



Civil Service Board Meeting Agenda April 16, 2026

Date: April 16, 2026

Open Session 5:30 p.m.

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

Board Members: Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez; 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=nhwqm14jmavjLT0KXPFZq9PI6TOuHy.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
US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968
US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347
5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar

Webinar ID: 847 7008 1425 Passcode: 8666148

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9PI6TOuHy.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 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 April 16, 2026, Civil Service Board Meeting Agenda (Action)

3) Updates, Secretary to the Board (Information)

- a) City-Wide Staffing Presentation

4) Consent Calendar (Action)

- a) Approval of Provisional Appointments (3)
 - Lisa Logan - Oak311 Communications Center Specialist, Senior
 - Jalilah Smith - Oak311 Communications Center Specialist
 - Gabriel Martinez - Oak311 Communications Center Specialist, Senior
- b) Approval of Employee Requests for Leave of Absence (6)
 - Department of Transportation (2)
 - Finance (3)
 - Library (1)
- c) Approval of Revised Classification Specifications (1)
 - Cable TV Production Assistant

5) Old Business

- a) Approval of the March 19, 2026, Civil Service Board Meeting Minutes (**Action**)
- b) Approval of the February 19, 2026, Civil Service Board Meeting Minutes (**Action**)
- c) Determination of Schedule of Outstanding Board Items (**Information**)
- d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 (**Information**)

6) New Business

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

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, May 21st, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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

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



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

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

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, 1st Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/departments/department-of-human-resources-management>

City-Wide Staffing

Elaine Reyes
Supervising Personnel Operations Analyst
Human Resources Management Department

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Background

- The report assesses full-time and permanent part-time vacancies for City of Oakland positions. Includes key staffing trends, such as recruitment improvements, community recruitment efforts, retention, and employee tenure.
- Assembly Bill 2561 - CA state law requiring public agencies to publicly report on job vacancies, recruitment, and retention efforts annually.

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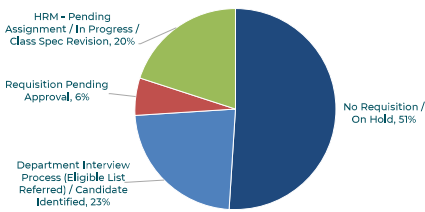
What is a vacancy?

- Vacancies are defined as **non-encumbered** and **unfrozen** positions.
- Non-encumbered** positions are available to be filled and are not being held vacant for any other purpose.
- Encumbered** positions are tied to funding for overtime, temporary staffing, underfills, or acting assignments.
- Frozen** positions are roles that exists in the budget but are not currently available to be filled.



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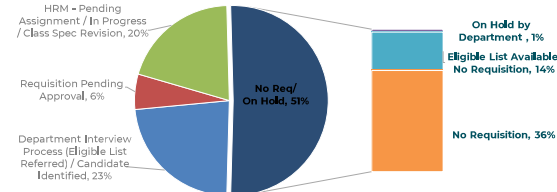
Summary of Vacancy Status



Status	Percentage
No Requisition / On Hold	51%
HRM - Pending Assignment / In Progress / Class Spec Revision	20%
Department Interview Process (Eligible List Referred) / Candidate Identified	23%
Requisition Pending Approval	6%

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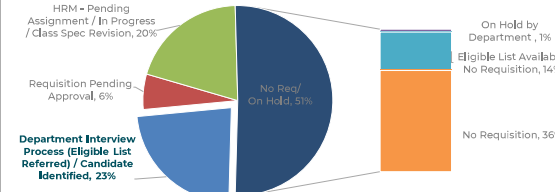
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Department Interview Process (Eligible List Referred) / Candidate Identified	23%
Requisition Pending Approval	6%
On Hold by Department	1%
Eligible List Available, No Requisition	14%
No Requisition	36%

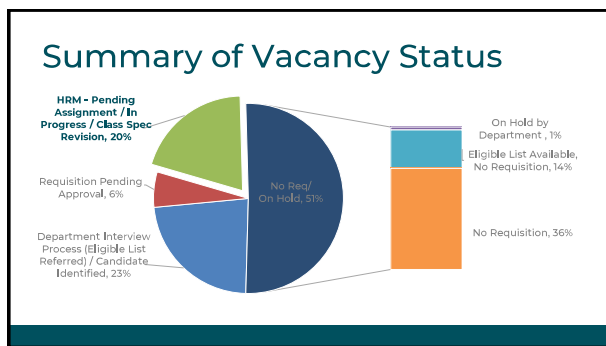
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Summary of Vacancy Status

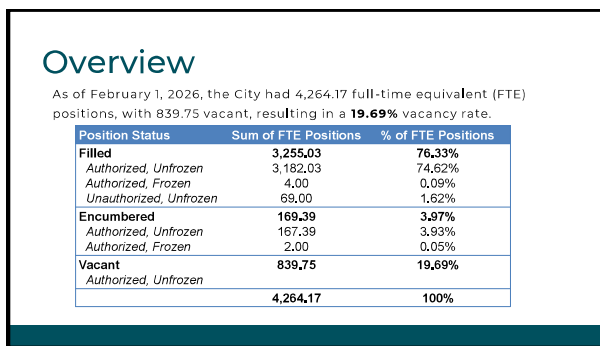


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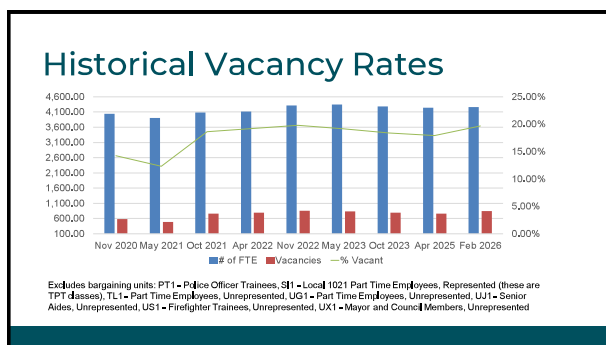
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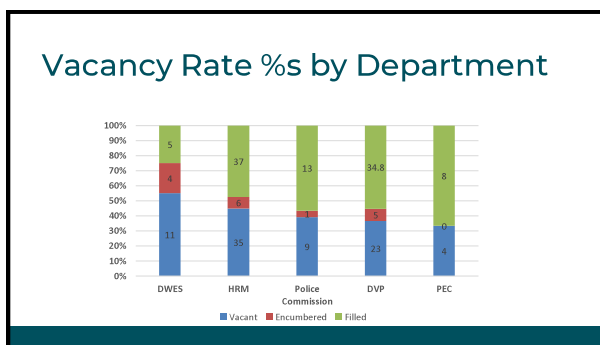
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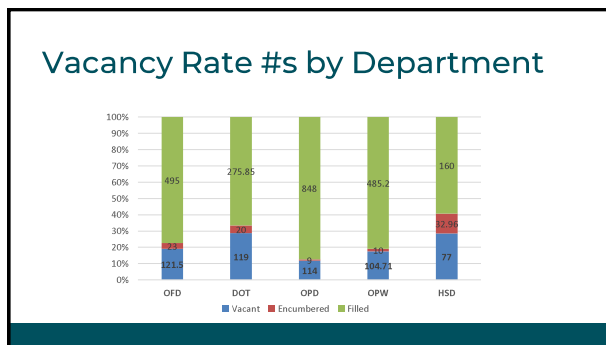
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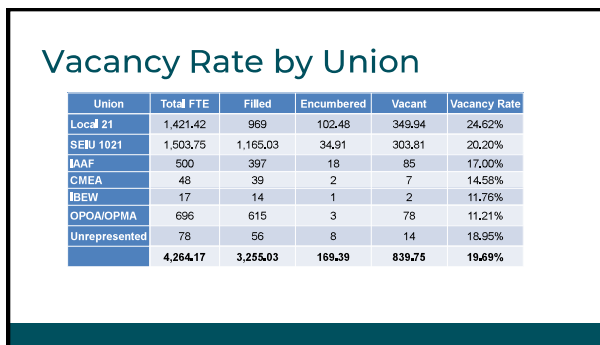
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Vacancy Rate by Bargaining Unit

Bargaining Unit	Total FTE	Filled	Encumbered	Vacant	Vacancy Rate
TA1: Confidential Employees (Local 21)	58.92	19	20.48	19.44	32.99%
TF1: Prof. Engineers, Architects & Museum Employees (Local 21)	121	71	14	36	29.75%
TM2: Supervising Civil & Transportation Engineers (Local 21)	17	10	2	5	29.41%
UM2: Management Employees (Civil Service) (Local 21)	249.5	163	14	72.5	29.06%
SB1: Craft Employees (SEIU 1021)	116	85	1	30	25.86%
TW1: Admin, Prof, Technical & Other (Local 21)	574.5	390	43	141.5	24.63%
SD1: Office and Technical Employees (SEIU 1021)	584.76	414	30.16	140.6	24.04%
UM1: Management Employees (Exempt) (Local 21)	115.5	85	5	25.5	22.08%
UN2: Sworn Police Mgmt, Deputy Chief & Captain of Police (OPOA/OPMA)	14	8	3	3	21.43%

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AB 2561 Reporting Threshold

- Bargaining units with vacancies $\geq 20\%$ of authorized full-time positions are subject to AB 2561 reporting.
- Required information:
 - The total number of job vacancies within the bargaining unit.
 - The total number of applicants for vacant positions within the bargaining unit.
 - The average number of days to complete the hiring process from when a position is posted.
 - Opportunities to improve compensation and other working conditions.

