



CIVIL SERVICE BOARD MEETING AGENDA

Date: November 19, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

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/87655376640?pwd=N1BGdGpuTWdZZG9pZkVmRUcwQjVuQT09> 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: 876 5537 6640 (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: 876 5537 6640 Passcode: 760049

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. – Human Resources Management Department.

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 NOVEMBER 19, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (0)

- There are no requests for provisional appointments.

b) Approval of Employee Requests for Leave of Absence (4)

- Human Services Department (1)
- Oakland Public Library (1)
- Oakland Public Works Department (1)
- Oakland Police Department (1)

c) Approval of Revised Classification Specifications (0)

- There are no requests for revised specifications.

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of October 15, 2020 Special Civil Service Board Meeting Minutes | ACTION |
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Update on Common Class Study | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|-------------|
| a) City Council Zero Tolerance Policy Legislation | INFORMATION |
| b) Update Regarding Measure Q Hiring Efforts | INFORMATION |
| c) Approval of New Classification Specification for Safety and Business Continuity Officer (Port of Oakland) | ACTION |
| d) Approval of New Classification Specification for Deputy Director of Workplace and Employment Standards and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) | ACTION |

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, December 17, 2020. All materials related to agenda items must be submitted by Thursday, December 3, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



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

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

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

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



MEMORANDUM

DATE: November 19, 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

HRM is in receipt of four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Castillo, Blanca	Early Head Start Instructor	Human Services Department	November 1, 2020 – November 16, 2020	CSR 8.07 (c)
Jackson, Stephanie.	Library Aide, PPT	Oakland Public Library	October 20, 2020 – November 1, 2020	CSR 8.07 (c)
Mach, Randy	Engineer, Civil, Supervising	Oakland Public Works	June 27, 2020 – June 26, 2021	CSR 8.07 (c)
Yager, Paul C.	Police Evidence Technician	Oakland Police Department	October 19, 2020 – April 19, 2021	CSR 8.07 (c)

RECOMMENDATION:

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



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 _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

I Request: _____
No. of Days or Hours Days Hours From _____ To _____
Select Days or Hours

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

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

* Additional Information

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

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

approved via telephone Sept 18, 2020

Employee's Signature _____ Date _____

Civil Service Board Approval _____ Date _____

Department Head Approval _____ Date _____

City Manager Approval _____ Date _____

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



Unpaid Leave of Absence

Print Form

Leave Type:

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

Employee's Name Stephanie Jackson Employee's ID 24346 Today's Date Oct. 16, 2020

Department/Division Oakland Public Library Employee Job Title Library Aide (ppt)

Request: 6 No. of Days or Hours Days Hours Select Days or Hours From Oct 20, 2020 To Nov. 01, 2020

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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Stephanie Jackson 10/16/2020
 Employee's Signature Date Civil Service Board Approval Date

[Signature] 10/16/2020
 Department Head Approval Date City Manager Approval Date

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Unpaid Leave of Absence

Print Form

Leave Type:

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- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Randy Mach Employee's ID 5141 Today's Date 7/24/20

Department/Division OPW/BDC/CM Employee Job Title Spv. Civil Engineer

Request: 365 Days Hours From 6/27/20 To 6/26/21
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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 Employee's Signature _____ Date 07/24/20

 Civil Service Board Approval Date

Richard Battersby for
Richard Battersby for (Jul 31, 2020 7:29 PM)
 Department Head Approval _____ Date 7/31/2020

 City Manager Approval Date

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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 YAGER, Paul C. Employee's ID 13917 Today's Date 12OCT20

Department/Division Patrol 1400/A Employee Job Title Police Evidence Technician

Request: 183 Days Hours From 19OCT20 To 19APR21
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
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Paul C. Yager 12OCT20
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 20 OCT 20
 Department Head Approval Date

 City Manager Approval Date

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



CIVIL SERVICE BOARD *SPECIAL* MEETING MINUTES (DRAFT)

Date: October 15, 2020

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

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco (Excused); Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez (Excused); 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

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Webinar ID: 860 0867 9481 (Note: Password "COOCSB" may be required to connect.)
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Webinar ID: 860 0867 9481 Passcode: 330540

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If you have any questions, please email Greg Preece, Human Resources Manager at 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.**

2) APPROVAL OF THE OCTOBER 15, 2020 CIVIL SERVICE BOARD SPECIAL MEETING AGENDA

ACTION

45014 A motion was made by Board Member Williams and seconded by Board Member Levin to take Item 6a first and to approve the remaining October 15, 2020 Civil Service Board Meeting Agenda as presented. The motion passed.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Hudson-Harmon, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointments (0)
 - There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (1)
 - Office of Parks, Recreation & Youth Development (1)
- c) Approval of Revised Classification Specifications (0)
 - There are no requests for revised specifications.

