications Center	COMPLIANT
HOUSING & COMMUNITY DEV.	Cohen	Barbara	89969 - Residential Rent Arbitration	10/5/2019	ELDE		Assistance in Rent Program while a new class specification is being created.	COMPLIANT
HOUSING & COMMUNITY DEV.	Fa-Kaji	Marguerita	89969 - Residential Rent Arbitration	12/14/2019	ELDE		Temporary Assistance as a Hearing Officer in the Rent Control Board	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	1/11/2020	ELDE		Assistance in the Housing Resource Center	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	0	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	Ho	Kathy	78231 - HS Classroom & Seasonal	1/13/2018	TCSE/ Annuitant	0	Temporary Assistance as Head Start Substitute Teacher	COMPLIANT
HUMAN SERVICES	Miller	Tamika	78411 - Community Housing Services	3/7/2020	ELDE		Temporary project planning - Homelessness	COMPLIANT
HUMAN SERVICES	Nguyen	Hang Thi Ngol	75231 - Multipurpose Sr. Svc. Program Unit	5/16/2020	TCSE	246	Temporary Assistance in the Senior Services Unit	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	536	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	0	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Trist	Sarah	78232 - Head Start - Central Office Program	12/7/2019	ELDE		Temporary Assistance in Head Start Administration	COMPLIANT
HUMAN SERVICES	Williams	Patanisha	78311 - Policy & Planning	4/6/2020	TCSE	434.5	Temporary Assistance to cover for employee on approved leave	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/2019	TCSE/ Annuitant	0	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	0	Temporary assignment to help fill staffing gaps during Library expanded hours	COMPLIANT
PLANNING & BUILDING	Chan	Mei	84111 - Admin: Planning & Building	2/8/2020	ELDE		Project Planning Assistance in the PBD Admin Unit	COMPLIANT
PLANNING & BUILDING	Moriarty	William	84454 - Inspections: Neighborhood Preservation	12/28/2019	TCSE/ Annuitant	0	Temporary assistance in the Inspection Division	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	0	Temporary assistance with back-log of inspections.	COMPLIANT
POLICE	Chambers	Paul	101110 - Office of Chief - Administration	11/30/2019	ELDE		Temporary Project Assistance in Chief/Admin Division	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	30	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	46	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	123	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighen	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	144	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Manheimer	Susan	101110 - Office of Chief - Administration	4/4/2020	TCSE/ Annuitant	536	Interim Police Chief placement while recruitment is underway	COMPLIANT

**CIVIL SERVICE BOARD  
OCTOBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	140.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Lai	Jimmy	30541 - Equipment Services	7/25/2020	TCSE	808	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Makous	Danielle	30689 - Env Svcs Energy Group	8/22/2020	ELDE		Assistance in the Climate Group	COMPLIANT
PUBLIC WORKS	Pierce	Brittany	30551 - Facilities Administration	10/5/2019	TCSE	0	Temporary appointment to assist with backlogged, complex clerical and admin support duties.	COMPLIANT
PUBLIC WORKS	Sanchez Roto	Victor	30551 - Facilities Administration	3/7/2020	ELDE		Temporary Assistance in Facilities Administration	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30542 - Equipment Services	7/1/2019	TCSE/ Annuitant	224	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	196	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
<b>NON-COMPLIANT (3)</b>								
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach.	NON-COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/2019	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	NON-COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	NON-COMPLIANT



\* The March 2020 and April 2020 meetings were canceled due to COVID-19 shelter orders and no report was prepared.

\*\*There was also no report at the August 2020 meeting.



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# **City of Oakland/Port of Oakland** Common Classification Equivalency Study

October 15, 2020 Meeting

# Agenda

- Study Purpose Recap
- Overall Project Statistics
- Comparable Classification Pairings (October)
- Overall Classification Pairing Statistics
- Questions

# Study Purpose

Determine comparability of classifications in the Port and the City through analysis of classification specifications.



Identify classifications which are common to both organizations, based on agreed upon methodologies.

# Overall Project Statistics

Total Number of Classifications Analyzed	
City	Port
255	205

# Comparable Classification Pairings

## October 2020 Report Groupings

City Classification	Port Classification
Custodian	Custodian
Custodian Supervisor	Lead Custodian
Chief of Party	Chief of Field Party
City Land Surveyor	Port Land Surveyor
Job Developer	Port Job Researcher

# Classification Pairing Statistics

Occupational Groupings	<5% (Suitable for Appendix B)	5% to 10%	Additional Analysis Needed
Accounting & Budget	5	2	2
Business & Industry	3	0	1
Engineering, Architecture, Planning, & Permitting	8	4	0
Equipment, Facilities, & Services	2	0	0
General, Administrative, Clerical, & Office	6	0	5
Human Resource Management	5	1	2
Information & Arts	0	0	4

# Classification Pairing Statistics

Occupational Groupings	<5% (Suitable for Appendix B)	5% to 10%	Additional Analysis Needed
Inspection, Investigation, Enforcement, & Compliance	0	0	0
Information Technology	6	3	1
Physical Sciences	2	1	0
Social Science, Psychology, & Welfare	1	1	2
Trades	7	2	8
<b>TOTAL</b>	<b>45</b>	<b>14</b>	<b>25</b>

# Questions



**August 24, 2020**

Point Factor Analysis –  
Classification Comparison –  
Engineering, Architect, Planning  
and Permitting Grouping

**Port of Oakland/City of Oakland**

**KOFF & ASSOCIATES**

**GEORG S. KRAMMER**

Chief Executive Officer

2835 Seventh Street  
Berkeley, CA 94710  
[www.KoffAssociates.com](http://www.KoffAssociates.com)

[gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)

Tel: 510.658.5633

Fax: 510.652.5633



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## **APPENDICES**

Appendix I: Factor Evaluation System Description

Appendix II: Classification Comparability Analysis



# Point Factor Analysis – Classification Comparison – Engineering, Architect, Planning and Permitting Grouping – Draft Report Port of Oakland

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## EXECUTIVE SUMMARY

### Background

In January 2016, the Port of Oakland (“Port”) contracted with Koff & Associates (“K&A”) to conduct a comparative classification study to compare approximately three hundred (300) of the Port’s classifications to approximately three hundred (300) classifications in the City of Oakland’s (“City”) classification system. This classification review process was precipitated by the interest of the Civil Service Board in determining if the list of common classes found in Appendix B of the Personnel Manual of the Civil Service Board (also referred to as Civil Service Rules) has the potential of being expanded to include additional common classifications between the two classification systems.

The goal of the comparison classification study is:

- To analyze the Port of Oakland’s approximately three hundred (300) existing classifications through a comprehensive review of existing classification descriptions;
- To analyze the City of Oakland’s approximately three hundred (300) corresponding classifications through a comprehensive review of existing classification descriptions;
- To compare the Port’s and City’s classifications to determine if there are classifications within the respective agencies’ classification systems that are sufficiently similar in the nature and complexity of the duties performed, scope of responsibility, and qualifications required to be identified as common classifications in Appendix B of the Civil Service Rules.

K&A proposed a rating system by which to assign scores to each classification in order to facilitate an objective numerical comparison of each of the Port’s classifications to the corresponding City classification. The system utilizes six factors (identified and defined in the section of this report entitled “Point Factor Analysis”) on which to rate classifications and derive a numerical score for each. At the direction of the Port and City, monthly salary and salary differential information has been included in this report for informational purposes, but were not used as a factor by which commonality was rated. Following the Port, City, and Civil Service Board’s review of K&A’s proposed rating system, analysis commenced in January 2018.



## CLASSIFICATION COMPARISON STUDY PROCESS

### Occupational Groupings

K&A employed the use of occupational groupings whereby classifications were grouped into categories based on bodies of work in order to identify which classifications may be performing the same or substantively similar work. The occupational groupings and the approximate number of Port and City classes within each grouping can be found in Table 1.

**Table 1. Occupational Groupings**

Occupational Grouping	Approximate Number of Port Classifications	Approximate Number of City Classifications
Human Resources Management	9	26
General Administrative, Clerical and Office (including graphics and production)	28	36
Accounting and Budget	17	28
<b>Engineering, Architecture, Planning and Permitting</b>	<b>45</b>	<b>33</b>
Information Technology	20	34
Business and industry (including purchasing, contracts, marketing, workers' compensation, property management and public affairs)	20	14
Inspection, Investigation, Enforcement, Compliance	6	9
Trades	37	52

K&A was directed to analyze and report findings on the Accounting and Budget occupational grouping first, followed by periodic analysis and reporting on each of the remaining occupational groupings.



# Point Factor Analysis – Classification Comparison – Engineering, Architect, Planning and Permitting Grouping – Draft Report Port of Oakland

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## Point Factor Analysis

In order to develop a numerical score for each classification, K&A utilized the Factor Evaluation System (FES) to assign ratings to each classification based on the following six (6) factors:

- **Comparability** – Based on the broad comparability of the first ten (10) duty statements in each classification specification.
- **Knowledge required** – Measures the nature and extent of information or facts that an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply this knowledge.
- **Supervisory controls** – The nature and extent of direct or indirect controls exercised by the supervisor, the employee’s responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.
- **Guidelines** – The nature of guidelines and the judgment needed to apply them. Guides used in occupations may include desk manuals, established procedures and policies, traditional practices, and reference materials.
- **Complexity** – The nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work.
- **Scope and Effect** – The relationship between the nature of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect of the work products or services both within and outside of the organization.

Within each factor, there are several levels with defined criteria for each level and a corresponding point value. A complete description of each factor along with the levels, criteria, and points are provided in Appendix I.

Each classification was rated and assigned a score for each factor based on the information provided in the class specifications, and the individual factor scores were totaled to reach a final score for each classification. Final scores for classifications with the same or similar titles in the Port and the City were compared to determine the likeness of the classifications. Generally, classifications with scores within ten percent (10%) of each other are considered to have significant overlap in function, roles, and responsibilities and are sufficiently similar to be identified as common classifications.



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## FINDINGS

### Comparison Classifications: Engineering, Architect, Planning and Permitting Grouping

Tables 2 and 3 display the Port and City classifications, respectively, that are categorized in the Engineering, Architect, Planning and Permitting grouping. Each of the Port’s classifications was evaluated to determine whether there is a potential comparison classification at the City, and the findings of this evaluation are included in the following tables.