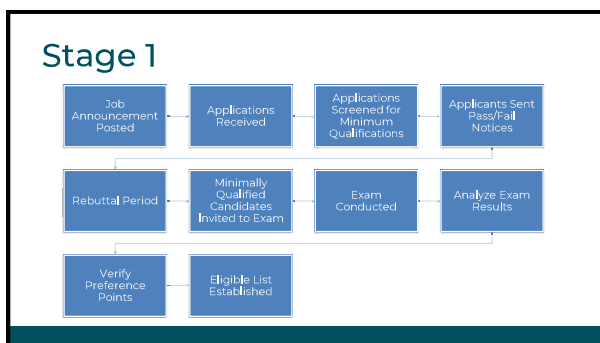
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AB 2561 Analysis

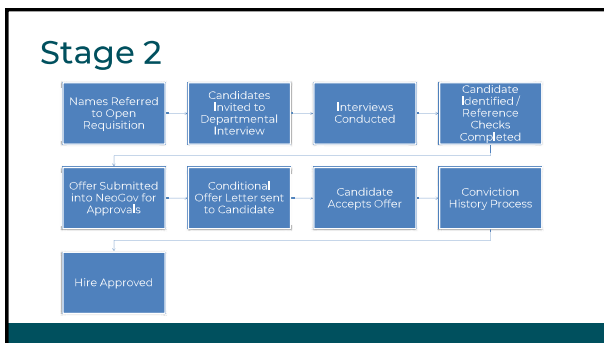
Applicant Volume & Hiring Timeline for Bargaining Units with Vacancy Rates of 20% or Higher

Bargaining Unit	# of Applications Received: 2/1/2021 - 2/1/2026	Average # Days: Job Posting to List Created	Average # Days: Referred to Hire	Average # Days: Hiring Process
IFPTE Local 21				
TA1	1,009	44.33	64.31	108.65
TF1	76	68.00	150.00	218.00
UM2	3,861	73.68	89.97	163.66
TW1	11,612	84.00	120.61	204.61
TM2	24	78.00	74.00	152.00
OPOA/OPMA				
UN2	29	79.67	26.33	106.00
SEIU Local 1021				
SD1	6,599	76.68	100.31	176.99
SB1	985	145.18	122.94	268.11

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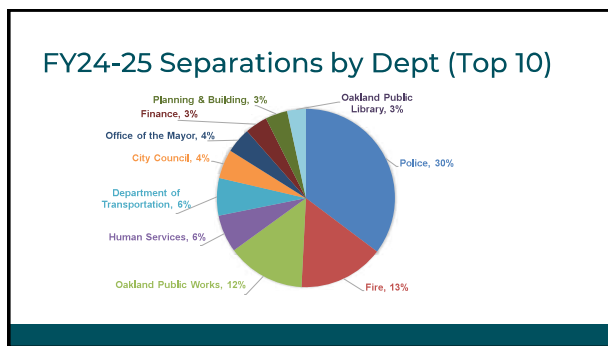


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Reasons for Separations

FY	Resign	Retire	Other	Total
24-25	167	134	79	380
23-24	149	86	26	261
22-23	201	84	48	333
21-22	242	135	69	446
20-21	140	123	39	302
19-20	146	96	61	303
18-19	111	78	41	230
17-18	117	110	34	261
16-17	106	131	39	276
15-16	98	113	36	247

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Regional Vacancy Rates

	Budgeted FTE	Dec 2025	Apr 2025	Sep 2023	May 2023	Dec 2022	May 2022
San Jose	7,009	9.49%	10.09%	13.46%	14.41%	15.21%	13.20%
San Francisco	34,375.59	4.64%	6.65%	11.03%	12.47%	13.27%	NA
Berkeley	1,773	16.53%	16.25%	12.93%	18.68%	17.85%	16.21%
Concord	426	7.51%	8.83%	8.85%	11.30%	11.63%	13.69%
Hayward	956.3	20.18%	12.02%	17.08%	12.82%	14.16%	14.80%
Fremont	1,007	12.32%	13.61%	14.72%	12.76%	12.56%	11.49%
Richmond	810	18.64%	20.42%	17.52%	19.01%	20.19%	16.15%
Vallejo	N/A	N/A	N/A	N/A	N/A	26.75%	28.48%
Oakland	4,264.17	19.69%	17.94%	18.42%	19.17%	19.79%	19.23%

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Summary

- HRM's strategy to strengthen hiring and retention:
 - Conduct monthly meetings with every department to discuss recruitment priorities and hiring needs.
 - Advance equity by embedding equitable practices in recruitment and employment.
 - Strengthen retention through employee development, career growth, and support for supervisors and managers.
 - Equip leaders with the tools and skills to foster engagement and a high-performing workforce.



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QUESTIONS

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MEMORANDUM

CITY OF OAKLAND

DATE: April 16, 2026

TO: The Honorable Civil Service Board FROM: Cynthia Ng
Senior HR Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Oak311 Communications Center Specialist, Senior to be ratified at Civil Service Board Meeting of April 16, 2026

Attached is a request from the City Administrator's Office to make a provisional appointment to an Oak311 Communications Center Specialist, Senior vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Oak311 Communications Center Specialist, Senior is primarily responsible for serving as the team lead for the OAK311 staff who serve as the initial point of contact to the public for all non-emergency and (infrastructure) emergency government services, infrastructure maintenance priorities, and related service issues; handling intake requests that need to be escalated for resolution; assisting with addressing the need for service to the applicable supervisor or department designee and may adjust prioritization; utilizing a variety of intake platforms such as the Oak311 communications center phone lines, SeeClickFix mobile app, website notifications, email, chat, or other social media formats to review and process service requests; documenting the information in the work management system for routing to the responsible City department, workgroup or outside partner and for automated tracking through closure of service requests; training, assigning, and evaluating assigned staff; and performing other duties as assigned.

The minimum qualifications for Oak311 Communications Center Specialist, Senior are:

Education: High school diploma or equivalent. An Associate's Degree or a Bachelor's Degree is highly desirable.

Experience: Two (2) years of progressively responsible customer service experience performing call center, intake, client service, resource referral, or equivalent duties that include heavy public contact. Previous experience performing lead direction is desirable. Governmental call center or 311 experience is highly desirable.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. They have a Bachelor's degree in Business Administration Marketing Management and their experience includes over 25 years of progressively responsible customer service experience that includes call center operations, intake, client service, and resource referral duties involving substantial public contact, as well as experience providing lead-level support and training.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. Planning for the recruitment is currently in progress.

I recommend that the Civil Service Board ratify the provisional appointment to this Oak311 Communications Center Specialist, Senior vacancy in the City Administrator's Office beginning on April 13, 2026 and ending on or before August 11, 2026.

OAKLAND CIVIL SERVICE BOARD

PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: April 16, 2026

AREA REQUESTED

POSITION: Oak311 Communications Center Specialist, Senior

DEPARTMENT: City Administrator’s Office

APPOINTMENT DURATION:120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION SUBMITTED: 03/18/2026

CURRENT STATUS OF EXAMINATION: Recruitment planning

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill a current Oak311 Communications Center Specialist, Senior vacancy. The requisition requesting a provisional appointment was submitted on March 18, 2026. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Oakland Resident
- Current Employment Status: Current City of Oakland employee



MEMORANDUM

CITY OF OAKLAND

DATE: April 16, 2026

TO: The Honorable Civil Service Board FROM: Cynthia Ng
Senior HR Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Oak311 Communications Center Specialist to be ratified at Civil Service Board Meeting of April 16, 2026

Attached is a request from the City Administrator's Office to make a provisional appointment to an Oak311 Communications Center Specialist vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Oak311 Communications Center Specialist is primarily responsible for serving as the initial point of contact to the public for all non-emergency and (infrastructure) emergency government services, infrastructure maintenance priorities, and related service issues; assessing the service need and adjusting prioritization accordingly; submitting the need for service to the applicable supervisor or department designee; utilizing a variety of intake platforms such as the Oak311 communications center phone lines, SeeClickFix mobile app, website notifications, email, chat, or other social media formats to review and process service requests; documenting the information in the work management system for routing to the responsible City department, workgroup or outside partner and for automated tracking through closure of service requests; and performing other duties as assigned.