45015 A motion was made by Board Member Williams and seconded by Board Member Levin to approve the October 15, 2020 Civil Service Board Meeting Consent Calendar as presented. The motion passed.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Hudson-Harmon, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

5) OLD BUSINESS:

- a) Approval of September 17, 2020 Civil Service Board Meeting Minutes

ACTION

45016 A motion was made by Board Member Levin and seconded by Board Williams to approve the September 17, 2020 Civil Service Board Meeting Agenda. The motion passed.

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

Board Member Noes: None

Board Member Abstentions: Johnson

Board Members Absent: Baranco, Martinez

- 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

INFORMATION

Accordance with the Memorandum of Understanding Between the City and Local 21

- d) Update on Common Class Study - Koff & Associates Presentation and Reports Regarding Occupational Groupings INFORMATION
- Engineering, Architect, Planning and Permitting
 - Equipment, Facilities and Services; Information and Arts; Physical Sciences; Social Science, Psychology & Welfare

6) NEW BUSINESS:

- a) City Council Zero Tolerance Policy Legislation INFORMATION
Note - This Item was presented first after agenda approval
- 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

45017 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to adjourn the meeting. The motion passed and the meeting was adjourned at 6:04 p.m.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Hudson-Harmon, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Martinez

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
 PENDING LIST – NOVEMBER 19, 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

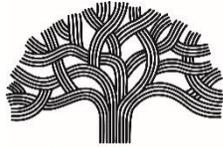
Date Requested	Subject	Report From	Date Due

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: November 19, 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

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 October 15, 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-four (64) employees were in the TCSE (17), TCSE/Annuitant (29), and ELDE (18) categories as of pay period ending October 30, 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-four (64) temporary assignments, we are reporting three (3) in this period as out of compliance with Rule 5.06. While one non-compliant employee from Public Works (OPW) dropped off, another non-compliant TCSE from OPW was added.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: November 19, 2020

Page 2

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 30, 2020
- B. TCSE/ELDE Compliance Trend Chart.

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

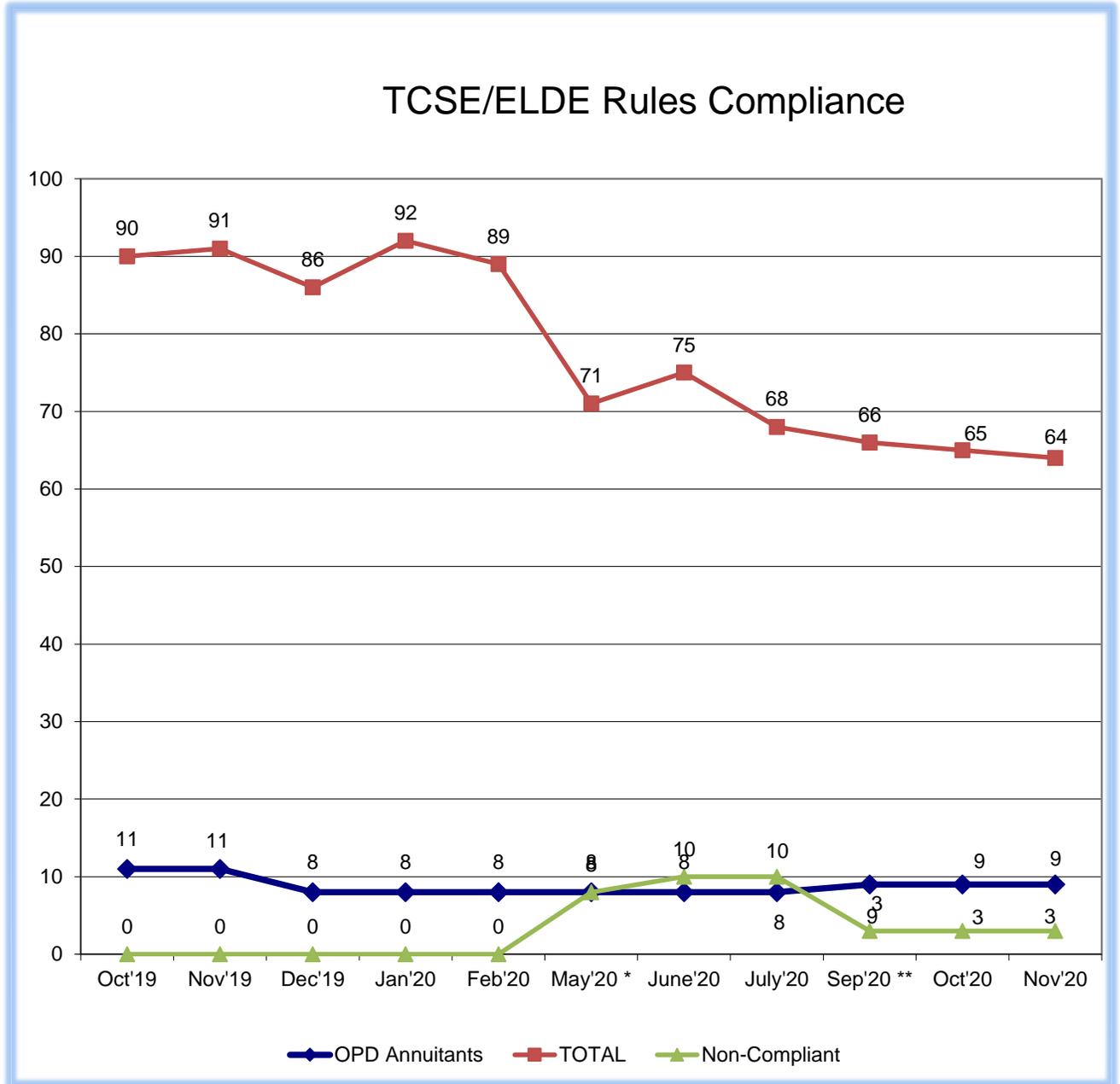
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (5)								
CPRA	Cole	Jessica	66211 - Community Police Review Agency	9/19/2020	TCSE	72.5	Assistance in unit with increase in workload.	COMPLIANT
HOUSING & COMMUNITY DEV.	Cohen	Barbara	89969 - Residential Rent Arbitration	10/5/2019	ELDE		Assistance in Rent Program while a new class specification is being created.	COMPLIANT
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 (Children's Librarian)	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
NEW THIS PERIOD (4)								
POLICE	Birch	Tim	103110 - Bureau of Services - Admin Unit	10/31/2020	ELDE		Working with external vendors to bring OPD policies up to date.	COMPLIANT
CPRA	Carroll	Diane	66211 - Community Police Review Agency	10/3/2020	TCSE	150	Temporary assistance to cover while employees are on approved leave	COMPLIANT
ITD	Fong	Kevin	46531 - Public Safety Applications	10/31/2020	TCSE	150	Temporary assistance supervising public safety and GIS applications.	COMPLIANT
WORKPLACE & EMP SVCS	Sikes II	Spencer	67111 - Administrative Support	10/3/2020	TCSE	0	Assistance in the implementation of the Workers' Right to Recall Ordinance	COMPLIANT
COMPLIANT (57)								
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	8/8/2020	TCSE/ Annuitant	200	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	274	Additional Veterinarian Assistance	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	194.5	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	586.5	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 ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	93	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	409.5	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	285	Short-term staffing relief for assignments	COMPLIANT
CPRA	Wechter	Jason	66211 - Community Police Review Agency	9/19/2020	TCSE	217.5	Assistance in unit with increase in workload.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	324	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	650	Temporary Assistance in the Off-Street Parking Program	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	117	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	250	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	465	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	460.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	9/6/2019	TCSE/ Annuitant	480.5	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	47	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.	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 Ngoi	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	664	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
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	86	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	203	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	256	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Manheimer	Susan	101110 - Office of Chief - Administration	4/4/2020	TCSE/ Annuitant	696	Interim Police Chief placement while recruitment is underway	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	228.5	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	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	384	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	253	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
NON-COMPLIANT (3)								
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Sole employee managing the back-end of the city's website and maintaining website functionality. This remains a critical role since so many services are now being delivered online while employees are working remotely. Traffic to the website has increased significantly (32%) since the SIP Order in March.	NON-COMPLIANT
PUBLIC WORKS	Lai	Jimmy	30541 - Equipment Services	7/25/2020	TCSE	1046	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	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.

Measure Q Hiring Progress Tracker
 November 19, 2020 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	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	1	Employee hired and begins on 11/14/20
OPW	Custodian	12	0 (FT)	Full-time recruitment pending. There have been 22 TPT Custodian hires since 9/1/2020
OPW	Assistant Engineer I	1	0	Requisition Pending Spec Revision
OPW	Administrative Assistant II	1	1	Employee hired and begins on 12/12/20
OPW	Construction & Maintenance Mechanic	2	0	Interviews Scheduled
OPW	Business Analyst II	1	1	Employee hired and begins on 11/14/20
OPW	Gardener Crew Leader	13	0	Hires in various stages of approval for some of the positions. Additional recruitment needed
OPW	Gardener II	26	0	Five positions begin on 11/28/20. Additional recruitment needed
OPW	Painter	2	0	Pre-Recruitment Checklist with Department as of 9/8/2020
OPW	Park Equipment Operator	2	0	Recruitment Planning in-progress
OPW	Park Supervisor I	2	0	Pre-Recruitment Checklist with Department as of 9/4/2020
OPW	Park Supervisor II	1	0	Recruitment Planning in-progress
OPW	Tree Worker Driver	1	0	Recruitment Needed
OPW	Tree Trimmer	6	5	Interviews in progress, may need new recruitment.



PORT OF OAKLAND

MEMO

To: City of Oakland Civil Service Board

From: Michael Mitchell, Director of Human Resources, Port of Oakland

Date: November 6, 2020

Subject: Approval of New Classification Specifications:
Safety and Business Continuity Officer

The Port of Oakland (Port) conducts periodic assessments of its organizational structure to ensure each division is adequately positioned to meet strategic objectives as well as compliance obligations from federal, state and local regulatory agencies. As the owner and operator of the Oakland International Airport (OAK), the Oakland seaport and the commercial real estate along the Oakland Waterfront, the Port must be positioned to ensure the safety and security of the general public and its tenants and assets. As a highly regulated entity, federal agencies such as Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and Department of Transportation (DOT) have very specific emergency operations requirements that the Port must adhere to. Critical to the Port's emergency operations requirements are the protection of assets and restoration of operations.

Wildfires in Butte, Napa and Sonoma Counties and the corresponding Pacific, Gas & Electric (PG&E) Public Safety Power Shutoffs (PSPS) strained airport and seaport operations as those business lines rely heavily on electrical infrastructure shared with PG&E. Most recently, federal and state agencies relied heavily on the Port's airport and seaport for the disembarking and transit of cruise ship passengers at the onset of the COVID-19 pandemic. Although the Port has sufficiently met the needs of its federal and state regulatory partners, after assessing lessons learned from these events, the organization realized an organizational gap existed related to business continuity and emergency operations. Therefore, the creation of the Safety and Business Continuity Officer job classification is critical to bridge this gap and meet the Port's evolving emergency operations requirements.

As proposed, the Safety and Business Continuity Officer will establish, design and manage a comprehensive program for Port safety, emergency preparedness, and business continuity. This new classification will integrate airport, seaport and utilities operations to protect the Port's human and capital assets and to facilitate the restoration of operations, business functions, and service levels in response to an emergency, disaster, or hazard. Moreover, this classification will have oversight of people-related health and safety monitoring in compliance with federal, state, local safety, health and environmental regulations throughout the Port's commercial assets.

This new job classification will be in the bargaining unit represented by the Western Council of Engineers ("WCE"). The Port notified WCE about the proposed new classification specification, and WCE did not have any objections.



PORT OF OAKLAND

MEMO

The Port recommends that the Civil Service Board approve and establish the creation of the **Safety and Business Continuity Officer** classification. Port staff will be available at the next Civil Service Board meeting to answer any questions or provide additional information as needed.

Attachment: Proposed **Safety and Business Continuity Officer** classification specification

SAFETY AND BUSINESS CONTINUITY OFFICER

A. CLASS DEFINITION

Under general direction, the incumbent plans, implements, manages and leads emergency preparedness, business continuity, and safety programs across the organization, including the Airport, Seaport, Port Utilities, and all other Divisions at the Port. The Safety and Business Continuity Officer is responsible for developing and implementing plans, strategies, and processes to ensure effective protection of the Port's human and capital assets, restoration of operations, business functions, and service levels in response to an emergency, disaster, or hazard. The incumbent serves as the leader and facilitator for emergencies; oversees the accident prevention, health and safety monitoring programs to ensure compliance with federal, state, local safety, health and environmental regulations, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Safety and Business Continuity Officer is a single incumbent position reporting primarily to the Chief Operating Officer and or designated department head. The incumbent provides program management for emergency planning, business continuity, and safety programs Port wide. The incumbent may assign and oversee work of the Port Environmental Health & Safety Specialist and or other Port staff. The incumbent may also provide direction to vendors and contractors as related to emergency planning and health and safety programs. This position is distinguished from the Chief Operating Officer in that the latter has direct oversight and responsibility of all aspects of Port operations and long-range strategic plans in support of the Executive Director.

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Develops, maintains, and implements emergency preparedness and business continuity plans and initiatives to mitigate impact of emergencies, disasters, or hazardous events across the Port, including the Airport, Seaport, Port Utilities, and other Divisions at the Port.
2. Conducts risk vulnerability analyses to identify potential gaps in emergency preparedness plans and business continuity response.
3. Coordinates with departments and divisions to design and continuously evaluate emergency and recovery plans, identifying crucial business functions, recovery schedules, interdependencies, and metrics for restoration of services levels.
4. Participates and leads in disaster events and following the events; conducts post-disaster evaluations and produces and compiles after action reports and recommendations to improve readiness and response strategies.

5. Oversees the administration and operation of the Emergency Operations Center (EOC) by ensuring plans, checklists, guides, manuals, equipment, supplies, notifications systems, and assets are maintained and capable of supporting operations during disaster and emergency response; including the procurement of specialized equipment or service contracts as necessary.
6. Provides emergency preparedness training to staff by conducting classes, regular training, drills, and exercises to create awareness and test effectiveness of emergency plans, procedures and recovery processes.
7. Represents the Port with outside agencies and regulatory entities; serves as the emergency preparedness liaison in coordinating program activities; participates on organization wide and interagency emergency planning and health and safety committees and teams.
8. Researches, evaluates, and recommends emerging technologies, standards and best practices in business continuity planning both for suitability and effectiveness in addressing the Port's emergency preparedness needs.
9. Ensures compliance with federal, state, and local codes, standards and regulations pertaining to environmental safety; oversees the coordination and response to environmental hazards and exposure.
10. Administers workplace health and safety, illness and injury prevention, and industrial hygiene programs by overseeing monitoring activities and through training to enhance and encourage employee awareness of occupational safety issues in the workplace, prevent and reduce employee injury, and limit liability exposure.
11. Conducts and or oversees on-site inspections, identifies and recommends corrective actions to improve safety culture at the Port.
12. Collaborates with Human Resources on workplace injuries, modified work programs, health and wellness initiatives, and the development of safe work practices and policies.
13. Compiles workplace health and safety regulatory compliance reporting and maintains all safety records, including but not limited to accident reports, statistical summaries, inspection and audit reports.
14. Supervises and oversees staff assigned to emergency preparedness, business continuity, environmental safety, or health and safety programs.
15. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Principles of comprehensive emergency preparedness and business continuity management in a Port operational setting, including Aviation, Maritime, and Utilities Administration.
- Incident Command Systems (ICS), Standardized Emergency Management Systems (SEMS), and National Incident Management System (NIMS)
- Federal and state disaster assistance, such as Federal Emergency Management Agency (FEMA) requirements and post-disaster mitigation protocols.
- Practices and methods of developing and administering a comprehensive safety program.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures governing industrial safety, environmental compliance, hazardous materials, occupational health, and accident prevention for industrial and office environments.
- Principles and practices for conducting accident and workplace safety audits and investigations.
- Supervisory theory and practice, and employee evaluation techniques.