**Table 2. Port Classifications – Engineering, Architect, Planning and Permitting Grouping**

Port Classification Title	Potential Comparable Class – City
Associate Port Transportation Planner	Transportation Planner, Senior
Engineering Assistant	Engineering Technician I
Senior Engineering Assistant	Engineering Technician II Engineering Technician, Sr
Principal Engineering Assistant	Engineering Technician, Sr
Port Engineering Technician I	Engineering Technician I
Port Engineering Technician II	Engineering Technician II
Port Assistant Engineer (Civil Work)	Engineer, Assistant II
Port Associate Engineer (Civil Work)	Civil Engineer
Port Associate Engineer (Field) (Civil Work)	Civil Engineer
Port Junior Engineer (CW)	Engineer, Assistant I
Port Junior Engineer (E&M)	Engineer, Assistant I
Port Supervising Engineer (CW)	Engineer, Civil Supervising
Port Junior Environmental Planner	Planner I
Port Assistant Environmental Planner	Planner II
Port Assistant Environmental Planner	Planner II, Design Review
Port Associate Environmental Planner	Planner III
Port Associate Environmental Planner (PT)	Planner III



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Permit Technician	Permit Technician I Permit Technician II
Port Permit Coordinator	Process Coordinator II Process Coordinator III
Construction Estimator/Sched	No Comparable Classification
Port Assistant Engineer (E&M Work)	No Comparable Classification
Port Associate Engineer (E&M Work)	No Comparable Classification
Port Junior Engineer (E&M Work)	No Comparable Classification
Port Principal Engineer Technician	No Comparable Classification
Port Supervising Engineer (E&M Work)	No Comparable Classification
Water Systems Engineer	No Comparable Classification

**Table 3. City Classifications – Engineering, Architect, Planning and Permitting Grouping**

City Classification Title	Potential Comparable Class – Port
Transportation Planner, Senior	Associate Port Transportation Planner
Engineering Technician I	Engineering Assistant
Engineering Technician II	Senior Engineering Assistant
Engineering Technician, Sr	Senior Engineering Assistant Principal Engineering Assistant
Engineering Technician I	Port Engineering Technician I
Engineering Technician II	Port Engineering Technician II
Engineer, Assistant II	Port Assistant Engineer (Civil Work)
Civil Engineer	Port Associate Engineer (Civil Work) Port Associate Engineer (Field) (Civil Work)
Engineer, Assistant I	Port Junior Engineer (CW) Port Junior Engineer (E&M)
Engineer, Civil Supervising	Port Supervising Engineer (CW)
Planner I	Port Junior Environmental Planner
Planner II	Port Assistant Environmental Planner
Planner II, Design Review	Port Assistant Environmental Planner



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City Classification Title	Potential Comparable Class – Port
Planner III	Port Associate Environmental Planner Port Associate Environmental Planner (PT)
Permit Technician I	Permit Technician
Permit Technician II	Permit Technician
Process Coordinator II	Port Permit Coordinator
Process Coordinator III	Port Permit Coordinator
ADA Projects Coordinator	No Comparable Classification
Architect	No Comparable Classification
Architectural Assistant	No Comparable Classification
Energy Engineer III	No Comparable Classification
Engineer, Transportation	No Comparable Classification
Engineer, Transportation Assistant	No Comparable Classification
Engineer, Transportation Supervising	No Comparable Classification
Planning Investigator	No Comparable Classification

Following the identification of potential comparable classifications, a cursory review of the descriptions for each classification pairing was performed to ascertain whether an in-depth analysis was warranted. In some instances, the cursory review revealed that a deeper comparison was not necessary (e.g., one class may be identified as entry-level and another as journey-level and qualification requirements were consistent with the level identified, in which case comparison scoring is not necessary). In other instances, cursory review did not eliminate the need for a deeper comparison and therefore a scoring comparison utilizing the FES criteria and point value system was conducted. Once point values were established for each classification, the values for each potential comparable class within the Port and City classification systems were compared to determine likeness between the classifications.

### Comparability Scoring: Engineering, Architect, Planning and Permitting Group

Detailed scoring information for each classification can be found in Appendix II of this report. Table 4 below provides a summary of the findings.



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**Table 4. Analysis Summary**

City Classification	Score	Port Classification	Score	Point Value Differential	Percentage Differential
Transportation Planner, Senior	2225	Associate Port Transportation Planner	1800	425	19%
Engineering Technician I	550	Engineering Assistant	650	100	18%
Engineering Technician II	800	Senior Engineering Assistant	1100	300	38%
Engineering Technician, Sr	950	Senior Engineering Assistant	1100	150	16%
Engineering Technician, Sr	1250	Principal Engineering Assistant	2100	850	68%
Engineering Technician I	850	Port Engineering Technician I	850	0	0%
Engineering Technician II	1500	Port Engineering Technician II	1500	0	0%
Engineer, Assistant II	3225	Port Assistant Engineer (Civil Work)	3225	0	0%
Civil Engineer	3300	Port Associate Engineer (Civil Work)	3300	0	0%
Civil Engineer	3900	Port Associate Engineer (Field) (Civil Work)	3900	0	0%
Engineer, Assistant I	1875	Port Junior Engineer (CW)	1875	0	0%
Engineer, Assistant I	1875	Port Junior Engineer (E&M)	1875	0	0%
Engineer, Civil Supervising	2625	Port Supervising Engineer (CW)	2800	175	7%
Planner I	1100	Port Junior Environmental Planner	1200	100	9%
Planner II	2400	Port Assistant Environmental Planner	2400	0	0%



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City Classification	Score	Port Classification	Score	Point Value Differential	Percentage Differential
Planner II, Design Review	2000	Port Assistant Environmental Planner	2000	0	0%
Planner III	2550	Port Associate Environmental Planner	2550	0	0%
Planner III	2550	Port Associate Environmental Planner (PT)	2400	150	6%
Permit Technician I	2100	Permit Technician	2450	350	16%
Permit Technician II	2450	Permit Technician	2450	0	0%
Process Coordinator II	1100	Port Permit Coordinator	1675	575	52%
Process Coordinator III	1525	Port Permit Coordinator	1675	150	10%

While based on title alone it may appear that some classifications are comparable, upon analysis of the class descriptions, the duties, work complexity, knowledge required, and other factors did not align sufficiently for the classes to score similarly.

The City’s Transportation Planner and Port’s Associate Port Transportation Planner were scored for comparability as they appeared to be substantially similar. However, the City’s classification performs duties that are broader in scope as they relate to City-wide urban planning projects and interaction with state, federal, and local transportation authorities. In contrast, the Port’s classification is focused on the master and project planning studies for maritime, commercial real estate, aviation areas, and Port specific facilities. Since the Capital Improvement Programs of the City are broader and City-wide, while those of the Port are narrower with focus on the Port’s enterprises, the Port’s class scored substantially lower and is not sufficiently comparable.

The City’s Engineering Technician classifications were scored for comparability with the Port’s Engineering Assistant classifications. While there were a sufficient number of comparable duty statements to warrant scoring per the parameters of the project, the overall comparability scores did not always align. For example, the City’s Senior Engineering Technician serves as a lead and performs more complex work, based on the current specification which – based on its effective date of February 1996 – may not fully capture the work of this classification as it is currently performed. The Port’s Principal Engineering Assistant serves as a supervisor and requires



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additional education and certifications. Thus, the overall score is divergent because of the differences in supervision and complexity of work.

In general, those classifications with a ten percent (10%) or less differential between scores are considered similar and may be considered for inclusion on Appendix B of the Civil Service Rules. Table 5 below provides a summary of the percentage differentials.

**Table 5. Crosswalk of Similar Classifications**

City Classification	Monthly Salary	Port Classification	Maximum Monthly Salary	PFA Score Differential	Salary Differential
Engineering Technician I	Field: \$5,803 Office: \$6,191	Port Engineering Technician I	\$7,870	0	36% 27%
Engineering Technician II	\$7,905	Port Engineering Technician II	\$8,971	0	13.5%
Engineer, Assistant II	\$9,214	Port Assistant Engineer (Civil Work)	\$11,259	0	22%
Civil Engineer	\$10,516	Port Associate Engineer (Civil Work)	\$12,905	0	23%
Civil Engineer	\$10,516	Port Associate Engineer (Field) (Civil Work)	\$13,765	0	31%
Engineer, Assistant I	\$7,785	Port Junior Engineer (CW)	\$9,731	0	25%
Engineer, Assistant I	\$7,785	Port Junior Engineer (E&M)	\$9,731	0	25%
Engineer, Civil Supervisor	\$12,926	Port Supervising Engineer (CW)	\$15,023	7%	16%
Planner I	\$6,467	Port Junior Environmental Planner	\$9,028	9%	40%



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City Classification	Monthly Salary	Port Classification	Maximum Monthly Salary	PFA Score Differential	Salary Differential
Planner II	\$7,635	Port Assistant Environmental Planner	\$9,691	0	27%
Planner II, Design Review	\$7,635	Port Assistant Environmental Planner	\$9,691	0	27%
Planner III	\$8,667	Port Associate Environmental Planner	\$11,970	0	38%
Planner III	\$8,667	Port Associate Environmental Planner (PT)	\$11,970	6%	38%
Permit Technician II	\$6,923	Permit Technician	\$8,622.00	0	24.5%
Process Coordinator III	\$9,099	Port Permit Coordinator	\$10,640	10%	17%

It is important to note that the analysis for this study is confined to the content of the classification descriptions, and did not include obtaining information from classification incumbents or an assumption of duties and responsibilities outside of that which is provided in the classification description.

### Next Steps

It is our assessment that the Port and the City can implement the addition of those classification pairings with a differential of five percent (5%) or less to Appendix B of the Civil Service Rules based on information provided in the classification specifications. These classifications can be found in Table 6.