The minimum qualifications for Oak311 Communications Center Specialist are:

Education: High school diploma or equivalent. An Associate's Degree or a Bachelor's Degree is highly desirable.

Experience: Two (2) years of progressively responsible customer service experience performing call center, intake, client service, resource referral, or equivalent duties that include heavy public contact. Governmental call center or 311 experience is highly desirable.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. They have a high school diploma, some college credits and over four (4) years of progressively responsible customer service experience that includes call center operations, intake, client service, and resource referral duties involving substantial public contact.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. Planning for the recruitment is currently in progress.

I recommend that the Civil Service Board ratify the provisional appointment to this Oak311 Communications Center Specialist vacancy in the City Administrator's Office beginning on April 13, 2026 and ending on or before August 11, 2026.

OAKLAND CIVIL SERVICE BOARD

PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: April 16, 2026

AREA REQUESTED

POSITION: Oak311 Communications Center Specialist
DEPARTMENT: City Administrator’s Office
APPOINTMENT DURATION:120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a
DATE PERSONNEL REQUISITION SUBMITTED: 2/27/26
CURRENT STATUS OF EXAMINATION: Recruitment Planning

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill a current Oak311 Communications Center Specialist vacancy. The requisition requesting a provisional appointment was submitted on February 27, 2026. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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- Summary of Application Qualifications ✓
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Experience: Two (2) years of progressively responsible customer service experience performing call center, intake, client service, resource referral, or equivalent duties that include heavy public contact. Governmental call center or 311 experience is highly desirable.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. They have a high school diploma, some college credits, and over 3 years of progressively responsible customer service experience that includes call center operations, intake, client service, and resource referral duties involving substantial public contact.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. Planning for the recruitment is currently in progress.

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OAKLAND CIVIL SERVICE BOARD

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- Current Employment Status: Current City of Oakland employee



MEMORANDUM

DATE: April 16, 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 six (6) Unpaid Leave of Absence Request's pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Valarie Fleming	Payroll Clerk Supervisor	Department of Finance	March 30, 2026 - March 30, 2027	CSR 8.07 (c)
Michelle Soares	Sr Budget & Mgmt Analyst	Department of Finance	March 14, 2026 - March 13, 2027	CSR 8.07 (c)
Kristin Urrutia	Sr Budget & Mgmt Analyst	Department of Finance	February 28, 2026 - February 27, 2027	CSR 8.07 (c)
Alex Shen	Librarian Assistant	Oakland Public Library Department	May 27, 2026 - July 3, 2026	CSR 8.07 (c)
Jean Tran	Assistant Engineer II	Department of Transportation	March 20, 2026 - March 30, 2036	CSR 8.07 (c)
Ira Christian	Parking Enforcement Supervisor II	Department of Transportation	April 1, 2026 - March 31, 2027	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
- 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: Valarie Fleming Employee ID# 20393 Date Requested: 03/27/2026

Department/Division: Finance / Payroll Permanent Job Title Payroll Personnel Clerk 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: Payroll Clerk Supervisor

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 365 From: 03/30/26 To: 03/30/27

Unpaid Leave Taken this year? Yes No If yes, what type of leave: LV1

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

** Additional Information*

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

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

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

Valarie Fleming 03/27/2026
Valarie Fleming (Mar 27, 2026 11:50:00 PDT)
 Employee's Signature Date

 City Administrator Approval Date

Liam Garland 03/30/2026
Liam Garland (Mar 30, 2026 10:09:30 PDT)
 Department Head Approval Date

N/A 04/07/2026
MIG
 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: Michelle R. Soares Employee ID# 18973 Date Requested: 03/13/2026

Department/Division: Finance/Budget Permanent Job Title Sr Budget & Mgmt Analyst

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: Principal Budget & Management Analyst

- ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 1 year From: 03/14/26 To: 03/13/27

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

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

* Additional Information

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

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

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

Michelle R. Soares 03/13/2026
Michelle R. Soares (Mar 13, 2026 13:12:47 PDT)

Employee's Signature

Date

City Administrator Approval

Date

Bradley Johnson 03/13/2026
Bradley Johnson (Mar 13, 2026 13:56:21 PDT)

Department Head Approval

Date

N/A

Civil Service Board Resolution #

MG
MG

04/07/2026

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.



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: Kristin Urrutia Employee ID# 20826 Date Requested: 03/10/2026

Department/Division: Finance Permanent Job Title Senior Budget & Management Analyst

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: Principal Budget & Management Analyst

- ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 246 From: 02/28/26 To: 02/27/27

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

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

* Additional Information

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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.

Kristin Urrutia 03/10/2026
Kristin Urrutia (Mar 10, 2026 11:29:56 PDT)
 Employee's Signature Date

 City Administrator Approval Date

Bradley Johnson 03/10/2026
Bradley Johnson (Mar 10, 2026 12:00:42 PDT)
 Department Head Approval Date

N/A MG 03/11/2026
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
- P – Parental Leave (no pay)
- FDN – Family Death (no pay)
- MNP – Military Leave (no pay)
- SLV – Sick Leave (no pay)
- CS – Leave from permanent status
- ANP – Miscellaneous (no pay)

Employee Name: Alex Shen Employee ID# 21763 Date Requested: 03.6.2026

Department/Division: Oakland Public Library Permanent Job Title Librarian Assistant

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: 23 From: May 27th 2026 To: July 3rd 2026

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

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

* Additional Information

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

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Alex Shen 03/06/2026
Employee's Signature Date

City Administrator Approval Date

[Signature] 3/18/2026
Department Head Approval Date

Civil Service Board Resolution # Date

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Unpaid Leave of Absence

Leave Type:

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

Employee's Name Jean Tran Employee's ID 28729 Today's Date 2/11/2026

Department/Division Transportation Employee Job Title Assistant Engineer II

I Request: 7 Days Hours From 3/20/26 To 3/30/36
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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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.

Employee's Signature

2/11/2026

Date

Civil Service Board Approval

Date

Josh Rowan (Feb 11, 2026 15:46:34 PST)

Department Head Approval

Feb 11, 2026

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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- 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: Ira Christian Employee ID# 3740 Date Requested: 03/19/2026

Department/Division: Transportation Permanent Job Title Parking Enforcement Supervisor 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: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 365 From: 04/01/26 To: 03/31/27

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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Ira Christian 03/19/2026
Ira Christian (Mar 19, 2026 15:53:53 PDT)

Employee's Signature

Date

City Administrator Approval

Date

Josh Rowan
Josh Rowan (Mar 20, 2026 10:12:52 PDT)

Department Head Approval

03/20/2026

Date

N/A

Civil Service Board Resolution #

MG
MG

04/07/2026

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: April 16, 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 Cable TV Production Assistant

Based upon a classification review at the request of the City Clerk's Office, staff have proposed revision of the **Cable TV Production Assistant** classification specification. It was established in April 1993 and has not been revised since that time.

In advance of an upcoming recruitment and selection process, the hiring manager was concerned that the description was outdated and would not appropriately attract applicants for the vacant position. Staff determined that revisions were necessary before opening the job posting.

The proposed edits to the classification specification are summarized below:

- In the Definition and Examples of Duties sections, update and modernize the description of the assigned work, properly reflect the current technology and equipment used, and remove outdated tasks.
- In the Distinguishing Characteristics section, ensure alignment with the current classification specification template language and update the current reporting structure.
- In the Knowledge and Abilities section, revise statements to include references to computers and software applications, television production concepts, and other relevant skills.
- In the Experience section of the Minimum Qualifications, specify that qualifying experience could be two (2) years of part-time equivalent hours or one (1) year of full-time equivalent hours.
- In the License or Certificate section, confirm that a driver's license is a true requirement of the position due to necessary work in the field.
- Under Other Requirements, clearly state that incumbents will need to work irregular hours, including nights and weekends.

