



## Civil Service Board Meeting Agenda June 18, 2026

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**Date: June 18, 2026**

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

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

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**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  
Mario Goldsby, HR Technician/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=nhwqm14jmavjLT0KXPFZq9P16TOuHy.1>

**Passcode: CSB2026**

One tap mobile +16699006833,,84770081425#,,,,\*7708206# US (San Jose)  
+16694449171,,84770081425#,,,,\*7708206# US

Telephone: Dial (for higher quality, dial a number 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  
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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/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9P16TOuHy.1>

## 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](mailto: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 June 18, 2026 Civil Service Board Meeting Agenda (Action)**

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

#### **4) Consent Calendar (Action)**

##### a) Approval of Provisional Appointments (0)

There are no Provisional Appointment this month.

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

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

##### c) Approval of Revised Classification Specification (2)

- Veterinarian
- Principal Inspection Supervisor

## 5) Old Business

- a) Approval of the May 21, 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 Request for Exemption from Civil Service and Approval of New Classification for: (**Action**)
  - Constitutional Policing Administrator

## 7) Open Forum

## 8) Adjournment

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 16, 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](mailto:civilservice@oaklandca.gov)

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



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

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

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

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1<sup>st</sup> Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/departments/department-of-human-resources-management>



# MEMORANDUM

**DATE:** June 18, 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 four (4) Unpaid Leave of Absence Request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Michael Bailey	Administrative Analyst II	Human Resources Management	May 23, 2026 – May 22, 2027	CSR 8.07 (c)
Yvonne Chan	Transportation Planner III	Department of Transportation	August 10, 2026 – August 9, 2027	CSR 8.07 (c)
Pablo Chavez Rivera	Library Aide	Oakland Public Library	June 9, 2026 – June 17, 2026	CSR 8.07 (c)
Jennifer Romero	Violence Prevention Program Planner	Department of Violence Prevention	July 16, 2026 – August 14, 2026	CSR 8.07 (c)

**RECOMMENDATION:**

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



# Unpaid Leave of Absence

Leave Type:

- FCL – Family Care Extended
- FDN – Family Death (no pay)
- MNP – Military Leave (no pay)
- SLV – Sick Leave (no pay)
- ANP – Miscellaneous (no pay)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Michael Bailey Employee ID# 22310 Date Requested: 5/22/26

Department/Division: HRM Permanent Job Title Administrative Analyst II

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: Human Resource Manager

ELDE  Limited Duration  Interim  Non-Civil Service Permanent Appointment

Number of Business Days Requested: 260 365 From: 05/23/26 To: ~~05/23/27~~ 05/22/27

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 *	Maternity Leave
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.

Michael Bailey May 26, 2026  
Michael Bailey (May 26, 2026 10:26:14 PDT)

\_\_\_\_\_  
 City Administrator Approval Date

Mary Hao May 26, 2026  
Mary Hao (May 26, 2026 14:15:32 PDT)

NA MG 06/01/26  
 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.



# Unpaid Leave of Absence

Leave Type:

- FCL – Family Care Extended
- P – Parental Leave (no pay)
- FDN – Family Death (no pay)
- CS – Leave from permanent status
- MNP – Military Leave (no pay)
- SLV – Sick Leave (no pay)
- ANP – Miscellaneous (no pay)

Employee Name: Yvonne Chan Employee ID# 23694 Date Requested: 06/02/2026

Department/Division: Transportation (DOT) Permanent Job Title Transportation Planner III

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: 365 From: 08/10/26 To: 08/09/27

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
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CS	Varies	Yes	No	Depends*	Subject to Department discretion

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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.

Yvonne Chan                      06/02/2026  
Yvonne Chan (Jun 2, 2026 09:13:18 PDT)  
 Employee's Signature                      Date

\_\_\_\_\_  
 City Administrator Approval                      Date

Jamie Parks                      06/04/2026  
Jamie Parks (Jun 4, 2026 12:18:42 PDT)  
 Department Head Approval                      Date

N/A                      06/04/2026  
MG  
 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.



# 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: Pablo Chavez Rivera Employee ID# 26444 Date Requested: 5.27.26

Department/Division: Public Library Permanent Job Title FT Library Aide

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: n/a

- ELDE   
  Limited Duration   
  Interim   
  Non-Civil Service Permanent Appointment

Number of Business Days Requested: 7 From: 6.9.26 To: 6.17.26

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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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.

PCR 5.27.26  
 Employee's Signature Date  
 5/28/2026  
 Department Head Approval Date

City Administrator Approval Date  
N/A mg 06/01/26  
 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.



# 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: Jennifer Romero Employee ID# 27395 Date Requested: 06/03/2026

Department/Division: Violence Prevention Permanent Job Title Violence Prevention Program Planner

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: 10 From: 07/16/26 To: 08/14/26

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
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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.

Jennifer Romero                      06/03/2026  
Jennifer Romero (Jun 3, 2026 10:51:16 PDT)

Employee's Signature

Date

City Administrator Approval

Date

Holly Joshi                      06/03/2026  
Holly Joshi (Jun 3, 2026 17:40:23 PDT)

Department Head Approval

Date

N/A

Civil Service Board Resolution #

MG  
MG

06/04/2026

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.



# MEMORANDUM

**DATE:** June 18, 2026

**TO:** The Honorable Civil Service Board

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

**THROUGH:** Amber Lytle, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Veterinarian

Based upon a classification review at the request of the Oakland Animal Services (OAS) Department, staff has proposed revision of the **Veterinarian** classification specification. It was established in January 2006 and revised in May 2016.

Classification specifications are routinely evaluated before a recruitment and selection process is initiated. In this case, the department reviewed the existing Veterinarian classification specification and determined that some sections should be updated. Staff worked with the subject matter experts to capture all necessary revisions.

The proposed edits to the job description are summarized below:

- There are a variety of minor changes to the Definition, Distinguishing Characteristics, and Minimum Qualifications (Experience) sections.
- There are moderate changes to the Examples of Duties and Knowledge and Abilities sections, as certain statements are being added, deleted, amended, or reordered.

There are two budgeted positions; one position is filled, and the other is vacant. The updated classification specification will be used for the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions in April 2026. City and union representatives met in April to discuss the proposed revisions. In an email dated May 20, 2026, the union conveyed that there were no objections to the proposed revisions.

Staff recommend that the Civil Service Board approve the revised classification specification of **Veterinarian** as proposed.

**Attachment:** Proposed Revised Veterinarian classification specification.



# VETERINARIAN

DRAFT

**Class Code:** AP401 FTE  
AP402 PPT  
AP443 PT

**Civil Service Classified**  
**Civil Service Classified**  
**Exempt**

## DEFINITION

Under general direction in the [Oakland Animal Services \(OAS\)](#) Department, oversees the medical care of animals; examines, diagnoses, and performs treatment for impounded animals; develops a comprehensive animal health care services program; directs the work of the Veterinary Technician and other shelter staff; provides and participates in training; [supervises and evaluates staff](#); and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification. The incumbent provides professional medical care for animals at the shelter or in the field, educates/advises the community and staff in the care of animals, and supervises assigned staff. It is distinguished from Veterinary Technician in that the latter assists with providing paraprofessional medical care and treatment to all animals.

Incumbents receive direction from the Director of Animal Services or other management staff and exercise supervision over Veterinary Technicians and other [Shelter assigned](#) staff.

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

Direct, coordinate and ~~perform~~[provide](#) medical treatment [and care](#) of all impounded animals; oversee assigned staff as they care for and treat animals.

Collaborate with other shelter staff to establish medical standards and procedures for the maintenance of healthy, safe, and sanitary living conditions for all animals at the animal shelter.

Provide training for staff, various city departments and community residents regarding many aspects of animal health including educating staff on how to identify animals that require immediate veterinary care and isolation.

Monitor shelter animal population. Determine and direct appropriate action as required to prevent disease transmission among shelter animals.