**Table 6. Potential Additions to Appendix B of the Civil Service Rules**

City Classification	Port Classification
Engineering Technician I	Port Engineering Technician I
Engineering Technician II	Port Engineering Technician II



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<b>City Classification</b>	<b>Port Classification</b>
Assistant Engineer II	Port Assistant Engineer (Civil Work)
Civil Engineer	Port Associate Engineer (Field)(Civil Work)
Assistant Engineer I	Port Junior Engineer (Civil Work) Junior Engineer E&M
Planner II	Port Assistant Environmental Planner
Planner II, Design Review	Port Assistant Environmental Planner
Planner III	Port Associate Environmental Planner Port Associate Environmental Planner (PT)

## CONCLUSION

It has been a pleasure working with the City and the Port on this critical project. Once you have had the opportunity to review this draft report, please let us know if you have questions or need clarification on any of the information contained herein.

Respectfully submitted by,  
**Koff & Associates**

Georg Krammer  
Chief Executive Officer



## **Appendix I**

### Factor Evaluation System Description

## City of Oakland/Port of Oakland Comparability of Duties and Responsibilities

### Based Upon Broad Comparability First Ten Duty Statements in Class Specification

Level	Measure	Points	Comments
Comp-1	Two (2) of ten statements are sufficiently similar as to be comparable	50	Same points as Level 1 of Knowledge Matrix
Comp-2	Four (4) of ten statements are sufficiently similar as to be comparable	350	Same points as Level 3 of Knowledge Matrix
Comp-3	Six (6) of ten statements are sufficiently similar as to be comparable	750	Same points as Level 5 of Knowledge Matrix
Comp-4	Eight (8) of ten statements are sufficiently similar as to be comparable	1250	Same points as Level 7 of Knowledge Matrix
Comp-5	Ten (10) of ten statements are sufficiently similar as to be comparable	1850	Same points as Level 9 of Knowledge Matrix

- Sufficiently similar means that, although the duties may be written differently, a reasonable conclusion can be drawn that the statements are comparable, based upon the intent of the overall statements.
- Requires an objective interpretation, but may be perceived as subjective.

## FES Factor 1 - Knowledge Required by the Position

Measures the nature and extent of information or facts that a worker must understand to do acceptable work, e.g., steps, procedures, practices, rules, policies, theories, principles and concepts, and the nature and extent of the skills needed to apply this knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

Level	Description	Points
1-1	<p>Knowledge of simple, routine or repetitive tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience;</p> <p style="text-align: center;"><b>OR</b></p> <p>Skill to operate simple equipment or equipment that operates repetitively and requires little or no previous training or experience;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	50
1-2	<p>Knowledge of basic or commonly used rules, procedures or operations that typically require some previous training or experience;</p> <p style="text-align: center;"><b>OR</b></p> <p>Basic skill to operate equipment requiring some previous training or experience, such as keyboard equipment;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	200
1-3	<p>Knowledge of a body of standardized rules, procedures and operations that require considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems;</p> <p style="text-align: center;"><b>OR</b></p> <p>Skill acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	350
1-4	<p>Knowledge of an extensive body of rules, procedures or operations that require extended training and experience to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems;</p> <p style="text-align: center;"><b>OR</b></p> <p>Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of the information and characteristics and quality of the sources;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	550
1-5	<p>Knowledge (such as would be acquired through pertinent education, experience, training or independent study), of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in</p>	750

Level	Description	Points
	<p>applying this knowledge in carrying out elementary assignments, operations, or procedures;</p> <p style="text-align: center;"><b>OR</b></p> <p>In addition to the practical knowledge of standards 1-4, practical knowledge of technical methods to perform assignments such as carrying out limited projects that involve use of specialized complicated techniques;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	
1-6	<p>Knowledge of the principles, concepts and methodology of a professional or administrative occupation as described in Level 1-5 that has either been (a) supplemented by skill gained through job experience to permit independent performance of recurring assignments, or (b) supplemented by expanded professional or administrative knowledge gained through relevant education or experience, that has provided skill in carrying out assignments, operations and procedures that are significantly more difficult and complex than those covered by level 1-5;</p> <p style="text-align: center;"><b>OR</b></p> <p>Practical knowledge of a wide range of technical methods, principles and practices similar to a narrow area of a professional field; and skill in applying this knowledge to such assignments as the design and planning of difficult, but well precedented projects;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	950
1-7	<p>Knowledge of a wide range of concepts, principles and practices of a professional or administrative occupation, such as would be gained through extended study or experience, and skill in applying this knowledge to difficult and complex work assignments;</p> <p style="text-align: center;"><b>OR</b></p> <p>A comprehensive, intensive, practical knowledge of a technical field, and skill in applying this knowledge to the development of new methods, approaches or procedures.</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	1,250
1-8	<p>Mastery of a professional or administrative field to:</p> <ul style="list-style-type: none"> <li>• Apply experimental theories and new developments to problems not susceptible to treatment by accepted methods;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Make decisions or recommendations significantly changing, interpreting, or developing important public policies or programs;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	1,550
1-9	<p>Mastery of a professional field to generate and develop new hypotheses and theories;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	1,850

## FES Factor 2 - Supervisory Controls

Supervisory controls covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee’s responsibility and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.

Responsibility of the employee depends on the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing the priorities and defining objectives. The degree of review of completed work depends on the nature and extent of the review, e.g., close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot-check of finished work for accuracy, or review for adherence to policy.

Level	Description	Points
2-1	<p>For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.</p> <p>The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines.</p> <p>For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work. This may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• Immediate Supervision</li> </ul>	25
2-2	<p>The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods of advice on source material available.</p> <p>The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help.</p> <p>The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• General Supervision</li> </ul>	125

Level	Description	Points
2-3	<p>The supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents.</p> <p>The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.</p> <p>Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• Direction</li> </ul>	275
2-4	<p>The supervisor sets the overall objectives and resources available. The employee and supervisor in consultation, develop deadlines, projects and work to be done.</p> <p>The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters.</p> <p>Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• General direction</li> </ul>	450
2-5	<p>The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions.</p> <p>The employee has responsibility for independently planning, designing and carrying out programs, projects, studies, or other work.</p> <p>Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives usually are elevated for such considerations as availability of funds and other resources, broad program goals, or national priorities.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• Administrative direction</li> </ul>	650

### FES Factor 3 – Guidelines

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in occupations include, for example, desk manuals, established procedures and policies, traditional practices and reference materials such as dictionaries, style manuals, engineering handbooks, and pharmacopoeia.

Individual jobs in different occupations vary in the specificity, applicability and availability of guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed on employees may also vary. For example, the absence of specific instructions, procedures and policies may limit the employee’s opportunity to make or recommend decisions, or actions. However, in the absence of procedures under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

Guidelines should not be confused with the knowledge described under Factor 1, Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on the use of knowledge. For example, in the field of medical technology, for a particular diagnosis, there may be three or four standardized tests set forth in the technical manual. A medical technologist is expected to know these diagnostic tests. However, in a given laboratory, the policy may be to use only one of the tests, or the policy may state specifically under what conditions one or the other of these tests may be used.

Level	Description	Points
3-1	<p>Specific detailed guidelines covering all important aspects of the assignment are provided to the employee.</p> <p>The employee works in strict adherence to guidelines; deviations must be authorized by the supervisor.</p>	25
3-2	<p>Procedures for doing the work have been established, and a number of specific guidelines are available.</p> <p>The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of the several established guidelines to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.</p>	125
3-3	<p>Guidelines are available but are not completely applicable to the work or have gaps in specificity.</p> <p>The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.</p>	275
3-4	<p>Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use.</p>	450

Level	Description	Points
	The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.	
3-5	<p>Guidelines are broadly stated and non-specific, e.g., broad policy statements and basic legislation that require extensive interpretation.</p> <p>The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.</p>	650

## FES Factor 4 - Complexity

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

Level	Description	Points
4-1	<p>The work comprises of tasks that are clear cut and directly related.</p> <p>There is little or no choice to be made in deciding what needs to be done.</p> <p>Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.</p>	25
4-2	<p>The work consists of duties that involve related steps, processes or methods.</p> <p>The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of, and differences among, a few easily recognizable situations.</p> <p>Actions to be taken, or responses to be made, differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.</p>	75
4-3	<p>The work includes various duties involving different and unrelated processes and methods.</p> <p>The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.</p> <p>The work involves conditions and elements that must be identified and analyzed to discern interrelationships.</p>	150
4-4	<p>The work typically involves varied duties that require many different and unrelated processes and methods, such as those related to well-established aspects of an administrative or professional field.</p> <p>Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.</p> <p>The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.</p>	225
4-5	<p>The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field.</p> <p>Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements.</p>	325

Level	Description	Points
	The work requires originating new techniques, establishing criteria or developing new information.	
4-6	<p>The work consists of broad functions and processes of an administrative or professional field. Assignments are characterized by breadth and intensity of effort and involve several phases pursued concurrently or sequentially with the support of others within or outside the organization.</p> <p>Decisions regarding what needs to be done include largely undefined issues and elements and require extensive probing and analysis to determine the nature and scope of the problems.</p> <p>The work requires continuing efforts to establish concepts, theories, or programs, or to resolve unyielding problems.</p>	450

## FES Factor 5 – Scope and Effect

Scope and Effect covers the relationship between the nature of the work, i.e., the purpose, breadth and depth of the assignment, and the effect of the work products or services both within and outside the organization.