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

The Service Employees International Union (SEIU, Local 1021) was notified of the proposed revisions. City and union representatives met on April 3, 2026, and there were not any questions or concerns from the union or membership about the proposed revisions. At that meeting, the

CIVIL SERVICE BOARD

Subject: Cable TV Production Assistant Revised Classification Specification Approval

Date: April 16, 2026

Page 2

union representatives verbally confirmed that there are no objections to the proposed revisions. An email message was sent by the union to confirm the verbal response.

Staff recommend that the Civil Service Board approve the revised classification specification of **Cable TV Production Assistant** as proposed.

Attachment: Proposed Revised Cable TV Production Assistant classification specification.



DRAFT

CABLE TV PRODUCTION ASSISTANT

Class Code: TC103 FTE

Civil Service Classified

Class Code: AP122 PPT

Civil Service Classified

Class Code: AP123 PT

Civil Service Classified

DEFINITION

Under general supervision in the Office of the City Clerk, To assists with the production, broadcast, and archiving of television programming for KTOP-TV; write news copy and brief scripts; operates video and audio control systems for live and pre-recorded meetings; operates and maintains a variety of television production and computer equipment; performs quality control on KTOP's television broadcast feed; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification whose incumbents provide production support to KTOP's live and pre-recorded programming, assist in the production of and television programming, write brief scripts, operate a variety of video production and computer equipment, and perform minor routine maintenance on equipment. This classification is distinguished from the higher-level Cable Operations Technician in that the incumbent of the latter performs the technical operations of the station.

SUPERVISION RECEIVED AND EXERCISED

Incumbents Rreceives general supervision from a Cable Operations Technician, Cable Television Producer, Cable TV Production and Station Operations Manager and receive technical direction from a Cable TV Operations Chief Engineer.

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

Operate television production equipment, such as, field and studio PTZ cameras (Pan/Tilt/Zoom), conference room cameras, videotape recorders, and switchers/special effects generators and character generators, digital audio mixers, AV routers, and monitoring equipment.

Set up, operate and monitor lights, microphones, audio mixers, waveform monitors and vector scopes, satellite receivers, and cable tv modulators.

Perform minor routine maintenance on equipment.

Assist in the production of programs. Perform production assistant duties including set support, talent control, paperwork, and logistics for KTOP original programs.

Operate master control and production control; monitor the picture and audio quality of KTOP's television signal and make adjustments, as needed.

Write news copy and brief scripts as assigned.

Create text and graphics from written materials for the KTOP iInformation aAccess bulletin board.

Label materials, create logs, and maintain internal and public record digital archives.

Write Prepare short reports; and routine correspondence.;

~~m~~Maintain schedules and logs.

~~Duplicate and label videotapes.~~

Operate a vehicle to transport crew and equipment to production sites, as needed.

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Television and video production techniques.
- Videotape ~~production operations and~~ equipment and operations.
- ~~Creating g~~Graphics creation such as character generation.
- Video Compression & Aspect Ratios.
- Computer systems, software applications, and network operations.

Ability to:

- Operate television production equipment, such as, field and studio cameras, videotape, recorders and ~~switchers~~special effects generators, and character generators.
- Set up, operate, and monitor equipment, such as, lights, microphones, audio mixers, waveform monitors, vector scopes, and monitors/receivers, ~~satellite receivers, and cable tv modulators.~~
- Perform minor routine maintenance on television production equipment.
- Monitor and correct for deficiencies in the picture and audio signal of the station's television signal.
- Utilize computer systems, software applications, and network operations.
- ~~Prepare and write television scripts, news copy and other material.~~
- Prepare clear, concise reports and other written materials.
- Maintain logs, records, and archives.
- Communicate effectively in oral and written formats.
- Follow oral and written directions.
- Work independently or as part of a team.
- Work irregular hours, including nights and weekends.
- Operate a vehicle to transport crew and equipment.
- Establish and maintain effective working ing relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent. Equivalent to the completion of the twelfth grade. College level course work in television production is desirable.

Experience:

Two (2) years of part-time or one (1) year of full-time video production experience.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License may be required. Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties.

OTHER REQUIREMENTS

Must be able to work irregular hours, including nights and weekends.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	04/22/1993	CSB Resolution #:	44280
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s):)		



Civil Service Board Meeting Minutes March 19, 2026

Date: March 19, 2026

Open Session 5:30 p.m.

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

Board Members: Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez; 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
Marijess DeGuzman, Senior HR Technician/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

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

Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation.

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 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar

ID: 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 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 all Board members were present:

Present:

- Member Benford
- Member Brown
- Member Degrafinried
- Member Ervin
- Member Gonzalez

1) Public Comment

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

0 Speakers.

2) Approval of the March 19, 2026 Civil Service Board Meeting Agenda (Action)

45314 Member Degrafinried motioned to approve the March 19, 2026 Civil Service Board Meeting Agenda, seconded by Member Ervin.

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

3) Updates, Secretary to the Board (Information)

- HRM formed Departmental Personnel Support team to identify opportunities to better support our departments in their hiring and onboarding needs.
- Updating forms and SOPs.
- Added new module to Applicant Tracking System (NeoGov eForms) to allow employees self-service to forms. Go live date June 5th 2026.
- Member Brown asked if this would be just for HRM or Citywide. Answer: Citywide.
- Member Benford asked is this the same NeoGov the members used during onboarding. Answer: Yes.

4) Consent Calendar (Action)

- a) Approval of Provisional Appointments (0)
 - There are no provisional appointments this month.
- b) Approval of Employee Requests for Leave of Absence (4)
 - Department of Transportation (2)
 - Oakland Police Department (1)
 - Oakland Public Library Department (1)
- c) Approval of Revised Classification Specifications (1)
 - Fire Communications Supervisor

45315 Vice Chair Gonzalez motioned to approve the consent calendar, seconded by Member Ervin. Member Benford asked for clarity about proficiency in a foreign language being a requirement. Answer: Because of Equal Access Ordinance it's a requirement as a just in case.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

5) Old Business

- a) Approval of the February 19, 2026, Civil Service Board Meeting Minutes (**Action**)

Member Brown asked for clarification about public comment section after each agenda item. Member Degrafinried stated he is used to public comment after each agenda item. Parliamentary Palomar Sanchez mentioned that a public comment section was added to the agenda and he will do additional research to see if there is any further protocol needed on this.

Member Ervin motioned to table the approval of the February 19, 2026 Civil Service Board Meeting pending Parliamentary further research pursuant to the Brown Act. Then withdrew.

45316 Member Gonzalez motioned to approve the February 19, 2026 Civil Service Board Meeting, seconds by Member Benford.

Member Gonzalez commented that the Board can benefit from Council whether or not it's a best practice or requirement if we have public comment after each item.

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

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

HRM Director/Secretary to the Board Mary Hao gave an update on the Hearing Request Forms. Police Officer Appeal withdrawn (OPD-2022-AP01). Port provided an update GIS/LIS Matter (PORT-2024-AP02). Fire Fighter hearing (OFD-2026-AP01) will be heard in closed session tonight.

- 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)

HRM Director/Secretary to the Board Mary Hao zero non-compliant employees.

6) New Business

- There is no new business this month

7) Open Forum

0 Speakers.

8) Closed Session

CLOSED SESSION AGENDA

Roll Call

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

Present:

- Member Benford
- Member Brown
- Member Degrafinried
- Member Ervin
- Member Gonzalez

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 Fire Department- Fire Fighter- OFD-2026-AP01

OPEN SESSION AGENDA

9) Report of actions taken in Closed Session

45317 Member Gonzalez motioned not to disclose the deliberations from the closed session, second by Member Degrafinried.

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

10) Open Forum

1 Speakers.

Speaker 1: Seth Olyer, President of Oakland Fire Fighters

- Thanked the Board and Appellant

11) Adjournment

45318 Benford motioned to adjourn the meeting, seconded by Member Ervin.

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 19, 2026. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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

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

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

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



**Civil Service Board Meeting Minutes
February 19, 2026**

Date: February 19, 2026

Open Session 5:30 p.m.

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

Board Members: Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez; 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
Marijess DeGuzman, Senior HR Technician/Staff to the Board
Palomar Sanchez, Attorney to the Board

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Passcode: CSB2026

One tap mobile +16699006833,,84770081425#,,,,*7708206# US (San Jose)
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PROVIDE PUBLIC COMMENT

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

- Submit written comment in advance:

Email your comment, full name, and the agenda item number to Marijess De Guzman at MDeGuzman@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 and items not on the agenda will be taken at this time.

1 Speaker

Speaker 1: Jennifer Foster, President of Local 21 A&W Chapter.