Oversee the practice and implementation of the ~~shelter's OAS's~~ euthanasia procedures; make necessary changes and provide recommendations [directly](#) to the Director of Animal Services to ensure [humane](#) euthanasia ~~at the shelter is humane practices~~.

[Perform or oversee humane euthanasia in accordance with established protocols.](#)

Conduct surgery as necessary including [high volume](#) spaying/neutering, [and other common shelter surgeries such as:](#) [amputation](#) and ~~euthanasia~~[enucleation](#).

Examine animals ~~before they are made available for adoption,~~ [as needed](#).

Provide professional assistance in the investigation of mistreatment and neglect of animals, including the examination of animals impounded for abuse.

Coordinate the ordering, maintenance and inventory of controlled drugs and other veterinary supplies used at the shelter;

~~a~~Assist the Director of Animal Services ~~with~~ creating the veterinary program budget and monitor expenses to operate within allocated funds.

Establish and maintain accurate medical and surgical records and compliance standards.

Supervise, train, and evaluate assigned staff.

~~Attend community events to provide education and advice to community members on the proper care of animals.~~

~~Participate in the inspection of circuses, fairs, and other events; conduct review of veterinarian records.~~

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Veterinary, treatment, prevention, control, and care of a wide range of animals, including domestic, livestock, wildlife, and underaged animals.
- City, state, and federal animal health laws and regulations governing the care and humane euthanasia of animals.
- Veterinary surgical procedures and related tools and equipment.
- Safe work practices.
- Principles of supervision and staff development.
- Computer systems and software applications.

Ability to:

- Physically handle and examine a wide range of animals including aggressive, wild, and under-aged animals.
- Perform surgical procedures using related tools and equipment.
- Plan and train staff and volunteers in the treatment and humane care of animals.
- Develop and direct a comprehensive program of disease prevention and control in an animal shelter.
- Establish medical standards and procedures to ~~as~~ensure the maintenance of a healthy, safe, and sanitary facility.
- ~~Establish and maintain effective relationships with shelter staff, volunteers, and the public.~~
- Advise the public and department employees on veterinary matters.
- Estimate veterinary costs for budgetary purposes; monitor and control expenditures for the division.
- Supervise, train, and evaluate assigned staff.
- Communicate effectively orally and in writing.
- Prepare and review reports; compile data and statistics.
- Work night, weekend, holiday, and on-call schedules.
- Lift and/or carry up to 50 lbs. and occasionally exert force up to 100 lbs.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with OAS staff, City staff, volunteers, and the community.

**MINIMUM QUALIFICATIONS**

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

**Education:**

Doctorate degree in veterinary medicine from an accredited college or university.

**Experience:**

Two (2) years of recent experience in veterinary medicine at an animal shelter, clinic or kennelhospital. *Experience in animal shelter medicine is highly desirable.*

**LICENSE OR CERTIFICATE**

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the travel to various locations in a timely manner as required in the performance of duties.

Must possess a valid license issued by the California Board of Examiners in Veterinary Medicine to practice as a Doctor of Veterinary Medicine.

Depending on assignment, may be required to obtain and maintain a Drug Enforcement Agency (DEA) license to order controlled substances.

**OTHER REQUIREMENTS**

Must submit fingerprints, undergo a criminal record clearance, and pass a job-related background investigation.

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

Incumbents in this classification will be required to receive all appropriate inoculations and vaccinations.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	01/19/2006	CSB Resolution #:	44458
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Revision Date:	05/19/2016	CSB Resolution #:	44809
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s):	)		



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** June 18, 2026

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

**THROUGH:** Amber Lytle, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Principal Inspection Supervisor

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Based upon a classification review at the request of the Planning and Building Department (PBD), staff has proposed revision of the **Principal Inspection Supervisor** classification specification. It was established in May 1998 and has not been revised since that time.

During the exam plan meeting for the upcoming recruitment and selection process, it became clear that the language in the Minimum Qualifications section was likely to create a barrier for advancement in the building inspector series. It is difficult to obtain qualifying supervisory experience in the underlying promotional classification when it is not a supervisory classification. Staff determined that revisions were necessary to broaden the experience qualification to include lead experience as well before opening the job posting.

The proposed edits to the description are summarized below:

- In the Definition and Examples of Duties sections, make minor updates.
- Revise the Distinguishing Characteristics sections to properly describe the levels in the job family and update the reporting structure.
- Overhaul and modernize the Knowledge and Abilities section to more accurately reflect the necessary knowledge and skill sets.
- Revamp the Minimum Qualifications to clearly communicate the necessary background and experience, which includes broadening the supervisory component to also allow for previous lead direction experience.
- In the License or Certificate section, remove outdated certifications and update the list with the most current and relevant desirable certifications. Additionally, amend the driver's license requirement since driving is a necessary job duty; incumbents will need to possess and maintain a valid driver's license.
- Ensure that the formatting is aligned with the current classification specification template.

There are four budgeted positions; two are filled, and two are vacant. The updated classification specification will be used for the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions in May 2026. City and union representatives met in May 2026

**CIVIL SERVICE BOARD**

Subject: Principal Inspection Supervisor Revised Classification Specification Approval

Date: June 18, 2026

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to discuss the proposed revisions. In an email dated May 27, 2026, the union conveyed that there were no objections to the proposed revisions.

Staff recommend that the Civil Service Board approve the revised classification specification of **Principal Inspection Supervisor** as proposed.

**Attachment:** Proposed Revised Principal Inspection Supervisor classification specification.



DRAFT

## PRINCIPAL INSPECTION SUPERVISOR

Class Code: IS122 FTE

Civil Service Classified

### DEFINITION

Under direction in the Planning & Building Department (PBD), enforces building, electrical, plumbing, mechanical, housing, planning, and public works codes and related municipal ordinances and regulations pertaining to land use, construction and premises maintenance; supervises the processing of permits, field inspection of residential, commercial, and industrial buildings, properties, and infrastructure, the processing of complaints and the abatement of violations, including the assessment and collection of fees and penalties and the administration of public contracts on private property; interprets codes and related municipal ordinances and regulations for contractors, design professionals, the public and staff; resolves service delivery complaints; drafts ordinances and resolutions; prepares reports and manuals; establishes operating policies and procedures; ~~trains and supervises~~ s, trains, and evaluates assigned staff; performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a first level supervisory classification. Incumbents perform a variety of tasks ~~involving~~ the supervision of ~~non-technical,~~ technical and professional-administrative staff; ~~the~~ enforcement of codes and related municipal ordinances and regulations, the abatement of violations, and the enhancement of service delivery procedures. These duties are performed in a complex and demanding environment with significant public interaction. This classification is distinguished from the higher-level Inspection Services Manager in that the latter is a section head with responsibility for assisting with the overall administration of the City's code enforcement and inspection program. This classification ~~differs~~ is distinguished from the lower-level Senior Specialty Combination Inspector in that the latter performs as a lead inspector; ~~and has~~ performs field work more duties involving inspecting construction inspection and code regulation enforcement ~~enforcing code regulations~~. The Principal Inspection Supervisor has more complex technical interpretation, supervisory and administrative responsibility.

The incumbent ~~R~~receives direction from the Deputy Director/Building Official, Inspection Services Manager, ~~Principal Civil Engineer~~ or other management staff; ~~and~~ Eexercises general supervision over ~~Inspectors and~~ Senior Specialty Combination Inspectors, Specialty Combination Inspectors, Construction Inspectors, Assistant Code Enforcement Inspectors, ~~Coordinators, Analysts,~~ Planners, Planning Investigators, ~~Engineers, Permit Technicians,~~ ~~clerical support~~ and other assigned technical and administrative staff.

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

Supervise processing of permits and field inspections of residential, commercial, and industrial buildings, properties, and infrastructure to ensure compliance with Federal, State, regional and City regulations pertaining to land use, construction, and premises maintenance.