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture and allows consistent evaluations. Only the effect of properly performed work is to be considered

Level	Description	Points
5-1	<p>The work involves the performance of specific, routine, operations that include a few separate tasks or procedures.</p> <p>The work or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.</p>	25
5-2	<p>The work involves the execution of specific rules, regulations or procedures and typically comprises a segment of an assignment or project of broader scope.</p> <p>The work or service product affects the accuracy, reliability, or acceptability of further processes or services.</p>	75
5-3	<p>The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria.</p> <p>The work product or service affects the design or operations of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical and economic well being of people.</p>	150
5-4	<p>The work involves establishing criteria; formulating projects; assessing program effectiveness or investigating or analyzing a variety of unusual conditions, problems, or questions.</p> <p>The work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.</p>	225
5-5	<p>The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories.</p> <p>The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.</p>	325
5-6	<p>The work involves planning, developing, and carrying out vital administrative or scientific programs.</p> <p>The programs are essential to the missions of the agency or affect a large number of people on a long term or continuing basis.</p>	450





**Point Factor Analysis – Classification Comparison –  
Engineering, Architect, Planning and Permitting Grouping –  
Draft Report  
Port of Oakland**

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## **Appendix II**

Classification Comparability Analysis  
Engineering, Architect, Planning, and Permitting Grouping

CLASSIFICATION COMPARABILITY ANALYSIS  
Engineer, Architect, Planning, Permitting Grouping

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City--Transportation Planner, Senior	2	350	NE	L	1-6	950	2-3	275	3-3	275	4-4	225	5-3	150	2225	Significant differences exist in level of responsibility and scope of work. City's classification performs duties that are more strategic in nature involving state and federal level transportation legislation and funding requirements whereas the Port's classification is focused on complex planning and project work. The City's classification is described as being under direction while the Port's classification is described as general supervision and were scored accordingly.
Port--Associate Port Transportation Planner	2	350	NE	L	1-5	750	2-2	125	3-3	275	4-3	150	5-3	150	1800	
City--Engineering Technician I	1	50	NE	N	1-2	200	2-2	125	3-1	25	4-2	75	5-2	75	550	These classifications are different in the scope of work. The City's classification is clerical in nature and works in an office setting whereas the Port's classification is technical in nature and works primarily in the field. The experience and knowledge required to enter this classification is substantially the same and both classifications are considered entry level.
Port--Engineering Assistant	1	50	NE	N	1-2	200	2-2	125	3-2	125	4-2	75	5-2	75	650	
City--Engineering Technician II	1	50	NE	N	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75	800	These classifications are different in the scope of work. The City's classification is both clerical in nature as well as technical in performing basic field work whereas the Port's classification is more technical in nature and works primarily in the field. The experience and knowledge required to enter this classification is substantially the same and both classifications are considered an experienced level. Due to the Port's classification serving as a lead, the position has scored higher.
Port--Senior Engineering Assistant	1	50	NE	L	1-3	350	2-2	125	3-3	275	4-3	150	5-3	150	1100	
City--Engineering Technician, Sr	1	50	NE	L	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	950	These classifications are different in the scope and complexity of work. The City's classification is clerical/administrative in nature whereas the Port's classification is more technical in nature and works primarily in the field. Both classifications serve as a lead.
Port--Senior Engineering Assistant	1	50	NE	L	1-3	350	2-2	125	3-3	275	4-3	150	5-3	150	1100	
City--Engineering Technician, Sr.	2	350	NE	L	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	1250	Substantial differences exist in level of responsibility and scope of work. The City's classification serves as a lead and performs the more complex work. The Port's classification serves as a supervisor and requires a four year degree as well as licenses/certifications dependent on the area of focus. These classes are substantially different from each other.
Port--Principal Engineering Assistant	2	350	NE	D	1-5	750	2-3	275	3-3	275	4-4	225	5-4	225	2100	
City--Engineering Technician I	2	350	NE	N	1-2	200	2-2	125	3-1	25	4-2	75	5-2	75	850	These classifications are significantly similar.
Port-- Port Engineering Technician I	2	350	NE	N	1-2	200	2-2	125	3-1	25	4-2	75	5-2	75	850	
City--Engineering Technician II	3	750	NE	N	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75	1500	These classifications are significantly similar.

Supervision Legend:  
N = None  
L = Lead  
D = Direct

CLASSIFICATION COMPARABILITY ANALYSIS  
Engineer, Architect, Planning, Permitting Grouping

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
Port--Port Engineering Technician II	3	750	NE	N	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75	1500	
City--Assistant Engineer II	4	1250	NE	N	1-6	950	2-4	450	3-3	275	4-3	150	5-3	150	3225	These classifications are significantly similar.
Port--Port Assistant Engineer (Civil Work)	4	1250	E	N	1-6	950	2-4	450	3-3	275	4-3	150	5-3	150	3225	
City--Civil Engineer	4	1250	E	L	1-6	950	2-4	450	3-3	275	4-4	225	5-3	150	3300	These classifications are significantly similar.
Port--Port Associate Engineer (Civil Work)	4	1250	E	L	1-6	950	2-4	450	3-3	275	4-4	225	5-3	150	3300	
City--Civil Engineer	5	1850	E	L	1-6	950	2-4	450	3-3	275	4-4	225	5-3	150	3900	These classifications are significantly similar.
Port--Port Associate Engineer (Field) (Civil Work)	5	1850	E	L	1-6	950	2-4	450	3-3	275	4-4	225	5-3	150	3900	
City--Assistant Engineer I	3	750	NE	N	1-5	750	2-1	25	3-2	125	4-3	150	5-2	75	1875	These classifications are significantly similar.
Port--Port Junior Engineer (Civil Work)	3	750	NE	N	1-5	750	2-1	25	3-2	125	4-3	150	5-2	75	1875	
City--Assistant Engineer I	3	750	NE	N	1-5	750	2-1	25	3-2	125	4-3	150	5-2	75	1875	These classifications are significantly similar.
Port--Junior Engineer E&M	3	750	NE	N	1-5	750	2-1	25	3-2	125	4-3	150	5-2	75	1875	
City--Supervising Civil Engineer	3	750	E	D	1-6	950	2-3	275	3-3	275	4-4	225	5-3	150	2625	The supervisory controls for the City's Supervising Civil Engineer may be understated resulting in a lower overall score. Additionally, the City's classification description is very outdated which may contribute to a lower score.
Port--Supervising Engineer (Civil Work)	3	750	E	D	1-6	950	2-4	450	3-3	275	4-4	225	5-3	150	2800	

Supervision Legend:  
N = None  
L = Lead  
D = Direct

CLASSIFICATION COMPARABILITY ANALYSIS  
Engineer, Architect, Planning, Permitting Grouping

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City--Planner I	1	50	NE	N	1-5	750	2-1	25	3-2	125	4-2	75	5-2	75	1100	The Port's Junior Environmental Planner supervisory controls may be overstated as immediate supervision.
Port--Port Junior Environmental Planner	1	50	NE	N	1-5	750	2-2	125	3-2	125	4-2	75	5-2	75	1200	
City--Planner II	3	750	NE	N	1-6	950	2-2	125	3-3	275	4-3	150	5-3	150	2400	These classifications are significantly similar.
Port--Port Assistant Environmental Planner	3	750	NE	N	1-6	950	2-2	125	3-3	275	4-3	150	5-3	150	2400	
City--Planner II, Design Review	2	350	NE	N	1-6	950	2-2	125	3-3	275	4-3	150	5-3	150	2000	These classifications are significantly similar.
Port--Port Assistant Environmental Planner	2	350	NE	N	1-6	950	2-2	125	3-3	275	4-3	150	5-3	150	2000	
City--Planner III	3	750	E	L	1-6	950	2-3	275	3-3	275	4-3	150	5-3	150	2550	These classifications are significantly similar.
Port--Port Associate Environmental Planner	3	750	E	L	1-6	950	2-3	275	3-3	275	4-3	150	5-3	150	2550	
City--Planner III	3	750	E	L	1-6	950	2-3	275	3-3	275	4-3	150	5-3	150	2550	The Port Associate Environmental Planner classification's supervisory controls may be understated as receiving general supervision resulting in a lower overall score.
Port--Port Associate Environmental Planner (Part-Time)	3	750	NE	L	1-6	950	2-2	125	3-3	275	4-3	150	5-3	150	2400	

Supervision Legend:  
N = None  
L = Lead  
D = Direct

CLASSIFICATION COMPARABILITY ANALYSIS  
Engineer, Architect, Planning, Permitting Grouping

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City--Permit Technician I	5	1850	NE	N	1-1	50	2-1	25	3-1	25	4-2	75	5-2	75	2100	While the core duties are substantially similarly, the City's Permit Technician I serves in a learning capacity whereas the Port's Permit Technician serves as a journey level position and requires a degree and certification.
Port--Permit Technician	5	1850	NE	N	1-2	200	2-2	125	3-2	125	4-2	75	5-2	75		
City--Permit Technician II	5	1850	NE	N	1-2	200	2-2	125	3-2	125	4-2	75	5-2	75	2450	These classifications are significantly similar.
Port--Permit Technician	5	1850	NE	N	1-2	200	2-2	125	3-2	125	4-2	75	5-2	75		
City--Process Coordinator II	2	350	NE	N	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75	1100	The City's Process Coordinator II class description is very outdated which most likely affects the overall score. The City's Process Coordinator II requires an AA degree and three years' general planning experience whereas the Port's Permit Coordinator requires a four year degree. If the City's class spec was updated, the score would possibly be higher.
Port--Port Permit Coordinator	2	350	E	N	1-4	550	2-3	275	3-3	275	4-2	75	5-3	150		
City--Process Coordinator III	2	350	E	D	1-4	550	2-2	125	3-3	275	4-2	75	5-3	150	1525	The City's Process Coordinator III class description is very outdated which most likely affects the overall score. The City's Process Coordinator III requires an AA degree and four years' general planning experience whereas the Port's Permit Coordinator requires a four year degree.
Port--Port Permit Coordinator	2	350	E	N	1-4	550	2-3	275	3-3	275	4-2	75	5-3	150		

Supervision Legend:  
N = None  
L = Lead  
D = Direct



September 30, 2020

Point Factor Analysis –  
Classification Comparison –  
Equipment, Facilities and Services;  
Information and Arts; Physical  
Sciences; Social Science,  
Psychology, & Welfare  
Occupational Groupings  
Draft Report

**KOFF & ASSOCIATES**

**GEORG S. KRAMMER**

Chief Executive Officer

2835 Seventh Street  
Berkeley, CA 94710  
[www.KoffAssociates.com](http://www.KoffAssociates.com)

[gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)

Tel: 510.658.5633

Fax: 510.652.5633



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## EXECUTIVE SUMMARY

### Background

In January 2016, the Port of Oakland (“Port”) contracted with Koff & Associates (“K&A”) to conduct a comparative classification study to compare approximately three hundred (300) of the Port’s classifications to approximately three hundred (300) classifications in the City of Oakland’s (“City”) classification system. This classification review process was precipitated by the interest of the Civil Service Board in determining if the list of common classes found in Appendix B of the Personnel Manual of the Civil Service Board (also referred to as Civil Service Rules) has the potential of being expanded to include additional common classifications between the two classification systems.

The goal of the comparison classification study is:

- To analyze the Port of Oakland’s approximately three hundred (300) existing classifications through a comprehensive review of existing classification descriptions;
- To analyze the City of Oakland’s approximately three hundred (300) corresponding classifications through a comprehensive review of existing classification descriptions;
- To compare the Port’s and City’s classifications to determine if there are classifications within the respective agencies’ classification systems that are sufficiently similar in the nature and complexity of the duties performed, scope of responsibility, and qualifications required to be identified as common classifications in Appendix B of the Civil Service Rules.

K&A proposed a rating system by which to assign scores to each classification in order to facilitate an objective numerical comparison of each of the Port’s classifications to the corresponding City classification. The system utilizes six factors (identified and defined in the section of this report entitled “Point Factor Analysis”) on which to rate classifications and derive a numerical score for each. At the direction of the Port and City, monthly salary and salary differential information has been included in this report for informational purposes, but were not used as a factor by which commonality was rated. Following the Port, City, and Civil Service Board’s review of K&A’s proposed rating system, analysis commenced in January 2018.

## CLASSIFICATION COMPARISON STUDY PROCESS

### Occupational Groupings

K&A employed the use of occupational groupings whereby classifications were grouped into categories based on bodies of work in order to identify which classifications may be performing



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the same or substantively similar work. The occupational groupings and the approximate number of Port and City classes within each grouping can be found in Table 1.

**Table 1. Occupational Groupings**

Occupational Grouping	Approximate Number of Port Classifications	Approximate Number of City Classifications
Human Resources Management	9	26
General Administrative, Clerical and Office (including graphics and production)	28	36
Accounting and Budget	17	28
Engineering, Architecture, Planning and Permitting	45	33
Information Technology	20	34
Business and industry (including purchasing, contracts, marketing, workers’ compensation, property management and public affairs)	20	14
Inspection, Investigation, Enforcement, Compliance	6	9
Trades	37	52
<b><i>Equipment, Facilities and Services</i></b>	<b>6</b>	<b>4</b>
<b><i>Information &amp; Arts</i></b>	<b>7</b>	<b>8</b>
<b><i>Physical Sciences</i></b>	<b>3</b>	<b>4</b>
<b><i>Social Science, Psychology, &amp; Welfare</i></b>	<b>7</b>	<b>7</b>

K&A was directed to analyze and report findings on the Accounting and Budget occupational grouping first, followed by periodic analysis and reporting on each of the remaining occupational groupings.



## Point Factor Analysis

In order to develop a numerical score for each classification, K&A utilized the Factor Evaluation System (FES) to assign ratings to each classification based on the following six (6) factors:

- **Comparability** – Based on the broad comparability of the first ten (10) duty statements in each classification specification.
- **Knowledge required** – Measures the nature and extent of information or facts that an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply this knowledge.
- **Supervisory controls** – The nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.
- **Guidelines** – The nature of guidelines and the judgment needed to apply them. Guides used in occupations may include desk manuals, established procedures and policies, traditional practices, and reference materials.
- **Complexity** – The nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work.
- **Scope and Effect** – The relationship between the nature of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect of the work products or services both within and outside of the organization.

Within each factor, there are several levels with defined criteria for each level and a corresponding point value. A complete description of each factor along with the levels, criteria, and points are provided in Appendix I.

Each classification was rated and assigned a score for each factor based on the information provided in the class specifications, and the individual factor scores were totaled to reach a final score for each classification. Final scores for classifications with the same or similar titles in the Port and the City were compared to determine the likeness of the classifications. Generally, classifications with scores within ten percent (10%) of each other are considered to have significant overlap in function, roles, and responsibilities and are sufficiently similar to be identified as common classifications.



## FINDINGS

### Comparison Classifications: Equipment, Facilities, and Services; Information & Arts; Physical Sciences; and Social Science, Psychology, and Welfare Groupings

Tables 2 and 3 display the Port and City classifications, respectively, that are categorized in the Equipment, Facilities and Services; Information Arts; Physical Sciences; and Social Science, Psychology, and Welfare occupational groupings. Each of the Port’s classifications was evaluated to determine whether there is a potential comparison classification at the City, and the findings of this evaluation are included in the following tables.

**Table 2. Port Classifications by Occupational Groupings**

Port Classification Title	Potential Comparable Class – City
<b>Equipment, Facilities, and Services</b>	
Custodian	Custodian
Lead Custodian	Custodian Supervisor
Building Services Coordinator	No Comparable Classification
Facilities Support Supervisor	No Comparable Classification
<b>Information and Arts</b>	
Communications Assistant	-Special Events Coordinator -Public Information Officer I
Aviation Graphics Specialist	Graphic Design Specialist
Graphic Artist	Graphic Design Specialist
<b>Physical Sciences</b>	
Principal Electrical/Mechanical Technician	No Comparable Classification
Chief of Field Party	Chief of Party
Port Land Surveyor	City Land Surveyor
Senior Surveying and Mapping Technician	-Surveying Technician (Field) -Surveying Technician Senior (Field)
<b>Social Sciences, Psychology, and</b>	
Port Job Researcher	-Job Developer -Outreach Developer, Ppt -Outreach Worker, PT



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Port ERDP Technician	Outreach Worker, PT
Port ERDP Program Supervisor	Senior Services Supervisor
Assistant Contract Compliance Officer	No Comparable Classification
Contract Compliance Officer	No Comparable Classification
Contract Compliance Supervisor	No Comparable Classification

**Table 3: City Classifications by Occupational Groupings**

City Classification Title	Potential Comparable Class – Port
<b>Equipment, Facilities, and Services</b>	
Custodian	Custodian
Custodian Supervisor	Lead Custodian
Custodial Services Supervisor I	No Comparable Classification
Custodial Services Supervisor II	No Comparable Classification
Facility Security Assistant	No Comparable Classification
<b>Information and Arts</b>	
Special Events Coordinator	Communications Assistant
Public Information Officer I	Communications Assistant
Graphic Design Specialist	-Aviation Graphics Specialist -Graphic Artist
Marketing Specialist	No Comparable Classification
Public Information Officer II	No Comparable Classification
Public Information Officer III	No Comparable Classification
<b>Physical Sciences</b>	
Chief of Party	Chief of Field Party
City Land Surveyor	Port Land Surveyor
Surveying Technician (Field)	Senior Surveying and Mapping Technician
Surveying Technician Senior (Field)	Senior Surveying and Mapping Technician



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Social Sciences, Psychology, and Welfare	
Job Developer	-Port Job Researcher -Port ERDP Technician
Outreach Worker, PT	Port Job Researcher
Outreach Developer, Ppt	Port Job Researcher
Senior Services Supervisor	Port ERDP Program Supervisor

Following the identification of potential comparable classifications, we conducted a comprehensive evaluation of the classification specifications and rated each classification using the FES criteria and point values. Once point values were established for each classification, the values for each potential comparable class within the Port and City classification systems were compared to determine likeness between the classifications.

In some cases, we identified more than one potential match based on class title, and in those instances, we conducted a cursory review to determine if the scoring comparison between the classifications was appropriate. In some instances, the cursory review revealed that a deeper comparison was not necessary (e.g., one class may be identified as entry level and another as journey level and qualification requirements were consistent with the level identified, in which case comparison scoring is not necessary). In other instances, cursory review did not eliminate the need for a deeper comparison and therefore a scoring comparison was conducted.

### Comparability Scoring by Occupational Groupings

Detailed scoring information for each classification can be found in Appendix II of this report. Table 4 below provides a summary of the findings.

**Table 4. Analysis Summary**

City Classification	Score	Port Classification	Score	Point Value Differential	Percentage Differential
Equipment, Facilities, and Services					
Custodian	1500	Custodian	1500	0	0%
Custodian Supervisor	1500	Lead Custodian	1500	0	0%
Information and Arts					
Special Events Coordinator	1350	Communications Assistant	1350	0	0%
Public Information Officer I	2050	Communications Assistant	2050	0	0%



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Graphic Design Specialist	2025	Aviation Graphics Specialist	1800	225	12.5%
Graphic Design Specialist	1625	Graphic Artist	1175	450	38%
<b>Physical Sciences</b>					
Chief of Party	1750	Chief of Field Party	1750	0	0%
City Land Surveyor	3975	Port Land Surveyor	4150	175	4%
Surveying Technician (Field)	650	Senior Surveying and Mapping Technician	1325	675	104%
Surveying Technician Senior (Field)	2075	Senior Surveying and Mapping Technician	2225	150	7%
<b>Social Services, Psychology, and Welfare</b>					
Job Developer	2750	Port Job Researcher	2750	0	0%
Outreach Developer, Ppt	1600	Port Job Researcher	1250	350	28%
Outreach Worker, PT	1300	Port Job Researcher	950	350	37%
Job Developer	1250	Port ERDP Technician	1100	150	13.6%
Senior Services Supervisor	2775	Port ERDP Program Supervisor	2775	0	0%

In general, those classifications with a ten percent (10%) or less differential between scores are considered sufficiently similar and may be identified as common classes.

While based on title alone it may appear that some classifications are comparable, upon analysis of the class descriptions, the duties, work complexity, knowledge required, and other factors did not align sufficiently for the classes to score similarly. Following is a brief explanation for those classification pairings found to be dissimilar within each occupational grouping.

**Equipment, Facilities, and Services Grouping**

In the comparability scoring for Equipment, Facilities, and Services grouping, we identified two classification pairings between the two agencies (Custodian classifications) and both pairings were found to be substantially similar and received the same scores for all categories.

**Information Arts Grouping**

Within the Information Arts Grouping, the Port’s Communications Specialist class was found to be substantially similar to both the City’s Special Events Coordinator and Public Information Officer I classifications based on the factors analyzed. However, based on differences in the duty statements and inconsistencies in the FLSA exemption status of these classifications, we believe there may be key differences in factors not measured by the point factor analysis which would



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affect the assessment of one or both of these pairings. A comprehensive classification study of these classifications (e.g., incumbent-completed questionnaires, incumbent interviews, interviews with supervisors, review of allocation documents, organizational charts, etc.) is warranted in order to gain a full understanding of the duties, responsibilities, and scope of work assigned to positions allocated to these classifications to determine if the classification pairings are in fact sufficiently similar.

The City’s Graphic Design Specialist was scored for comparability to the Port’s Aviation Graphics Specialist and Graphic Artist classifications as there appeared to be similarity between the classes upon initial review. However, the City’s classification has oversight of exhibits as well as contractors and artists. In contrast, the Port’s classifications have less responsibility and the duties are more technical in nature. The scoring is reflective of the differences.

#### Physical Sciences Grouping

For the Physical Sciences grouping, the City’s Surveying Technician (Field) and the Port’s Senior Surveying and Mapping Technician were scored for comparability as they appeared to be substantially similar. However, The City’s classification is entry level performing routine surveying duties whereas the Port’s classification is lead level and performs more complex duties. The scoring is reflective of the differences.

#### Social Sciences, Psychology, and Welfare Grouping

Within the Social Sciences, Psychology, and Welfare grouping the Port’s Job Researcher was compared to the City’s Outreach Worker and Outreach Developer, Ppt classifications. However, the City’s classifications provide case management and perform other higher-level duties whereas the Port’s classification has broad recruitment and placement type duties, and the scoring reflects the differences.

Table 5 below provides a crosswalk of the City and Port classifications for which the scores of each pairing indicate that they are sufficiently similar to be identified as common classes.



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**Table 5. Crosswalk of Similar Classifications**

City Classification	Monthly Salary	Port Classification	Maximum Monthly Salary	PFA Score Differential	Salary Differential
<b>Equipment, Facilities, and Services</b>					
Custodian	\$4,548.00	Custodian	\$6,613.00	0%	45%
Custodian Supervisor	\$5,583.00	Lead Custodian	\$7,008.00	0%	25.5%
<b>Information Arts</b>					
Special Events Coordinator	\$9,099.00	Communications Assistant	\$9,345.00	0%	3%
Public Information Officer I	\$7,485.00	Communications Assistant	\$9,345.00	0%	25%
<b>Physical Sciences</b>					
Chief of Party	\$8,833.00	Chief of Field Party	\$13,146.00	0%	49%
City Land Surveyor	\$11,613.00	Port Land Surveyor	\$15,127.00*	4%	30.2%
Surveying Technician Senior (Field)	\$6,673.00	Senior Surveying and Mapping Technician	\$10,760.00	7%	61%
<b>Social Sciences, Psychology, and Welfare</b>					
Job Developer	\$5,319.00	Port Job Researcher	\$9,345.00	0%	76%
Job Developer	\$5,319.00	Port ERDP Technician	N/A	13.6%	N/A
Senior Services Supervisor	\$8,819.00	Port ERDP Program Supervisor	\$13,458.00	0%	52.6%

*\* indicates the monthly salary has been normalized to a 40-hour workweek for an apples-to-apples comparison to the City's classification.*

It is important to note that the analysis for this study is confined to the content of the classification descriptions and did not include obtaining information from classification



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incumbents or the assumption of duties and responsibilities outside of that which is provided in the classification description. To this end, Table 6 provides a list of classifications that: 1) we believe are likely sufficiently similar to be identified as common classes but the classification descriptions are written such that the scores for the classifications do not reflect this similarity, or; 2) have scored sufficiently similar based on the factors measured for this study but appear to have underlying differences in areas not measured (e.g., programs of assignment) which would support a conclusion that they not be included in Appendix B of the Civil Service Rules.

**Table 6. Further Analysis Needed**

City Classification	Port Classification	Discussion
Graphic Design Specialist \$7,485.00	Aviation Graphics Specialist \$9,265.00	The supervisory controls of the City’s classification are not aligned with industry standards for professional-level classifications. We believe that this classification is likely to receive general supervision versus direction as indicated in the classification description. If the supervisory controls were aligned with industry standards for this classification, the score for the City’s Graphic Design Specialist would be 1875 which represents a 75-point difference (or 4%) from the Port Aviation Graphics Specialist and the classes could therefore be identified as common classes.
Graphic Design Specialist \$7,485.00	Graphic Artist \$7,493.00	The score is at a 38% differential, in part due to the supervisory control of the City’s Graphic Design Specialist, which may be overstated and likewise for the scope and complexity of work. If the Port’s classification description was updated, the differential may be narrowed.
Job Developer \$5,319.00	Port ERDP Technician Salary N/A	The score differential is at 13.6%, however, this is based on the complexity and scope of work required of the Job Developer being stated at a higher level. Further analysis would help determine if the knowledge level required is accurate or overstated due to the necessity to align with the knowledge level stated by the lower level job description; if determined the same, the differential would be 0%.



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City Classification	Port Classification	Discussion
Special Events Coordinator \$9,099.00	Communications Assistant \$9,345.00	Comparability of the Port’s classification with this City class as well as the City’s Public Information Officer I suggests that there may be differences between the classifications in one or both of these pairings in areas not measured by the point factor analysis. A comprehensive classification study of these classifications is recommended.
Public Information Officer I \$7,485.00	Communications Assistant \$9,345.00	Comparability of the Port’s classification with this City class as well as the City’s Special Events Coordinator suggests that there may be differences between the classifications in one or both of these pairings in areas not measured by the point factor analysis. A comprehensive classification study of these classifications is recommended.
Senior Services Supervisor \$8,819.00	Port ERDP Program Supervisor \$13,458.00	While these classifications’ point factor scores indicate sufficient similarity, differences in the program areas of assignment may be significant enough to deem this pairing dissimilar for the purposes of this study. A comprehensive classification study is recommended.

### Next Steps

It is our assessment that the Port and the City can implement the addition of those classification pairings with a differential of five percent (5%) or less to Appendix B of the Civil Service Rules based on information provided in the classification specifications (with exceptions as noted in Table 6). These classifications can be found in Table 7.

**Table 7: Potential Additions to Appendix B of the Civil Service Rules**

City Classification	Port Classification
Custodian	Custodian
Custodian Supervisor	Lead Custodian
Chief of Party	Chief of Field Party
City Land Surveyor	Port Land Surveyor



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City Classification	Port Classification
Job Developer	Port Job Researcher

We recommend further analysis of the classifications listed in Table 6 to determine the similarity between the classifications.

## CONCLUSION

It has been a pleasure working with the City and the Port on this critical project. Once you have had the opportunity to review this draft report, please let us know if you have questions or need clarification on any of the information contained herein.

Respectfully submitted by,  
**Koff & Associates**

Georg Krammer  
Chief Executive Officer



## Appendix I

### Factor Evaluation System Description

## City of Oakland/Port of Oakland Comparability of Duties and Responsibilities

### Based Upon Broad Comparability First Ten Duty Statements in Class Specification

<b>Level</b>	<b>Measure</b>	<b>Points</b>	<b>Comments</b>
Comp-1	Two (2) of ten statements are sufficiently similar as to be comparable	50	Same points as Level 1 of Knowledge Matrix
Comp-2	Four (4) of ten statements are sufficiently similar as to be comparable	350	Same points as Level 3 of Knowledge Matrix
Comp-3	Six (6) of ten statements are sufficiently similar as to be comparable	750	Same points as Level 5 of Knowledge Matrix
Comp-4	Eight (8) of ten statements are sufficiently similar as to be comparable	1250	Same points as Level 7 of Knowledge Matrix
Comp-5	Ten (10) of ten statements are sufficiently similar as to be comparable	1850	Same points as Level 9 of Knowledge Matrix

- Sufficiently similar means that, although the duties may be written differently, a reasonable conclusion can be drawn that the statements are comparable, based upon the intent of the overall statements.
- Requires an objective interpretation, but may be perceived as subjective.

## FES Factor 1 - Knowledge Required by the Position

Measures the nature and extent of information or facts that a worker must understand to do acceptable work, e.g., steps, procedures, practices, rules, policies, theories, principles and concepts, and the nature and extent of the skills needed to apply this knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

Level	Description	Points
1-1	<p>Knowledge of simple, routine or repetitive tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience;</p> <p style="text-align: center;"><b>OR</b></p> <p>Skill to operate simple equipment or equipment that operates repetitively and requires little or no previous training or experience;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	50
1-2	<p>Knowledge of basic or commonly used rules, procedures or operations that typically require some previous training or experience;</p> <p style="text-align: center;"><b>OR</b></p> <p>Basic skill to operate equipment requiring some previous training or experience, such as keyboard equipment;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	200
1-3	<p>Knowledge of a body of standardized rules, procedures and operations that require considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems;</p> <p style="text-align: center;"><b>OR</b></p> <p>Skill acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	350
1-4	<p>Knowledge of an extensive body of rules, procedures or operations that require extended training and experience to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems;</p> <p style="text-align: center;"><b>OR</b></p> <p>Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of the information and characteristics and quality of the sources;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	550
1-5	<p>Knowledge (such as would be acquired through pertinent education, experience, training or independent study), of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in</p>	750

Level	Description	Points
	<p>applying this knowledge in carrying out elementary assignments, operations, or procedures;</p> <p style="text-align: center;"><b>OR</b></p> <p>In addition to the practical knowledge of standards 1-4, practical knowledge of technical methods to perform assignments such as carrying out limited projects that involve use of specialized complicated techniques;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	
1-6	<p>Knowledge of the principles, concepts and methodology of a professional or administrative occupation as described in Level 1-5 that has either been (a) supplemented by skill gained through job experience to permit independent performance of recurring assignments, or (b) supplemented by expanded professional or administrative knowledge gained through relevant education or experience, that has provided skill in carrying out assignments, operations and procedures that are significantly more difficult and complex than those covered by level 1-5;</p> <p style="text-align: center;"><b>OR</b></p> <p>Practical knowledge of a wide range of technical methods, principles and practices similar to a narrow area of a professional field; and skill in applying this knowledge to such assignments as the design and planning of difficult, but well precedented projects;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	950
1-7	<p>Knowledge of a wide range of concepts, principles and practices of a professional or administrative occupation, such as would be gained through extended study or experience, and skill in applying this knowledge to difficult and complex work assignments;</p> <p style="text-align: center;"><b>OR</b></p> <p>A comprehensive, intensive, practical knowledge of a technical field, and skill in applying this knowledge to the development of new methods, approaches or procedures.</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	1,250
1-8	<p>Mastery of a professional or administrative field to:</p> <ul style="list-style-type: none"> <li>• Apply experimental theories and new developments to problems not susceptible to treatment by accepted methods;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Make decisions or recommendations significantly changing, interpreting, or developing important public policies or programs;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	1,550
1-9	<p>Mastery of a professional field to generate and develop new hypotheses and theories;</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent knowledge and skill.</p>	1,850

## FES Factor 2 - Supervisory Controls

Supervisory controls covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee’s responsibility and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.

Responsibility of the employee depends on the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing the priorities and defining objectives. The degree of review of completed work depends on the nature and extent of the review, e.g., close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot-check of finished work for accuracy, or review for adherence to policy.

Level	Description	Points
2-1	<p>For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.</p> <p>The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines.</p> <p>For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work. This may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• Immediate Supervision</li> </ul>	25
2-2	<p>The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods of advice on source material available.</p> <p>The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help.</p> <p>The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• General Supervision</li> </ul>	125

Level	Description	Points
2-3	<p>The supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents.</p> <p>The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.</p> <p>Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• Direction</li> </ul>	275
2-4	<p>The supervisor sets the overall objectives and resources available. The employee and supervisor in consultation, develop deadlines, projects and work to be done.</p> <p>The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters.</p> <p>Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• General direction</li> </ul>	450
2-5	<p>The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions.</p> <p>The employee has responsibility for independently planning, designing and carrying out programs, projects, studies, or other work.</p> <p>Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives usually are elevated for such considerations as availability of funds and other resources, broad program goals, or national priorities.</p> <p>Recommended type of supervision to match for this level:</p> <ul style="list-style-type: none"> <li>• Administrative direction</li> </ul>	650

### FES Factor 3 – Guidelines

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in occupations include, for example, desk manuals, established procedures and policies, traditional practices and reference materials such as dictionaries, style manuals, engineering handbooks, and pharmacopoeia.

Individual jobs in different occupations vary in the specificity, applicability and availability of guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed on employees may also vary. For example, the absence of specific instructions, procedures and policies may limit the employee’s opportunity to make or recommend decisions, or actions. However, in the absence of procedures under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

Guidelines should not be confused with the knowledge described under Factor 1, Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on the use of knowledge. For example, in the field of medical technology, for a particular diagnosis, there may be three or four standardized tests set forth in the technical manual. A medical technologist is expected to know these diagnostic tests. However, in a given laboratory, the policy may be to use only one of the tests, or the policy may state specifically under what conditions one or the other of these tests may be used.

Level	Description	Points
3-1	<p>Specific detailed guidelines covering all important aspects of the assignment are provided to the employee.</p> <p>The employee works in strict adherence to guidelines; deviations must be authorized by the supervisor.</p>	25
3-2	<p>Procedures for doing the work have been established, and a number of specific guidelines are available.</p> <p>The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of the several established guidelines to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.</p>	125
3-3	<p>Guidelines are available but are not completely applicable to the work or have gaps in specificity.</p> <p>The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.</p>	275
3-4	<p>Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use.</p>	450

Level	Description	Points
	The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.	
3-5	<p>Guidelines are broadly stated and non-specific, e.g., broad policy statements and basic legislation that require extensive interpretation.</p> <p>The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.</p>	650

## FES Factor 4 - Complexity

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

Level	Description	Points
4-1	<p>The work comprises of tasks that are clear cut and directly related.</p> <p>There is little or no choice to be made in deciding what needs to be done.</p> <p>Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.</p>	25
4-2	<p>The work consists of duties that involve related steps, processes or methods.</p> <p>The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of, and differences among, a few easily recognizable situations.</p> <p>Actions to be taken, or responses to be made, differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.</p>	75
4-3	<p>The work includes various duties involving different and unrelated processes and methods.</p> <p>The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.</p> <p>The work involves conditions and elements that must be identified and analyzed to discern interrelationships.</p>	150
4-4	<p>The work typically involves varied duties that require many different and unrelated processes and methods, such as those related to well-established aspects of an administrative or professional field.</p> <p>Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.</p> <p>The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.</p>	225
4-5	<p>The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field.</p> <p>Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements.</p>	325

Level	Description	Points
	The work requires originating new techniques, establishing criteria or developing new information.	
4-6	<p>The work consists of broad functions and processes of an administrative or professional field. Assignments are characterized by breadth and intensity of effort and involve several phases pursued concurrently or sequentially with the support of others within or outside the organization.</p> <p>Decisions regarding what needs to be done include largely undefined issues and elements and require extensive probing and analysis to determine the nature and scope of the problems.</p> <p>The work requires continuing efforts to establish concepts, theories, or programs, or to resolve unyielding problems.</p>	450

## FES Factor 5 – Scope and Effect

Scope and Effect covers the relationship between the nature of the work, i.e., the purpose, breadth and depth of the assignment, and the effect of the work products or services both within and outside the organization.

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture and allows consistent evaluations. Only the effect of properly performed work is to be considered

Level	Description	Points
5-1	<p>The work involves the performance of specific, routine, operations that include a few separate tasks or procedures.</p> <p>The work or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.</p>	25
5-2	<p>The work involves the execution of specific rules, regulations or procedures and typically comprises a segment of an assignment or project of broader scope.</p> <p>The work or service product affects the accuracy, reliability, or acceptability of further processes or services.</p>	75
5-3	<p>The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria.</p> <p>The work product or service affects the design or operations of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical and economic well being of people.</p>	150
5-4	<p>The work involves establishing criteria; formulating projects; assessing program effectiveness or investigating or analyzing a variety of unusual conditions, problems, or questions.</p> <p>The work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.</p>	225
5-5	<p>The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories.</p> <p>The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.</p>	325
5-6	<p>The work involves planning, developing, and carrying out vital administrative or scientific programs.</p> <p>The programs are essential to the missions of the agency or affect a large number of people on a long term or continuing basis.</p>	450





## Appendix II

Classification Comparability Analysis  
Equipment, Facilities, and Services Grouping  
Information and Arts Grouping  
Physical Sciences Grouping  
Social Sciences, Psychology, and Welfare Grouping

CLASSIFICATION COMPARABILITY ANALYSIS  
Equipment, Facilities, Services

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City-Custodian	4	1250	NE	N	1-1	50	2-2	125	3-1	25	4-1	25	5-1	25	1500	These classifications are significantly similar.
Port-Custodian	4	1250	NE	N	1-1	50	2-2	125	3-1	25	4-1	25	5-1	25		
City-Custodian Supervisor	3	750	NE	D	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75	1500	These classifications are significantly similar. The City's Custodian Supervisor's supervisory level may be overstated as this position reports to a supervisor and the class description lacks supervisory duty statements.
Port-Lead Custodian	3	750	NE	L	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75		

Supervision Legend:  
N = None  
L = Lead  
D = Direct

Supervision Legend:  
N = None  
L = Lead  
D = Direct

CLASSIFICATION COMPARABILITY ANALYSIS  
Information and Arts

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City-Special Events Coordinator	1	50	NE	N	1-5	750	2-2	125	3-2	125	4-3	150	5-3	150	1350	These classifications are significantly similar in scope of responsibility despite the low number of comparability in the duty statements.
Port-Communications Assistant	1	50	NE	N	1-5	750	2-2	125	3-2	125	4-3	150	5-3	150		
City-Graphic Design Specialist	3	750	E	D	1-3	350	2-3	275	3-3	275	4-4	225	5-3	150	2025	These classifications are different in the scope of work. The City's Graphic Design Specialist has oversight of exhibits and contractors/artists. The Port's Aviation Graphic Specialist is more technical in nature.
Port-Aviation Graphics Specialist	3	750	NE	N	1-3	350	2-2	125	3-3	275	4-3	150	5-3	150		
City-Graphic Design Specialist	2	350	E	D	1-3	350	2-3	275	3-3	275	4-4	225	5-3	150	1625	These classifications are different in complexity and scope of work. The City's Graphic Design Specialist has oversight of exhibits and contractors/artists. The Port's Graphic Artist is more technical in nature.
Port-Graphic Artist	2	350	NE	N	1-3	350	2-2	125	3-2	125	4-3	150	5-2	75		
City-Public Information Officer I	3	750	E	N	1-5	750	2-2	125	3-2	125	4-3	150	5-3	150	2050	These classifications are significantly similar.
Port-Communication Assistant	3	750	NE	N	1-5	750	2-2	125	3-2	125	4-3	150	5-3	150		

Supervision Legend:  
N = None  
L = Lead  
D = Direct

CLASSIFICATION COMPARABILITY ANALYSIS  
Physical Sciences

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City-Chief of Party	2	350	E	D	1-4	550	2-3	275	3-3	275	4-3	150	5-3	150	1750	These classifications are significantly similar.
Port-Chief of Field Party	2	350	NE	L	1-4	550	2-3	275	3-3	275	4-3	150	5-3	150		
City-City Land Surveyor	5	1850	E	D	1-6	950	2-3	275	3-4	450	4-4	225	5-4	225	3975	These classifications are similar. The Port's supervisory controls may be overstated.
Port-Port Land Surveyor	5	1850	E	D	1-6	950	2-4	450	3-4	450	4-4	225	5-4	225		
City-Surveying Technician (Field)	2	350	NE	N	1-1	50	2-2	125	3-1	25	4-1	25	5-2	75	650	These classifications differ in scope and responsibility. The supervisory controls of the Port's classification may be overstated; however, this would not affect the scoring significantly.
Port-Senior Surveying and Mapping Technician	2	350	NE	L	1-3	350	2-3	275	3-2	125	4-2	75	5-3	150		
City-Surveying Technician Senior (Field)	4	1250	NE	L	1-3	350	2-2	125	3-2	125	4-2	75	5-3	150	2075	These classifications are similar. The Port's Senior Surveying and Mapping Technician's supervisory controls may be overstated.
Port-Senior Surveying and Mapping Technician	4	1250	NE	L	1-3	350	2-3	275	3-2	125	4-2	75	5-3	150		

Supervision Legend:  
N = None  
L = Lead  
D = Direct

CLASSIFICATION COMPARABILITY ANALYSIS  
Social Sciences, Psychology, and Welfare

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	Comments
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City-Job Developer	5	1850	E	N	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	2750	These classifications are significantly similar.
Port-Port Job Researcher	5	1850	E	N	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	2750	
City-Job Developer	2	350	E	N	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	1250	These classifications differ in scope of work and complexity. The City's classification requires a higher level of judgement and decision making whereas the Port's classification is clerical/transactional in nature.
Port-Port ERDP Technician	2	350	NE	N	1-3	350	2-2	125	3-2	125	4-2	75	5-2	75	1100	
City-Outreach Developer, Ppt	2	350	E	N	1-4	550	2-2	125	3-3	275	4-3	150	5-3	150	1600	These classifications differ in scope of work and complexity. The City's classification provides case management and higher level duties. The Port's classification has broad recruitment and placement type duties.
Port-Port Job Researcher	2	350	E	N	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	1250	
City-Outreach Worker-PT	1	50	NE	N	1-4	550	2-2	125	3-3	275	4-3	150	5-3	150	1300	These classifications differ in scope of work and complexity. The City's classification provides case management and higher level duties. The Port's classification has broader recruitment and placement type duties.
Port-Port Job Researcher	1	50	E	N	1-3	350	2-2	125	3-2	125	4-3	150	5-3	150	950	
City-Senior Services Supervisor	2	350	E	D	1-7	1250	2-3	275	3-4	450	4-4	225	5-4	225	2775	These classifications are significantly similar.
Port-Port ERDP Program Supervisor	2	350	E	D	1-7	1250	2-3	275	3-4	450	4-4	225	5-4	225	2775	

Supervision Legend:  
N = None  
L = Lead  
D = Direct

Measure Q Hiring Progress Tracker

October 15, 2020 Civil Service Board Meeting

DEPT	CLASSIFICATION	VACANCIES	FILLED	DETAILS
HSD	Budget & Grants Administrator	1	0	In pre-recruitment planning
HSD	Administrative Assistant II	1	1	Filled in 8/2020
HSD	Case Manager I	1	0	Interviews in progress as of 10/5/2020
OPW	Custodian	12	0 (FT)	Full-time recruitment pending. There have been 22 TPT Custodian hires since 9/1/2020
OPW	Gardener Crew Leader	13	0	Referrals sent to department to schedule interviews.
OPW	Gardener II	26	0	Referrals sent to department to schedule interviews
OPW	Painter	2	0	Pre-Recruitment Checklist with Department as of 9/8/2020
OPW	Park Supervisor II	1	0	Pre-Recruitment Checklist with Department as of 9/4/2020
OPW	Tree Trimmer	6	5	Interviews in progress, may need new recruitment.



CITY OF OAKLAND

# *STAFF REPORT*

**DATE:** October 15, 2020

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Human Resources Manager

**THROUGH:** Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in July 2020 (for quarter ends March 31, 2020 and June 30, 2020). This report also provides an update on classification specifications that are currently under review.

### *Classification Studies*

Attachment A is a report of all outstanding classification studies for the quarter ending on September 30, 2020. During this reporting period, three (3) studies were completed, two (2) studies were canceled, and four (4) new studies were received. There are currently sixteen (16) active classification studies.

### **EXPLANATION OF DELAYS**

Four (4) studies have passed the one-year mark:

- Police Services Technician – in progress; more research and analysis are required
- Capital Improvement Project Coordinator – **canceled 9/19/20**
- Information Specialist II – anticipated completion by 10/30/20
- Library Assistant – still in progress

The delays are largely attributed to competing demands among staff and complex studies that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. We overcame the initial logistical complications in releasing completed studies via certified mail (per the Civil Service Rules requirement) while abiding by the Shelter-in-place order from Alameda County in response to the Coronavirus pandemic. The City organization has adapted several of its business practices during the pandemic, with many staff fully telecommuting, and is striving to become more agile in dealing with emerging challenges during this unprecedented time. Further, we experienced some attrition among the Human Resource Analyst staff in September and have been reassessing priorities and workload while we take steps to fill the vacancies.

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: October 15, 2020

Page 2

Despite these considerations, HRM remains focused on addressing overdue studies. Of the four studies that exceeded the one-year mark, one was canceled when the incumbent accepted a promotion within her department and the other three are expected to conclude within the next one-to-two months. Completing the oldest studies continues to be the highest priority, and HRM is still working to eliminate the backlog completely. Staff expects to continue enlisting assistance from an external consultant to help with addressing the queue as well.

The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow but steady, and staff are demonstrating gains as their knowledge of classification studies grows. Building capacity among staff remains the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2020 showing a total of one hundred one (101) classifications: during this reporting period there were ten (10) classification revisions or creations completed and approved by the Civil Service Board and one (1) classification specification review was canceled; zero (0) classifications are being advanced by HRM to the Board for the October 15, 2020 meeting; an additional seven (7) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are sixty-six (66) classification specification reviews assigned and under review by analysts; and there are an additional seventeen (17) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

<b>Status</b>	<b>Qty</b>
Approved by CSB or Closed During Quarter	11
Scheduled to CSB for Approval	0
Under Review for Scheduling of Meet & Confer with Representative Union	7
Assigned to Analyst for Review	66
Pending for Assignment	17
<b>TOTAL</b>	<b>101</b>

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

Attachment A – Classification Studies (Desk Audits) July 1, 2020 – September 30, 2020

Attachment B – Classification Specifications under review July 1, 2020 – September 30, 2020

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OPD	Police Services Technician II	10/24/2018			Yes	Anticipated completion by 11/30/2020.
2	OFD	Program Analyst II	7/16/2019	7/15/2020	365	No	Completed.
3	HCD	Mortgage Advisor	7/17/2019	7/16/2020	365	No	Completed.
4	OPW	Capital Improvement Project Coordinator	7/24/2019	9/19/2020	n/a	Yes	Canceled; employee promoted to a new position.
5	ITD	Information Systems Specialist II	8/14/2019			Yes	Anticipated completion by 10/30/2020.
6	LIBRARY	Library Assistant	8/30/2019			Yes	In progress
7	OPD	Police Records Specialist	10/3/2019			No	In progress
8	HSD	Administrative Assistant I	10/24/2019			No	Assigned, in initial stages.
9	DOT	Accountant II	10/30/2019	9/23/2020	329	No	Completed.
10	FINANCE	Treasury Analyst III	11/19/2019			No	Assigned, in initial stages.
11	LIBRARY	Librarian II	12/30/2019			No	Assigned, in initial stages.
12	OFD	Program Analyst I	2/13/2020			No	Assigned, in initial stages.
13	HRM	Benefits Technician	2/21/2020	9/19/2020	n/a	No	Canceled; employee promoted to a new position.
14	OPD	Police Records Supervisor	3/4/2020			No	Pending assignment.
15	OPD	Police Records Specialist	3/9/2020			No	Pending assignment.
16	EWD	Program Analyst	3/11/2020			No	Pending assignment.
17	FINANCE	Tax Auditor III	6/5/2020			No	Pending assignment.
18	PBD	Planner IV	8/4/2020			No	New assignment.
19	EWD	Project Manager	8/12/2020			No	New assignment.
20	OPW	Custodial Services Supervisor I	8/26/2020			No	New assignment.
21	OPW	Administrative Assistant II	9/23/2020			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (11)</b>					
TBD	DWES	Director of Workplace & Employment Standards	UK1	NEW SPEC	Approved at 7/16/20 CSB meeting
AP384	FINANCE	Retirement Systems Accountant	UM2	SPEC REVISION	Approved at 7/16/20 CSB meeting
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Approved at 8/20/20 CSB meeting
EM122	OPD	Chief of Police	UN1	NEW SPEC	Approved at 8/20/20 CSB meeting
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Approved at 8/20/20 CSB meeting
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Approved at 8/20/20 CSB meeting
TBD	OPD	School Traffic Safety Supervisor	TBD	NEW SPEC	Approved at 8/20/20 CSB meeting
TBD	CAO	Animal Care Services Supervisor	TBD	NEW SPEC	Approved at 9/17/20 CSB meeting
AP343	OPW	Training and Public Services Administrator	UM2	SPEC REVISION	Approved at 9/17/20 CSB meeting
TR116	OPW	Concrete Finisher	SB1	SPEC REVISION	Approved at 9/17/20 CSB meeting
IS122	OFD	Fire Suppression District Inspector	SC1	SPEC REVISION	Canceled by department
<b>SCHEDULED (0)</b>					
<b>PENDING MEET &amp; CONFER (7)</b>					
TBD	ITD	Application Developer IV	TBD	NEW SPEC	Generating notice to Local 21; for October mtg
ET112	CITYWIDE	Engineer, Assistant II	TF1	SPEC REVISION	Generating notice to Local 21; for November mtg
ET131	PBD	Permit Technician II	SD1	SPEC REVISION	Generating notice to Local 1021; for October mtg
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Urgent assignment to revise spec and add lateral path
SC202	PBD	Process Coordinator III	TW1	SPEC REVISION	Generating notice to Local 21; for October mtg
PP133	OPRYD	Recreation Leader II, PPT	SC1	SPEC REVISION	Generating notice to Local 1021; for October mtg
TR190	OPW	Tree Worker Driver	SC1	SPEC REVISION	Generating notice to Local 1021; for October mtg
<b>IN PROGRESS (66)</b>					
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TR203	CAO	Animal Care Attendant	SC1	SPEC REVISION	In the queue for future meeting with Local 1021
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
AP146	POLICE COMM	Complaint Investigator II	TW1	SPEC REVISION	Awaiting proposed spec revisions from department
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
TBD	DWES	Deputy Director of Workplace & Employment Standards	UK2	NEW SPEC	Finalizing proposed draft with department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In the queue for future meeting with Local 1021
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Finalizing proposed spec revisions with department
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP224	LIBRARY	Library Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec; need union meeting date
					Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	

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ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
PP143	HSD	Senior Center Director	UH1	SPEC REVISION	Department reviewing proposed draft.
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
<b>PENDING ASSIGNMENT (13)</b>					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Pending analyst assignment

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ATTACHMENT B

<b>CLASS</b>	<b>DEPT</b>	<b>TITLE</b>	<b>REP</b>	<b>TYPE</b>	<b>NOTES</b>
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department