- Addressed the board regarding the leave of absences, emphasizing concerns about the HR practices under rule 8.07 and 8.08.

2) Approval of the February 19, 2026, Civil Service Board Meeting Agenda (Action)

45309 Member Degrafinried motioned to approve the February 19, 2026 Civil Service Board Meeting Agenda with the following amendments: removal of item 4C, addition of a public comment section after each agenda item, and inclusion of a public comment period for items not on the agenda to be held during open forum before adjournment. The motion was seconded by Member Ervin.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

3) Updates, Secretary to the Board (Information)

- Provided an update on Fire Fighter recruitment, reporting 1,402 applications and 1,023 candidates participating in the written exam, with oral interviews scheduled for the week of March 16.

4) Consent Calendar (Action)

- a) Approval of Provisional Appointments (3)
 - Program Manager (Economic & Workforce Development Department) (1)
 - Case Manager II (Human Services Department) (1)
 - Nurse Case Manager (Human Services Department) (1)
- b) Approval of Employee Requests for Leave of Absence (4)
 - Human Resources Management Department (3)
 - Public Works Department (1)
- c) Approval of Revised Classification Specifications (1)
 - Fire Communications Supervisor

45310 Vice Chair Gonzalez motioned to approve the consent calendar, seconded by Member Ervin. A correction was noted for the Case Manager I job description regarding the reference to ‘years of service.’ Item 4C has been withdrawn.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

5) Old Business

- a) Approval of the January 15, 2026 Civil Service Board Meeting Agenda Minutes (**Action**)

45311 Member Ervin motioned to approve the January 15, 2025, Civil Service Board Meeting Minutes and the motion was seconded by Member Degrafinried

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

- 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 Exemptions from Civil Service and Approval of New Classifications for: **(Action)**

- Payroll Administrator
- Procurement and Contracts Administrator

45312 Member Degrafinried motioned to approve new classification specifications and request for exemptions from Civil Service for Payroll Administrator and Procurement and Contracts Administrator, seconded by Vice Chair Gonzalez.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

7) Open Forum

- No speakers for the open forum

8) Adjournment

45313 Vice Chair Gonzalez motioned to adjourn the meeting, seconded by Member Degrafinried.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, March 19, 2026. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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

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

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Civil Service Board Appeals and Hearing Calendar

Pending List- April 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	Pending	
OPD-2026-AP02	Police Communications Dispatcher	OPD	6.06-Appeal of Probationary Release	Pending	

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OFD-2026-AP01	Fire Fighter	Oakland Fire Department	6.06-Appeal of Probationary Release	01/28/2026	Pending Written Decision

4. UNDER REVIEW

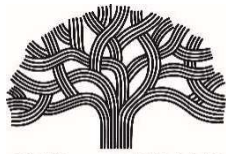
Case Number	Classification	Dept.	Action Pending	Action Date	Notes



Civil Service Board Appeals and Hearing Calendar

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April 16, 2026



CITY OF OAKLAND

STAFF REPORT

DATE: April 16, 2026

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Mary Hao, Human Resources Director & Secretary to the Board

SUBJECT: TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the March 19, 2026, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred and six (106) employees were in the TCSE (17), TCSE/Annuitant (30), and ELDE (59) categories as of pay period ending April 3, 2026. Of the those, three (3) assignments are reported as non-compliant with Rule 5.06.

Reports showing all the temporary assignments discussed in this report are included in a list (*Attachment A*) and a chart of trends (*Attachment B*) attached to this narrative report to provide a snapshot of the overall changes month to month.

BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be “ongoing or repetitive.”

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred and six (106) temporary assignments, there are zero (3) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: April 16, 2026

Page 2

RECOMMENDATION

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

For questions regarding this report, please contact Assistant Human Resources Director Greg Preece at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending April 3, 2026.
- B. TCSE/ELDE Compliance Trend Chart.

The Civil Service Board Staff Report (Attachment A)