Supervise processing, field inspections, and abatement of violations pertaining to land use, construction, and premises maintenance.

Supervise administrative functions that are vital to Code Enforcement and Building inspections operations.

Review, investigate, and resolve service delivery complaints.

Supervise assessment and collection of fees and penalties and administration of public contracts to ensure compliance with Federal, State, regional and City regulations; evaluate bid proposals, issue contracts, and change orders, and approve disbursements of public funds.

Interpret codes and related municipal ordinances and regulations pertaining to land use, construction and premises maintenance for contractors, design professionals, the public, and staff; review plans and specifications, encroachment, and development conditions; issue permits, make field inspections, and issue stop work orders, fee changes and citations as required.

Represent the City in Small Claims and Municipal courts, administrative hearings, and appeal abatement actions, as required.

Prepare reports and manuals pertaining to permit processing, inspections, abatements, collections, and contracting; assist in the preparation of municipal ordinances and resolutions pertaining to permitting, inspections, abatements, collection, and contracting.

Establish operating procedures for permit processing, plan review, field inspection, complaint processing and violation abatement, fee and penalty assessment and collection, contract administration, and service delivery enhancements; coordinate inspection, permit processing, abatement, collections, and contracting services with other divisions, departments, and agencies.

Oversee the maintenance of records and information generated from an automated permit management system.

Train, supervise, and evaluate assigned staff; ~~operate a motor vehicle in the performance of assigned duties;~~

Monitors a budget.

Operate a motor vehicle in the performance of assigned duties.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Approved construction methods, materials, devices, equipment, and testing procedures used in construction; field inspection procedures practices; and construction standards and methods.
- Federal, State, regional, and City-local codes, and related municipal ordinances, and regulations pertaining-related to land use, construction, and premises maintenance, including the Oakland Planning, Building, and Housing Codes and Public Works Standard Specifications and Details.
- Principles of municipal planning and urban design, including environmental impact and special studies, General Plan elements, and land use controls, environmental review, and special studies.
- Principles of land development, including real property subdivision, metes and bounds descriptions, maps, and records.
- Principles of municipal public works, including infrastructure facilities, public easements

- ~~and~~ right-of-way encroachments, and land surveying.
- Inspection warrant, ~~and~~ citation procedures and code enforcement practices; ~~principles of land development, including real property subdivision, metes and bounds description, maps and records.~~
- Budget administration and municipal accounting, including invoicing, real property lien and tax assessments and Small Claims Court ~~practices~~ procedures.
- Computer systems and software applications, including automated permit tracking databases.
- Supervision, training, and employee development.
- Public contracting regulations.
- Safety rules, procedures, and practices.

Ability to:

- Plan, organize, ~~and coordinate work assignments~~ prioritize, and direct complex operational activities across code enforcement and building inspection functions; ~~and to assign work,~~ and supervise, train and evaluate ~~assigned~~ staff to ensure high performance and accountability.
- ~~Read, understand~~ Analyze, interpret, and interpret apply complex plans, specifications, diagrams, calculations technical reports, and regulatory requirements to support enforcement actions and inspection activities and specifications.
- Interpret and enforce ~~F~~ federal, ~~S~~ state, regional, and City local laws, codes, and ~~related municipal ordinances and regulations pertaining related~~ to land use, construction, and premises maintenance, including Oakland Planning, Building, and Housing Codes, and Public Works Standards.
- ~~Use discretion, persuasion and~~ Exercise sound judgment, discretion, and problem-solving skills to resolve sensitive, complex, complaints and problem situations and high-profile complaints, enforcement cases, and field issues.
- ~~Learn the system components of the permit management system; track and resolve complaints; and to monitor a budget~~ Oversee and utilize permit tracking and case management systems to monitor project status, track complaints, ensure timely resolution, and support data-driven decision-making.
- Monitor and support budget administration, including tracking expenditures, supporting cost recovery efforts, and ensuring efficient use of resources.
- Communicate clearly and effectively both orally and in written form; ~~and to~~ prepare and present accurate, and concise, and well-supported reports correspondence, and recommendations.
- Utilize computer systems and software applications, including automated permit tracking databases.
- Build and maintain effective working relationships with internal departments, external agencies, elected officials, stakeholders, and the public, often in a high-volume, fast-paced, and politically sensitive environment.
- Establish and maintain effective working relationships with those contacted in the performance of required duties. ~~These duties may occur in a complex and demanding environment with significant public interaction.~~

## ~~EXPERIENCE AND EDUCATION~~ MINIMUM QUALIFICATIONS

~~Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.~~

**Education:**

~~Equivalent to the completion of the twelfth grade. High school diploma or equivalent. An Associate's ~~of Arts~~ Degree or certificate from an accredited community college in public administration or in a technical field related to land use or construction such as engineering, architecture, or construction management is highly desirable.~~

**Experience:**

~~Two years of experience comparable to a Senior Specialty/Combination Inspector in the City of Oakland~~ Four (4) years of progressively responsible experience performing: building inspections of commercial, industrial, or residential buildings; application of Municipal Code enforcement related to zoning, building construction, permitting, or licensing administration; structural design; or plans examination, including one (1) year of lead or supervisory experience.

~~OR~~

~~One year of experience comparable to a Specialty Inspection Supervisor, Civil Engineer — or Planner IV in the City of Oakland.~~

**LICENSE OR CERTIFICATE**

~~Possession of a certificate from the International Conference of Building Officials, International Association of Plumbing and Mechanical Officials, or the International Association of Electrical Inspectors (or equivalent) in an inspection specialty (Building or Electrical or Plumbing/Mechanical or Housing/Zoning) and a certificate from the Council of American Building Officials as a Certified Building Official are highly desirable.~~

Possession of a certification in at least one of the following areas is highly desirable:

- International Code Council (ICC) certification as a Building or Combination (Residential, Commercial, or Industrial) Inspector; a Plumbing, Mechanical, Property Maintenance and Housing, or Zoning Inspector; or a Plans Examiner.
- International Association of Plumbing and Mechanical Officials (IAPMO) certification as Plumbing or Mechanical Code Inspector or Plumbing or Mechanical Code Plans Examiner.
- International Alliance of the Electrical Industry (IAEI) certification as an Electrical Inspector.
- California Association of Code Enforcement Officers (CACEO) certification as a Code Enforcement Officer
- Or equivalent certification to any listed above.

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. ~~Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required.~~ Individuals who are appointed to this position will be required to possess and maintain a valid California Driver's License throughout the tenure of employment ~~OR demonstrate the~~

~~ability to travel to various locations in a timely manner as required in the performance of duties.~~

**OTHER REQUIREMENTS**

None required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 05/14/1998      CSB Resolution #: 44376      Salary Ordinance #:  
Exempted:    Y  N       Exemption Resolution #:

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

(Previous title(s):     )



## Civil Service Board Meeting Minutes May 21, 2026

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**Date:** May 21, 2026

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

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

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**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  
Mario Goldsby, HR Technician/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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+16694449171,,84770081425#,,,,\*7708206# US

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US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or  
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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/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9Pl6TOuHy.1>

## 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](mailto: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
- Vice Chair Gonzalez
- Member Benford

Absent:

- Member Ervin

### **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 May 21, 2026 Civil Service Board Meeting Agenda (Action)**

**45325 Member Degradinried motioned to approve the May 21, 2026 Civil Service Board Meeting Agenda, seconded by Vice Chair Gonzaez.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

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

- Human Resources Director Mary Hao reported that Human Resources continues to actively recruit to fill citywide vacancies and is currently engaged in collective bargaining negotiations.

- Director Hao reported that over 400 recruitment requisitions have been submitted and are in various stages of the hiring process.
- Chair Brown asked for clarification regarding the vacancies referenced in the report. Director Hao confirmed she was referring to citywide vacancies.

#### 4) Consent Calendar (Action)

a) Approval of Provisional Appointments (0)

There are no Provisional Appointment this month.

b) Approval of Employee Requests for Leave of Absence (6)

- Finance (3)
- Oakland Public Library (1)
- Police (2)

c) Approval of Revised Classification Specification (0)

**45326 Vice Chair Gonzaez motioned to approve the consent calendar seconded by Member Degrafinried.**

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

#### 5) Old Business

a) Approval of the April 16, 2026, Civil Service Board Meeting Minutes (Action)

**45327 Member Degrafinried noted several spelling errors in the April 16, 2026 Civil Service Board Meeting Minutes, including the spelling of his name. Member Degrafinried motioned to approve the April 16, 2026 Civil Service Board Meeting Minutes with corrections. Vice Chair Gonzalez seconded the motion.**

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

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

**Human Resources Director Mary Hao introduced the item and explained that the Port of Oakland and Local 21 were continuing discussions regarding proposed revisions to the GIS Administrator classification specification.**

**Quinton Silket, Local 21 Representative, and Michael Mitchell, Director of Human Resources for the Port of Oakland, appeared before the Board and provided an update regarding ongoing efforts to revise the GIS Administrator classification specification. Silket stated that the parties continued to work collaboratively toward agreement on revisions to the specification. Mitchell concurred, indicating that progress was being made and that the revisions were intended to more accurately reflect the duties and responsibilities of the position.**

**Chair Brown asked whether the parties anticipated completing the revisions within the current calendar year. Silket responded that he could guarantee the matter would be completed during the year.**

**Chair Brown also requested that the presenters provide additional background for newer Board members who were not familiar with the matter. Mitchell explained that the item involved revisions to an existing job specification and emphasized that the effort was focused on updating the specification to better reflect the current role rather than filling a vacant position.**

**Vice Chair Gonzalez inquired about the impact of the ongoing classification review on hiring and recruitment efforts. Specifically, he asked whether delays in updating the classification specification were preventing the Port from filling positions or otherwise affecting hiring timelines. Mitchell acknowledged that delays in updating classification specifications can have an impact on hiring timelines and recruitment efforts. He clarified, however, that the position at issue was currently filled and that the parties were working to update the specification to more accurately reflect the position's responsibilities moving forward.**

**Director May Hao also advised that the Board would hear another item tonight and had additional matters scheduled for June and July.**

- 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 advised the report identified zero employees currently out of compliance and a downward trend of TCSEs and ELDEs.**

**6) New Business**

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

- Constitutional Policing Administrator

**Principal Human Resources Analyst Jaime Pritchett introduced the proposed Constitutional Policing Administrator classification and exemption from civil service. Pritchett explained that the position would support the City's constitutional policing and compliance efforts and serve as a liaison between the City Administrator's Office, Mayor's Office, and Oakland Police Department. She further noted that City Council had previously approved the exemption request and the salary ordinance establishing the classification.**

**Vice Chair Gonzalez asked how the minimum qualifications for the position were developed and whether they were based on comparable positions in other jurisdictions.**

**Assistant City Administrator Michelle Phillips responded that staff reviewed comparable positions in other agencies and jurisdictions, including positions focused on constitutional policing, police accountability, and oversight. Phillips explained that the proposed qualifications were developed to reflect the unique responsibilities of the position, including oversight of compliance efforts, implementation of reform measures, and ensuring the City maintains progress achieved through the Negotiated Settlement Agreement (NSA). She further stated that the qualifications were intended to balance the specialized knowledge required for the position with the need to maintain a qualified applicant pool.**

**Vice Chair Gonzalez then asked why the minimum qualifications did not require a legal background, such as a Juris Doctor degree or attorney experience, given the position's responsibilities related to constitutional policing, compliance, and oversight.**

**Assistant City Administrator Michelle Phillips responded that the position was not intended to serve as legal counsel, but rather as an oversight and accountability role focused on ensuring compliance with constitutional policing requirements, reform efforts, and the Negotiated Settlement Agreement (NSA). Phillips explained that the position would work collaboratively with legal staff and subject matter experts as needed while focusing on implementation, monitoring, and coordination of reform efforts.**

**Vice Chair Gonzalez further asked why the term "constitutional" was included in the classification title. Phillips explained that the title was intended to reflect the position's role in providing internal oversight and ensuring that City policies, practices, and reform efforts remain consistent with constitutional rights, civil rights, and civil liberties. She further noted that the position was designed to help the City maintain compliance with reform requirements and avoid regression following completion of the Negotiated Settlement Agreement.**

**Vice Chair Gonzalez stated support for the proposed position and the exemption from civil service but expressed concern regarding the proposed minimum qualifications and requested additional information regarding comparable positions in other agencies. Vice Chair Gonzalez stated that additional review of the classification specifications would be beneficial before taking action and moved to table the item to allow staff to provide further information.**

**Principal Human Resources Analyst Jaime Pritchett advised that while the questions raised would not necessarily affect the Management Classification Unit component of the request, staff recommended moving the entire item together. Pritchett further stated that if the Board elected to table one portion of the item, both portions should be tabled and considered together at a future meeting.**

**45328 Vice Chair Gonzalez motioned to table the Constitutional Policing Administrator classification and exemption request until the next regular meeting of the Civil Service Board to allow staff additional time to provide information regarding the classification specifications and minimum qualifications. Seconded by Member Benford.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

b) Approval of Request for Exemption from Civil Service and Approval of New Classification for: **(Action)**

- Assistant Director, Human Services

**Principal Human Resources Analyst Jaime Pritchett introduced the proposed Assistant Director, Human Services classification and exemption from civil service. Pritchett explained that the classification was being created to provide additional executive-level capacity within the Human Services Department and that the position would serve as an assistant director within the department's leadership structure. She further noted that the City Council had previously approved both the exemption request and the salary ordinance amendment establishing the classification.**

**Pritchett further explained that the exemption request was based on the position's placement within the organizational hierarchy. She stated that the proposed classification mirrored the structure utilized by comparable departments and agencies and was intended to address an identified operational need within the Human Services Department by providing additional leadership and management capacity.**

**45329 Vice Chair Gonzalez motioned to approve the action as recommended by staff. Seconded by Member Benford.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

## 7) Open Forum

0 speakers

## 8) Closed Session

### CLOSED SESSION AGENDA

#### Roll Call

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

## Present:

- Chairperson Brown
- Member Degrafinried
- Vice Chair Gonzalez
- Member Benford

## Absent:

- Member Ervin

*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*

**1) Appeal of Probationary Release - Oakland Police Department- Police Communications Dispatcher - OPD-2026- AP02**

**OPEN SESSION AGENDA**

**9) Report of Action Taken in Closed Session**

**Chairperson Brown reported that the Board upheld the Department's decision to release the employee during probation. Parliamentarian Sanchez advised that each Board member's vote should be disclosed. The motion passed unanimously**

**45330 During closed session, Member Benford moved to uphold the Department's decision to release the employee during probation. The motion was seconded by Vice Chair Gonzalez.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

**10) Open Forum**

0 Speakers

**11) Adjournment**

**45331 Member Benford moved to adjourn. Seconded by Vice Chair Gonzalez.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18, 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](mailto: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](mailto:civilservice@oaklandca.gov) or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

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

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1<sup>st</sup> Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/departments/department-of-human-resources-management>



# Civil Service Board Appeals and Hearing Calendar

## Pending List- June 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	
OFD-2024-AP04	Fire Fighter	Oakland Fire Department	9.08 - Separation Due to Absence Without Leave	07/16/2026	
DOT-2026-AP03	Department of Transportation	Oakland Public Works	10.03-Appeal of Termination	08/20/2026	
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	

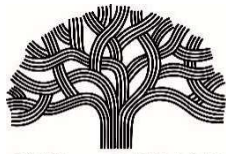


# Civil Service Board Appeals and Hearing Calendar

## 4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

June 18, 2026



CITY OF OAKLAND

# *STAFF REPORT*

**DATE:** June 18, 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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the May 21, 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 six-teen (116) employees were in the TCSE (19), TCSE/Annuitant (29), and ELDE (68) categories as of pay period ending June 5, 2026. Of the those, zero (0) 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 sixteen (116) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: June 18, 2026

Page 2

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**RECOMMENDATION**

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

For questions regarding this report, please contact Human Resources Director Mary Hao at (510) 238-6450

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending June 5, 2026.
- B. TCSE/ELDE Compliance Trend Chart.

The Civil Service Board Staff Report (Attachment A)

DEPT	EMPLOYEE LASTNAME	EMPLOYEE FIRSTNAME	ORG	CLOSED THIS PERIOD (1)	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS	
DOT	Bass	Sidney	35341 - Parking Meter Collectors	11/8/2025	ELDE		5/9/2026			COMPLIANT	
DOT	Banks	Dina	35351 - Parking Citations Assistance Center	09-MAY-26	Exempt Limited Duration Employee					COMPLIANT	
DVP	Bey	Aseelah	70311 - Violence Prevention: Direct Practice	23-MAY-26	Exempt Limited Duration Employee					COMPLIANT	
DVP	Emerson	Cedrick	70111 - Violence Prevention: Administration	09-MAY-26	Exempt Limited Duration Employee					COMPLIANT	
DOT	Lee	Danita	35311 - Parking Management Admin	09-MAY-26	Exempt Limited Duration Employee					COMPLIANT	
OFD	Nicolas	Christian	20816 - Fire - Support & Services Unit	23-MAY-26	Temp Contract Svcs Employee, PT					COMPLIANT	
CCC	Thompson	Terry	03211 - KTOP Operations	09-MAY-26	Exempt Limited Duration Employee					COMPLIANT	
OPD	Thorsen	Michael	106610 - Background & Recruiting	09-MAY-26	Temporary Contract Svcs Emp, PT (Sworn)					COMPLIANT	
PEC		Niels	65111 - Public Ethics Commission	09-MAY-26	Exempt Limited Duration Employee					COMPLIANT	
				<b>COMPLIANT (108)</b>							
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	1/6/2024	Temp Contract Svcs Employee, PT			770.00		COMPLIANT	
CAO	Egderly	Deborah	02111 - City Administrator: Administration Unit	11/23/2024	TCSE/ANNUITANT			741.5		COMPLIANT	
CAO	Kaplan	Lisa	02111 - City Administrator: Administration Unit	9/27/2025	ELDE					COMPLIANT	
CAO	Logan	Lisa	02151 - City Administrator Call Center	5/13/2023	ELDE					COMPLIANT	
CAO	Martinez	Gabriel	02151 - City Administrator Call Center	12/10/2022	ELDE					COMPLIANT	
CAO	Collins McMurray	Amauri	02141 - Homelessness	1/31/2026	ELDE					COMPLIANT	
CAO	Nettles	Ernestine	02111 - City Administrator: Administration Unit	9/13/2025	ELDE					COMPLIANT	
CAO	Smith	Jalilah	02151 - City Administrator Call Center	12/10/2022	ELDE					COMPLIANT	
CITY ATTORNEY	Bernier	Valeri	04111 - City Attorney Administration Unit	12/8/2025	ELDE			465.00		COMPLIANT	
CITY ATTORNEY	Rossi	Daniel	04411 - Affirmative Litigation	9/8/2020	TCSE/ANNUITANT					COMPLIANT	
DOT	Bass	Sidney	35341 - Parking Meter Collectors	11/8/2025	ELDE					COMPLIANT	
DOT	Catalabrese	Christine	35244 - Neighborhood Traffic Safety	8/16/2025	TCSE/ANNUITANT					COMPLIANT	
DOT	Cerna	Bernabe	35224 - Great Streets Maintenance Concrete and Guardrails	2/14/2026	ELDE			201.00		COMPLIANT	
DOT	Jue	Lisa	35211 - Great Streets Delivery Admin	12/6/2025	ELDE					COMPLIANT	
DOT	Pho	Saman	35224 - Great Streets Maintenance Concrete and Guardrails	2/14/2026	ELDE					COMPLIANT	
DOT	Raphael	Craig	35231 - Street Lighting Admin	4/12/2025	ELDE					COMPLIANT	
DOT	Smith	Anthony	35242 - Complete Streets Maintenance	2/14/2026	Temp Contract Svcs Employee, PT		4/12/2025			COMPLIANT	
DOT	Wallace	Jason	35211 - Great Streets Delivery Admin	12/6/2025	ELDE					COMPLIANT	
DOT	Wlaskowsky Jr	Wladimir	35219 - Structures & Emergency Response	11/9/2024	TCSE/ANNUITANT			320.5		COMPLIANT	
DOT	Womack	James	35246 - Major Corridor Multimodal Operations	3/16/2025	TCSE/ANNUITANT			433.50		COMPLIANT	
DWES	DWES	Le	67411 - Compliance	3/14/2026	ELDE					COMPLIANT	
DWES	Chan	Kim Hong	67411 - Compliance	10/11/2025	ELDE					COMPLIANT	
DWES	Hanserd	Erica	67411 - Compliance	12/22/2025	ELDE					COMPLIANT	
EWDJ	Jent	Laws	85411 - Economic Development	3/14/2026	Temp Contract Svcs Employee, PT			328.00		COMPLIANT	
EWDJ	Hillmer	Jens	85221 - Project Implementation: Staffing	2/15/2025	TCSE/ANNUITANT			408.00		COMPLIANT	
EWDJ	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/2023	TCSE/ANNUITANT			142.00		COMPLIANT	
FINANCE	Leifheit	Alexis	85511 - Cultural Arts & Marketing	12/30/2025	Temp Contract Svcs Employee, PT			261.50		COMPLIANT	
FINANCE	Bonner	Ryonya	08441 - Revenue Collections Unit	10/25/2025	Temp Contract Svcs Employee, PT					COMPLIANT	
FINANCE	Gonzales	Christopher	08121 - Finance and Management: Payroll	6/21/2025	ELDE		6/21/2025			COMPLIANT	
FINANCE	Mazyck	Janice	08111 - Finance and Management: Administration	7/1/2025	TCSE/ANNUITANT			875.80		COMPLIANT	
FINANCE	Stoglin	Sheila	08431 - Business License Tax Unit	8/2/2025	TCSE/ANNUITANT			678.00		COMPLIANT	
FINANCE	Treglow	Donna	08211 - Accounting Administration Unit	6/18/2018	TCSE/ANNUITANT			633.50		COMPLIANT	
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/2023	TCSE/ANNUITANT			222.50		COMPLIANT	
FINANCE	Yen	Hsichun	08121 - Finance and Management: Payroll	11/9/2024	Temp Contract Svcs Employee, PT			100.00		COMPLIANT	
FINANCE	An	Charlie	08121 - Finance and Management: Payroll	3/14/2026	ELDE		7/15/2025			COMPLIANT	
FIRE	Riskier	Tina	20914 - MACRO	7/15/2025	ELDE			704.00		COMPLIANT	
FIRE	White	Darin	20311 - Fire Marshals Office Unit	7/19/2025	TCSE/ANNUITANT			575.50		COMPLIANT	
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ANNUITANT			710.00		COMPLIANT	
HRM	Boxdell	Ashley	05511 - Human Resource Development Unit	8/31/2024	Temp Contract Svcs Employee, PT					COMPLIANT	
HRM	Butler	Alanna	05211 - Employment and Classification Unit	1/31/2026	ELDE					COMPLIANT	
HRM	De Guzman	Marjess	05211 - Employment and Classification Unit	1/3/2026	ELDE					COMPLIANT	
HRM	DeIgado	Jeanette	05311 - Employee Labor Relations	1/3/2026	ELDE					COMPLIANT	
HRM	Lugo	Susana	05621 - Risk Management	1/31/2026	ELDE			248.00		COMPLIANT	
HRM	Reyes	Ellaime	05211 - Employment and Classification Unit	1/3/2026	ELDE					COMPLIANT	
HSD	Avilez Zarate	Judith	78231 - HS Classroom & Seasonal	9/27/2025	Temp Contract Svcs Employee, PT		4/12/2025			COMPLIANT	
HSD	Bateson	Judith	78232 - Head Start - Central Office Program	4/12/2025	ELDE			345.00		COMPLIANT	
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	11/23/2025	ELDE			552.50		COMPLIANT	
HSD	Cozart	Sherita	78231 - HS Classroom & Seasonal	9/13/2025	Temp Contract Svcs Employee, PT					COMPLIANT	

HSD	Dlep	My	78231 - HS Classroom & Seasonal	8/16/2025	TCSE/ANNUITANT	COMPLIANT
HSD	Farrish	Conterenia	78231 - HS Classroom & Seasonal	10/26/2024	ELDE	COMPLIANT
HSD	Filberg	Annie	78199 - DHS Fiscal Unit	10/11/2025	ELDE	COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE	COMPLIANT
HSD	Harington	Samantha	78231 - HS Classroom & Seasonal	9/13/2025	Temp Contract Svcs Employee, PT	416.00
HSD	Hatcher Jr.	Lucius	78235 - HS Central Office Administration	10/15/2022	TCSE/ANNUITANT	649.25
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	2/17/2024	ELDE	COMPLIANT
HSD	Jacobs	Jacqueline	78382 - CSBG - Programs	10/29/2022	Temp Contract Svcs Employee, PT	481.50
HSD	Lakes	Lea	78111 - DHS Administration Unit	10/11/2025	ELDE	COMPLIANT
HSD	Levis	Vivien	78231 - HS Classroom & Seasonal	3/30/2024	ELDE	COMPLIANT
HSD	Molina	Erika	78235 - HS Central Office Administration	2/15/2025	ELDE	COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	12/9/2023	ELDE	COMPLIANT
HSD	Price	Davante	78231 - HS Classroom & Seasonal	10/11/2025	Temp Contract Svcs Employee, PT	231.50
HSD	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE	COMPLIANT
HSD	Tovar	Noemi	78232 - Head Start - Central Office Program	7/19/2025	ELDE	COMPLIANT
HSD	Troye	Kaya	75231 - Multipurpose Senior Service Program Unit	8/2/2025	ELDE	366.25
HSD	Wilson	Shedine	78231 - HS Classroom & Seasonal	9/13/2025	TCSE/ANNUITANT	COMPLIANT
ITD	MacLeod	Robert	46351 - Geographical Information Systems	10/30/2021	TCSE/ANNUITANT	480.00
ITD	Messac	Patrick	46331 - Systems Operations	2/18/2023	Temp Contract Svcs Employee, PT	441.00
MAYOR	Bardkian	Kimberly	01111 - Mayor - Administration Unit	8/2/2025	ELDE	252.50
MAYOR	Freeman	Phillip	01111 - Mayor - Administration Unit	12/6/2025	Temp Contract Svcs Employee, PT	COMPLIANT
MAYOR	Uribe	Carlos	01111 - Mayor - Administration Unit	7/19/2025	ELDE	COMPLIANT
OPRYD	Feng	Zhuanyun	501210 - Budget and Fiscal	10/25/2025	ELDE	COMPLIANT
OPRYD	Seneca	Matthew	501110 - Directors Unit	9/27/2025	ELDE	67.50
OPW	Law	Allen	30559 - Facilities; Custodial - OPL	3/30/2024	Temp Contract Svcs Employee, PT	815.50
OPW	Wells	Rycksha	30533 - Sewer System Maintenance	1/18/2025	TCSE/ANNUITANT	COMPLIANT
OPWD	Ahmed	Abdulmukith	30652 - Landscape Maintenance	8/2/2025	ELDE	COMPLIANT
OPWD	Esckridge Jr	Gleon	30652 - Landscape Maintenance	3/14/2026	ELDE	204.50
OPWD	Henry Jr	Marcus	30652 - Landscape Maintenance	3/14/2026	ELDE	563.5
OPWD	Hufstutler	Seth	30652 - Landscape Maintenance	3/14/2026	ELDE	COMPLIANT
OPWD	Mitchell	Damareay	30652 - Landscape Maintenance	3/14/2026	ELDE	36.00
OPWD	Pena Zamudio	Ignacio	30652 - Landscape Maintenance	3/14/2026	ELDE	261.00
OPWD	Vargas	Roberto	30652 - Landscape Maintenance	3/14/2026	ELDE	412.50
PBD	Evans	Damonte	84454 - Inspections: Neighborhood Preservation	9/27/2025	ELDE	COMPLIANT
PBD	Kato	Janice	84421 - Engineering; Permit Center	10/15/2022	TCSE/ANNUITANT	264.00
PBD	Pineda	Hulises	84454 - Inspections: Neighborhood Preservation	10/11/2025	ELDE	657.00
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE/ANNUITANT	COMPLIANT
PBD	Sam Nicolas	Evan	84454 - Inspections: Neighborhood Preservation	9/27/2025	ELDE	339.00
POLICE	Cave Jr	John	106610 - Background & Recruiting	9/13/2025	TCSE/ANNUITANT	20.00
POLICE	Hicks	Mark	106610 - Background & Recruiting	3/18/2023	TCSE/ANNUITANT	COMPLIANT
POLICE	Johnson	Garmen	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT	6.00
POLICE	Joiner	Annette	106630 - Ceasefire	12/22/2025	ELDE	492.50
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE/ANNUITANT	697.50
POLICE	Lighten	Ronald	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT	COMPLIANT
POLICE	O'Reilly	John	106610 - Background & Recruiting	9/13/2025	TCSE/ANNUITANT	COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT	COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	3/4/2023	TCSE/ANNUITANT	COMPLIANT
POLICE	Trammell	Cynthia	66211 - Community Police Review Agency	1/31/2026	ELDE	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/ANNUITANT	COMPLIANT
PUBLIC ETHICS	Chowdhary	Bhawna	65111 - Public Ethics Commission	10/11/2025	Temp Contract Svcs Employee, PT	COMPLIANT
PUBLIC ETHICS	Thorsen	Niels	65111 - Public Ethics Commission	10/11/2025	Temp Contract Svcs Employee, PT	COMPLIANT
VIOLENCE PREVENTION	Bey	Aselah	70211 - Violence Prevention: External Services	5/24/2025	ELDE	COMPLIANT
VIOLENCE PREVENTION	Emerson	Cedrick	70211 - Violence Prevention: External Services	3/15/2025	ELDE	COMPLIANT
VIOLENCE PREVENTION	Sanchez	Ulises	70111 - Violence Prevention: Administration	1/18/2025	ELDE	COMPLIANT
VIOLENCE PREVENTION	Thomas	Vanetta	70111 - Violence Prevention: Administration	9/27/2025	ELDE	COMPLIANT

NOTES

NON-COMPLIANT (0)

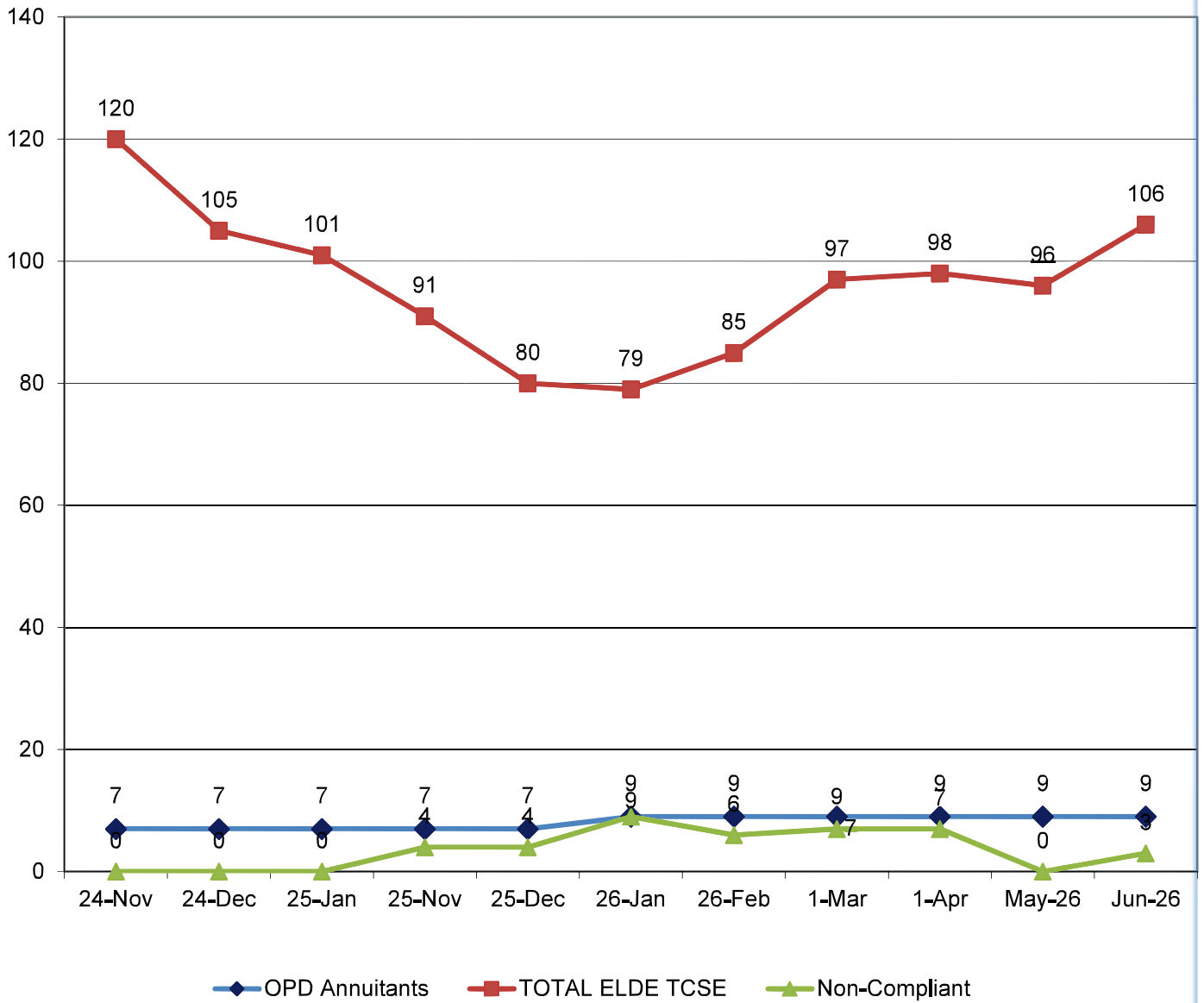
TCSE  
ELDE  
Annuitant

19  
68  
29

COMPLIANT

116

### TCSE/ELDE Rules Compliance





# MEMORANDUM

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**DATE:** June 18, 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:** Supplemental Information Related to Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Constitutional Policing Administrator

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At the May 21, 2026, Civil Service Board Meeting, Vice Chair Gonzalez requested additional information regarding the proposed minimum qualifications for the new **Constitutional Policing Administrator** classification. Given the high level of responsibility, complexity, and sensitivity associated with the position, questions were raised regarding whether the proposed education and experience requirements appropriately reflected the scope of the work to be performed.

The City of Oakland is in the process of reaching full compliance with the Negotiated Settlement Agreement (NSA); by the end of the calendar year, it is likely that oversight by the Federal Monitor will end. However, it is critical that the Oakland Police Department continue to maintain compliance with all provisions of the NSA and continue advancing constitutional practices. The creation of the Constitutional Policing Administrator position is intended to strengthen the City's long-term internal accountability, monitoring, and compliance infrastructure following the conclusion of federal oversight. As a reminder, the new classification will be responsible for: enhancing internal accountability; updating the Mayor and City Administrator on a wide range of OPD operations; ensuring compliance with the principles of constitutional policing as guided by the NSA and national best practices; providing expert guidance to the Chief of Police and the executive command team to improve operations and community trust; making recommendations to change internal procedures and policies; fostering and maintaining effective and collaborative relationships with a variety of stakeholders, including City departments, internal governing bodies, regional and state partners, community organizations and leaders, and other public and private agencies; and performing related duties as assigned.

While staff identified a limited number of directly comparable classifications during the external survey process, staff conducted additional research and review of similar police accountability, constitutional policing, compliance, and oversight positions utilized by jurisdictions across the nation. These positions commonly function in oversight, monitoring, auditing, compliance, or accountability capacities and frequently report to executive offices, oversight boards, commissions, or other independent governing entities. Staff found that the most common minimum qualifications structure among the surveyed positions consisted of a Bachelor's degree

**CIVIL SERVICE BOARD**

Subject: Supplemental Information Regarding Constitutional Policing Administrator – Exemption and Classification Specification Approval

Date: June 18, 2026

Page 2

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and four-to-five years of progressively responsible professional experience in areas related to police oversight, constitutional policing, compliance, auditing, investigations, public administration, or related fields. Many agencies also permitted substitution patterns that allowed additional qualifying experience to substitute for education on a year-for-year basis.

Staff additionally noted that several jurisdictions identified advanced education, such as a Master’s degree, Juris Doctorate, or other graduate-level credentials, as desirable or preferred rather than required qualifications. Based on the Civil Service Board discussion and staff’s reevaluation of the survey findings, staff recommend adding the following language to the Education section of the draft classification specification: “An advanced degree, such as a juris doctorate, Master’s degree, or higher, is desirable.”

Staff continue to recommend that the Civil Service Board exempt the classification of **Constitutional Policing Administrator** from the provisions of Civil Service pursuant to Charter Section 902(f) and approve the classification specification as proposed, with additional language added to the Education section of the Minimum Qualifications on Page 3.

**Attachments:** A. Proposed Constitutional Policing Administrator classification specification – Amended version  
B. Civil Service Board Memorandum dated May 21, 2026  
C. City Council Resolution Recommending Exemption of Constitutional Policing Administrator  
D. Organizational Chart



**DRAFT**

# **CONSTITUTIONAL POLICING ADMINISTRATOR**

**Class Code: XXXXX FTE      Exempt**

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## **DEFINITION**

Under administrative direction in the City Administrator's Office, enhances internal accountability; updates the Mayor and City Administrator on a wide range of Oakland Police Department (OPD) operations; ensures compliance with the principles of constitutional policing as guided by the Negotiated Settlement Agreement (NSA) and national best practices; provides expert guidance to the Chief of Police and the executive command team to improve operations and community trust; makes recommendations to change internal procedures and policies; fosters and maintains effective and collaborative relationships with a variety of stakeholders, including City departments, internal governing bodies, regional and state partners, community organizations and leaders, and other public and private agencies; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is a management classification that plays a critical role in serving as an embedded accountability function within the City Administration that regularly provides updates to the Mayor and City Administrator on a wide range of OPD operations. This position partners with the Office of Inspector General and the Police Commission to generate public trust in OPD by upholding a culture of accountability and adherence to policy and constitutional law. The duties require the exercise of considerable initiative and independent judgment in reviewing and resolving operational problems and policy matters that may arise. Pursuant to the Charter Section 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board.

The incumbent receives direction from an Assistant City Administrator or the City Administrator and exercises direction over managers, supervisors, and other professional, technical, and administrative staff.

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

Monitor OPD operations for compliance and accountability; provide updates to the Mayor and City Administrator.

Provide expert guidance on sensitive, confidential, and potentially controversial issues related to accountability and adherence to best practices, policies, procedures, and operations.

Ensure that OPD policies and practices align with the terms of settlement agreements, consent decrees, and constitutional standards, providing recommendations for necessary reforms.

Review and revise departmental policies to maintain compliance with federal and state laws, settlement agreements, and constitutional standards.

Review, evaluate, monitor, and provide input regarding critical incidents including in-custody deaths, officer-involved shootings, and significant incidents.

Track and analyze lawsuits involving OPD to assess patterns, mitigate risks, and develop policy recommendations that strengthen legal compliance and accountability.

Foster relationships with community stakeholders, advocacy groups, and oversight bodies to enhance public trust, transparency, and community-oriented policing efforts.

Advise City Council, commissions, and boards regarding any pending or ongoing department matters that are of concern or could have significant impact on City operations.

Prepare and make presentations to City officials, community organizations, and other stakeholders as required.

Monitor, audit, and report on internal investigations conducted by the Oakland Police Department concerning allegations of excessive/unnecessary force or other misconduct issues as deemed appropriate; attend briefings and interviews; request information for further investigation if deemed necessary; develop independent conclusions and produce reports.

Manage, oversee, and participate in the initial processing of complaints received by the Police Commission from community members alleging misconduct or other concerns; document, review, and analyze complaints; communicate with community members, police staff, and others as needed to identify complaint issues; determine level of follow-up required.

Develop and prepare recommendations regarding Oakland Police Department policies and procedures related to internal investigations of complaints filed against officers and Police Department operations.

Participate on committees, boards, and task forces and in community activities as needed; attend meetings, conferences, and workshops.

Monitor legislation and ensure City compliance with related laws, regulations, statutes, and codes.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of civilian oversight of law enforcement and reducing the impacts of implicit bias against marginalized groups.
- Principles and practices of law enforcement.
- General legal principles, practices, terminology, and documents.
- Current literature, laws, regulations, and developments, as well as various agencies, that impact municipal police internal investigations.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent federal, state, and local laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Principles and practices of budget preparation and administration.
- Investigative principles, methods, and practices.
- Research methods, report writing techniques, and statistical concepts and methods.
- Computer systems and software applications.

Ability to:

- Maintain commitment to civilian oversight of law enforcement.
- Implement investigative procedures and standards consistent with best practices for civilian oversight agencies to ensure that investigations are fair, prompt, and unbiased.
- Develop, implement, evaluate, and revise department policies.
- Gain cooperation through discussion and collaboration.
- Successfully develop, control, and administer departmental budget and expenditures.
- Interpret and apply City policies, procedures, rules, and regulations.
- Direct and perform complex and difficult investigations involving sensitive and confidential legal matters.
- Meet critical deadlines and make decisions under pressure.
- Develop, recommend, and administer policies and procedures related to complaint investigations.
- Read, interpret, and analyze complex laws and regulations, and recommend and/or implement effective and reasonable courses of action.
- Prepare and give effective public presentations.
- Prepare and present complex narrative and statistical reports, correspondence, and other documents.
- Communicate effectively orally and in writing; make presentations to small and large groups; conduct staff meetings.
- Maintain and exhibit discretion and integrity when handling sensitive information.
- Exercise sound and effective judgment.
- Provide effective leadership, initiative, and motivation.
- Establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, local, state and federal legislative representatives, City staff and the public.

## 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, with major coursework or concentration in law enforcement, police science, criminal justice, social justice, social science, public or business administration, law, or a closely related field. ***An advanced degree, such as a juris doctorate, Master's degree, or higher, is desirable.***

### **Experience:**

Five (5) years of professional experience in a legal or administrative setting that includes substantial responsibility for conducting investigations, audits, policy analysis, and/or oversight activities related to law enforcement issues. Senior-level executive management experience is highly desirable.

## LICENSE OR CERTIFICATE

Successful incumbents in this job class are expected to operate automotive vehicles in the

performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation is not a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver’s License throughout the tenure of their employment.

Possession of a certification from the National Association of Civilian Oversight of Law Enforcement as a Certified Practitioner of Oversight is desirable.

**OTHER REQUIREMENTS**

None required.

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



# MEMORANDUM

---

**DATE:** May 21, 2026

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

**THROUGH:** Amber Lytle, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Request for Exemption from Civil Service and Approval of New  
Classification Specification for Constitutional Policing Administrator

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Based upon a classification review at the request of the City Administrator's Office, Staff have proposed the creation of a new classification titled **Constitutional Policing Administrator**. The City Administrator's Office is adding a position to serve in an internal, embedded monitoring and guidance role to improve accountability and compliance within the Oakland Police Department (OPD). This position will provide regular updates to the Mayor and City Administrator about OPD operations with an emphasis on the Negotiated Settlement Agreement (NSA).

The new Constitutional Policing Administrator classification will be responsible for: enhancing internal accountability; updating the Mayor and City Administrator on a wide range of OPD operations; ensuring compliance with the principles of constitutional policing as guided by the NSA and national best practices; providing expert guidance to the Chief of Police and the executive command team to improve operations and community trust; making recommendations to change internal procedures and policies; fostering and maintaining effective and collaborative relationships with a variety of stakeholders, including City departments, internal governing bodies, regional and state partners, community organizations and leaders, and other public and private agencies; and performing related duties as assigned.

No union involvement was required because the classification is unrepresented. The Constitutional Policing Administrator classification will be placed in bargaining unit UK1 – Executive Management Employees. The position has internal responsibility for overseeing police operations monitoring, compliance, and accountability. This is a highly responsible position for which the consequence of error is significant.

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

Constitutional Policing Administrator is a management-level classification with responsibility for providing oversight and monitoring of OPD operations and improving accountability and compliance; possessing advanced credentials; and functioning as a consultant to department

**CIVIL SERVICE BOARD**

Subject: Constitutional Policing Administrator – Exemption and Classification Specification Approval

Date: May 21, 2026

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heads, the City Administrator, and professional and management staff. The classification is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives. The scope of responsibilities is broad and complex. The individual in this classification must handle challenging, sensitive, and confidential matters. Staff recommends exempting the classification from the provisions of Civil Service for the reasons cited above.

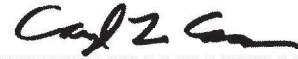
Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Constitutional Policing Administrator from the provisions of Civil Service. The resolution was approved at the City Council meeting on April 14, 2026; a copy of the executed resolution is attached.

The salary ordinance amendment to add this new classification to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on May 5, 2026.

Staff recommend that the Civil Service Board exempt the classification of **Constitutional Policing Administrator** from the provisions of Civil Service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

- Attachments:**
- A. Proposed Constitutional Policing Administrator classification specification.
  - B. City Council Resolution Recommending Exemption of Constitutional Policing Administrator.
  - C. Organizational Chart

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

## OAKLAND CITY COUNCIL

RESOLUTION NO. 91108/ C.M.S.

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**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD  
THE EXEMPTION OF THE CLASSIFICATION OF CONSTITUTIONAL  
POLICING ADMINISTRATOR FROM THE OPERATION OF CIVIL  
SERVICE**

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

**WHEREAS**, the Constitutional Policing Administrator is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade, and independence of action; and

**WHEREAS**, the Constitutional Policing Administrator is an expert level classification in various aspects of police operations monitoring, compliance, and accountability, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

**WHEREAS**, the Constitutional Policing Administrator is a management level position with internal responsibility for overseeing police operations monitoring, compliance, and accountability and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

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

**RESOLVED:** That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Constitutional Policing Administrator be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE: APR 14 2026

AYES - BROWN, FIFE, GALLO, HOUSTON, RAMACHANDRAN, UNGER, WANG, AND  
PRESIDENT JENKINS - 7 Ayes

NOES - 0

ABSENT - 0

ABSTENTION - 0

1 Excused - Gallo

ATTEST:



ASHA REED

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

3458466v1/CLC

# City Administrator's Office (CAO)

## Leadership Organizational Chart

