CITY OF OAKLAND

Civil Service Board Meeting Agenda
August 20, 2026

Date: August 20, 2026
Open Session: 5:30 p.m.
Location: City Hall, One Frank H. Ogawa Plaza, Hearing Room 3

Board Members: Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez; Jennifer Benford; Alaric Degrafinried; Swen Ervin

Staff to the Board: Mary Hao, HRM Director/Secretary to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Ellaine Reyes, Supervising Personnel Ops Analyst/Staff to the Board
Kye Ocasio-Pare, HR Clerk/Staff to the Board
Palomar Sanchez, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:
https://us02web.zoom.us/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9Pl6TOuHy.1

Passcode: CSB2026

To listen to the meeting by phone, please call the numbers below at the scheduled meeting time:

Dial (based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar

Webinar ID: 847 7008 1425
Passcode: 8666148

Find your local number: https://us02web.zoom.us/u/kbf5JUxHxH

PROVIDE PUBLIC COMMENT

Public comment may be submitted in the following ways, within the time allotted for each eligible agenda item:

- Submit written comment in advance.
    - Email your comment, full name, and the agenda item number to CivilService@oaklandca.gov no later than one (1) hour before the posted meeting time.
    - All timely submissions will be shared with the Civil Service Board prior to the meeting.
- Complete a speaker card during the meeting.
- Raise your hand on Zoom during public comment, and staff will call on you to speak for the time allotted by the Chair.

ROLL CALL

1) **Public Comment**

    Comments on all agenda items will be taken at this time. Comments for items not on the agenda will be taken during open forum.

2) **Approval of August 20, 2026 Civil Service Board Meeting Agenda (Action)**

3) **Updates, Secretary to the Board (Information)**

4) **Consent Calendar (Action)**

    a. Approval of Provisional Appointments

        There are no Provisional Appointments this month.

    b. Approval of Employee Requests for Leave of Absence (5)

        - Department of Transportation (1)
        - Oakland Public Library (2)
        - Oakland Police Department (1)
        - Oakland Fire Department (1)

    c. Approval of Revised Classification Specifications (1)

        - Port Permit Coordinator

5) Old Business

a. Approval of the July 16, 2026, Civil Service Board Meeting Minutes **(Action)**

b. Determination of Schedule of Outstanding Board Items **(Information)**

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

6) New Business

a. Approval of New Classification Specifications (2)

- Director of Public Works
- Director of Transportation

7) Closed Session

CLOSED SESSION AGENDA

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1

A. Appeal of Termination

Department of Transportation – Public Works Maintenance Worker: OPW-2026-AP03

B. Adjournment of Closed Session

OPEN AGENDA

8) Vote of Action Taken in Closed Session

9) Report of Actions Taken in Closed Session

10) Open Forum

11) Adjournment

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 17, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

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 assistance at least five days in advance. For more information about the City's Language Access Services, please visit https://www.oaklandca.gov/Community/Language-Access-Services.

¿Necesita un intérprete de ASL, cantonés, mandarín o español, u otro tipo de asistencia para participar? Envíe un correo electrónico a CivilService@oaklandca.gov o llame al (510) 238-3112 o (510) 238-3254 para asistencia de TDD/TTY con al menos cinco días de anticipación. Para obtener más información sobre los Servicios de Acceso Lingüístico de la Ciudad, visite https://www.oaklandca.gov/Community/Language-Access-Services.

您需要美國手語（ASL), 廣東話, 普通話或西班牙語口譯員, 或其他協助以參與會議嗎? 請至少提前五天電郵至 CivilService@oaklandca.gov, 或致電 (510) 238-3112; 如需 TDD/TTY 協助, 請致電 (510) 238-3254. 欲了解更多有關市政府語言服務的資訊, 請瀏覽 https://www.oaklandca.gov/Community/Language-Access-Services.

MEMORANDUM

CITY OF OAKLAND

DATE: August 20, 2026

TO: The Honorable Civil Service Board

FROM: Mary Hao, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of five(5) Unpaid Leave of Absence Request's pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Yenewnew Girma	Parking Control Technician	Department of Transportation	July 21, 2026 - January 21, 2027	CSR 8.07 (c)
Rebecca Highland	Librarian I, PPT	Oakland Public Library	August 5, 2026, August 8, 2026, August 15, 2026	
Thanita Adams	Safety Manager	Oakland Public Library	July 20, 2026- July 24, 2026	CSR 8.07 (c)
Julian Lowe	Police Officer	Oakland Police Department	July 20, 2026- January 20, 2027	CSR 8.07 (c)
Azaan Ledbetter	Emergency Medical Technician (MACRO)	Oakland Fire Department	August 17, 2026- August 25, 2026	CSR 8.07 (c)

RECOMMENDATION:

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

CITY OF OAKLAND

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)
- ☐ P – Parental Leave (no pay)
- ☐ CS – Leave from permanent status

Employee Name: Yenenew Girma Employee ID# 22105 Date Requested: 07/21/2026

Department/Division: Dot Permanent Job Title Parking control technician

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 132 From: 07/21/26 To: 01/21/27

Unpaid Leave Taken this year? ☐ Yes ☑ No If yes, what type of leave: _____

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Parental Leave (no pay)
CS	Varies	Yes	No	Depends*	Subject to Department discretion

** Additional Information*

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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

Yenenew Girma (Jul 21, 2026 06:17:31 PDT) 07/21/2026
Employee's Signature Date

_____ _____
City Administrator Approval Date

Josh Rowan (Jul 23, 2026 08:28:59 PDT) 07/23/2026
Department Head Approval Date

N/A KOP 07/28/2026
KOP
Civil Service Board Resolution # Date

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

CITY OF OAKLAND

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)
- ☐ P – Parental Leave (no pay)
- ☐ CS – Leave from permanent status

Employee Name: Highland, Rebecca Employee ID# 24790 Date Requested: 7/30/26

Department/Division: Library Permanent Job Title Librarian I, PPT

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

◯ ELDE ◯ Limited Duration ◯ Interim ◯ Non-Civil Service Permanent Appointment

Number of Business Days Requested: 3 From: 8/5, 8/8, 8/15 To: _____

Unpaid Leave Taken this year? ◯ Yes ⊗ No If yes, what type of leave: _____

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
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CS	Varies	Yes	No	Depends*	Subject to Department discretion

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Rebecca Highland Verified by pdfFiller 07/30/2026 7/30/26

Employee's Signature Date City Administrator Approval Date

8/3/2026

Department Head Approval Date Civil Service Board Resolution # Date

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

CITY OF OAKLAND

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)
- ☐ P – Parental Leave (no pay)
- ☐ CS – Leave from permanent status

Employee Name: Thanita Adams Employee ID# 27506 Date Requested: 7/26/26

Department/Division: Library Permanent Job Title Safety Manager

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

◯ ELDE ◯ Limited Duration ◯ Interim ◯ Non-Civil Service Permanent Appointment

Number of Business Days Requested: 4 From: 7/20/26 To: 7/24/26

Unpaid Leave Taken this year? ◯ Yes ◉ No If yes, what type of leave: SLV

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Parental Leave (no pay)
CS	Varies	Yes	No	Depends*	Subject to Department discretion

* *Additional Information*

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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

Employee's Signature 7/29/26 Date

City Administrator Approval _____ Date _____

Department Head Approval 7/29/26 Date

Civil Service Board Resolution # _____ 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)
- ☐ P – Parental Leave (no pay)
- ☐ CS – Leave from permanent status

Employee Name: Julian Lowe Employee ID# 21720 Date Requested: 07/20/2026

Department/Division: Patrol Permanent Job Title Officer

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 133 From: 07/20/26 To: 01/20/27

Unpaid Leave Taken this year? ☐ Yes ☑ No If yes, what type of leave: _____

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
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Julian Lowe (Jul 20, 2026 14:56:32 PDT) — Employee's Signature — 07/20/2026 — Date

_____ — City Administrator Approval — _____ — Date

James Beere (Jul 20, 2026 15:56:37 PDT) — Department Head Approval — 07/20/2026 — Date

N/A KOP — Civil Service Board Resolution # — 07/22/2026 — Date

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

CITY OF OAKLAND

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)
- ☐ P – Parental Leave (no pay)
- ☐ CS – Leave from permanent status

Employee Name: Azaan Ledbetter Employee ID# 28081 Date Requested: August 17th to August 25th

Department/Division: Fire Permanent Job Title MACRO

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

◯ ELDE ◯ Limited Duration ◯ Interim ◯ Non-Civil Service Permanent Appointment

Number of Business Days Requested: 7 From: August 17th To: August 25th

Unpaid Leave Taken this year? ☒ Yes ◯ No If yes, what type of leave: ANP

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
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A. Ledbetter 8/4/2026
Employee's Signature Date

_____ _____
City Administrator Approval Date

_____ 8/10/26
Department Head Approval Date

_____ _____
Civil Service Board Resolution # Date

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

PORT OF OAKLAND

MEMO

TO: City of Oakland Civil Service Board

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

DATE: August 5, 2026

SUBJECT: Approval of Amendments to the Following Classification Specifications:
Port Permit Coordinator

Creating, amending, and editing classification specifications is critical as the Port endeavors to ensure the Maritime, Aviation, Commercial Real Estate and Utilities business lines are adequately supported and positioned to grow business. The Port's infrastructure and property development rely on effective building and development permit management to keep application and issuance processes running smoothly. In close collaboration with the Engineering and Environmental Divisions, the Port Permit Coordinator serves as the central administrative and technical point of contact for managing building and development permit applications, coordinating reviews across multiple internal departments, ensuring compliance with local, state, and federal codes, and liaising with external regulatory agencies.

To maintain high standards of performance and ensure the successful delivery of projects, the Port has updated the Port Permit Coordinator classification specification. These amendments reflect the Port's ongoing efforts to modernize our classifications to gain better alignment with operational workflows, technical tools, and regulatory requirements.

The International Federation of Professional and Technical Engineers Union, Local 21, was notified of the proposed amendments to the Port Permit Coordinator classification specifications, and the Union does not have any objections to the amendments made.

The Port recommends that the Civil Service Board approve the proposed amendments to the **Port Permit Coordinator** classification specification.

Attachment: Port Permit Coordinator – Track Changes Version
Port Permit Coordinator – Clean Version

PORT PERMIT COORDINATOR

A. CLASS DEFINITION

Under general supervision and direction, the Port Permit Coordinator administers and coordinates a variety of activities relating to the ~~permit application process for Port facilities and building projects~~Port's building and development permit applications and issuance process for all Port tenants and private property owners who would like to alter or develop property in the Port Area. The incumbent serves as the primary point of contact for permit applicants to ensure submitted permit applications are complete and compliant with applicable codes, regulations, and Port policies; facilitates timely reviews and approvals of applications by coordinating reviews with all applicable Port departments; coordinates permit issuance by the Port of Board Commissioners; ~~self~~ performs ~~limited field inspections~~ site visits and coordinates field inspections with Engineering staff,~~;~~ and ~~finalizes permit upon completion of work~~ issues permit approval. The Port Permit Coordinator also advises Port staff on procedures to obtain ~~building/development related~~ permits from public/regulatory agencies, excluding environmental regulatory agencies, and facilitates communication between the Port and other applicable permitting agencies. The Port Permit Coordinator also serves as the Port's liaison with applicable permitting agencies. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification whose incumbent is responsible for the coordination and management of building/development permit applications and issuance of Port Development Permits. Incumbent handles complex permit processing assignments.

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. Serves as the primary point of contact between applicants and Port departments regarding permit requirements, application status, and resolution of review comments.

2. Provides guidance to applicants regarding permit procedures, required documentation, design standards, and fees. Calculates and communicates permit fees.

3. Advises Port staff on obtaining non-Port permits for Port projects. May assist in preparation of non-Port permit applications packages.

4. Serves as the liaison between Port departments and applicable permitting agencies regarding permit requirements, application status, and resolution of review comments for Port Projects.

5. Manages and updates the Port's online permit application system to ensure timeliness of permit application reviews, applicant responses, and permit issuance. Conducts initial screening of development permit applications received by the Port. Monitors and notifies the applicant when Port comments are uploaded and notifies ~~design r~~reviewing Port departments ~~staff~~ when applicant responses are received.

6. Schedules and facilitates pre-application meetings, technical review meetings, and interdepartmental coordination meetings.

~~1.~~7. ~~Negotiates~~ Communicates and enforces terms and conditions of Port Development Permit/building permit ~~building permit~~ approvals with Port tenants and private property

owners in coordination with appropriate Port division representatives on building projects and improvements.

~~2.~~8. Ensures project compliance with building codes and all applicable Port, city, county, state, and federal standards and regulations governing building construction, including Federal Aviation Administration (FAA), Americans with Disabilities Act (ADA), and others; acts as liaison between ~~tenants~~ applicants, City of Oakland, applicable regulatory agencies, and the Port.

~~3.~~9. Administers and coordinates the permit application process, including the monitoring of construction documents and other information associated with the approval of ~~building projects~~development within the Port's jurisdiction.

~~4.~~10. Researches pertinent information for review of permit application by Port staff; secures information from subject matter experts.

~~5.~~11. Conducts ~~special~~ preliminary building permit reviews for ~~unique~~ Port aviation and~~,~~ maritime~~,~~ ~~and intermodal building~~ projects ~~such as ground transportation stations, airport hangers, dock improvements, gate complexes, and waterfront changes~~ to identify required permits.

12. Coordinates and schedules permit review activities, including but not limited to Port departments and ~~with designated parties, specifically including Port internal staff~~ Design Review Committees ~~activities~~; participates in staff committee review and critique of ~~architectural~~ proposed design.

~~6.~~13. Coordinates with the Port's Commercial Real Estate Division and tenants on development within commercial real estate areas such as, but not limited to, Jack London Square.

~~7.~~14. Coordinates the issuance of permits for business and transportation signage.

~~8.~~15. Gathers information on Port facilities standards and Port, city, county, and state building codes, standards, restrictions, regulatory permits, and related ordinances; disseminates such information periodically, as well as information regarding the department's functions and procedures, to Port staff, permit applicants or the general public.

~~9.~~16. Reviews ~~architectural~~ designs, building layouts, and other aspects of the projects against ~~established curr~~Port facilities and ~~federal~~ Federal, ~~state~~State of California, ~~city~~City of Oakland, and Port ~~building~~ codes and standards, restrictions, or ordinances and recommends design changes accordingly.

~~10.~~17. Provides primary technical and professional recommendations to the Port's efforts to comply with requirements of the ADA; serves on Port project management teams for facilities and projects as technical support as the Port's ADA compliance coordinator.

~~11.~~18. Prepares Board letters, ~~letters~~ agendas, staff reports and administrative procedures for Port management review, recommending approval and disposition of permit applications and related matters.

~~12.~~19. Corresponds with permit applicants on the receipt and progress of the application.

~~13.~~20. Monitors and reports ~~and verifies~~ ~~and verifies~~ building projects' status by conducting and coordinating ~~field inspections~~ site visits ~~against blueprints~~ and document progress as needed.

~~14. Coordinates Port permit processing activities with those of the City of Oakland and other relevant agencies; provides assistance to the Port and its tenants in obtaining permits from outside agencies.~~

21. Maintains and updates records on ADA permit applications and related documents.

22. Maintains permit records and compliance documentation in accordance with Port policies.

23. Reviews and updates the Port's Engineering Master Fee Schedule.

24. Improves the existing Port permit application workflows, including streamlining the permitting process, and develops checklists and standard operating procedures for organizational use.

25. ~~Coordinates the Uu~~Updates ~~to~~ the Land Use and Development Code to accommodate permitted use changes, permit process improvements, and other code revisions.

~~15.~~26. Prepares presentation materials, presents/speaks at internal meetings, external public settings, ~~Board or Council meetings,~~ or similar professional settings.

27. Performs other related duties as assigned.

~~16.~~

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:

- Rules and regulations involved in reviewing, accepting, and approving building/development permit applications.
- Principles of architectural design and landscape architectural design.
- Construction terminology.
- Relevant Federal, State of California, City of Oakland, and Port codes and standards, restrictions, or ordinances ~~building codes, ordinances~~ and safety regulations.
- Port operations, procedures and the application of permit requirements to Port activities.
- Federal Aviation Administration (FAA) regulations pertaining to planning and development of aviation facilities.
- Requirements of the Americans with Disabilities Act (ADA) as it pertains to public facilities' access.
- Local City or Municipality planning and permitting processes in the greater San Francisco Bay Area region.
- Customer service principles.
- Project Management principles.
- ~~Land Use Development Codes~~

Ability to:

- Interact effectively and build relationships with the public, relevant agency contacts, Port staff and tenants.

- Organize work, set priorities and exercise sound, independent judgment within established guidelines.
- ~~Operate IBM-compatible PC using word processing, database and spreadsheet software applications.~~Utilize MS Office ~~standard~~ and/or permitting database software, or similar, applications to manage documents and databases.
- Communicate effectively within the job environment both orally and in written form.
- Read, interpret and apply policies, procedures, ordinances, rules and regulations relating to permit applications.
- Research information and collect data required in processing permit applications.
- Read and understand building site plans and ~~blueprints~~specifications.
- Organize, plan and coordinate groups of individual activities involved in permit review.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

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 and other documents. 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 indoors 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 work out of doors in a variety of weather conditions and over paved and non-paved surfaces.

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 equivalent to graduation from an accredited four year college or university with major coursework in planning, architecture, civil engineering, public administration or a related field and three years of increasingly responsible experience in permit processing, planning, zoning, plan checking, building inspection, or engineering work of which at least one year involved providing service to the public. Progressively responsible related technical experience may be substituted for the college coursework on a year for year basis. Experience with Americans with Disabilities Act, ~~City of Oakland permitting,~~ and Federal Aviation Administration compliance is highly desirable.

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.

CLASS CODE:	10499
STANDARD HOURS-DAY/WEEK:	7.5/day - 37.5/week
CS STATUS:	Classified
FLSA:	Exempt
Classification Created: (Port Ordinance)	April 2, 1996 (3310)
Job Specification revised	XXXX XX, 2026 (Civil Service Board)

PORT PERMIT COORDINATOR

A. CLASS DEFINITION

Under general supervision and direction, the Port Permit Coordinator administers and coordinates a variety of activities relating to the Port's building and development permit applications and issuance process for all Port tenants and private property owners who would like to alter or develop property in the Port Area. The incumbent serves as the primary point of contact for permit applicants to ensure submitted permit applications are complete and compliant with applicable codes, regulations, and Port policies; facilitates timely reviews and approvals of applications by coordinating reviews with all applicable Port departments; coordinates permit issuance by the Port of Board Commissioners; performs site visits and coordinates field inspections with Engineering staff, and issues permit approval. The Port Permit Coordinator also advises Port staff on procedures to obtain permits from public/regulatory agencies, excluding environmental regulatory agencies, and facilitates communication between the Port and other applicable permitting agencies. The Port Permit Coordinator also serves as the Port's liaison with applicable permitting agencies. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification whose incumbent is responsible for the coordination and management of building/development permit applications and issuance of Port Development Permits. Incumbent handles complex permit processing assignments.

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. Serves as the primary point of contact between applicants and Port departments regarding permit requirements, application status, and resolution of review comments.

2. Provides guidance to applicants regarding permit procedures, required documentation, design standards, and fees. Calculates and communicates permit fees.

3. Advises Port staff on obtaining non-Port permits for Port projects. May assist in preparation of non-Port permit applications packages.

4. Serves as the liaison between Port departments and applicable permitting agencies regarding permit requirements, application status, and resolution of review comments for Port Projects.

5. Manages and updates the Port's online permit application system to ensure timeliness of permit application reviews, applicant responses, and permit issuance. Conducts initial screening of development permit applications received by the Port. Monitors and notifies the applicant when Port comments are uploaded and notifies reviewing Port departments when applicant responses are received.

6. Schedules and facilitates pre-application meetings, technical review meetings, and interdepartmental coordination meetings.

7. Communicates and enforces terms and conditions of Port Development Permit/building permit approvals with Port tenants and private property owners in coordination with appropriate Port division representatives on building projects and improvements.

8. Ensures project compliance with building codes and all applicable Port, city, county, state, and federal standards and regulations governing building construction, including Federal Aviation Administration (FAA), Americans with Disabilities Act (ADA), and others; acts as liaison between applicants, City of Oakland, applicable regulatory agencies, and the Port.

9. Administers and coordinates the permit application process, including the monitoring of construction documents and other information associated with the approval of development within the Port's jurisdiction.

10. Researches pertinent information for review of permit application by Port staff; secures information from subject matter experts.

11. Conducts preliminary building permit reviews for Port aviation and maritime projects to identify required permits.

12. Coordinates and schedules permit review activities, including but not limited to Port departments and Design Review Committees; participates in staff committee review and critique of proposed design.

13. Coordinates with the Port's Commercial Real Estate Division and tenants on development within commercial real estate areas such as, but not limited to, Jack London Square.

14. Coordinates the issuance of permits for business and transportation signage.

15. Gathers information on Port facilities standards and Port, city, county, and state building codes, standards, restrictions, regulatory permits, and related ordinances; disseminates such information periodically, as well as information regarding the department's functions and procedures, to Port staff, permit applicants or the general public.

16. Reviews designs, building layouts, and other aspects of the projects against Federal, State of California, City of Oakland, and Port codes and standards, restrictions, or ordinances and recommends design changes accordingly.

17. Provides primary technical and professional recommendations to the Port's efforts to comply with requirements of the ADA; serves on Port project management teams for facilities and projects as technical support as the Port's ADA compliance coordinator.

18. Prepares Board letters, agendas, staff reports and administrative procedures for Port management review, recommending approval and disposition of permit applications and related matters.

19. Corresponds with permit applicants on the receipt and progress of the application.

20. Monitors and reports building projects' status by conducting and coordinating site visits and document progress as needed.

21. Maintains and updates records on ADA permit applications and related documents.

22. Maintains permit records and compliance documentation in accordance with Port policies.

23. Reviews and updates the Port's Engineering Master Fee Schedule.

24. Improves the existing Port permit application workflows, including streamlining the permitting process, and develops checklists and standard operating procedures for organizational use.

25. Updates the Land Use and Development Code to accommodate permitted use changes, permit process improvements, and other code revisions.

26. Prepares presentation materials, presents/speaks at internal meetings, external public settings, or similar professional settings.

27. 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:

- Rules and regulations involved in reviewing, accepting, and approving building/development permit applications.
- Principles of architectural design and landscape architectural design.
- Construction terminology.
- Relevant Federal, State of California, City of Oakland, and Port codes and standards, restrictions, or ordinances and safety regulations.
- Port operations, procedures and the application of permit requirements to Port activities.
- Federal Aviation Administration (FAA) regulations pertaining to planning and development of aviation facilities.
- Requirements of the Americans with Disabilities Act (ADA) as it pertains to public facilities' access.
- Local City or Municipality planning and permitting processes in the greater San Francisco Bay Area region.
- Customer service principles.
- Project Management principles.