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	CLOSED THIS PERIOD (7)	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
OFD	Levi Jr.	David	20631 - In-Service Training Unit		2/18/2026	Temp Contract Svcs Employee, PT				COMPLIANT
DOT	Bagadion	Reuben	35245 - Bicycle & Pedestrian Program		2/27/2026	Temp Contract Svcs Employee, PT				COMPLIANT
DOT	Emuka	Crystal	35245 - Bicycle & Pedestrian Program		2/27/2026	Temp Contract Svcs Employee, PT				COMPLIANT
DOT	Valle	Yvonne	35243 - Crossing Guard Services		02/13/2026	Temp Contract Svcs Employee, PT				COMPLIANT
DOT	Yau	Laura	35212 - Complete Streets Design		02/13/2026	Temp Contract Svcs Employee, PT				COMPLIANT
OPRYD	Cardenas	Paulina	501250 - Special Programs		3/28/2026	Temp Contract Svcs Employee, PT				COMPLIANT
HDS	Boatwright	David	75631 - Senior Center Unit		2/4/2026	Temp Contract Svcs Employee, PT				COMPLIANT
NEW THIS PERIOD (10)										
Finance	An-AA11:108	Charlie	08121 - Finance and Management: Payroll		3/14/2026	ELDE				COMPLIANT
OPWD	Ahmed	Abdulmukth	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
OPWD	Esbridge Jr	Cleon	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
OPWD	Henry Jr	Marcus	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
OPWD	Huffstuter	Seth	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
OPWD	Mitchell	Damarey	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
OPWD	Pena Zamudio	Ignacio	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
OPWD	Roberto	Roberto	30652 - Landscape Maintenance		3/14/2026	ELDE				COMPLIANT
DWES	Le	Kim Hong	67411 - Compliance		3/14/2026	ELDE				COMPLIANT
EWDD	Jert	Laws	85411 - Economic Development		3/14/2026	Temp Contract Svcs Employee, PT				COMPLIANT
COMPLIANT (96)										
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services		1/6/2024	Temp Contract Svcs Employee, PT		770.00		COMPLIANT
CAO	Eggerly	Deborah	02111 - City Administrator: Administration Unit		11/23/2024	TCSE/ANNUITANT		741.5		COMPLIANT
CAO	Kaplan	Rebecca	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				COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04411 - Affirmative Litigation		9/8/2020	TCSE/ANNUITANT		465.00		COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit		8/8/2020	TCSE/ANNUITANT		0.00		COMPLIANT
DOT	Bass	Sydney	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	4/12/2025			COMPLIANT
DOT	Smith	Anthony	35242 - Complete Streets Maintenance		2/14/2026	Temp Contract Svcs Employee, PT				COMPLIANT
DOT	Wallace	Jason	35211 - Great Streets Delivery Admin		12/6/2025	ELDE				COMPLIANT
DOT	Wlssowsky Jr	Wladimir	35219 - Structures & Emergency Response		11/9/2024	TCSE/ANNUITANT		320.5		COMPLIANT
DOT	Wornack	James	35246 - Major Corridor Multimodal Operations		3/16/2025	TCSE/ANNUITANT		483.50		COMPLIANT
DWES	Chan	Sau	67411 - Compliance		10/11/2025	ELDE				COMPLIANT
DWES	Hanserd	Erica	67411 - Compliance		12/22/2025	ELDE				COMPLIANT
DWES	Mayo	Sheramita	67411 - Compliance		1/3/2026	ELDE				COMPLIANT
EWDD	Hiltner	Jens	85221 - Project Implementation: Staffing		2/15/2025	TCSE/ANNUITANT		328.00		COMPLIANT
EWDD	Lane	Patrick	85221 - Project Implementation: Staffing		8/5/2023	TCSE/ANNUITANT		408.00		COMPLIANT
EWDD	Leifheit	Alexis	85511 - Cultural Arts & Marketing		12/30/2025	Temp Contract Svcs Employee, PT		142.00		COMPLIANT
FINANCE	Bonner	Ryonya	08441 - Revenue Collections Unit		10/25/2025	Temp Contract Svcs Employee, PT		261.50		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	Treglown	Donna	08211 - Accounting: Administration Unit		6/18/2018	TCSE/ANNUITANT		633.50		COMPLIANT
FINANCE	Waiston	Valerie	08121 - Finance and Management: Payroll		10/28/2023	TCSE/ANNUITANT		222.50		COMPLIANT
FINANCE	Yen	Hsuehchun	08121 - Finance and Management: Payroll		11/9/2024	Temp Contract Svcs Employee, PT		100.00		COMPLIANT
FIRE	Riskier	Tina	20914 - MACRO		7/15/2025	ELDE	7/15/2025			COMPLIANT
FIRE	White	Darin	20311 - Fire Marshals Office Unit		7/19/2025	TCSE/ANNUITANT		704.00		COMPLIANT
HCD	Leshin	Manyann	89919 - Admin: Housing & Community Development		11/26/2022	TCSE/ANNUITANT		575.50		COMPLIANT
HRM	Boxdell	Ashley	06511 - Human Resource Development Unit		8/31/2024	Temp Contract Svcs Employee, PT		710.00		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	Delgado	Jeanette	06311 - Employee Labor Relations	ELDE	1/3/2026	COMPLIANT	
HRM	Lugo	Susana	06621 - Risk Management	ELDE	1/31/2026	COMPLIANT	
HRM	Reyes	Elaiane	06211 - Employment and Classification Unit	ELDE	1/3/2026	COMPLIANT	
HRM	Avilez Zarate	Judith	78231 - HS Classroom & Seasonal	Temp Contract Svcs Employee, PT	9/27/2025	248.00	COMPLIANT
HSD	Bateson	Judith	78232 - Head Start - Central Office Program	ELDE	4/12/2025	4/12/2025	COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	ELDE	11/23/2025	COMPLIANT	
HSD	Cozart	Sherita	78231 - HS Classroom & Seasonal	Temp Contract Svcs Employee, PT	9/13/2025	345.00	COMPLIANT
HSD	Dlep	My	78231 - HS Classroom & Seasonal	TCSE/ANNUITANT	8/16/2025	552.50	COMPLIANT
HSD	Farrish	Conterenia	78199 - DHS Fiscal Unit	ELDE	10/11/2025	COMPLIANT	
HSD	Friberg	Annie	75631 - Senior Center Unit	ELDE	8/5/2023	10/13/2025	COMPLIANT
HSD	Galbraith	Angela	78231 - HS Classroom & Seasonal	Temp Contract Svcs Employee, PT	9/13/2025	416.00	COMPLIANT
HSD	Hartington	Samantha	78235 - HS Central Office Administration	TCSE/ANNUITANT	10/15/2022	649.25	COMPLIANT
HSD	Hatcher Jr.	Lucius	78111 - DHS Administration Unit	ELDE	2/17/2024	COMPLIANT	
HSD	Ho	Sing-Yuet	78362 - CSBG - Programs	Temp Contract Svcs Employee, PT	10/29/2022	481.50	COMPLIANT
HSD	Jacobs	Jacqueline	78111 - DHS Administration Unit	ELDE	10/11/2025	COMPLIANT	
HSD	Lakes	Lea	78231 - HS Classroom & Seasonal	ELDE	9/30/2024	COMPLIANT	
HSD	Lewis	Vivien	78235 - HS Central Office Administration	ELDE	2/15/2025	COMPLIANT	
HSD	Molina	Erika	78231 - HS Classroom & Seasonal	ELDE	12/9/2023	COMPLIANT	
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	Temp Contract Svcs Employee, PT	10/11/2025	231.50	COMPLIANT
HSD	Price	Daviente	75631 - Senior Center Unit	ELDE	8/5/2023	10/27/2025	COMPLIANT
HSD	Steelman	Misty	78232 - Head Start - Central Office Program	ELDE	7/19/2025	COMPLIANT	
HSD	Tovar	Noemi	75231 - Multipurpose Senior Service Program Unit	ELDE	8/2/2025	COMPLIANT	
HSD	Troye	Kaya	78231 - HS Classroom & Seasonal	TCSE/ANNUITANT	9/13/2025	366.25	COMPLIANT
HSD	Wilson	Sherline	46351 - Geographical Information Systems	TCSE/ANNUITANT	10/30/2021	480.00	COMPLIANT
ITD	MacLeod	Robert	46331 - Systems Operations	ELDE	2/18/2023	441.00	COMPLIANT
ITD	Messac	Patrick	01111 - Mayor - Administration Unit	Temp Contract Svcs Employee, PT	8/2/2025	COMPLIANT	
MAYOR	Bardakian	Kimberly	01111 - Mayor - Administration Unit	Temp Contract Svcs Employee, PT	12/6/2025	252.50	COMPLIANT
MAYOR	Freeman	Phillip	01111 - Mayor - Administration Unit	ELDE	7/19/2025	COMPLIANT	
MAYOR	Uribe	Carlos	501210 - Budget and Fiscal	ELDE	10/25/2025	COMPLIANT	
MAYOR	Feng	Zhuanyun	501110 - Directors Unit	ELDE	9/27/2025	67.50	COMPLIANT
OPRYD	Seneca	Matthew	30559 - Facilities: Custodial - OPL	TCSE/ANNUITANT	1/18/2025	815.50	COMPLIANT
OPW	Hightower Sr.	Albert	30533 - Sewer System Maintenance	ELDE	8/2/2025	COMPLIANT	
OPW	Law	Allen	30211 - Engineering and Construction - Administration	TCSE/ANNUITANT	9/27/2025	204.50	COMPLIANT
OPW	Wells	Ryckesha	84454 - Inspections: Neighborhood Preservation	ELDE	10/15/2022	563.5	COMPLIANT
OPW	Evans	Damonte	84421 - Engineering: Permit Center	TCSE/ANNUITANT	10/11/2025	COMPLIANT	
PBD	Kato	Janice	84454 - Inspections: Neighborhood Preservation	ELDE	10/29/2022	36.00	COMPLIANT
PBD	Hineda	Hulises	84111 - Admin: Planning, Building & Neighborhood Presery	TCSE/ANNUITANT	9/27/2025	261.00	COMPLIANT
PBD	Rex	Diana	84454 - Inspections: Neighborhood Preservation	ELDE	9/13/2025	412.50	COMPLIANT
PBD	Sam Nicolas	Evan	106610 - Background & Recruiting	TCSE/ANNUITANT	7/6/2024	COMPLIANT	
POLICE	Cave Jr	John	106610 - Background & Recruiting	ELDE	12/22/2025	284.00	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	TCSE/ANNUITANT	8/19/2023	657.00	COMPLIANT
POLICE	Johnson	Gammen	106610 - Background & Recruiting	TCSE/ANNUITANT	7/6/2024	36.00	COMPLIANT
POLICE	Joiner	Amette	106610 - Background & Recruiting	TCSE/ANNUITANT	9/13/2025	20.00	COMPLIANT
POLICE	Lau	Peter	68211 - Community Police Review Agency	ELDE	1/31/2026	6.00	COMPLIANT
POLICE	O'Leigh	Ronald	65111 - Public Ethics Commission	TCSE/ANNUITANT	3/4/2023	COMPLIANT	
POLICE	O'Reilly	John	65111 - Public Ethics Commission	Temp Contract Svcs Employee, PT	10/11/2025	492.50	COMPLIANT
POLICE	Pressnell	Edward	70211 - Violence Prevention: External Services	ELDE	10/11/2025	697.50	COMPLIANT
POLICE	Thomas	Mark	70211 - Violence Prevention: External Services	ELDE	3/15/2025	COMPLIANT	
POLICE	Trammell	Cynthia	70111 - Violence Prevention: Administration	ELDE	1/18/2025	COMPLIANT	
POLICE	Williams	Pamela		TCSE/ANNUITANT	9/27/2025	COMPLIANT	
PUBLIC ETHICS	Chowdhary	Bhawna		TCSE/ANNUITANT	5/13/2023	NONCOMPLIANT	
PUBLIC ETHICS	Thorsen	Niels		TCSE/ANNUITANT	12/10/2022	NONCOMPLIANT	
VIOLENCE PREVENTION	Aselsh	Bey		TCSE/ANNUITANT	12/10/2022	NONCOMPLIANT	
VIOLENCE PREVENTION	Emerson	Cedrick		TCSE/ANNUITANT	12/10/2022	NONCOMPLIANT	
VIOLENCE PREVENTION	Sanchez	Ulises		TCSE/ANNUITANT			
VIOLENCE PREVENTION	Thomas	Vanetta		TCSE/ANNUITANT			
CAO	Logan	Lisa	02151 - City Administrator Call Center	ELDE	5/13/2023	NOTES	
CAO	Martinez	Gabriel	02151 - City Administrator Call Center	ELDE	12/10/2022	Will close next period	
CAO	Smith	Jailah	02151 - City Administrator Call Center	ELDE	12/10/2022	Will close next period	