Ability to:

- Respond, analyze and quickly react to emergency situations while maintaining composure and professionalism.
- Develop, maintain, lead, and promote comprehensive emergency preparedness and business continuity plans initiatives and safety programs.
- Coordinate emergency preparedness and business continuity activities in a cooperative relationship with Port Divisions, governmental agencies, and community groups.
- Analyze complex data and problems, identify alternative solutions, and the potential consequences of proposed actions.
- Understand, explain, interpret and apply complex federal, state, local laws and requirements relating to emergency management, workplace health and safety, and environmental compliance.
- Conduct assessments and inspections to identify violations and potential problematic areas in health and environmental hazards.
- Develop, coordinate, facilitate, and conduct effective employee training programs, exercise, and drills.

- Prepare clear, concise and complete reports, presentations, correspondence and other related documents.
- Negotiate and administer contracts.
- Utilize standard office software and adapt to and use new software programs, as applicable.
- Handle sensitive issues professionally and tactfully.
- Work under deadlines and coordinate several concurrent assignments.
- Work independently within established guidelines.
- Exercise sound judgement within general policy guidelines.
- Provide effective leadership through the ability to motivate others through presence of authority and responsibility.
- Communicate effectively both verbally and in writing.
- Supervise and direct assigned subordinate staff.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works about half time in-doors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

The incumbent may be required to respond to emergencies and work outdoors in a variety of weather and site conditions. This will require work to inspect and evaluate incidents in high, precarious places and/or confined spaces which may contain fumes and allow for limited visibility; work around moving equipment; work under wet and slippery conditions

with potential risk of electrical shock and burns from fire or chemicals and exposure to dust, dirt and other conditions associated with different sites; work in high noise levels.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities.

A typical combination would include graduation from an accredited college or university with a bachelor’s degree emergency management, public health, environmental health, safety, industrial hygiene, industrial engineering or a related field **AND** five years of emergency management or related experience which must also include two years of supervisory experience. A master’s degree in any of the above areas may be substituted for one year of the required experience. An equivalent combination of education and experience may be considered.

Certification as a Certified Emergency Manager (CEM) is desirable.

Certification or eligibility to obtain Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) desirable.

G. OTHER CHARACTERISTICS

- Must possess a valid California Class C driver license at the time and for the duration of appointment.
- Available for on call duty as required by emergency situations or as required for uninterrupted Port operations.
- Must successfully complete Transportation Security Administration (TSA) background check, which includes a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position. This status must be maintained for the duration of employment at the Port.
- Must complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment at the Airport.
- Be capable of obtaining an Airport badge and TWIC card.

CLASS CODE:	
STANDARD HOURS-DAY/WEEK:	7.5/day – 37.5/week
CS STATUS/UNIT:	Classified/C

FLSA:

Exempt

Classification Created:



CITY OF OAKLAND

MEMORANDUM

DATE: November 19, 2020

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of New Classification Specification for Deputy Director of Workplace and Employment Standards and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

Based upon a request from the Office of the City Administrator, Human Resources Management collaborated with staff and stakeholders to develop a new classification specification for the emerging Department of Workplace and Employment Standards (DWES) – Deputy Director of Workplace and Employment Standards. The new department head position was established by City Council in June 2020 and approved by the Civil Service Board in July 2020. The creation of a Deputy Director will help to support the Director and the overall mission of the DWES as the department takes shape. The new department is a centralized place to educate workers and employers; receive and process complaints; investigate compliance; and better enforce remedies of violations related to workplace and employment standards.

This action is related to legislation that was passed by Oakland voters in November 2018. It established the Hotel Minimum Wage and Working Conditions Ordinance (“Measure Z”), which amended the Oakland Municipal Code to establish workplace protections and minimum hourly wages for hotel workers in addition to ensuring enforcement of employment standards for both hotel and non-hotel workers. Measure Z builds upon the City’s existing Minimum Wage and Sick Leave Ordinance (“Measure FF”) and the City’s Living Wage legislation, currently enforced by the Division of Contracting and Compliance under the Office of the City Administrator.

Section 2.29 of the O.M.C. – “City Departments and Offices,” is periodically amended to reflect the organizational structure of the City as approved by the City Council as part of the budget process. City Council approved structure changes in the City organization during mid-cycle budget adjustments to the Fiscal Year (FY) 2019-2021 Adopted Policy Budget. Further, Ordinance No. 13600 C.M.S. was approved on June 16, 2020, and formally established the DWES.

The position is described as follows. The incumbent: oversees, plans, and directs the daily operations of the Department of Workplace and Employment Standards (DWES) with responsibility for enforcing City of Oakland labor ordinances, resolutions, programs, and policies, including but not limited to the Minimum Wage and Sick Leave Ordinance (Oakland Municipal Code Chapter 5.92) and the Hotel Minimum Wage and Working Conditions Ordinance (Oakland Municipal Code Chapter 5.93); assists with utilizing a strategic enforcement model for coordinating community outreach efforts to educate workers and employers, providing advocacy and assistance to workers, receiving and processing complaints, investigating compliance, and enforcing remedies of violations related to workplace and employment standards; ensures

CIVIL SERVICE BOARD

Subject: Director of Workplace and Employment Standards Exemption and Classification Specification Approval

Date: November 19, 2020

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participation among the local business community and compliance with applicable standards and regulations; assists the Director of Workforce and Employment Standards in directing the work of staff in contract administration, contract compliance and administration, ensuring compliance with all relevant policies and procedures; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

The new classification will be placed in bargaining unit UK2, which covers a small group of executive management classifications. No union involvement was required because the classification is unrepresented. The position has broad, citywide responsibilities and enforces City of Oakland labor ordinances, resolutions, programs, and policies including but not limited to the Minimum Wage and Sick Leave Ordinance and the Hotel Minimum Wage and Working Conditions Ordinance. The role of the Deputy Director of Workplace and Employment Standards position as a key contributor to the City's management of policy implementation and enforcement of various related programs makes it a highly responsible position for which the consequence of error is great.

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

The incumbent is required to utilize a high degree of independence in carrying out the City's goals and objectives, and the scope of responsibilities is broad and complex. Additionally, this is an expert level classification responsible for overseeing policies and ensuring compliance while governing multiple program areas with high public involvement and having major impact on the attainment of the goals of the City. Exempting the classification from the provisions of civil service is recommended.

Attached to this report is the draft City Council resolution recommending that the Civil Service Board exempt the classification of Deputy Director of Workplace and Employment Standards from the provisions of civil service. The resolution number is still pending with the Office of the City Clerk but the item was approved as part of the Consent Calendar at the City Council meeting on November 10, 2020 with a vote of eight ayes.

The salary ordinance amendment to add this new classification to the Salary Schedule is also being routed through City Council for approval. The first reading of the ordinance occurred on November 10, 2020. The second reading of the ordinance is scheduled to occur at the City Council meeting on December 1, 2020.

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

Attachments: A. Proposed Deputy Director of Workplace and Employment Standards classification specification.
B. City Council Resolution Recommending Exemption of Deputy Director of Workplace and Employment Standards.



DEPUTY DIRECTOR OF WORKPLACE AND EMPLOYMENT STANDARDS

DRAFT
2020-10-5

Class Code: EMXXX FTE

Exempt

DEFINITION

Under administrative direction of the Director of the Workplace and Employment Standards, oversees, plans, and directs the daily operations of the Department of Workplace and Employment Standards (DWES) with responsibility for enforcing City of Oakland labor ordinances, resolutions, programs, and policies, including but not limited to the Minimum Wage and Sick Leave Ordinance (Oakland Municipal Code Chapter 5.92) and the Hotel Minimum Wage and Working Conditions Ordinance (Oakland Municipal Code Chapter 5.93); assists with utilizing a strategic enforcement model for coordinating community outreach efforts to educate workers and employers, providing advocacy and assistance to workers, receiving and processing complaints, investigating compliance, and enforcing remedies of violations related to workplace and employment standards; ensures participation among the local business community and compliance with applicable standards and regulations; assists the Director of Workforce and Employment Standards in directing the work of staff in contract administration, contract compliance and administration, ensuring compliance with all relevant policies and procedures; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for daily oversight of Workplace and Employment Standards operations and staff. Pursuant to the Oakland City Charter Article IX, Section 902(f), this position is at-will and exempt from the regulations of the Civil Service Board. This classification is distinguished from the Director of Workplace and Employment Standards, which is responsible for overseeing the entire DWES.

The incumbent receives supervision from the Director of Workplace and Employment Standards and exercises supervision over assigned professional, technical, and administrative staff.

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

Assist with planning, organizing, managing, and directing the City's workplace and employment standards operations, contract administration, contract compliance, and administration through subordinate staff; ensure compliance of operations with relevant labor ordinances, resolutions, programs, and policies.

Assist with overseeing the coordination of community outreach efforts to educate workers and employers and provide advocacy and assistance to workers; ensure participation among the local business community.

Assist with overseeing the receipt and processing of complaints, investigations related to compliance, and enforcement of remedies of violations related to workplace and employment standards.

Assist with developing and directing the implementation of goals, objectives, policies, procedures, and work standards for the department.

Serve as a liaison to public officials, employers and their employees, the business community,

members of policy and advisory boards, and community groups to coordinate and collaborate on the enforcement and implementation of policies, procedures, and objectives in meetings and during other discussions.

Monitor developments related to workplace and employment standards, contract and compliance administration, and remain current with emerging issues and industry trends; evaluate the potential impacts on City operations.

Act as an advisor to the Director of DWES and other City departments to provide recommendations and implement policy and procedure improvements.

Direct the preparation of a variety of complex reports and analyses relating to compliance activities including complaints, investigations, violations, and remedies; oversee studies and program evaluation data.

Attend and participate in meetings with the City Council and its committees.

Assist with the development and administration of the division's budget.

Select, supervise, train, and mentor staff; provide for staff development.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local laws, regulations, and codes pertaining to labor, contract and employment law, employment standards and practices, purchasing, and compliance and enforcement.
- Laws, codes, charter provisions, rules, and regulations governing City operations and departmental activities.
- Management and supervisory principles and practices including selection, motivation, training, evaluation, and discipline.
- Development and implementation of goals, objectives, policies, procedures, and work standards including long and short-range planning.
- Public contact and community relations concepts including negotiation techniques and presentation skills.
- Investigative procedures and complaint resolution.
- Budget development and administration.
- Computer systems and software applications.

Ability to:

- Enforce relevant regulations and ensure compliance.
- Work effectively with a diverse community including public officials, employers and their employees, the business community, members of policy and advisory boards, and community groups.
- Identify challenges; analyze complex technical and administrative problems; evaluate alternative solutions; recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Oversee investigations and complaint resolution.
- Prepare and administer a division's budget.
- Work in a collaborative and cooperative team environment; negotiate solutions, achieve

consensus, and contribute to compromise.

- Exercise sound independent judgment within general policy guidelines.
- Communicate clearly, concisely, and persuasively in both oral and written formats; speak effectively in large and small group settings; conduct staff meetings.
- Prepare comprehensive and complex reports and make presentations.
- Supervise, train, motivate, and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor’s degree in business or public administration, finance, accounting, economics, sociology, social justice, construction or a related field. A Master’s degree is highly desirable.

Experience:

Four (4) years of progressively responsible managerial experience including the oversight of compliance with and enforcement of workplace and employment standards/laws, working conditions, contract administration, contract compliance, contracting law, and involvement with social justice initiatives and advocacy work including at least two (2) years of supervisory experience. Public sector experience is highly desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

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


City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF DEPUTY DIRECTOR
OF WORKPLACE & EMPLOYMENT STANDARDS FROM THE
OPERATION OF CIVIL SERVICE**

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

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

WHEREAS, the Deputy Director of Workplace & Employment Standards is an expert level classification responsible for enforcing City of Oakland labor ordinances, resolutions, programs, and policies, including but not limited to the Minimum Wage and Sick Leave Ordinance (Oakland Municipal Code Chapter 5.92) and the Hotel Minimum Wage and Working Conditions Ordinance (Oakland Municipal Code Chapter 5.93); assisting with utilizing a strategic enforcement model for coordinating community outreach efforts to educate workers and employers, providing advocacy and assistance to workers, receiving and processing complaints, investigating compliance, and enforcing remedies of violations related to workplace and employment standards; and ensuring participation among the local business community and compliance with applicable standards and regulations; and

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

WHEREAS, the incumbent in the Deputy Director of Workplace & Employment Standards position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore, be it

RESOLVED, That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Deputy Director of Workplace & Employment Standards be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____
ASHA REED
Acting City Clerk and Clerk of the
Council of the City of Oakland,
California