Ability to:

- Interact effectively and build relationships with the public, relevant agency contacts, Port staff and tenants.
- Organize work, set priorities and exercise sound, independent judgment within established guidelines.
- Utilize MS Office and/or permitting database software, or similar, applications to manage documents and databases.
- Communicate effectively within the job environment both orally and in written form.
- Read, interpret and apply policies, procedures, ordinances, rules and regulations relating to permit applications.
- Research information and collect data required in processing permit applications.
- Read and understand building site plans and specifications.
- Organize, plan and coordinate groups of individual activities involved in permit review.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

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 and other documents. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

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CITY OF OAKLAND

Civil Service Board Meeting Minutes
July 16, 2026

Date: July 16, 2026

Open Session: 5:30 p.m.

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

Board Members:	Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez;
Staff to the Board:	Jennifer Benford; Alaric Degrafinried; Swen Ervin Mary Hao, HRM Director/Secretary to the Board Amber Lytle, Human Resources Manager/Staff to the Board Mario Goldsby, HR Technician/Staff to the Board Ellaine Reyes, Supervising Personnel Operations Analyst/Staff to the Board Palomar Sanchez, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:
https://us02web.zoom.us/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9Pl6TOuHy.1

Passcode: CSB2026

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Webinar ID: 847 7008 1425 Passcode: 8666148

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PROVIDE PUBLIC COMMENT

Public comment may be submitted in the following ways, within the time allotted for each eligible agenda item:

• Submit written comment in advance:

Email your comment, full name, and the agenda item number to CivilService@oaklandca.gov no later than one (1) hour before the posted meeting time. All timely submissions will be shared with the Civil Service Board prior to the meeting.

• Complete a speaker card during the meeting.

• Raise your hand on Zoom during public comment, and staff will call on you to speak for the time allotted by the Chair.

Roll Call

The roll call was conducted, and it was noted that the following Board members were present:

Present:

- Chairperson Brown
- Member Degrafinried
- Member Ervin
- Member Benford

Absent:

- Vice Chair Gonzalez

1) Public Comment

Comments on all agenda items will be taken at this time. Comments for items not on the agenda will be taken during open forum.

1 Speaker.

Jennifer Foster, President of Local 21 A&W Chapter. Jennifer commented on New Business agenda item 6c. Jennifer noted that the chapter had not been notified by Human Resources on the classifications. The union wants the positions to remain part of the bargaining unit. Jennifer stated the union wanted Human Resources to initiate a meet and confer with the union to discuss the changes. Jennifer stated it was important that the affected employees not be excluded or exempted from Civil Service without dialogue with their current representational unit. Jennifer hoped the Civil Service Board will encourage a meet and confer process.
Jennifer commented on Old Business agenda item 5c, regarding TCSEs and ELDEs. Jennifer urged the city to focus on hiring permanent classified staff and asked the Board to encourage that process.

2) Approval of July 16, 2026 Civil Service Board Meeting Agenda (Action)

45332 Member Degrafinried motioned to approve the July 16, 2026 Civil Service Board Meeting Agenda, seconded by Member Ervin.

3) Updates, Secretary to the Board (Information)

- Human Resources Director Mary Hao reported that Human Resources has just one position to fill in the public safety recruitment team and thanked Ellaine Reyes and Amber Lytle for their efforts.

- Director Hao reported that the Human Resources department has begun to automate paper forms and paper processes using a module of NeoGov (the city's applicant tracking system) called eForms. Two forms have been transitioned to eForms: the Citywide Photo ID request form and the NeoGov access request form.

- Member Degrafinried asks if the eForm for photo ID will be used only in the Human Resources Department or citywide. Director Hao clarified the process will be citywide.

4) Consent Calendar (Action)

a) Approval of Provisional Appointments (2)
- Head Start Program Coordinator
- Facilities Coordinator

b) Approval of Employee Requests for Leave of Absence (7)

- Department of Transportation (1)
- Department of Violence Prevention (2)
- Human Resources Management (1)
- Information Technology Department (1)
- Oakland Public Library (2)

c) Approval of Revised Classification Specification (2)
- Veterinarian
- Principal Inspection Supervisor

Regarding item 4b, Member Ervin noted that number of days do not match the

date duration on Jennifer Romero's leave of absence form. Director Hao replied that that level of detail is not currently available but can provide clarification. Chair Brown noted that there can be a future conversation in suggesting additional information that can be added to the Leave of Absence form.

45333 Member Ervin moved to approve the consent calendar seconded by Member Degrafinried.

Votes: Board Member Ayes: – Brown, Degrafinried, Erwin, Benford

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gonzalez

5) Old Business

a) Approval of the May 21, 2026, Civil Service Board Meeting Minutes **(Action)**

45334 Member Benford moved to approve the May 21, 2026 Civil Service Board Meeting Minutes, Member Ervin seconded.

Votes: Board Member Ayes: – Brown,
Degrafinried, Ervin, Benford
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Gonzalez

Parliamentary Palomar Sanchez asked for confirmation of Chair Brown's vote. Chair Brown confirmed.

b) Determination of Schedule of Outstanding Board Items **(Information)**

- **Director Hao noted that there will be a hearing in August, September, and October.**
- **Director Hao noted that the matter from the Port of Oakland is still pending as the parties continue to work things out.**
- **Chair Brown asked for confirmation that the tentative hearing dates are still correct.**

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)**

- **Human Resources Director Mary Hao provided the Board with the monthly update regarding Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs). Director Hao noted that errors were found in the report after publishing. The Board and attending public were provided with an updated report which will be published in August's agenda packet to amend the record. The original report stated that none of the ELDEs were out of compliance whereas there are five ELDEs out of compliance – four in Human Services and one in Transportation. The Assistant Director of Human Services was present for any questions.**

- **Chair Brown asked if there is a plan for correcting the four non-compliant ELDEs in Human Services. Assistant Director of Human Services, Lea Lakes, responded that all the non-compliant positions have been addressed. One position's requisition is being processed. Two ELDEs have now been hired as provisional positions. One ELDE was let go on July 3rd, 2026 as that position was out of compliance.**

6) New Business

a) Approval of Request for Exemption from Civil Service and Approval of New Classification for: Constitutional Policing Administrator **(Action)**

- **Principal Human Resources Analyst, Jaime Pritchett, reported that this item for Constitutional Policing Administrator is being reintroduced from the May 21, 2026 Civil Service Board meeting. During the May 21st meeting, the Board raised questions regarding the position's minimum qualifications. Since that meeting, Pritchett noted that the department conducted an exhaustive review of survey data and the data**

demonstrated that with similar positions, on average, a bachelor's degree and 4-5 years of experience was required, which is in alignment with the City's requirement of a bachelor's degree and 5 years of experience. Based on the Board's input, proposed language has been added to the amended classification stating the desirable qualification of and advanced degree.

- **Chair Brown stated that the amendment addresses the Board's concerns.**

45335 Member Degrafinried moved to approve the Request for Exemption from Civil Service and Approval of New Classification for: Constitutional Policing Administrator. Member Ervin seconded the motion.

Votes: Board Member Ayes: – Brown, Degrafinried
Ervin, Benford
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Gonzalez

b) Approval of Request for Exemption from Civil Service of New Temporary Appointment Classification for Exempt Limited Duration Employee (80-hour) **(Action)**

- **Principal Human Resources Analyst, Jaime Pritchett, introduced this item to approve the proposed exemption from Civil Service and creation of new temporary appointment classification for Exempt Limited Duration Employee (80-hour). This would distinguish the classification from the existing Exempt Limited Duration Employee (ELDE) classification that covers 75-hour jobs. Per Civil Service Rule 5.06, ELDEs are used with limited funding cycles or special projects that last 6 months up to a year, or when the duties of a classification have not been fully defined.**
- **ELDEs are now being used for classifications that cover 80-hour jobs (40 hours per week). Historically, ELDEs had only been used in positions that cover 75-hour jobs (37.5 hours per week). Payroll brought this to HR's attention. In order to prevent issues in the financial reporting system, the board is asked to approve a complementary ELDE that is a companion to the existing 37.5-hour version.**
- **Jaime Pritchett notes there is no job description for Exempt Limited Duration Employee (80-hour) as it needs to be comparable with existing classifications. The language of Civil Service Rule 5.06 is included in lieu of a job specification.**
- **Member Benford asked if this is the right thing to do to execute other policies – payroll or otherwise. She asked what would happen if this position were not created. Jaime Pritchett responded that Payroll stated there is not an easy way to account for the additional 2.5 hours that are being worked and thus it can't be fit into the existing 37.5-hour structure. Departments need the additional 2.5 hours for operational needs. Pritchett noted this is the best solution found.**

- **Chair Brown asked if this is both a payroll issue and a budgeting issue. Human Resources Manager, Amber Lytle, responded that currently an ELDE working 40 hours in a 37.5-hour ELDE position is being paid overtime for the additional 2.5 hours that their permanent employee counterparts are working.**
- **Member Erwin commented that the correct remedy would be to re-program payroll processing but acknowledged this may not be possible at this time. Amber Lytle responded clarifying that the city's payroll system does not designate an employee as an ELDE. The employee is in the ELDE classification. This is why it cannot be coded separately per classification.**
- **Member Benford asked why the Board is being tasked with voting on a business process. Jaime Pritchett responded that the Civil Service Board has governance over the classification plan and all classification titles contained therein are under the Board's purview.**

45336 Member Ervin moved to approve the Request for Exemption from Civil Service of New Temporary Appointment Classification for Exempt Limited Duration Employee (80-hour). Member Benford seconded.

Votes: Board Member Ayes: – Brown, Degrafinried
Ervin, Benford
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Gonzalez

c) Approval of Request for Exemption from Civil Service and Approval of New Classification for: Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, Employee and Labor Relations Analyst **(Action)**

- **Principal Human Resources Analyst, Jaime Pritchett, introduced the proposal for new classifications of Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, Employee and Labor Relations Analyst. Jaime reported that the Employee Relations division has not had these three classifications. Currently, the unit is staffed by a Principal Employee Relations Analyst. Historically, there were some Senior Employee and Labor Relations Analysts. Those classifications were created in 2013. There was also an Administrative Assistant II (Confidential) that had been used until a year ago.**
- **Jaime noted that creating these three positions is an effort to grow capacity from within. Creating a Technician position would also provide technical support. All three classifications have gone to City Council. Jaime noted that having these positions be exempt from Civil Service would help avoid conflict of interest during labor negotiations.**

- **City Council Resolutions 91246, 91247, 91248 are the approved resolutions from City Council to recommend these classifications for exemption.**
- **Chair Brown asked if the classifications created in 2013 were represented by IFPTE Local 21. Jaime Pritchett responded that both the positions were unrepresented.**
- **Chair Brown asked if the classifications in 2013 had the same title. Jaime responded that Principal Employee Relations Analyst position and Senior Employee Relations Analyst positions were created in 2013.**
- **Chair Brown asked for clarification on why the class specs for the existing Principal and Senior classifications weren't updated. Amber Lytle clarified that a classification series is being created. Creating a career ladder of the proposed positions would aid in allowing career growth in the division.**
- **Member Degrafinried asked if there is work not currently being done. And if the work is being completed, are those positions represented. Human Resources Manager, Nora Knapp, responded that prior to an ELDE in use, an Administrative Analyst II (Confidential) that was represented was used. Nora noted that Employee Relations-specific roles are needed and that they should be confidential due to sensitive work in legal and labor relation negotiation strategy.**
- **Human Resources Manager, Amber Lytle, noted that the Employee Relations Technician specification would perform work at a higher level than allowed by an Administrative Assistant II.**

45337 Member Ervin moved to approve the Request for Exemption from Civil Service and Approval of New Classification for: Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, Employee and Labor Relations Analyst

Votes: Board Member Ayes: – Brown, Ervin, Benford
Board Member Noes: Degrafinried
Board Member Abstentions: None
Board Members Absent: Gonzalez

d) Quarterly Updates Report per Section 3.04 (f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") providing status of all classification studies currently under review **(Information)**

Principal Human Resources Analyst, Jaime Pritchett presented the Quarterly Updates report. Jaime reported that two classifications studies were completed and one was cancelled due to the promotion of the employee. There was one new classification study request this quarter. There are eleven active studies in total. There was progress on the backlog of requests: two completed, one in progress, two were being finalized for release later in July, two were in drafting the finding stages to be released in early August.

Jaime Pritchett also presented on classification specification items from this quarter. Two were completed, one cancelled, seven on the docket for this meeting, twenty-three are pending with the union, seventy-six are active, two pending. The running total was one hundred eleven.

7) Open Forum

1 Speaker
Jessica Cry, IFPTE Local 21 Representative

- **Jessica expressed disappointment on item Agenda item 6c. Jessica noted that bargaining does not occur year-round or every year and there are represented employees involved in the grievance process already. She commented that issues are often handled informally and do not escalate to Employee Relations. Jessica also noted that there are similar classifications that are represented in neighboring jurisdictions. Local 21 will move forward with City Council but Jessica expressed disappointment that there was not a meeting to confer with the impacted union.**
- **Chair Brown asked what the Board decided on the current Leave of Absence form. Member Ervin suggested noting full-time or part-time status on the form. Amber Lytle responded that the feedback will be incorporated in a new eForm. Director Hao asked if medical leaves should be brought before the Board and if the Board wanted to consider a change in process. Member Benford asked if there is added value to the Board weighing in. Director Hao stated that due to the Board's schedule and timing of requested Leaves of Absence, there is not value added.**
- **Parliamentary Palomar Sanchez recommended that Open Forum is not the place for discussing non-agenda items. Chair Brown suggested the matter be brought as an agenda item for a future meeting.**

8) Adjournment

45338 Member Degrafinried moved to adjourn. Member Benford Seconded.

Votes: Board Member Ayes: – Brown, Ervin, Benford, Degrafinried
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Gonzalez

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 20, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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ELDE AND TCSE SUMMARY

Exempt Limited Duration Employees (ELDE)	
Closed This Period	*8*
New This Period	5
Compliant	51
Non-Compliant	5
ELDE Total	**61**
Temporary Contract Service Employees (TCSE)	
Closed This Period	*6*
New This Period	2
Compliant	49
Non-Compliant	0
TCSE Total	**51**
TOTAL ELDE & TCSE	**112**

EXEMPT LIMITED DURATION EMPLOYEES

CLOSED THIS PERIOD 8

Department	Employee Name	Organization	Type	Job Start Date
Department of Transportation	Bass, Sidney William	35341 - Parking Meter Collectors	ELDE	11/8/2025
Finance Department	Gonzales, Christopher Ian Juan	08121 - Finance and Management: Payroll	ELDE	6/21/2025
Human Resources Management Department	Butler, Alanna Chanell	05211 - Employment and Classification Unit	ELDE	1/31/2026
Human Resources Management Department	Finney, Jasmine Lee-Ana	05211 - Employment and Classification Unit	ELDE	4/25/2026
Human Resources Management Department	Goldsby, Mario Dierre	05211 - Employment and Classification Unit	ELDE	4/27/2026
Human Resources Management Department	Lugo, Susana	05621 - Risk Management	ELDE	1/31/2026
Oakland Parks & Recreation Department	Feng, Zhuanyun	501210 - Budget and Fiscal	ELDE	10/25/2025
Office of the City Attorney	Bernier, Gwendolyn Valerie	04111 - City Attorney Administration Unit	ELDE	12/8/2025

NEW THIS PERIOD 5

Department	Employee Name	Organization	Type	Job Start Date
Finance Department	Calilan, Edlyn Leah	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Finance Department	Colden, Anthony James	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Finance Department	Lugo, Susana	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Human Resources Management Department	Carrasco, Ana Manuela	05211 - Employment and Classification Unit	ELDE	6/6/2026
Oakland Public Works Department	Ford, Robert Charles	30652 - Landscape Maintenance	ELDE	6/6/2026

COMPLIANT 51

Department	Employee Name	Organization	Type	Job Start Date
City Administrator's Office	Collins McMurray, Amauri Charles	02141 - Homelessness	ELDE	1/31/2026
City Administrator's Office	Kaplan, Rebecca Dawn	02111 - City Administrator: Administration Unit	ELDE	9/27/2025
City Administrator's Office	Nettles, Ernestine	02111 - City Administrator: Administration Unit	ELDE	9/13/2025
Department of Transportation	Banks, Dina Nicole	35351 - Parking Citations Assistance Center	ELDE	5/9/2026
Department of Transportation	Cerna, Bernabe Esquivel	35224 - Great Streets Maintenance Concrete and Guardrails	ELDE	2/14/2026
Department of Transportation	Christian, Ira M.	35311 - Parking Management Admin	ELDE	4/25/2026
Department of Transportation	Jue, Lisa	35211 - Great Streets Delivery Admin	ELDE	12/6/2025
Department of Transportation	Lee, Danita R	35311 - Parking Management Admin	ELDE	5/9/2026
Department of Transportation	Pho, Saman	35224 - Great Streets Maintenance Concrete and Guardrails	ELDE	2/14/2026
Department of Transportation	Wallace, Jason Neil	35211 - Great Streets Delivery Admin	ELDE	12/6/2025
Department of Workplace and Employment Standards	Chan, Sau J.	67411 - Compliance	ELDE	10/11/2025

Department	Employee Name	Organization	Type	Job Start Date
Department of Workplace and Employment Standards	Le, Kim Hong Thi	67411 - Compliance	ELDE	3/14/2026
Department of Workplace and Employment Standards	Moreno Van Maren, Maria Elena	67211 - Workplace Standards	ELDE	4/11/2026
Finance Department	An, Charlie	08121 - Finance and Management: Payroll	ELDE	3/14/2026
Finance Department	Dinesh, Vijayalakshmi	08121 - Finance and Management: Payroll	ELDE	3/28/2026
Finance Department	Fleming, Valarie Thibodeaux	08121 - Finance and Management: Payroll	ELDE	3/28/2026
Finance Department	Shaw, Christina	08721 - Treasury Operations Unit	ELDE	4/11/2026
Finance Department	Tran, Paul Cao Sinh	08721 - Treasury Operations Unit	ELDE	2/28/2026
Fire Department	Risker, Tina Liao	20914 - MACRO	ELDE	7/15/2025
Housing & Community Development Department	Hauswald, Sasha	89929 - Housing Development	ELDE	4/11/2026
Human Resources Management Department	Antol, Melinda	05211 - Employment and Classification Unit	ELDE	4/25/2026
Human Resources Management Department	De Guzman, Marijess	05211 - Employment and Classification Unit	ELDE	4/11/2026
Human Resources Management Department	Delgado, Jeanette	05311 - Employee Labor Relations	ELDE	1/3/2026
Human Resources Management Department	Reyes, Ellaine L.	05211 - Employment and Classification Unit	ELDE	1/3/2026
Human Resources Management Department	Williams, Briahna Blaire	05311 - Employee Labor Relations	ELDE	8/16/2025
Human Services Department	Friberg, Annie F.	78199 - DHS Fiscal Unit	ELDE	10/11/2025
Human Services Department	Galbraith, Angela Michelle	75631 - Senior Center Unit	ELDE	10/11/2025
Human Services Department	Lakes, Lea Mary	78111 - DHS Administration Unit	ELDE	5/23/2026
Human Services Department	Steelman, Misty Lynn	75631 - Senior Center Unit	ELDE	10/25/2025
Human Services Department	Troye, Kaya Morgan	75231 - Multipurpose Senior Service Program Unit	ELDE	8/2/2025
Oakland Parks & Recreation Department	Seneca, Matthew Jane	501110 - Directors Unit	ELDE	9/27/2025
Oakland Public Library	Johnson-Hagler, Meris Jade	61133 - Community Relations	ELDE	1/21/2026
Oakland Public Works Department	Ahmed, Abdulmokith Albdulgabar	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Eskridge Jr, Cleon Lamonte	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Henry Jr, Marcus Onterio	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Huffstutler, Seth Michael	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Mitchell, Damareay Leviyon	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Pena Zamudio, Ignacio	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Vargas, Roberto Jesus	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Wells, Ryckesha	30211 - Engineering and Construction - Administration	ELDE	8/2/2025
Office of the City Clerk	Shieh, Terry	03211 - KTOP Operations	ELDE	5/9/2026
Office of the Mayor	Bardakian, Kimberly Claire	01111 - Mayor - Administration Unit	ELDE	8/2/2025
Planning & Building Department	Evans, Damonte Lamone	84454 - Inspections: Neighborhood Preservation	ELDE	9/27/2025
Planning & Building Department	Pineda, Hulises Jesus	84454 - Inspections: Neighborhood Preservation	ELDE	10/11/2025
Planning & Building Department	San Nicolas, Evan Jay Najera	84454 - Inspections: Neighborhood Preservation	ELDE	9/27/2025
Police Commission	Trammell, Cynthia	66211 - Community Police Review Agency	ELDE	1/31/2026

Department	Employee Name	Organization	Type	Job Start Date
Police Department	Jointer, Annette Rochelle	108630 - Ceasefire	ELDE	11/22/2025
Public Ethics Commission	Thorsen, Niels Helvig	65111 - Public Ethics Commission	ELDE	5/9/2026
Violence Prevention Administration	Bey, Aseelah Jahwahir	70311 - Violence Prevention: Direct Practice	ELDE	5/23/2026
Violence Prevention Administration	Emerson, Cedrick	70111 - Violence Prevention: Administration	ELDE	5/9/2026
Violence Prevention Administration	Thomas, Vanetta Marie	70111 - Violence Prevention: Administration	ELDE	9/27/2025
		NON-COMPLIANT		**5**

Department	Employee Name	Organization	Type	Job Start Date
Human Services Department	Black, Tracey M.	78231 - HS Classroom & Seasonal	ELDE	11/25/2023
Human Services Department	Ho, Sing-Yuet	78111 - DHS Administration Unit	ELDE	2/17/2024
Human Services Department	Molina, Erika Marie	78235 - HS Central Office Administration	ELDE	2/15/2025
Department of Transportation	Raphael, Craig Richard	35231 - Street Lighting Admin	ELDE	4/12/2025
Human Services Department	Bateson, Elizabeth Reynolds	78232 - Head Start - Central Office Program	ELDE	4/12/2025
		ELDE GRAND TOTAL		**61**

TEMPORARY CONTRACT SERVICE EMPLOYEES

CLOSED THIS PERIOD 6

Department	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
Economic & Workforce Development Department	Leifheit, Alexis A	85511 - Cultural Arts & Marketing	TCSE	Prior PERS Temp Part Time	12/20/2025	N/A
Human Resources Management Department	Boxdell, Ashley J	05511 - Human Resource Development Unit	TCSE	Prior PERS Temp Part Time	8/31/2024	N/A
Human Services Department	Cozart, Sherita Renee	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	9/13/2025	N/A
Human Services Department	Hatcher Jr., Lucius	78199 - DHS Fiscal Unit	TCSE	PERS Annuitant	7/1/2025	N/A
Human Services Department	Williams-Reynolds, Marilyn	78231 - HS Classroom & Seasonal	TCSE	PERS Annuitant	10/14/2023	N/A
Public Ethics Commission	Thorsen, Niels Helvig	65111 - Public Ethics Commission	TCSE	TPT Temporary Part-Time	10/11/2025	N/A

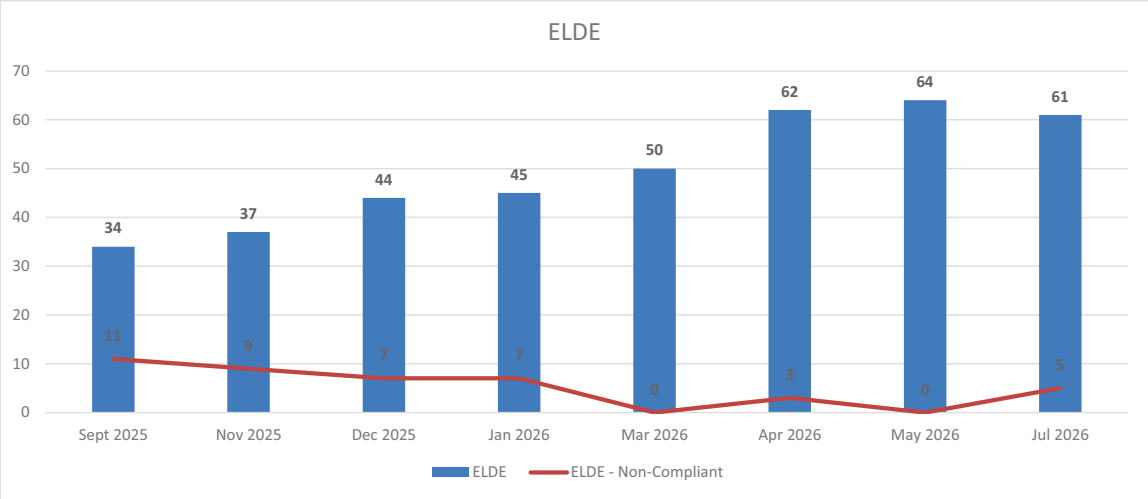
NEW THIS PERIOD 2

Department	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
Economic & Workforce Development Department	Wright, Angela Carol	85231 - Real Estate	TCSE	PERS Annuitant	6/6/2026	12
Human Services Department	Jacobs, Jacqueline Marilyn	78361 - CSBG - Admin	TCSE	TPT Temporary Part-Time	7/4/2026	16

COMPLIANT 49

Department	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
Animal Services	Cardott, Linda Kay	62111 - Animal Services	TCSE	TPT Temporary Part-Time	1/6/2024	0
City Administrator's Office	Boyd, Karen L.	02112 - Communications & Media	TCSE	PERS Annuitant	1/31/2026	2
City Administrator's Office	Edgerly, Deborah Ann	02111 - City Administrator: Administration Unit	TCSE	PERS Annuitant	11/23/2024	28.5
City Council	Lopes, Joyce M	00011 - Council Administration Unit	TCSE	PERS Annuitant	10/4/2016	0
Department of Transportation	Calabrese, Christine	35244 - Neighborhood Traffic Safety	TCSE	PERS Annuitant	8/16/2025	0
Department of Transportation	Smith, Anthony L.	35242 - Complete Streets Maintenance	TCSE	PERS Annuitant	2/14/2026	8
Department of Transportation	Wlassowsky Jr, Wladimir	35219 - Structures & Emergency Response	TCSE	PERS Annuitant	11/9/2024	5
Department of Transportation	Womack, James D.	35232 - Street Lighting Engineering	TCSE	PERS Annuitant	3/16/2025	2.5
Economic & Workforce Development Department	Hillmer, Jens Hans Helmut	85221 - Project Implementation: Staffing	TCSE	PERS Annuitant	2/15/2025	8
Economic & Workforce Development Department	Lane, Patrick S	85221 - Project Implementation: Staffing	TCSE	PERS Annuitant	8/5/2023	0
Economic & Workforce Development Department	Laws, Jerl Lamont	85411 - Economic Development	TCSE	TPT Temporary Part-Time	3/14/2026	22.5
Finance Department	Bonner, Rytonya E.	08441 - Revenue Collections Unit	TCSE	PERS Annuitant	10/25/2025	0
Finance Department	Mazyck, Janice Sonia	08111 - Finance and Management: Administration	TCSE	PERS Annuitant	7/1/2025	0
Finance Department	Stoglin, Sheila L.	08431 - Business License Tax Unit	TCSE	PERS Annuitant	8/2/2025	0
Finance Department	Treglown, Donna	08211 - Accounting Administration Unit	TCSE	PERS Annuitant	6/18/2018	2
Finance Department	Walston, Valarie Lynn	08121 - Finance and Management: Payroll	TCSE	PERS Annuitant	10/28/2023	0
Finance Department	Yen, Hsuchun	08121 - Finance and Management: Payroll	TCSE	Prior PERS Temp Part Time	11/9/2024	2
Fire Department	Nicolas, Christian	20816 - Fire - Support & Services Unit	TCSE	TPT Temporary Part-Time	5/23/2026	16
Fire Department	White, Darin M	20311 - Fire Marshals Office Unit	TCSE - Sworn	PERS Annuitant	7/19/2025	0
Human Services Department	Avilez Zarate, Judith	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	9/27/2025	3
Human Services Department	Benson, Ishanae Niesha Mia	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	10/26/2024	0
Human Services Department	Diep, My Di	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	8/16/2025	22.5
Human Services Department	Dion, Michel	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	10/26/2024	0
Human Services Department	Hartington, Samantha Hartington	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	9/13/2025	14
Human Services Department	Price, Daviante Rodney	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	10/11/2025	0

Department	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
Human Services Department	Wilson, Sherline Wilson	78231 - HS Classroom & Seasonal	TCSE	PERS Annuitant	9/13/2025	8
Information Technology Department	MacLeod, Robert Bower	46351 - Geographical Information Systems	TCSE	PERS Annuitant	10/30/2021	4
Information Technology Department	Messac, Patrick Alain	46331 - Systems Operations	TCSE	TPT Temporary Part-Time	7/1/2025	6
Oakland Public Works Department	Hightower Sr., Albert	30553 - Facilities: Hall of Justice Complex	TCSE	PERS Annuitant	3/30/2024	0
Oakland Public Works Department	Hutchins, Thomas Lee	30652 - Landscape Maintenance	TCSE	PERS Annuitant	2/18/2023	0
Oakland Public Works Department	Law, Allen	30533 - Sewer System Maintenance	TCSE	PERS Annuitant	1/18/2025	0
Oakland Public Works Department	Vargas Jr, Abel	30533 - Sewer System Maintenance	TCSE	PERS Annuitant	10/14/2023	0
Office of the City Attorney	Rossi, Daniel	04411 - Affirmative Litigation	TCSE	PERS Annuitant	9/8/2020	9
Office of the City Auditor	Kaltenbrunner, Paula V	07111 - City Auditor Unit	TCSE	TPT Temporary Part-Time	4/25/2026	8
Office of the Mayor	Freeman, Phillip W	01111 - Mayor - Administration Unit	TCSE	PERS Annuitant	12/6/2025	0
Planning & Building Department	Kato, Janice Junko	84421 - Engineering: Permit Center	TCSE	PERS Annuitant	10/15/2022	6
Planning & Building Department	Rex, Diana Lynn	84111 - Admin: Planning, Building & Neighborhood Preserv	TCSE	PERS Annuitant	10/29/2022	0
Police Department	Cave Jr, John C	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	9/13/2025	0
Police Department	Hicks, Mark R.	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	3/18/2023	16
Police Department	Johnson, Carmen Annette	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/6/2024	2
Police Department	Lau, Peter Chin Pang	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	8/19/2023	0
Police Department	Lighten, Ronald R	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/6/2024	7
Police Department	O'Reilly, John P	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	9/13/2025	0
Police Department	Pressnell, Edward D	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/6/2024	14
Police Department	Thomas, Mark Darren	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	3/4/2023	0
Police Department	Thompson, Michael Wayne	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	5/9/2026	5
Police Department	Williams, Pamela	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	3/4/2023	0
Police Department	Wood, Jeffrey Clayton	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	4/11/2026	0
Public Ethics Commission	Chowdhary, Bhawna	65111 - Public Ethics Commission	TCSE	TPT Temporary Part-Time	10/11/2025	22.5
					NON-COMPLIANT	0
Department Name	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
					TCSE GRAND TOTAL	51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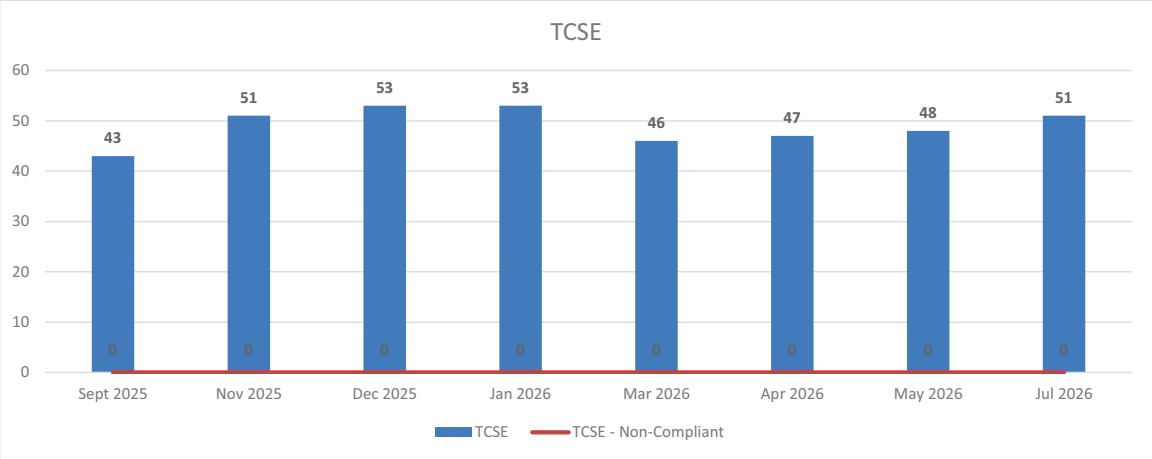
ELDE - Non-Compliant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Jul 2026
TCSE
TCSE - Non-Compliant

CITY OF OAKLAND

Civil Service Board Appeals and Hearing Calendar

Pending List- August 2026

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes and Next Steps
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 - Type and Scope of Competitive Examination	Pending	
DOT-2026-AP03	Department of Transportation	Oakland Public Works	10.03-Appeal of Termination	8/20/2026	
OFD-2024-AP04	Fire Fighter	Oakland Fire Department	9.08 - Separation Due to Absence Without Leave	09/17/2026	
OPD-2026-AP04	Police Communications Dispatcher	Oakland Police Department	10.03 - Appeal of Termination	Pending	

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPD-2026-AP02	Police Communications Dispatcher	Oakland Police Department	Issuance of Decision	03/16/26	

CITY OF OAKLAND

Civil Service Board Appeals and Hearing Calendar

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

August 20, 2026

CITY OF
OAKLAND

STAFF REPORT

DATE: August 20, 2026

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Mary Hao, 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 July 16, 2026 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 one hundred and sixteen (116) employees were in the TCSE (16), TCSE/Annuitant (35), and ELDE (65) categories as of pay period ending July 31, 2026. Of the those, four (4) 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 one hundred and sixteen (116) temporary assignments, there are four (4) reported as out of compliance with Rule 5.06.

RECOMMENDATION

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

For questions regarding this report, please contact Assistant Human Resources Director Mary Hao (510) 238-6338.

Attachments:
A. TCSE/ELDE Report: For Payroll Period Ending July 31, 2026.
B. TCSE/ELDE Compliance Trend Chart.

ELDE AND TCSE SUMMARY

Exempt Limited Duration Employees (ELDE)	
Closed This Period	*4*
New This Period	8
Compliant	53
Non-Compliant	4
ELDE Total	**65**
Temporary Contract Service Employees (TCSE)	
Closed This Period	*1*
New This Period	1
Compliant	50
Non-Compliant	0
TCSE Total	**51**
TOTAL ELDE & TCSE	**116**

EXEMPT LIMITED DURATION EMPLOYEES

CLOSED THIS PERIOD 4

Department	Employee Name	Organization	Type	Job Start Date
Finance Department	Dinesh, Vijayalakshmi	08121 - Finance and Management: Payroll	ELDE	3/28/2026
Human Resources Management Department	Delgado, Jeanette	05311 - Employee Labor Relations	ELDE	1/3/2026
Human Services Department	Ho, Sing-Yuet	78111 - DHS Administration Unit	ELDE	2/17/2024
Human Services Department	Bateson, Elizabeth Reynolds	78232 - Head Start - Central Office Program	ELDE	4/12/2025

NEW THIS PERIOD 8

Department	Employee Name	Organization	Type	Job Start Date
Department of Workplace and Employment Standards	Duenas, Marisa Ignacio	67411 - Compliance	ELDE	7/18/2026
Finance Department	Goudie, Pierre M	08121 - Finance and Management: Payroll	ELDE	7/18/2026
Finance Department	Sunchu, Srinivasa D	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Oakland Public Works Department	Pinero, Sharay Euladia	30234 - Facilities Planning and Development	ELDE	7/18/2026
Police Department	Gubin, Svetlana	101130 - Office of the Inspector General	ELDE	7/4/2026
Violence Prevention Administration	Caro, Ismael Jr.	70311 - Violence Prevention: Direct Practice	ELDE	7/4/2026
Violence Prevention Administration	Kellum, Glenale Henri	70311 - Violence Prevention: Direct Practice	ELDE	7/4/2026
Violence Prevention Administration	McDaniels, Robert Q	70311 - Violence Prevention: Direct Practice	ELDE	7/4/2026

COMPLIANT 53

Department	Employee Name	Organization	Type	Job Start Date
City Administrator's Office	Collins McMurray, Amauri Charles	02141 - Homelessness	ELDE	1/31/2026
City Administrator's Office	Kaplan, Rebecca Dawn	02111 - City Administrator: Administration Unit	ELDE	9/27/2025
City Administrator's Office	Nettles, Ernestine	02111 - City Administrator: Administration Unit	ELDE	9/13/2025
Department of Transportation	Banks, Dina Nicole	35351 - Parking Citations Assistance Center	ELDE	5/9/2026
Department of Transportation	Cerna, Bernabe Esquivel	35224 - Great Streets Maintenance Concrete and Guardrails	ELDE	2/14/2026
Department of Transportation	Christian, Ira M.	35311 - Parking Management Admin	ELDE	4/25/2026
Department of Transportation	Jue, Lisa	35211 - Great Streets Delivery Admin	ELDE	12/6/2025
Department of Transportation	Lee, Danita R	35311 - Parking Management Admin	ELDE	5/9/2026
Department of Transportation	Pho, Saman	35224 - Great Streets Maintenance Concrete and Guardrails	ELDE	2/14/2026
Department of Transportation	Wallace, Jason Neil	35211 - Great Streets Delivery Admin	ELDE	12/6/2025
Department of Workplace and Employment Standards	Chan, Sau J.	67411 - Compliance	ELDE	10/11/2025

Department	Employee Name	Organization	Type	Job Start Date
Department of Workplace and Employment Standards	Le, Kim Hong Thi	67411 - Compliance	ELDE	3/14/2026
Department of Workplace and Employment Standards	Moreno Van Maren, Maria Elena	67211 - Workplace Standards	ELDE	4/11/2026
Finance Department	An, Charlie	08121 - Finance and Management: Payroll	ELDE	3/14/2026
Finance Department	Calilan, Edlyn Leah	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Finance Department	Colden, Anthony James	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Finance Department	Fleming, Valarie Thibodeaux	08121 - Finance and Management: Payroll	ELDE	3/28/2026
Finance Department	Lugo, Susana	08121 - Finance and Management: Payroll	ELDE	6/20/2026
Finance Department	Shaw, Christina	08721 - Treasury Operations Unit	ELDE	4/11/2026
Finance Department	Tran, Paul Cao Sinh	08721 - Treasury Operations Unit	ELDE	2/28/2026
Housing & Community Development Department	Hauswald, Sasha	89929 - Housing Development	ELDE	4/11/2026
Human Resources Management Department	Antol, Melinda	05211 - Employment and Classification Unit	ELDE	4/25/2026
Human Resources Management Department	Carrasco, Ana Manuela	05211 - Employment and Classification Unit	ELDE	6/6/2026
Human Resources Management Department	De Guzman, Marijess	05211 - Employment and Classification Unit	ELDE	4/11/2026
Human Resources Management Department	Reyes, Ellaine L.	05211 - Employment and Classification Unit	ELDE	1/3/2026
Human Resources Management Department	Williams, Briahna Blaire	05311 - Employee Labor Relations	ELDE	8/16/2025
Human Services Department	Friberg, Annie F.	78199 - DHS Fiscal Unit	ELDE	10/11/2025
Human Services Department	Galbraith, Angela Michelle	75631 - Senior Center Unit	ELDE	10/11/2025
Human Services Department	Lakes, Lea Mary	78111 - DHS Administration Unit	ELDE	5/23/2026
Human Services Department	Steelman, Misty Lynn	75631 - Senior Center Unit	ELDE	10/25/2025
Human Services Department	Troye, Kaya Morgan	75231 - Multipurpose Senior Service Program Unit	ELDE	8/2/2025
Oakland Parks & Recreation Department	Seneca, Matthew Jane	501110 - Directors Unit	ELDE	9/27/2025
Oakland Public Library	Johnson-Hagler, Meris Jade	61341 - Asian Branch	ELDE	1/21/2026
Oakland Public Works Department	Ahmed, Abdulmokith Albdulgabar	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Eskridge Jr, Cleon Lamonte	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Ford, Robert Charles	30652 - Landscape Maintenance	ELDE	6/6/2026
Oakland Public Works Department	Henry Jr, Marcus Onterio	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Huffstutler, Seth Michael	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Mitchell, Damareay Leviyon	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Pena Zamudio, Ignacio	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Vargas, Roberto Jesus	30652 - Landscape Maintenance	ELDE	3/14/2026
Oakland Public Works Department	Wells, Ryckesha	30211 - Engineering and Construction - Administration	ELDE	8/2/2025
Office of the City Clerk	Shieh, Terry	03211 - KTOP Operations	ELDE	5/9/2026
Office of the Mayor	Bardakian, Kimberly Claire	01111 - Mayor - Administration Unit	ELDE	8/2/2025
Planning & Building Department	Evans, Damonte Lamone	84454 - Inspections: Neighborhood Preservation	ELDE	9/27/2025

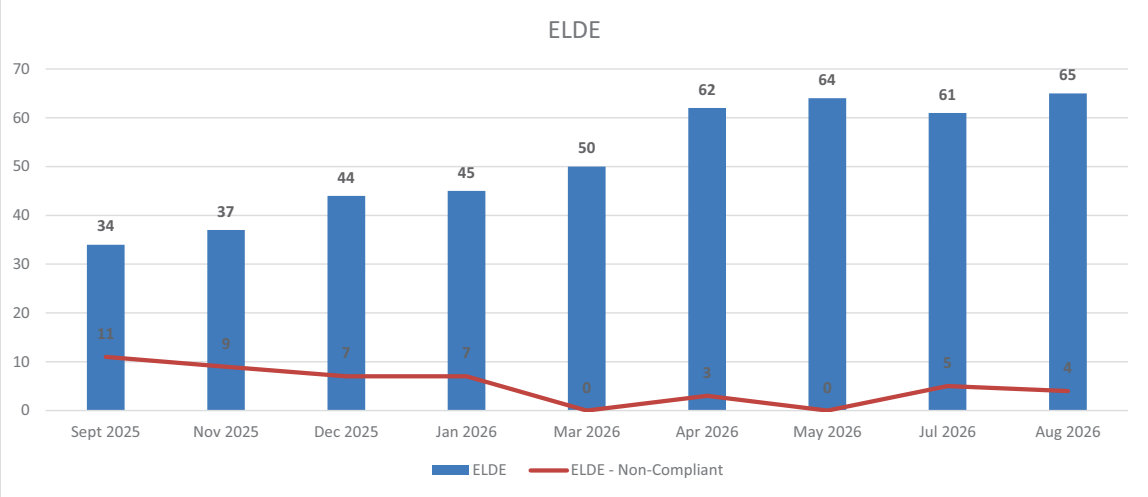
Department	Employee Name	Organization	Type	Job Start Date
Planning & Building Department	Pineda, Hulises Jesus	84454 - Inspections: Neighborhood Preservation	ELDE	10/11/2025
Planning & Building Department	San Nicolas, Evan Jay Najera	84454 - Inspections: Neighborhood Preservation	ELDE	9/27/2025
Police Commission	Trammell, Cynthia	66211 - Community Police Review Agency	ELDE	1/31/2026
Police Department	Jointer, Annette Rochelle	108630 - Ceasefire	ELDE	11/22/2025
Public Ethics Commission	Thorsen, Niels Helvig	65111 - Public Ethics Commission	ELDE	5/9/2026
Violence Prevention Administration	Bey, Aseelah Jahwahir	70311 - Violence Prevention: Direct Practice	ELDE	5/23/2026
Violence Prevention Administration	Emerson, Cedrick	70111 - Violence Prevention: Administration	ELDE	5/9/2026
Violence Prevention Administration	Thomas, Vanetta Marie	70111 - Violence Prevention: Administration	ELDE	9/27/2025
		NON-COMPLIANT		**4**

Department	Employee Name	Organization	Type	Job Start Date
Department of Transportation	Raphael, Craig Richard	35231 - Street Lighting Admin	ELDE	4/12/2025
Fire Department	Risker, Tina Liao	20914 - MACRO	ELDE	7/15/2025
Human Services Department	Black, Tracey M.	78231 - HS Classroom & Seasonal	ELDE	11/25/2023
Human Services Department	Molina, Erika Marie	78235 - HS Central Office Administration	ELDE	2/15/2025
		ELDE GRAND TOTAL		**65**

TEMPORARY CONTRACT SERVICE EMPLOYEES

					CLOSED THIS PERIOD	**1**
Department	**Employee Name**	**Organization**	**Type**	**TCSE - Employment Category**	**Job Start Date**	**Hours**
Oakland Public Works Department	Hightower Sr., Albert	30553 - Facilities: Hall of Justice Complex	TCSE	PERS Annuitant	3/30/2024	0
					NEW THIS PERIOD	**1**
Department	**Employee Name**	**Organization**	**Type**	**TCSE - Employment Category**	**Job Start Date**	**Hours**
Police Department	Cumby, Erich Lemont	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/4/2026	18
					COMPLIANT	**50**
Department	**Employee Name**	**Organization**	**Type**	**TCSE - Employment Category**	**Job Start Date**	**Hours**
Animal Services	Cardott, Linda Kay	62111 - Animal Services	TCSE	TPT Temporary Part-Time	1/6/2024	0
City Administrator's Office	Boyd, Karen L.	02112 - Communications & Media	TCSE	PERS Annuitant	1/31/2026	39.5
City Administrator's Office	Edgerly, Deborah Ann	02111 - City Administrator: Administration Unit	TCSE	PERS Annuitant	11/23/2024	154.5
City Council	Lopes, Joyce M	00011 - Council Administration Unit	TCSE	TPT Temporary Part-Time	10/4/2016	0
Department of Transportation	Calabrese, Christine	35244 - Neighborhood Traffic Safety	TCSE	PERS Annuitant	8/16/2025	0
Department of Transportation	Smith, Anthony L.	35242 - Complete Streets Maintenance	TCSE	PERS Annuitant	2/14/2026	104
Department of Transportation	Wlassowsky Jr, Wladimir	35219 - Structures & Emergency Response	TCSE	PERS Annuitant	11/9/2024	47
Department of Transportation	Womack, James D.	35232 - Street Lighting Engineering	TCSE	PERS Annuitant	3/16/2025	29
Economic & Workforce Development Department	Hillmer, Jens Hans Helmut	85221 - Project Implementation: Staffing	TCSE	PERS Annuitant	2/15/2025	28.75
Economic & Workforce Development Department	Lane, Patrick S	85221 - Project Implementation: Staffing	TCSE	PERS Annuitant	8/5/2023	0
Economic & Workforce Development Department	Laws, Jerl Lamont	85411 - Economic Development	TCSE	TPT Temporary Part-Time	3/14/2026	172.5
Economic & Workforce Development Department	Wright, Angela Carol	85231 - Real Estate	TCSE	PERS Annuitant	6/6/2026	92
Finance Department	Bonner, Rytonya E.	08441 - Revenue Collections Unit	TCSE	PERS Annuitant	10/25/2025	53.5
Finance Department	Mazyck, Janice Sonia	08111 - Finance and Management: Administration	TCSE	PERS Annuitant	7/1/2025	0
Finance Department	Stoglin, Sheila L.	08431 - Business License Tax Unit	TCSE	PERS Annuitant	8/2/2025	33
Finance Department	Treglown, Donna	08211 - Accounting Administration Unit	TCSE	PERS Annuitant	6/18/2018	79.5
Finance Department	Walston, Valarie Lynn	08121 - Finance and Management: Payroll	TCSE	PERS Annuitant	10/28/2023	0
Finance Department	Yen, Hsuchun	08121 - Finance and Management: Payroll	TCSE	Prior PERS Temp Part Time	11/9/2024	26.5
Fire Department	Nicolas, Christian	20816 - Fire - Support & Services Unit	TCSE	TPT Temporary Part-Time	5/23/2026	151.5
Fire Department	White, Darin M	20311 - Fire Marshals Office Unit	TCSE - Sworn	PERS Annuitant	7/19/2025	50
Human Services Department	Avilez Zarate, Judith	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	9/27/2025	
Human Services Department	Benson, Ishanae Niesha Mia	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	10/26/2024	0
Human Services Department	Diep, My Di	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	8/16/2025	63.5
Human Services Department	Dion, Michel	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	10/26/2024	0
Human Services Department	Hartington, Samantha Hartington	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	9/13/2025	107.5
Human Services Department	Jacobs, Jacqueline Marilyn	78361 - CSBG - Admin	TCSE	TPT Temporary Part-Time	10/29/2022	16
Human Services Department	Price, Daviante Rodney	78231 - HS Classroom & Seasonal	TCSE	TPT Temporary Part-Time	10/11/2025	53.5
Human Services Department	Wilson, Sherline Wilson	78231 - HS Classroom & Seasonal	TCSE	PERS Annuitant	9/13/2025	78.5
Information Technology Department	MacLeod, Robert Bower	46351 - Geographical Information Systems	TCSE	PERS Annuitant	10/30/2021	58
Information Technology Department	Messac, Patrick Alain	46331 - Systems Operations	TCSE	TPT Temporary Part-Time	7/1/2025	66.5
Oakland Public Works Department	Hutchins, Thomas Lee	30652 - Landscape Maintenance	TCSE	PERS Annuitant	2/18/2023	0

Department	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
Oakland Public Works Department	Law, Allen	30533 - Sewer System Maintenance	TCSE	PERS Annuitant	1/18/2025	150
Oakland Public Works Department	Vargas Jr, Abel	30541 - Equipment Services Administration	TCSE	PERS Annuitant	10/14/2023	150
Office of the City Attorney	Rossi, Daniel	04411 - Affirmative Litigation	TCSE	PERS Annuitant	9/8/2020	60
Office of the City Auditor	Kaltenbrunner, Paula V	07111 - City Auditor Unit	TCSE	TPT Temporary Part-Time	4/25/2026	96
Office of the Mayor	Freeman, Phillip W	01111 - Mayor - Administration Unit	TCSE	TPT Temporary Part-Time	7/1/2026	59.5
Planning & Building Department	Kato, Janice Junko	84421 - Engineering: Permit Center	TCSE	PERS Annuitant	10/15/2022	31.5
Planning & Building Department	Rex, Diana Lynn	84111 - Admin: Planning, Building & Neighborhood Preserv	TCSE	PERS Annuitant	10/29/2022	0
Police Department	Cave Jr, John C	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	9/13/2025	0
Police Department	Hicks, Mark R.	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	3/18/2023	79
Police Department	Johnson, Carmen Annette	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/6/2024	67.5
Police Department	Lau, Peter Chin Pang	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	8/19/2023	17.5
Police Department	Lighten, Ronald R	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/6/2024	118
Police Department	O'Reilly, John P	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	9/13/2025	0
Police Department	Pressnell, Edward D	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	7/6/2024	72
Police Department	Thomas, Mark Darren	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	3/4/2023	0
Police Department	Thompson, Michael Wayne	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	5/9/2026	5
Police Department	Williams, Pamela	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	3/4/2023	6
Police Department	Wood, Jeffrey Clayton	106610 - Background & Recruiting	TCSE - Sworn	PERS Annuitant	4/11/2026	0
Public Ethics Commission	Chowdhary, Bhawna	65111 - Public Ethics Commission	TCSE	TPT Temporary Part-Time	10/11/2025	137
					NON-COMPLIANT	0
Department Name	Employee Name	Organization	Type	TCSE - Employment Category	Job Start Date	Hours
					TCSE GRAND TOTAL	51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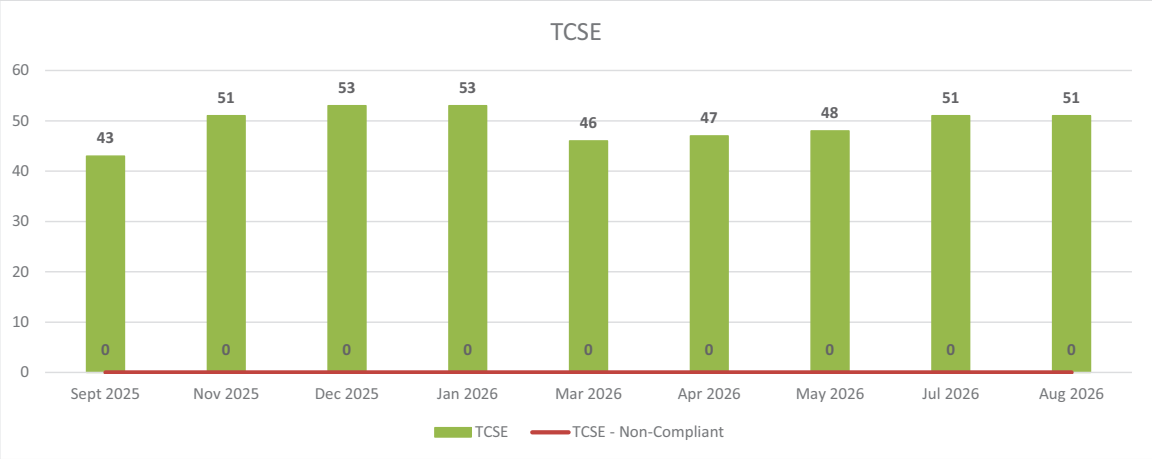
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CITY OF OAKLAND

MEMORANDUM

DATE: August 20, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Amber Lytle, Human Resources Manager, Employment Operations Services

THROUGH: Mary Hao, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specifications for Director of Public Works and Director of Transportation

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The Human Resources Management (HRM) Department is currently reviewing the status of various classification records as part of on-going Classification Plan maintenance activities. While several department head classifications have existed in working draft form for several years, HRM is taking steps to route these working drafts to the Civil Service Board for formal approval. The classifications of **Director of Public Works** and **Director of Transportation** are the first to be routed for Board review and approval. HRM collaborated with the Office of the City Administrator to finalize these drafts for submission to the Board. This will ensure that current and accurate descriptions are on file for both classifications. Additional working drafts of classification descriptions will be routed to the Board for approval in the coming months.

Director of Public Works – This department head position is responsible for: establishing the department's strategic priorities; administering all operations of the Oakland Public Works Department; performing executive management functions to oversee design, construction, and maintenance, as relevant, of the City's infrastructure and facilities; providing high quality, cost effective service delivery; directing the work of department staff engaged in equipment and public facilities, trash and illegal dumping, community clean-up and graffiti abatement, environmental services, parks and tree maintenance, sewer services, project permitting, design and construction, project management, maintenance, and interagency support; translating and communicating complex concepts and principles in a non-technical way to facilitate increased understanding and garner support; overseeing policy development and implementation; overseeing development and monitoring the department budget; hiring, supervising, and evaluating assigned staff while fostering a working environment that is conducive to positive morale, quality, creativity, and teamwork; and performing related duties as assigned.

Director of Transportation – This department head position is responsible for: administering all operations of the Oakland Department of Transportation; performing executive management functions to oversee a comprehensive transportation program related to maintenance of the City's right of way infrastructure; providing high quality, cost effective service delivery; directing the work of department staff engaged in strategic transportation planning services, traffic engineering and services, grants, roadway infrastructure construction and repair, right of

way lighting, curb, and sidewalks, right of way permitting, parking operations, project management, interagency support, and alternate methods of transportation; translating and communicating complex concepts and principles in a non-technical way to facilitate increased understanding and garner support; overseeing policy development and implementation; developing and monitoring the department budget; hiring, supervising, and evaluating assigned staff while fostering a working environment that is conducive to positive morale, quality, creativity, and teamwork; and performing related duties as assigned.

No union involvement was required, as these classifications are unrepresented. As exempt director level positions, they are not governed by the provisions of civil service per City of Oakland Charter IX Personnel Administration Section 902(b).

The salary ordinance amendments to add these classifications to the Salary Schedule were previously routed through City Council for approval. No additional Council action is necessary.

Staff recommend that the Civil Service Board approve the classification specifications of **Director of Public Works** and **Director of Transportation** as proposed.

Attachments: A. Proposed Director of Public Works classification specification.
B. Proposed Director of Transportation classification specification.

DRAFT

DIRECTOR OF PUBLIC WORKS

Class Code: EM108 FTE **Exempt**

DEFINITION

Under administrative direction of the Office of the City Administrator, the Director of Public Works: establishes the department's strategic priorities, administers all operations of the Oakland Public Works Department; performs executive management functions to oversee design, construction and maintenance, as relevant, of the City's infrastructure and facilities; provides high quality, cost effective service delivery; directs the work of department staff engaged in equipment and public facilities, trash and illegal dumping, community clean-up and graffiti abatement, environmental services, parks and tree maintenance, sewer services, project permitting, design and construction, project management, maintenance, and interagency support; translates and communicates complex concepts and principles in a non-technical way to facilitate increased understanding and garner support; oversees policy development and implementation; oversees development and monitoring the department budget; hires, supervises, and evaluates assigned staff while fostering a working environment that is conducive to positive morale, quality, creativity, and teamwork; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a department head classification with responsibility for the overall management of the Oakland Public Works Department. The incumbent plans, assigns, and evaluates the work of executive and division managers. Pursuant to the Oakland Charter 902(b), this management level classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

The incumbent receives general policy direction from the City Administrator and exercises direction over management, supervisory, professional, technical, and administrative support staff.

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

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the department; coordinate the work of the department with other City agencies/departments, outside agencies, contractors, state and federal agencies, consultants, vendors, and a variety of stakeholders; identify opportunities for improvement and increased coordination and collaboration with other organizations.

Listen and collaborate effectively with customers and stakeholders including representatives from the community, businesses, and other agencies and groups; incorporate feedback to help overcome civic challenges, allowing for better decisions and new collaborative efforts.

Direct the preparation of specifications and Requests for Proposal for services; manage and administer contracts; negotiate complex contracts for products and services within a resource

constrained environment.

Direct and monitor the city's equipment and public facilities, illegal dumping, trash and community clean-up and graffiti abatement, environmental services, parks and tree maintenance, project permitting, sewer services, design and construction, project management, maintenance, and interagency support programs through assigned staff.

Advance public works initiatives and inter-agency collaboration that promote congestion management, sustainability measures, and climate and environmental impact awareness; position the City to effectively respond to and prepare for funding and partnership opportunities.

Continuously monitor agency issues and programs and advise the City Administrator and City Council of emerging issues in a timely and proactive manner; assist and advise City Council regarding the establishment and operation of public works services in each district of the city and for the entire city.

Direct the preparation and administration of a department budget.

Direct the development of and approve reports (including annual reports) and supporting materials for the City Administrator to be presented to the City Council for action; work closely with City Council and other agencies/departments to explain or coordinate plans for proposed projects and respond to their concerns; represent the department and present staff recommendations at City Council meetings and community meetings and to key stakeholders and decision makers.

Prioritize department and program objectives and activities for implementation based on existing City policy, available funding, federal/state/local guidelines, public need, and the direction of the City Administrator.

Provide expert technical guidance, recommendations and leadership to City management and elected officials on transportation issues, policy, and strategic objectives affecting City services and operations; collaborate with City departments to implement new programs and practices related to pressing initiatives; strive to improve department efficiencies to improved work processes, partnerships, and other initiatives.

Continuously monitor and evaluate the efficiency and effectiveness of the agency's organizational structure, staffing patterns, service levels and administrative systems; identify opportunities for improvement and increased coordination and collaboration with other city departments.

Work with labor organizations to resolve grievances and related concerns.

Direct the selection, supervision, and work evaluation for department staff; provide for staff training and development; plan, direct and evaluate the work of employees in the department; regularly monitor performance and provide coaching and training opportunities for performance improvement and growth; take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, human resources policies, and negotiated labor agreements.

Serve as a liaison to other city agencies, elected officials, community leaders, and state and federal agencies, to coordinate and collaborate on the development and implementation of policies, goals, objectives, and services.

Operate a vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of engineering, design, construction, and related automation in a large and complex municipal setting.
- Laws, codes, charter provisions, rules and regulations governing departmental operations.
- Theories, principles, and practices of effective management, public administration, personnel management, and strategic planning processes and techniques, including budgeting, purchasing, project management, contracting, and maintenance of public records.
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Principles and practices of community and public relations.
- Major policy and technical issues associated with public works operations in a large and complex municipal environment.
- Computer systems and software applications.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls; oversee and direct a comprehensive public works program; prepare and implement long and short-term plans for public works programs and services.
- Understand, interpret, and apply laws and administrative policies and rules.
- Prepare and administer budgets; negotiate and administer a variety of contracts.
- Communicate effectively to the public, diverse stakeholder groups, the City Council, and City leadership.
- Develop and maintain positive relationships with community leaders, organizations, businesses, and staff; coordinate a variety of projects and activities inter-departmentally and with outside agencies; plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Oversee the preparation of clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Understand, interpret, and apply laws, administrative policies, and rules.
- Exercise sound independent judgment within general policy guidelines.
- Identify issues and concerns, develop alternatives, achieve consensus and implement decisions.
- Recognize and be sensitive to the political environment and related issues.
- Effectively and creatively budget, allocate and utilize agency resources.
- Negotiate solutions, achieve consensus, and contribute to compromise.
- Work in a collaborative and cooperative team environment.
- Communicate clearly, concisely, and persuasively, both orally and in writing.
- Utilize a computer system and software applications.
- Establish and maintain effective working relationships with a variety of stakeholders and those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in engineering, urban planning, public administration, business administration, a technical discipline related to design and construction, or a related field. A Master's degree or other advanced degree in a related field is highly desirable.

Experience:

Five (5) years of progressively responsible management experience in public works operations, including two (2) years of supervisory or managerial experience. Public sector experience in a medium-to-large public works-oriented organization is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)

CITY OF OAKLAND

DIRECTOR OF TRANSPORTATION

DRAFT

Class Code: EM264 FTE Exempt

DEFINITION

Under administrative direction of the Office of the City Administrator, the Director of Transportation: administers all operations of the Oakland Department of Transportation; performs executive management functions to oversee a comprehensive transportation program related to maintenance of the City's right of way infrastructure; provides high quality, cost effective service delivery; directs the work of department staff engaged in strategic transportation planning services, traffic engineering and services, grants, roadway infrastructure construction and repair, right of way lighting, curb, and sidewalks, right of way permitting, parking operations, project management, interagency support, and alternate methods of transportation; translates and communicates complex concepts and principles in a non-technical way to facilitate increased understanding and garner support; oversees policy development and implementation; develops and monitors the department budget; hires, supervises, and evaluates assigned staff while fostering a working environment that is conducive to positive morale, quality, creativity, and teamwork; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a department head classification with responsibility for the overall management of the Transportation Department. The incumbent plans, assigns, and evaluates the work of executive and division managers. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this management level classification is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

The incumbent receives general policy direction from the City Administrator and exercises direction over management, supervisory, professional, technical, and administrative support staff.

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

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the department; coordinate the work of the department with other City agencies/departments, outside agencies, contractors, state and federal agencies, consultants, vendors, and a variety of stakeholders; identify opportunities for improvement and increased coordination and collaboration with other organizations.

Listen and collaborate effectively with customers and stakeholders including representatives from the disabled community, bicycle clubs, business community, transportation agencies and other groups; incorporate feedback to help overcome civic challenges, allowing for better decisions and new collaborative efforts.

Direct the preparation of a variety of studies and reports relating to current and long-range traffic, transportation and parking needs; forecast transportation needs; develop specific proposals to meet these needs.

Direct the preparation of specifications and Requests for Proposal for services; manage and administer contracts; negotiate complex contracts for products and services within a resource constrained environment.

Direct and monitor the city's traffic lighting, signals and regulatory devices, control and pedestrian and vehicular traffic, parking enforcement and intersection control activities through assigned staff.

Advance transportation initiatives and inter-agency collaboration that promote congestion management, sustainability measures, and climate and environmental impact awareness; position the City to effectively respond to and prepare for funding and partnership opportunities.

Continuously monitor agency issues and programs and advise the City Administrator and City Council of emerging issues in a timely and proactive manner; assist and advise City Council regarding the establishment and operation of transportation services in each district of the city and for the entire city.

Direct the preparation and administration of a department budget.

Direct the development of and approve reports (including annual reports) and supporting materials for the City Administrator to be presented to the City Council for action; work closely with City Council and other agencies/departments to explain or coordinate plans for proposed projects and respond to their concerns; represent the department and present staff recommendations at City Council meetings and community meetings and to key stakeholders and decision makers.

Prioritize department and program objectives and activities for implementation based on existing City policy, available funding, federal/state/local guidelines, public need, and the direction of the City Administrator.

Provide expert technical guidance, recommendations and leadership to City management and elected officials on transportation issues, policy, and strategic objectives affecting City services and operations; collaborate with City departments to implement new programs and practices related to pressing initiatives; strive to improve department efficiencies to improved work processes, partnerships, and other initiatives.

Continuously monitor and evaluate the efficiency and effectiveness of the agency's organizational structure, staffing patterns, service levels and administrative systems; identify opportunities for improvement and increased coordination and collaboration with other city departments.

Work with labor organizations to resolve grievances and related concerns.

Direct the selection, supervision, and work evaluation for department staff; provide for staff training and development; plan, direct and evaluate the work of employees in the department; regularly monitor performance and provide coaching and training opportunities for performance improvement and growth; take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, human resources policies, and negotiated labor agreements.

Serve as a liaison to other city agencies, elected officials, community leaders, and state and federal agencies, to coordinate and collaborate on the development and implementation of policies, goals, objectives, and services.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of transportation planning, parking enforcement, and traffic engineering, including street and highway design and construction, surveying and traffic control.
- Laws, codes, charter provisions, rules and regulations governing departmental operations.
- Theories, principles and practices of effective management, public administration, personnel management, and strategic planning processes and techniques, including budgeting, purchasing, project management, contracting, and maintenance of public records.
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Principles and practices of community and public relations.
- Major policy and technical issues associated with transportation operations in a large and complex municipal environment.
- Computer systems and software applications.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee and direct a comprehensive transportation services program; prepare and implement long and short-term plans for transportation programs and services.
- Understand, interpret, and apply laws and administrative policies and rules.
- Prepare and administer budgets; negotiate and administer a variety of contracts.
- Communicate effectively to the public, diverse stakeholder groups, the City Council, and City leadership.
- Develop and maintain positive relationships with community leaders, organizations, businesses, and staff; coordinate a variety of projects and activities inter-departmentally and with outside agencies; plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Oversee the preparation of clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Understand, interpret, and apply laws, administrative policies, and rules.
- Exercise sound independent judgment within general policy guidelines.
- Identify issues and concerns, develop alternatives, achieve consensus and implement decisions.
- Recognize and be sensitive to the political environment and related issues.
- Effectively and creatively budget, allocate and utilize agency resources.
- Negotiate solutions, achieve consensus, and contribute to compromise.
- Work in a collaborative and cooperative team environment.
- Communicate clearly, concisely, and persuasively, both orally and in writing.
- Utilize a computer systems and software applications.
- Select, train, supervise, motivate, and evaluate staff.
- Establish and maintain effective working relationships with a variety of stakeholders and those contacted in the performance of required duties

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in civil or traffic engineering, transportation planning, urban planning, public administration, business administration or a related field. A Master's degree or other advanced degree in a related field is highly desirable.

Experience:

Five (5) years of progressively responsible management experience in transportation, traffic engineering, or planning, including two (2) years of supervisory or managerial experience. Public sector experience in a medium-to-large transportation-oriented organization 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.

Possession of one of the following is required: State of California registration as a Professional Civil Engineer, State of California registration as a Professional Traffic Engineer, American Institute of Certified Planner (AICP) certificate, Professional Transportation Planner (PTP) certificate, or Professional Traffic Operations Engineer (PTOE) certificate.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)