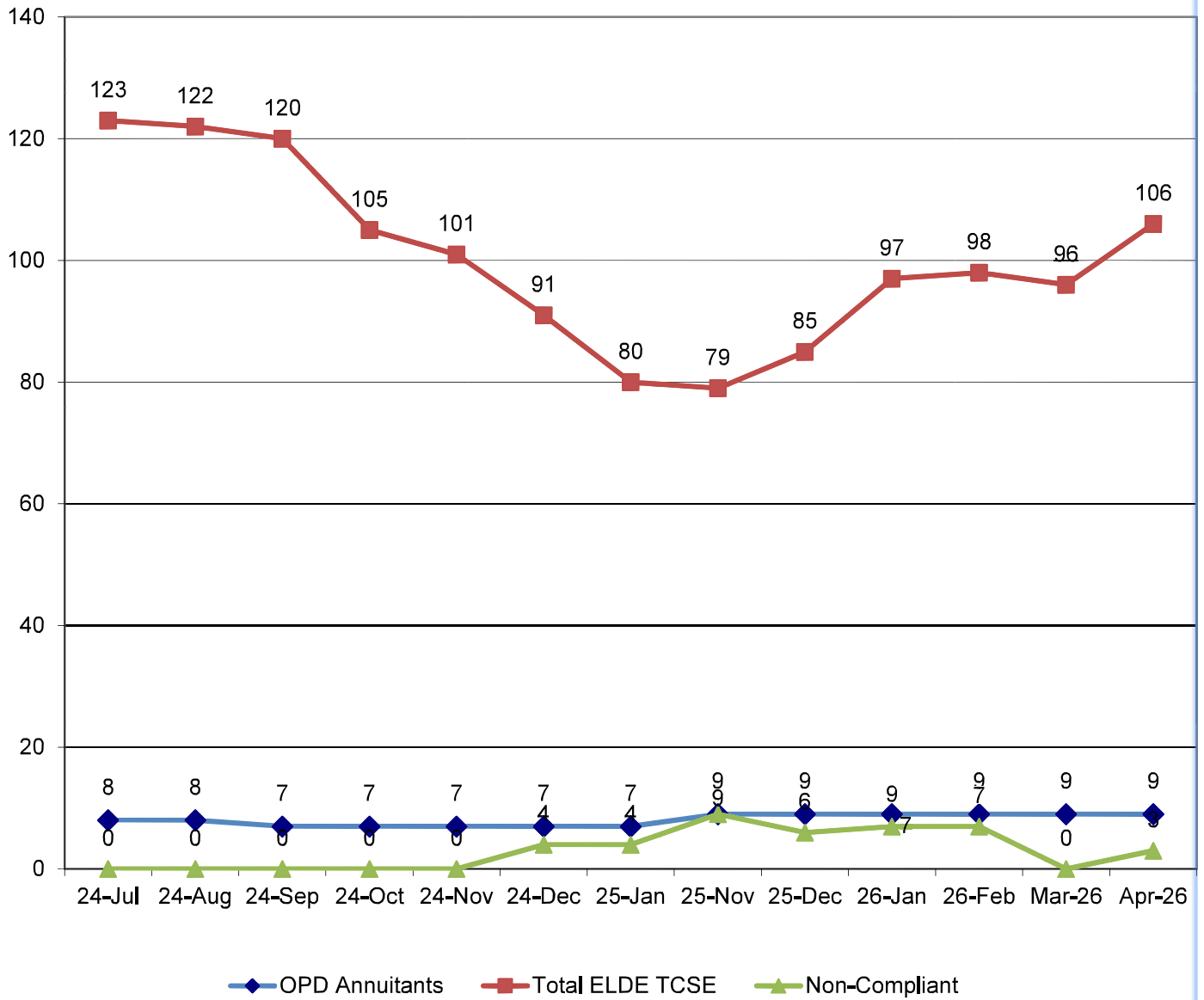
TCSE
ELDE
Annuitant

17
59
30

COMPLIANT

106

TCSE/ELDE Rules Compliance





STAFF REPORT

DATE: April 16, 2026

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Amber Lytle, Human Resources Manager

THROUGH: Mary Hao, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Civil Service Board and include an explanation of the delay for all studies that have been in progress for more than a year. The Board last received an update in January 2026.

Classification Studies

Attachment A is a report of all outstanding classification studies for the period of January 1, 2026, to March 31, 2026. During this reporting period, three (3) studies were completed, three (3) studies were canceled, and zero (0) new studies were received. There are currently 13 active classification studies, including three (3) studies that are close to being finalized and released this month compared to 19 active classification studies last quarter.

EXPLANATION OF DELAYS

Of the eight (8) studies that have passed the one-year mark, two (2) of them have been completed or canceled during this period, and two (2) studies are likely to be released this month:

- Program Analyst II (HSD) – ***In Progress***
- Emergency Services Medical Coordinator (OFD) – ***In Progress***
- Maintenance Mechanic (HSD) – ***Finalizing Findings for Release***
- Administrative Assistant II (OFD) – ***Canceled, Employee Promoted***
- Police Records Specialist (OPD) – ***In Progress***
- Public Service Representative (PBD) – ***Assigned***
- Payroll Personnel Clerk III (LIBRARY) – ***Completed 1/21/2026***
- Rent Adjustment Program Assistant (HCD) – ***Finalizing Findings for Release***

The delays are largely attributed to competing demands among available staff and current recruitment activities to fill HR Analyst vacancies in Human Resources Management (HRM). HRM continues to consider additional strategies for assessing priorities and adding capacity to HRM’s classification assignment efforts. Classification studies and classification specification work is being assigned to available HR Analysts. An external consultant will continue to provide assistance by helping with the on-going queue as well.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: April 16, 2026

HRM remains focused on addressing overdue studies and increased output (study completion) during this quarter. Of the remaining six (6) studies that exceeded the one-year mark, two (2) are expected to be released this month, four (4) studies are assigned or already in progress, and zero (0) studies are still pending assignment. Staff remains committed to demonstrating measurable progress by eliminating the classification study backlog in the coming months and by seeking ways to process more classification specification assignments.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the period of January 1, 2026, to March 31, 2026. The reports shows a total of one hundred-eleven (111) classification assignments: during this reporting period, five (5) classification revisions or creations were completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; one (1) classification is being advanced by HRM to the Board for the April 16, 2026 meeting; an additional twenty-five (25) are in the queue for discussion with the representative union or pending City Council action followed by advancement to the Board in the near future; there are seventy-eight (78) classification specification reviews assigned and under review by analysts; and there are an additional two (2) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will eventually be distributed among all analysts as part of the overall efforts to strengthen their skill sets and increase HRM’s flexibility and responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	5
Scheduled to CSB for Approval	1
Pending with Union or City Council	25
Assigned to Analyst/In Progress	78
Pending for Assignment	2
TOTAL	111

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

Attachment A – Classification Studies (Desk Audits) January 1, 2026 – March 31, 2026

Attachment B – Classification Specifications under review January 1, 2026 – March 31, 2026

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

ATTACHMENT A

#	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	HSD	Program Analyst II	5/25/2023			Yes	In progress.
2	OFD	Emergency Medical Services Coordinator	7/23/2023			Yes	In progress.
3	HSD	Maintenance Mechanic	8/24/2023			Yes	Finalizing findings for release in April.
4	OFD	Administrative Assistant II	1/24/2024	2/2/2026	N/A	Yes	Canceled; employee promoted.
5	OPD	Police Records Specialist	5/6/2024			Yes	In progress.
6	PBD	Public Service Representative	7/15/2024			Yes	Assigned, in early stages.
7	LIBRARY	Payroll Personnel Clerk III	8/26/2024	1/21/2026	513	Yes	Completed.
8	HCD	Account Clerk II	2/6/2025	1/21/2026	349	No	Completed by consultant.
9	HCD	Rent Adjustment Program Assistant	2/6/2025			Yes	Finalizing findings for release in April.
10	HCD	Office Assistant II	2/6/2025	2/4/2026	N/A	No	Canceled; employee on long-term leave.
11	ITD	Information Systems Specialist I	4/3/2025	2/10/2026	N/A	No	Canceled; employee promoted.
12	HRM	Benefits Analyst	4/21/2025	1/26/2026	280	No	Completed by consultant.
13	CITY CLERK	Cable TV Production Assistant	4/30/2025			No	Finalizing findings for release in April.
14	HSD	Administrative Assistant I	7/22/2025			No	Pending assignment.
15	ITD	Information Systems Specialist II	8/26/2025			No	Pending assignment.
16	FINANCE	Account Clerk III	9/2/2025			No	Pending assignment.
17	EWDD	Administrative Analyst II	10/24/2025			No	Pending assignment.
18	DOT	Administrative Analyst II	11/6/2025			No	Pending assignment.
19	DOT	Administrative Analyst II	11/25/2025			No	Pending assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	APPROVED OR CLOSED (5)	REP	TYPE	NOTES
TR115	DOT	City Land Surveyor		UM2	SPEC REVISION	Approved at the January 15, 2025 Meeting.
SC194	OPW	Park Supervisor II		UH1	SPEC REVISION	Approved at the January 15, 2025 Meeting.
TBD	FINANCE	Payroll Administrator		TBD	NEW SPEC	Approved at the February 19, 2026 Meeting.
TBD	FINANCE	Procurement and Contracts Administrator		TBD	NEW SPEC	Approved at the February 19, 2026 Meeting.
SC148	OPD	Fire Communications Supervisor		UH1	SPEC REVISION	Approved at the March 19, 2026 Meeting.
			SCHEDULED (1)			
TC103	CITY CLERK	Cable TV Production Assistant		SC1	SPEC REVISION	Scheduled for the April 16, 2026 Meeting.
			PENDING WITH UNION OR CITY COUNCIL (25)			
TBD	HSD	Assistant Director, Human Services		TBD	NEW SPEC	Salary ordinance amendment and exemption resolution pending with City Council.
IS104	PBD	Code Enforcement Inspector, Assistant		SD1	SPEC REVISION	For Local 1021 meeting - date TBD
TBD	CAO	Constitutional Policing Administrator		TBD	NEW SPEC	Salary ordinance amendment and exemption resolution pending with City Council.
TBD	OIG	Deputy Inspector General		TBD	NEW SPEC	Pending rep unit assignment and notification to corresponding union.
TBD	HSD	Head Start Driver Courier		SI1	SPEC REVISION	For Local 1021 meeting - date TBD
SS133	ATTORNEY	Legal Administrative Assistant		TW1	SPEC REVISION	Pending; may be canceled
AP214	LIBRARY	Librarian I		SD1	SPEC REVISION	In progress with Local 1021
AP217	LIBRARY	Librarian II		SD1	SPEC REVISION	In progress with Local 1021
AP230	OPRYD	Lifeguard, PT		SI1	SPEC REVISION	For Local 1021 meeting - date TBD
						Finalized new spec with Local 21; salary proposal pending; need to advance to CSB and route title change to City Council via a salary ordinance amendment
TBD	FINANCE	Mail Operations Clerk, Supervising		TBD	SPEC REVISION	
						Finalized spec revisions with Local 1021; salary proposal pending; need to advance to CSB and route title change to City Council via a salary ordinance amendment.
TBD	DOT	Parking Meter Repair Technician, Senior		TBD	NEW SPEC	Finalized new spec with Local 1021; need to advance to CSB and route title change to City Council via a salary ordinance amendment.
TR168	DOT	Parking Meter Repair Technician (formerly Parking Meter Repair Worker)		SB1	SPEC REVISION	
PS165	OPD	Police Evidence Technician (title change to Crime Scene Technician)		SC1	SPEC REVISION	In progress with Local 1021
AP366	OPRYD	Pool Manager		SC1	SPEC REVISION	For Local 1021 meeting - date TBD

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR207	OPW	Pool Technician	SC1	SPEC REVISION	For Local 1021 meeting - date TBD
TBD	FINANCE	Mail Operations Clerk	TBD	SPEC REVISION	For Local 1021 meeting - date TBD
TBD	OPRYD	Park Steward	TBD	NEW SPEC	For Local 1021 meeting - date TBD
SC198	FINANCE	Payroll Personnel Supervisor	UH1	SPEC REVISION	In progress with Local 21
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	For Local 1021 meeting - date TBD
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	For Local 1021 meeting - date TBD
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	For Local 1021 meeting - date TBD
TR190	OPW	Tree Worker	SC1	SPEC REVISION	For Local 1021 meeting - date TBD
AP401	OAS	Veterinarian	UM2	SPEC REVISION	In progress with Local 21
TBD	DVP	Violence Intervention Specialist	TBD	NEW SPEC	For Local 1021 meeting - date TBD
TBD	DVP	Violence Prevention Coach	TBD	NEW SPEC	For Local 1021 meeting - date TBD
		IN PROGRESS (78)			
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
AP103	CITYWIDE	Administrative Analyst I	TW1	SPEC REVISION	Preparing proposed spec revisions for departments
AP106	CITYWIDE	Administrative Analyst II	TW1	SPEC REVISION	Preparing proposed spec revisions for departments
PS100	OAS	Animal Control Officer	SC1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	CITYWIDE	Trainee/Apprentice	TBD	NEW SPEC	Drafting class spec
TBD	PBD	Building Plans Examiner	TBD	NEW SPEC	Drafting class spec
AP127	Citywide	Case Manager II	TW1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Classification exists; drafting class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Pending, may be canceled
TBD	OPD	Civilian Investigator	TBD	NEW SPEC	Drafting class spec
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
TBD	DWES	Contract Compliance Investigator	TBD	NEW SPEC	Finalizing new class spec with department
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	Assignment reboot; preparing new proposed spec revisions with department
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Assignment reboot; preparing new proposed spec revisions with department
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Assignment reboot; preparing new proposed spec revisions with department
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	Assignment reboot; preparing new proposed spec revisions with department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP400	CPRA	CPRA Policy Analyst (title change from CPRB Policy Analyst)	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OPD	Data Strategy Manager	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Classification exists; drafting class spec
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	Regrouping on proposed revisions under new Chief; For CMEA meeting
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	On hold.
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
TBD	OPW	Equipment Services Technician	TBD	NEW SPEC	Drafting new class spec
SS126	CAO	Executive Assistant to the City Administrator	UP1	SPEC REVISION	Finalizing proposed spec revisions with department
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Pending, may be canceled
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Pending, may be canceled
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Pending, may be canceled
SC262	OFD	Fire Inspector (Civilian)	UH1	SPEC REVISION	Pending, may be canceled
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Pending, may be canceled
TBD	OFD	Fire Plans Examiner	TBD	NEW SPEC	Drafting class spec
PS143	OFD	Fire Protection Engineer	TW1	SPEC REVISION	Pending, may be canceled
SC257	OPD	Fleet Compliance Coordinator	UM2	SPEC REVISION	Seeking more information about proposed revisions from department
TBD	HSD	Early Childhood Education Aide	TBD	NEW SPEC	Drafting class spec
TBD	OFD	Hazardous Materials Inspector I	TBD	NEW SPEC	Pending, may be canceled
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	Pending, may be canceled
TBD	HSD	Head Start Coach	TBD	NEW SPEC	Drafting class spec
PP184	HSD	Head Start School Readiness Coordinator	TW1	SPEC REVISION	Department preparing proposed revisions
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Department preparing proposed revisions
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Manager (Deputy Chief)	TBD	NEW SPEC	Drafting new class spec
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions and title change with department
TC115	FINANCE	Human Resource Operations Technician	TW1	SPEC REVISION	Finalizing proposed spec revisions and title change with department
TC114	FINANCE	Human Resource Operations Technician, Senior	TW1	SPEC REVISION	Finalizing proposed spec revisions and title change with department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP207	FINANCE	Human Resource Systems Analyst	TA1	SPEC REVISION	Finalizing proposed spec revisions and title change with department
AP202	FINANCE	Human Resource Systems Analyst, Senior	TA1	SPEC REVISION	Finalizing proposed spec revisions and title change with department
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Finalizing proposed spec revisions and title change with department
AP464	OIG	Inspector General Program and Performance Auditor	TW1	SPEC REVISION	Researching proposed title change
TBD	DWES	Labor Standards Investigator	TBD	NEW SPEC	Drafting class spec
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Finalizing proposed spec revisions for union
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Classification exists; drafting class spec
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	Finalizing proposed revisions with department.
TBD	FINANCE	Parking Administrator	TBD	NEW SPEC	On hold; salary ordinance amendment and exemption resolution were pulled during the 3/24/2026 FMC Meeting
TR164	DOT	Parking Control Technician (I)	SC1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Payroll Analyst	TBD	NEW SPEC	Drafting new class spec
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	Finalizing proposed revisions with department.
SS164	PBD	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Preparing proposed spec revisions for department
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Preparing proposed spec revisions for department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Pending, may be canceled
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Classification exists; drafting class spec
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	Drafting class spec; revisit draft with new leadership
TR176	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Discussing proposed revisions with department
TR175	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Discussing proposed revisions with department
TR186	DOT	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
TR185	DOT	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department review
		PENDING ASSIGNMENT (2)			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec