CITY OF OAKLAND

Civil Service Board Meeting Agenda
July 16, 2026

Date: July 16, 2026

Open Session: 5:30 p.m.

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

Board Members: Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez; 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, Assistant Human Resource Analyst/Staff to the Board
Palomar Sanchez, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

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

Passcode: CSB2026

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/u/kbf5JUxHxH

PROVIDE PUBLIC COMMENT

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

• Submit written comment in advance:

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

• Complete a speaker card during the meeting.

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

Roll Call

1) Public Comment

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

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

3) Updates, Secretary to the Board (Information)

4) Consent Calendar (Action)

a) Approval of Provisional Appointments (2)

- Head Start Program Coordinator
- Head Start Facilities Coordinator

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

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

c) Approval of Revised Classification Specification (2)

- Veterinarian
- Principal Inspection Supervisor

5) Old Business

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

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

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

6) New Business

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

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

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

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

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, August 20, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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 OF
OAKLAND

MEMORANDUM

Department of Human Resources Management
HR Director Request for Provisional Appointment

DATE: July 16, 2026
TO: The Honorable Civil Service Board
FROM: Alanna Butler, Human Resource 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 Head Start Program Coordinator to be ratified at Civil Service Board Meeting on July 16, 2026.

Attached is a request from the Human Services Department to make a provisional appointment to a Head Start Program Coordinator vacancy. The basis for this request is detailed in the attached Provisional Appointment Request & Status of Recruitment Form as supporting documentation.

A Head Start Program Coordinator is primarily responsible for supervising the enrollment and maintenance of children and their families in the Head Start and Even Start programs in compliance with federal regulations and providing information and referrals to educational, health and nutritional resource agencies as needed by children and their families. The minimum qualifications for Head Start Program Coordinator are: a bachelor's degree in early childhood development, public health, education, public administration, and two years of progressively responsible work experience in social service, public health, or educational/literacy programs.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in family and consumer economics and over 10 years of experience providing nutrition and health education for Head Start children and their families, managing nutrition assessments for Special Diets, reviewing health assessments, and developing cooking curriculum.

The Recruitment and Classification Division is preparing to conduct a recruitment and Civil Service Examination to permanently fill this vacancy within 120 days.

I recommend that the Civil Service Board ratify the provisional appointment to this Head Start Program Coordinator vacancy in the Human Services Department beginning on Saturday, July 4, 2026 and ending on or before November 1, 2026.

CITY OF OAKLAND

MEMORANDUM

Department of Human Resources Management
Provisional Appointment Request & Status of Recruitment
SCHEDULED MEETING DATE FOR CONSIDERATION: July 16, 2026

AREA REQUESTED

POSITION: Head Start Program Coordinator
DEPARTMENT: Human Services Department
APPOINTMENT DURATION:120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: February 26, 2017
DATE PERSONNEL REQUISITION SUBMITTED: N/A, has not been submitted yet
CURRENT STATUS OF EXAMINATION: Recruitment Pending Analyst Assignment

JUSTIFICATION
Reason Needed:

This provisional appointment is needed to fill a current vacancy. The requisition requesting a provisional appointment was approved on May 28, 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 the following pertinent information:
✓ Summary of Application Qualifications
Current Residency Status: Oakland Resident
Current Employment Status: Current City of Oakland employee

CITY OF
OAKLAND

MEMORANDUM

Department of Human Resources Management
HR Director Request for Provisional Appointment

DATE: July 16, 2026
TO: The Honorable Civil Service Board
FROM: Alanna Butler, Human Resource 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 Head Start Facilities Coordinator to be ratified at Civil Service Board Meeting on July 16, 2026.

Attached is a request from the Human Services Department to make a provisional appointment to a Head Start Facilities Coordinator vacancy. The basis for this request is detailed in the attached Provisional Appointment Request & Status of Recruitment Form as supporting documentation.

A Head Start Facilities Coordinator is primarily responsible for coordinating Head Start facilities maintenance and use, ensuring facility safety and licensing requirements and regulations are met, and maintaining and tracking facility inventory. The minimum qualifications for Head Start Facilities Coordinator are: a high school diploma or equivalent, and two years of progressively responsible work experience in facility maintenance.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in public health and more than one year of coordinating facility programming with users, coordinators and management staff, ensuring federal, state and local regulations for childcare facilities are being met, and identifying facility maintenance needs.

The Recruitment and Classification Division is preparing to conduct a recruitment and Civil Service Examination to permanently fill this vacancy within 120 days.

I recommend that the Civil Service Board ratify the provisional appointment to this Head Start Facilities Coordinator vacancy in the Human Services Department beginning on Saturday, July 4, 2026 and ending on or before November 1, 2026.

CITY OF
OAKLAND

MEMORANDUM

Department of Human Resources Management
Provisional Appointment Request & Status of Recruitment

SCHEDULED MEETING DATE FOR CONSIDERATION: July 16, 2026

AREA REQUESTED

POSITION: Head Start Facilities Coordinator
DEPARTMENT: Human Services Department
APPOINTMENT DURATION:120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: December 12, 2021
DATE PERSONNEL REQUISITION SUBMITTED: January 12, 2026
CURRENT STATUS OF EXAMINATION: Recruitment Pending Analyst Assignment

JUSTIFICATION
Reason Needed:

This provisional appointment is needed to fill a current vacancy. The requisition requesting a provisional appointment was approved on April 16, 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 the following pertinent information:
✓ Summary of Application Qualifications
Current Residency Status: Oakland Resident
Current Employment Status: Current City of Oakland employee

CITY OF OAKLAND

MEMORANDUM

DATE: July 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 seven (7) Unpaid Leave of Absence Request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Brianna Arellano-Meli	Librarian I	Oakland Public Library	July 24, 2026 - September 25, 2026	CSR 8.07 (c)
Michael Bailey	Administrative Analyst II	Human Resources Management	May 23, 2026 – May 22, 2027	CSR 8.07 (c)
Yvonne Chan	Transportation Planner III	Department of Transportation	August 10, 2026 – Augst 9, 2027	CSR 8.07 (c)
Cyril Muhammad	Case Manager I	Department of Violence Prevention	November 26, 2026- January 2, 2026	CSR 8.07 (c)
Pablo Chavez Rivera	Library Aide	Oakland Public Library	June 9, 2026 – June17, 2026	CSR 8.07 (c)
Jennifer Romero	Violence Prevention Program Planner	Department of Violence Prevention	July 16, 2026 – August 14, 2026	CSR 8.07 (c)
Srinivasa Sunchu	Application Developer III	Information Technology Department	June 20, 2026 - June 19, 2027	CSR 8.07 (c)

Unpaid Leave of Absence

Leave Type:

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

Employee Name: Brianna Arellano-Meli Employee ID# 26179 Date Requested: 6/22/2026

Department/Division: Library Permanent Job Title Librarian I

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: ~~18~~ / 0 From: Fridays from 7/24/2026 To: ~~11/20/2026~~ 7/25/26

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

Comparison of Different Leave Types					
Leave Type	**Maximum Duration**	**Keep Accrued Seniority?**	**Accrue Seniority?**	**Keep Health Benefits?**	**Other**
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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.

Brianna Arellano-Meli 06/22/2026
Employee's Signature Date

_____ _____
City Administrator Approval Date

_____ 6/23/2026
Department Head Approval Date

NA MG 6/25/26
Civil Service Board Resolution # Date

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

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

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

Department/Division: HRM Permanent Job Title Administrative Analyst II

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

Exempt Position Title: Human Resource Manager

☐ ELDE ☐ Limited Duration ☑ Interim ☐ Non-Civil Service Permanent Appointment

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

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

Comparison of Different Leave Types

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

* *Additional Information*

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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.

Michael Bailey — Michael Bailey (May 26, 2026 10:26:14 PDT) — Employee's Signature
May 26, 2026 — Date

City Administrator Approval — Date

Mary Hao (May 26, 2026 14:15:32 PDT) — Department Head Approval
May 26, 2026 — Date

NA MG — Civil Service Board Resolution #
06/01/26 — Date

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

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

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

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

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

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 260 From: 08/10/26 To: 08/09/27

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

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
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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Yvonne Chan (Jun 2, 2026 09:13:18 PDT) — 06/02/2026
Employee's Signature — Date

City Administrator Approval — Date

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

N/A MG — 06/04/2026
Civil Service Board Resolution # — Date

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

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

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

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

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

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 10 From: 07/16/26 To: 08/14/26

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

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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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Jennifer Romero — Jennifer Romero (Jun 3, 2026 10:51:16 PDT) — 06/03/2026

Employee's Signature Date

City Administrator Approval Date

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

Department Head Approval Date

N/A MG — 06/04/2026

Civil Service Board Resolution # Date

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

Unpaid Leave of Absence

Leave Type:

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

Employee Name: Srinivasa Sunchu Employee ID# 26383 Date Requested: 06/11/2026

Department/Division: Information Technology Permanent Job Title Application Developer 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: HR Systems Analyst, Supervising

☑ ELDE ☐ Limited Duration ☐ Interim ☐ Non-Civil Service Permanent Appointment

Number of Business Days Requested: ~~365~~ 260 From: 06/20/26 To: ~~06/20/27~~ 06/19/27 KOP

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.

Srinivasa Sunchu — Srinivasa Sunchu (Jun 11, 2026 16:44:04 PDT) — Employee's Signature — Date: 06/11/2026

City Administrator Approval — Date

Anton Batalla (Jun 11, 2026 17:00:00 PDT) — Department Head Approval — Date: 06/11/2026

N/A — MG — Civil Service Board Resolution # — Date: 06/12/2026

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

Unpaid Leave of Absence

Leave Type:

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

Employee Name: KG for Cyril Muhammad Employee ID# 26648 Date Requested: 06/17/2026

Department/Division: Violence Prevention Permanent Job Title Case Manager I

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: 28 From: 11/26/25 To: 01/02/26

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

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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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.

KG for Cyril Muhammad — KG for Cyril Muhammad (Jun 17, 2026 12:16:01 PDT) — Employee's Signature — 06/17/2026 — Date

_____ — City Administrator Approval — _____ — Date

Holly Joshi (Jun 17, 2026 18:13:32 PDT) — Department Head Approval — 06/17/2026 — Date

NA MG — Civil Service Board Resolution # — 6/25/26 — Date

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

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

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

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

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

Exempt Position Title: n/a

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

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

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

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

PCR — Employee's Signature; 5.27.26 — Date

City Administrator Approval — Date

Department Head Approval; 5/28/2026 — Date

N/A MG — Civil Service Board Resolution #; 06/01/26 — Date

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

CITY OF OAKLAND

MEMORANDUM

DATE: July 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 Veterinarian

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

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

The proposed edits to the job description are summarized below:

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

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

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

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

Attachment: Proposed Revised Veterinarian classification specification.

CITY OF OAKLAND

DRAFT

VETERINARIAN

Class Code: AP401 FTE — **Civil Service Classified**
AP402 PPT — **Civil Service Classified**
AP443 PT — **Exempt**

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

Incumbents receive direction from the Director of Animal Services or other management staff and exercise supervision over Veterinary Technicians and other ~~Shelter~~ assigned staff.

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

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

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

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

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

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

Perform or oversee humane euthanasia in accordance with established protocols.

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

Examine animals ~~before they are made available for adoption~~, as needed.

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

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

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

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

Supervise, train, and evaluate assigned staff.

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

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

MINIMUM QUALIFICATIONS

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

Education:

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

Experience:

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

LICENSE OR CERTIFICATE

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

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

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

OTHER REQUIREMENTS

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

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

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 01/19/2006 CSB Resolution #: 44458 Salary Ordinance #:
Exempted: Y ☐ N ☒ Exemption Resolution #:

Revision Date: / / CSB Resolution #:
Revision Date: 05/19/2016 CSB Resolution #: 44809
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)

CITY OF OAKLAND

MEMORANDUM

DATE: July 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 Principal Inspection Supervisor

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

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

The proposed edits to the description are summarized below:

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

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

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

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

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

Attachment: Proposed Revised Principal Inspection Supervisor classification specification.

CITY OF OAKLAND

DRAFT

PRINCIPAL INSPECTION SUPERVISOR

Class Code: IS122 FTE **Civil Service Classified**

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

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

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

Review, investigate, and resolve service delivery complaints.

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

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

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

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

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

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

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

~~m~~Monitor~~s~~ a budget.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

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

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

Ability to:

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

~~EXPERIENCE AND EDUCATION~~MINIMUM QUALIFICATIONS

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

Education:

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

Experience:

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

~~OR~~

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

LICENSE OR CERTIFICATE

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

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

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

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

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

CITY OF OAKLAND

Civil Service Board Meeting Minutes
May 21, 2026

Date: May 21, 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=nhwqm14jmavjLT0KXPFZq9Pl6TOuHy.1

Passcode: CSB2026

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PROVIDE PUBLIC COMMENT

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

• Submit written comment in advance:

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

• Complete a speaker card during the meeting.

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

Roll Call

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

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

Absent:
- Member Ervin

1) Public Comment

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

2) Approval of May 21, 2026 Civil Service Board Meeting Agenda (Action)

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

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

3) Updates, Secretary to the Board (Information)

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

- Director Hao reported that over 400 recruitment requisitions have been submitted and are in various stages of the hiring process.

- Chair Brown asked for clarification regarding the vacancies referenced in the report. Director Hao confirmed she was referring to citywide vacancies.

4) Consent Calendar (Action)

a) Approval of Provisional Appointments (0)

There are no Provisional Appointment this month.

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

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

c) Approval of Revised Classification Specification (0)

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

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

5) Old Business

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

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

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

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

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

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

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

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

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

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

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

Human Resources Director Mary Hao provided the Board with the monthly update regarding Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs). Director Hao advised the report identified zero employees currently out of compliance and a downward trend of TCSEs and ELDEs.

6) New Business

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

- Constitutional Policing Administrator

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

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

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

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

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

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

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

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

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

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

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

- Assistant Director, Human Services

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

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

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

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

7) Open Forum

0 speakers

8) Closed Session

CLOSED SESSION AGENDA

Roll Call

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

Present:

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

Absent:

- Member Ervin

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

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

OPEN SESSION AGENDA

9) Report of Action Taken in Closed Session

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

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

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

10) Open Forum

0 Speakers

11) Adjournment

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

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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 OF OAKLAND

Civil Service Board Appeals and Hearing Calendar

Pending List- July 2026

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date
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	09/17/2026
DOT-2026-AP03	Department of Transportation	Oakland Public Works	10.03-Appeal of Termination	08/20/2026
OPD-2026-AP04	Police Communications Dispatcher	Oakland Police Department	10.03 - Appeal of Disciplinary Action	10/15/2026

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received

Civil Service Board Appeals and Hearing Calendar

CITY OF OAKLAND

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Date Received

July 16, 2026

CITY OF OAKLAND

STAFF REPORT

DATE: July 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 May 21, 2026, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred twelve (112) employees were in the TCSE (17), TCSE/Annuitant (29), and ELDE (66) categories as of pay period ending July 3, 2026. Of those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred twelve (112) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

RECOMMENDATION

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

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

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

The Civil Service Board Staff Report *(Attachment A)*

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
			CLOSED THIS PERIOD (5)						
DOT	Bass	Sidney	35341 - Parking Meter Collectors	11/8/2025	ELDE	5/9/2026			COMPLIANT
HRM	Boxdell	Ashley	05511 - Human Resource Development Unit	8/31/2024	TCSE				
HSD	Cozart	Sherita	78231 - HS Classroom & Seasonal	9/13/2025	TCSE				
HRM	Finney	Jasmine	05211 - Employment and Classification Unit	4/25/2026	ELDE				
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	10/14/2023	TCSE				
			NEW THIS PERIOD (6)						
FMA	Calilan	Edlyn	08121 - Finance and Management: Payroll	6/20/2026	Exempt Limited Duration Employee				COMPLIANT
HRM	Carrasco	Ana	05211 - Employment and Classification Unit	6/6/2026	Exempt Limited Duration Employee				COMPLIANT
FMA	Colden	Anthony	08121 - Finance and Management: Payroll	6/20/2026	Exempt Limited Duration Employee				COMPLIANT
OPW	Ford	Robert	30652 - Landscape Maintenance	6/6/2026	Exempt Limited Duration Employee				COMPLIANT
FMA	Lugo	Susana	08121 - Finance and Management: Payroll	6/20/2026	Exempt Limited Duration Employee				COMPLIANT
EWD	Wright	Angela	85231 - Real Estate	6/6/2026	Temp Contract Svcs Employee, PT				COMPLIANT
			COMPLIANT (106)						
DEPT	**EMPLOYEE LAST NAME**	**EMPLOYEE FIRST NAME**	**ORG**	**JOB DATE**	**TYPE**	**ELDE DATE**	**TCSE HOURS**	**NOTES**	**STATUS**
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	1/6/2024	Temp Contract Svcs Employee, PT		770.00		COMPLIANT
CAO	Edgerly	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	Shieh	Terry	03211 - KTOP Operations	5/9/2026	ELDE				COMPLIANT
DOT	Banks	Dina	35351 - Parking Citations Assistance Center	5/9/2026	ELDE				COMPLIANT
DOT	Calabrese	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	Lee	Danita	35311 - Parking Management Admin	5/9/2026	ELDE				COMPLIANT
DOT	Pho	Saman	35224 - Great Streets Maintenance Concrete and Guardrails	2/14/2026	ELDE				COMPLIANT
DOT	Raphael	Craig	35231 - Street Lighting Admin	4/12/2025	ELDE				COMPLIANT
DOT	Smith	Anthony	35242 - Complete Streets Maintenance	2/14/2026	Temp Contract Svcs Employee, PT	4/12/2025			COMPLIANT
DOT	Wallace	Jason	35211- Great Streets Delivery Admin	12/6/2025	ELDE				COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	11/9/2024	TCSE/ANNUITANT				COMPLIANT
DOT	Womack	James	35246 - Major Corridor Multimodal Operations	3/16/2025	TCSE/ANNUITANT		320.5		COMPLIANT
DWES	Le	Kim Hong	67411 - Compliance	3/14/2026	ELDE		433.50		COMPLIANT
DWES	Chan	Sau	67411 - Compliance	10/11/2025	ELDE				COMPLIANT
DWES	Hanserd	Erica	67411 - Compliance	12/22/2025	ELDE				COMPLIANT
EWDD	Jerl	Laws	85411 - Economic Development	3/14/2026	Temp Contract Svcs Employee, PT				COMPLIANT
EWDD	Hillmer	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	Rytonya	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	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/2023	TCSE/ANNUITANT		222.50		COMPLIANT
FINANCE	Yen	Hsuchun	08121 - Finance and Management: Payroll	11/9/2024	Temp Contract Svcs Employee, PT		100.00		COMPLIANT
FINANCE	An	Charlie	08121 - Finance and Management: Payroll	3/14/2026	ELDE	7/15/2025			COMPLIANT
FIRE	Nicolas	Christian	20816 - Fire - Support & Services Unit	5/23/2026	Temp Contract Svcs Employee, PT				COMPLIANT
FIRE	Risker	Tina	20914 - MACRO	7/15/2025	ELDE		704.00		COMPLIANT
FIRE	White	Darin	20311 - Fire Marshals Office Unit	7/19/2025	TCSE/ANNUITANT		575.50		COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ANNUITANT		710.00		COMPLIANT
HRM	Butler	Alanna	05211 - Employment and Classification Unit	1/31/2026	ELDE				COMPLIANT
HRM	De Guzman	Marijess	05211 - Employment and Classification Unit	1/3/2026	ELDE				COMPLIANT
HRM	Delgado	Jeanette	05311 - Employee Labor Relations	1/3/2026	ELDE				COMPLIANT
HRM	Lugo	Susana	05621 - Risk Management	1/31/2026	ELDE				COMPLIANT
HRM	Reyes	Ellaine	05211 - Employment and Classification Unit	1/3/2026	ELDE		248.00		COMPLIANT
HSD	Avilez Zarate	Judith	78231 - HS Classroom & Seasonal	9/27/2025	Temp Contract Svcs Employee, PT	4/12/2025			COMPLIANT

HSD	Bateson	Judith	78232 - Head Start - Central Office Program	4/12/2025	ELDE			COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	11/23/2025	ELDE		345.00	COMPLIANT
HSD	Diep	My	78231 - HS Classroom & Seasonal	8/16/2025	TCSE/ANNUITANT			COMPLIANT
HSD	Farrish	Conterenia	78231 - HS Classroom & Seasonal	10/26/2024	ELDE			COMPLIANT
HSD	Friberg	Annie	78199 - DHS Fiscal Unit	10/11/2025	ELDE	10/13/2025		COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE		416.00	COMPLIANT
HSD	Hartington	Samantha	78231 - HS Classroom & Seasonal	9/13/2025	Temp Contract Svcs Employee, PT		649.25	COMPLIANT
HSD	Hatcher Jr.	Lucius	78235 - HS Central Office Administration	10/15/2022	TCSE/ANNUITANT			COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	2/17/2024	ELDE		481.50	COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	Temp Contract Svcs Employee, PT			COMPLIANT
HSD	Lakes	Lea	78111 - DHS Administration Unit	10/11/2025	ELDE			COMPLIANT
HSD	Levis	Vivien	78231 - HS Classroom & Seasonal	3/30/2024	ELDE			COMPLIANT
HSD	Molina	Erika	78235 - HS Central Office Administration	2/15/2025	ELDE			COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	12/9/2023	ELDE		231.50	COMPLIANT
HSD	Price	Daviente	78231 - HS Classroom & Seasonal	10/11/2025	Temp Contract Svcs Employee, PT	10/27/2025		COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE			COMPLIANT
HSD	Tovar	Noemi	78232 - Head Start - Central Office Program	7/19/2025	ELDE			COMPLIANT
HSD	Troye	Kaya	75231 - Multipurpose Senior Service Program Unit	8/2/2025	ELDE		366.25	COMPLIANT
HSD	Wilson	Sherline	78231 - HS Classroom & Seasonal	9/13/2025	TCSE/ANNUITANT		480.00	COMPLIANT
ITD	MacLeod	Robert	46351 - Geographical Information Systems	10/30/2021	TCSE/ANNUITANT		441.00	COMPLIANT
ITD	Messac	Patrick	46331 - Systems Operations	2/18/2023	Temp Contract Svcs Employee, PT			COMPLIANT
MAYOR	Bardakian	Kimberly	01111 - Mayor - Administration Unit	8/2/2025	ELDE		252.50	COMPLIANT
MAYOR	Freeman	Phillip	01111 - Mayor - Administration Unit	12/6/2025	Temp Contract Svcs Employee, PT			COMPLIANT
MAYOR	Uribe	Carlos	01111 - Mayor - Administration Unit	7/19/2025	ELDE			COMPLIANT
OPRYD	Feng	Zhuanyun	501210 - Budget and Fiscal	10/25/2025	ELDE			COMPLIANT
OPRYD	Seneca	Matthew	501110 - Directors Unit	9/27/2025	ELDE		67.50	COMPLIANT
OPW	Hightower Sr.	Albert	30559 - Facilities: Custodial - OPL	3/30/2024	Temp Contract Svcs Employee, PT		815.50	COMPLIANT
OPW	Law	Allen	30533 - Sewer System Maintenance	1/18/2025	TCSE/ANNUITANT			COMPLIANT
OPW	Wells	Ryckesha	30211 - Engineering and Construction - Administration	8/2/2025	ELDE			COMPLIANT
OPWD	Ahmed	Abdulmokith	30652 - Landscape Maintenance	3/14/2026	ELDE		204.50	COMPLIANT
OPWD	Eskridge Jr	Cleon	30652 - Landscape Maintenance	3/14/2026	ELDE			COMPLIANT
OPWD	Henry Jr	Marcus	30652 - Landscape Maintenance	3/14/2026	ELDE		563.5	COMPLIANT
OPWD	Huffstutler	Seth	30652 - Landscape Maintenance	3/14/2026	ELDE			COMPLIANT
OPWD	Mitchell	Damareay	30652 - Landscape Maintenance	3/14/2026	ELDE		36.00	COMPLIANT
OPWD	Pena Zamudio	Ignacio	30652 - Landscape Maintenance	3/14/2026	ELDE		261.00	COMPLIANT
OPWD	Vargas	Roberto	30652 - Landscape Maintenance	3/14/2026	ELDE		412.50	COMPLIANT
PBD	Evans	Damonte	84454 - Inspections: Neighborhood Preservation	9/27/2025	ELDE			COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE/ANNUITANT		264.00	COMPLIANT
PBD	Pineda	Hulises	84454 - Inspections: Neighborhood Preservation	10/11/2025	ELDE		657.00	COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE/ANNUITANT		36.00	COMPLIANT
PBD	San Nicolas	Evan	84454 - Inspections: Neighborhood Preservation	9/27/2025	ELDE		339.00	COMPLIANT
POLICE	Cave Jr	John	106610 - Background & Recruiting	9/13/2025	TCSE/ANNUITANT		20.00	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	3/18/2023	TCSE/ANNUITANT			COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT		6.00	COMPLIANT
POLICE	Jointer	Annette	108630 - Ceasefire	12/22/2025	ELDE		492.50	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE/ANNUITANT		697.50	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT			COMPLIANT
POLICE	O'Reilly	John	106610 - Background & Recruiting	9/13/2025	TCSE/ANNUITANT			COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT			COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	3/4/2023	TCSE/ANNUITANT			COMPLIANT
POLICE	Thompson	Michael	106610 - Background & Recruiting	5/9/2026	Temporary Contract Svcs Emp, PT (Sworn)			COMPLIANT
POLICE	Trammell	Cynthia	66211 - Community Police Review Agency	1/31/2026	ELDE			COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/ANNUITANT			COMPLIANT
PUBLIC ETHICS	Chowdhary	Bhawna	65111 - Public Ethics Commission	10/11/2025	Temp Contract Svcs Employee, PT			COMPLIANT
PUBLIC ETHICS	Thorsen	Niels	65111 - Public Ethics Commission	5/9/2026	ELDE			COMPLIANT
VIOLENCE PREVENTION	Bey	Aseelah	70211 - Violence Prevention: External Services	5/23/2026	ELDE			COMPLIANT
VIOLENCE PREVENTION	Emerson	Cedrick	70211 - Violence Prevention: External Services	5/9/2026	ELDE			COMPLIANT
VIOLENCE PREVENTION	Sanchez	Ulises	70111 - Violence Prevention: Administration	1/18/2025	ELDE			COMPLIANT
VIOLENCE PREVENTION	Thomas	Vanetta	70111 - Violence Prevention: Administration	9/27/2025	ELDE			COMPLIANT

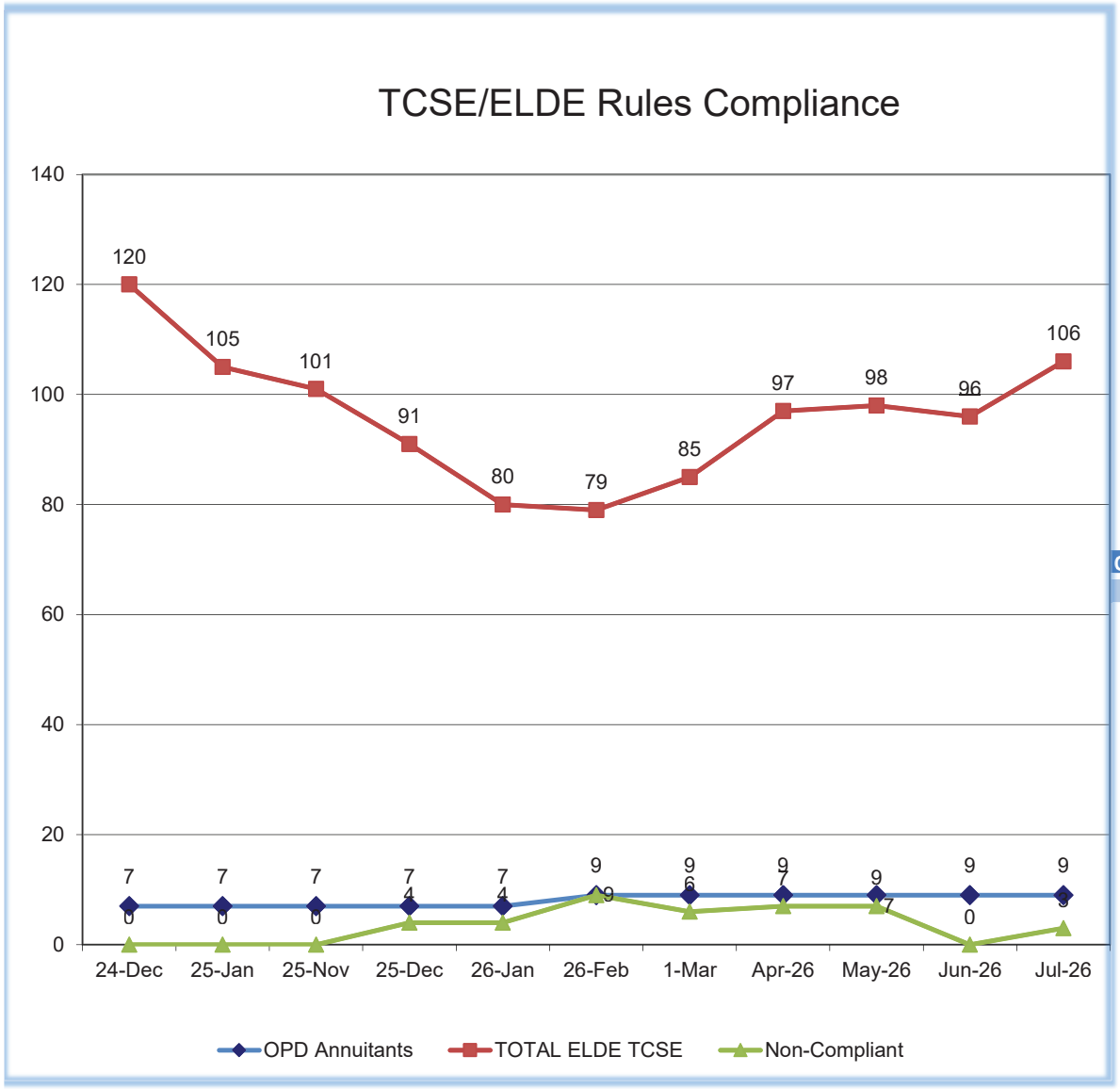
NON-COMPLIANT (0)

NOTES

TCSE Chart of Trends Attachment B
Civil Service Board
September 18, 2014

OPD Annuitants
TOTAL ELDE TCSE
Non-Compliant

TCSE	**17**	**COMPLIANT**	**112**
ELDE	**66**		
Annuitant	**29**		



Data as of PPE July 3,2026

CITY OF OAKLAND

MEMORANDUM

DATE: July 16, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Supplemental Information Related to Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Constitutional Policing Administrator

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

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

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

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

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

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

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

CITY OF OAKLAND

DRAFT

CONSTITUTIONAL POLICING ADMINISTRATOR

Class Code: XXXXX FTE Exempt

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

MINIMUM QUALIFICATIONS

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

Education:

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

Experience:

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

LICENSE OR CERTIFICATE

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

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

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

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

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

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

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

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

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

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

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

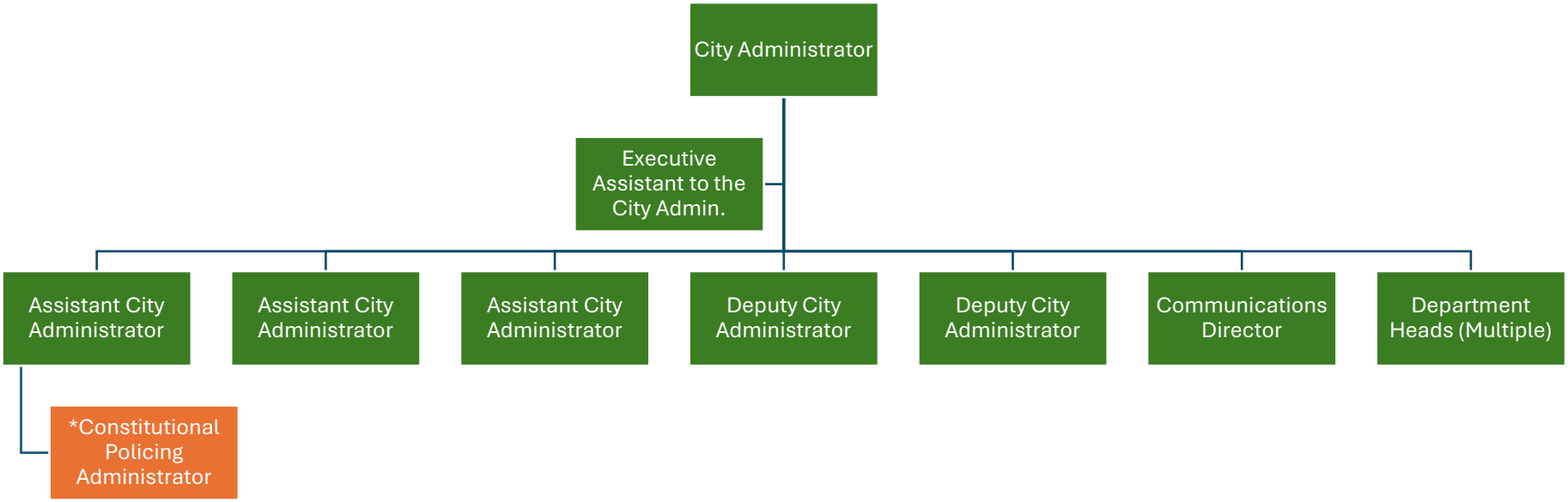
The salary ordinance amendment to add this new classification to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on May 5, 2026.

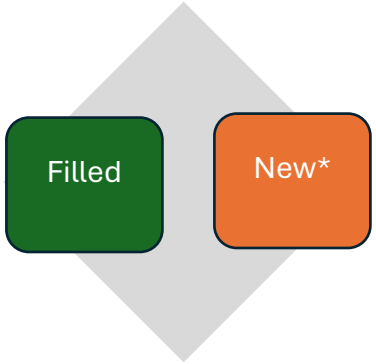
Staff recommend that the Civil Service Board exempt the classification of **Constitutional Policing Administrator** from the provisions of Civil Service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

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

City Administrator's Office (CAO)

Leadership Organizational Chart





APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 91108 C.M.S.

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

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

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

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

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

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

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

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE: APR 14 2026

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

NOES – 0

ABSENT – 0

ABSTENTION – 0

1 Excused - Gallo

ATTEST: _____

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

3458466v1/CLC

CITY OF OAKLAND

MEMORANDUM

DATE: July 16, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

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

Based upon a request from the Finance Department's Payroll Bureau, staff have proposed the creation of a new classification titled **Exempt Limited Duration Employee (80-Hour)**.

Various departments occasionally require temporary appointments to ensure critical operations are performed and necessary services are delivered. There is already an equivalent 75-Hour Exempt Limited Duration Employee (ELDE) classification. This action will create an equivalent 80-Hour ELDE classification to cover assignments that align with City classifications that work an 80-Hour bi-weekly schedule.

In accordance with the City of Oakland Personnel Manual, Section 5.06(d):

> "The Personnel Director may appoint an employee to the exempt limited duration employee classification to meet the City's need to fill positions with: (1) limited funding cycles of one year or less; (2) special projects that are longer than 6 months in duration, yet still short-term; or, (3) positions where the duties and responsibilities have not been fully defined.
>
> Exempt limited duration appointments may not exceed one year. Regular appointment employees who accept exempt limited duration appointments will continue to receive the same fringe benefits they received in their regular appointment. Exempt limited duration employees do not accrue seniority. Exempt limited duration employees may not be placed in permanent employment without successfully competing in a selection process."

This classification will be unrepresented and not covered by any bargaining group. No union involvement was required, as the classification is unrepresented. The classification will be placed in unit U51, which is limited only to ELDEs.

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

ELDE (80-Hour) may be associated with a variety of existing 80-Hour classifications with overall responsibility for carrying out the goals and objectives of the City Administrator, City Council,

and assigned departments. Staff recommends exempting the classification from the provisions of civil service for the reasons cited above.

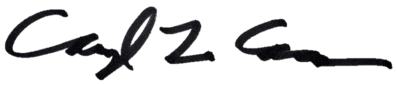
Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of ELDE 80-Hour from the provisions of Civil Service. The resolution was approved at the City Council meeting on July 7, 2026; a draft copy of the resolution is attached since the executed copy is not available yet.

The salary ordinance amendment to add this new classification to the Salary Schedule is currently routing through City Council for approval. The first reading occurred on July 7, 2026. The second reading is scheduled for July 21, 2026.

Staff recommend that the Civil Service Board exempt the classification of **Exempt Limited Duration Employee (80-Hour)** from the provisions of civil service pursuant to Charter Section 902(f).

Attachment: A. Draft City Council Resolution Recommending Exemption of ELDE 80-Hour

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF EXEMPT LIMITED DURATION EMPLOYEE (80-HOUR) FROM THE OPERATION OF CIVIL SERVICE

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

WHEREAS, the Exempt Limited Duration Employee (80-hour) is a temporary appointment in accordance with the City of Oakland Personnel Manual, Section 5.06d; and

WHEREAS, the Exempt Limited Duration Employee (80-hour) classification "is necessary to meet the City's need to fill positions with: (1) limited funding cycles of one year or less; (2) special projects that are longer than 6 months in duration, yet still short-term; or, (3) positions where the duties and responsibilities have not been fully defined;" and

WHEREAS, the Exempt Limited Duration Employee (80-hour) may be associated with a variety of existing 80-hour classifications with overall responsibility for carrying out the goals and objectives of the City Administrator, City Council, and assigned department; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Exempt Limited Duration Employee (80-hour) be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES –

ABSENT –

ABSTENTION –

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

3471043 / CLC

CITY OF OAKLAND

MEMORANDUM

DATE: July 16, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Request for Exemption from Civil Service and Approval of New Classification Specifications for Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, and Employee and Labor Relations Analyst

Based on a classification review conducted at the request of the Human Resources Department (HRM), three new classifications have been developed to support the Employee and Labor Relations (ER) Division: **Employee and Labor Relations Technician**, **Employee and Labor Relations Analyst, Assistant**, and **Employee and Labor Relations Analyst**. The ER Division is adjusting its operations by establishing division-specific employee and labor relations positions instead of using the City's existing general Human Resources Analyst classifications. These classifications are confidential, unrepresented positions and are assigned to Bargaining Unit UP1 – Unrepresented Professionals. Because the positions perform confidential employee and labor relations work, including negotiations, grievance administration, and disciplinary matters, they are not represented by a labor union.

The Employee and Labor Relations Technician will be responsible for performing journey-level technical and administrative support duties for employee and labor relations programs and activities; providing confidential technical support related to disciplinary processes, grievance procedures, employee investigations, labor-management meetings, labor negotiations activities, and information requests; preparing, processing, and maintaining case files, records, and related documentation; tracking critical deadlines, required notifications, and follow-up actions; coordinating meetings and providing detailed note-taking support; maintaining confidential employee and labor relations information and records; utilizing human resources information systems and other software applications to support division operations; and performing related duties as assigned.

The Employee and Labor Relations Analyst, Assistant will be responsible for performing routine professional work in support of employee and labor relations activities; assisting in administering the grievance and disciplinary processes, meet-and-confer/discuss activities, labor negotiations preparation, and related employee and labor relations functions; conducting routine research; reviewing case documentation; assisting with interpreting labor agreements; preparing draft

reports and recommendations; supporting division staff with resolving employee and labor relations matters; and performing related duties as assigned.

The Employee and Labor Relations Analyst will be responsible for performing professional-level employee and labor relations duties in the administration of grievance and disciplinary processes, employee investigations, labor agreement interpretation and administration, meet-and-confer/discuss activities, labor negotiations support, and related employee and labor relations programs; conducting research and analysis; preparing reports, recommendations, and correspondence; advising departments regarding the interpretation and application of labor agreements, policies, procedures, and employment practices; assisting with resolving employee and labor relations matters; and performing related duties as assigned.

These classifications are confidential, unrepresented positions assigned to Bargaining unit UP1 – Unrepresented Professionals. Because the positions are unrepresented, no meet-and-confer obligations were required regarding the establishment of the classifications. The positions are all responsible for supporting employee and labor relations activities. These positions involve highly responsible work where the consequence of error could significantly affect the City's employee and labor relations functions.

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

The proposed classifications meet the criteria for exemption from the Civil Service provisions pursuant to Charter Section 902(f). They were developed in alignment with recognized labor-relations standards and will avoid conflicts of interest in collective bargaining and grievance processes. Incumbents will possess expertise necessary to serve as consultants and advisors to department heads, the City Administrator, and professional and management staff. The classifications are required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator, City Council, and department. The scope of responsibilities is broad and complex. The individuals in these classifications must manage challenging, sensitive, and confidential matters. Staff recommends exempting these three classifications from the provisions of civil service for the reasons cited above.

Attached to this report are the City Council resolutions recommending exemption by the Civil Service Board. The resolutions were approved at the City Council meeting on July 7, 2026; copies of the approved resolutions are not yet available; therefore, draft resolutions are attached.

The salary ordinance amendment adding these new classifications to the Salary Schedule is currently pending City Council approval. The first reading occurred on July 7, 2026, and the second reading is scheduled for July 21, 2026.

Staff recommends that the Civil Service Board exempt the classifications of **Employee and Labor Relations Technician**, **Employee and Labor Relations Analyst, Assistant**, and **Employee and**

Labor Relations Analyst from the provisions of Civil Service pursuant to Charter Section 902(f) and approve the classification specifications as proposed.

Attachments:
A. Proposed classification specifications for Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, and Employee and Labor Relations Analyst
B. Draft City Council Resolutions Recommending Exemption of Employee and Labor Relations Technician, Employee and Labor Relations Analyst, Assistant, and Employee and Labor Relations Analyst
C. Organizational Chart

CITY OF OAKLAND

EMPLOYEE & LABOR RELATIONS TECHNICIAN

Class Code: XXXXX FTE **Board Exempt**

DEFINITION

Under general supervision in the Employee and Labor Relations Division of the Human Resources Management Department, performs journey-level technical and administrative support duties for employee and labor relations programs and activities; provides confidential technical support related to disciplinary processes, grievance procedures, employee investigations, meet-and-confer/discuss activities and labor-management meetings, labor negotiations activities, and information requests; prepares, processes, and maintains case files, records, and related documentation; tracks critical deadlines, required notifications, and follow-up actions; coordinates meetings and provides detailed note-taking support; maintains confidential employee and labor relations information and records; utilizes human resources information systems and other software applications to support division operations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Employee & Labor Relations Technician is a journey-level paraprofessional classification that performs specialized technical and administrative support duties for the Employee and Labor Relations Division. Incumbents are responsible for coordinating and maintaining confidential records, tracking case activities and deadlines, preparing and processing documentation, responding to routine inquiries, coordinating meetings, and providing technical support for employee and labor relations programs and activities.

This classification differs from the Human Resources Technician, which performs technical support duties across one or more human resources functional areas. Employee & Labor Relations Technician performs specialized technical and administrative duties exclusively in support of employee and labor relations activities, including disciplinary processes, grievance administration, employee investigations, meet-and-confer/discuss activities and labor-management meetings, successor bargaining activities, and labor-related information requests.

This classification differs from the Employee & Labor Relations Analyst, Assistant, which performs entry-level professional employee and labor relations work involving research, analysis, labor agreement interpretation, case review, and the development of recommendations. Employee & Labor Relations Technician performs technical and administrative support duties within established procedures and guidelines and does not perform professional-level analytical work.

Incumbents receive general supervision from professional, supervisory, or management staff within the Employee and Labor Relations Division.

Pursuant to Oakland City Charter Section 902(f), this classification has been exempted from the regulations of the Civil Service Board.

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

- Organize, coordinate, and prioritize administrative and technical support activities for employee and labor relations programs and functions.
- Prepare, process, organize, and maintain confidential case files, records, correspondence, and supporting documentation related to disciplinary actions, grievances, investigations, arbitrations, meet-and-confer/discuss activities and labor-management meetings, labor negotiations activities, and related matters.
- Monitor and track procedural timelines, required notifications, hearing dates, grievance steps, investigatory deadlines, arbitration schedules, and other employee and labor relations activities.
- Maintain logs, databases, tracking systems, and electronic records related to grievances, disciplinary matters, investigations, arbitrations, labor negotiations activities, and other employee and labor relations functions.
- Prepare correspondence, notices, summaries, meeting materials, reports, spreadsheets, and other documents from written instructions, notes, recordings, or established formats.
- Provide detailed notetaking and meeting documentation support for meet-and-confer/discuss activities and labor-management meetings, grievance meetings, investigatory interviews, collective bargaining sessions, hearings, and other employee and labor relations proceedings.
- Schedule and coordinate meetings, hearings, interviews, meet-and-confer/discuss activities and labor-management meetings, and bargaining sessions involving management representatives, employees, labor organizations, and other participants.
- Receive, log, coordinate, track, and assist in responding to Requests for Information (RFIs), Public Records Requests (PRRs), and other labor-related information requests in accordance with established procedures.
- Collect, assemble, organize, and distribute records, reports, agreements, policies, personnel rules, administrative instructions, and related materials for use by professional staff.
- Screen inquiries and provide routine information regarding established employee and labor relations procedures, timelines, forms, and documentation requirements; refer complex matters to appropriate staff.
- Prepare materials and supporting documentation for hearings/arbitrations, labor negotiations activities, City Council agenda items, boards, commissions, and internal review processes.
- Maintain confidentiality of sensitive information related to employee conduct, disciplinary actions, investigations, grievances, bargaining activities, labor relations strategies, and personnel matters.
- Utilize human resources information systems, databases, spreadsheets, case management systems, and other software applications to enter, retrieve, track, maintain, and report information.
- Coordinate follow-up activities and monitor outstanding assignments to ensure timely completion of required actions.
- May provide technical direction to clerical or administrative support personnel.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of administrative and technical support work.
- Human resources terminology, procedures, and recordkeeping practices related to employee and labor relations activities.
- Procedures and documentation requirements associated with disciplinary actions, grievances, investigations, meet-and-confer/discuss activities and labor-management meetings, and labor-related information requests.
- Confidential records management and information handling practices.
- Modern office methods, procedures, practices, and equipment.
- Records retention, filing, indexing, and document management systems.
- Correct English usage, including grammar, spelling, punctuation, vocabulary, proofreading, and business correspondence.
- Computer systems and software applications including word processing, spreadsheets, databases, human resources information systems, and case management systems.
- Methods of maintaining logs, records, databases, and tracking systems.

Ability to:

- Maintain strict confidentiality of sensitive employee and labor relations information.
- Communicate effectively orally and in writing.
- Understand, interpret, and apply established procedures, guidelines, and instructions.
- Organize, prioritize, and coordinate multiple assignments and meet deadlines.
- Maintain accurate records, files, logs, databases, and tracking systems.
- Prepare clear and accurate correspondence, reports, forms, summaries, and related documents.
- Take detailed and accurate notes and prepare meeting summaries.
- Coordinate meetings, schedules, and administrative activities involving multiple participants.
- Utilize computer systems and software applications to maintain and retrieve information.
- Exercise sound judgment when handling confidential information.
- Provide technical direction to support staff when assigned.
- Establish and maintain effective working relationships with employees, supervisors, managers, labor representatives, and the public.

MINIMUM QUALIFICATIONS

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

Education:

Equivalent to the completion of the twelfth grade. An Associate's degree from an accredited college or university in labor and employee relations, human resources management, industrial psychology, social sciences, public administration, business management, or a closely related field is desirable.

Experience:

Two (2) years of experience providing clerical, administrative, or technical support in a human resources environment. Experience must include preparing, processing, maintaining, and coordinating confidential personnel records, forms, reports, correspondence, or related information.

Experience supporting employee relations, labor relations, personnel administration, or related functions is highly desirable.

Experience in a public-sector agency is highly desirable.

LICENSE OR CERTIFICATE

Incumbents may be required to travel to various locations to perform assigned duties and must be able to do so in a timely and reliable manner.

A valid California Driver's License shall be required only if operating a motor vehicle is an essential function of the position.

OTHER REQUIREMENTS

Must be willing to work irregular days and hours, as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

CITY OF OAKLAND

EMPLOYEE & LABOR RELATIONS ANALYST, ASSISTANT

Class Code: XXXXX FTE **Board Exempt**

DEFINITION

Under immediate supervision in the Employee and Labor Relations Division of the Human Resources Management Department, performs routine professional work in support of employee and labor relations activities; assists with administering grievance and disciplinary processes, meet-and-confer/discuss activities, labor negotiations activities preparation, and related employee and labor relations functions; conducts routine research; reviews case documentation; assists with interpreting labor agreements; prepares draft reports and recommendations; supports division staff with resolving employee and labor relations matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Employee & Labor Relations Analyst, Assistant is the entry-level professional classification in the Employee & Labor Relations Analyst series. Incumbents perform routine professional employee and labor relations assignments while receiving training in the principles, practices, laws, policies, procedures, and labor agreements applicable to employee and labor relations work. Assignments are generally limited in scope and complexity and are performed under close supervision. As experience and proficiency are gained, incumbents are assigned increasingly responsible work and exercise greater independence in completing assignments.

This classification differs from the Employee & Labor Relations Technician, which performs paraprofessional technical and administrative support duties related to case tracking, records maintenance, meeting coordination, information requests, and related activities. Employee & Labor Relations Analyst, Assistant performs professional-level work involving research, analysis, case review, labor agreement interpretation, investigations support, and the preparation of recommendations.

This classification differs from the Employee & Labor Relations Analyst, which is the journey-level professional classification responsible for independently performing the full range of employee and labor relations duties, including investigations, grievance administration, labor agreement interpretation, departmental consultation, and related assignments.

This classification also differs from the Assistant Human Resources Analyst, which performs entry-level professional work across one or more human resources functional areas. Employee & Labor Relations Analyst, Assistant performs specialized professional work exclusively in the employee and labor relations function.

Incumbents receive immediate supervision from higher-level professional, supervisory, or management staff. May provide technical guidance to clerical or paraprofessional personnel.

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

- Assist in administering disciplinary and grievance processes by reviewing case documentation, researching applicable policies, labor agreements, and past practices, and preparing draft summaries, analyses, and recommendations.
- Assist in conducting employee relations investigations by gathering information, reviewing records, conducting preliminary interviews, documenting findings, and preparing draft investigatory summaries and reports.
- Assist in reviewing, interpreting, and applying Memoranda of Understanding (MOUs), Personnel Rules, Administrative Instructions (AIs), standard operating procedures, City policies, and applicable labor and employment laws.
- Participate in meet-and-confer/discuss activities and labor-management meetings, and related employee and labor relations activities; assist in preparing meeting materials, issue summaries, and supporting documentation.
- Assist in researching, compiling, and analyzing information related to labor negotiations, including wages, benefits, working conditions, labor market data, and comparable agency practices.
- Assist in preparing negotiation materials, proposals, counterproposals, side letters, briefing materials, and related documents.
- Gather, organize, and analyze information related to employee relations issues, workplace concerns, grievances, and disciplinary matters.
- Assist higher-level staff in providing consultation and guidance to supervisors and managers regarding performance management, discipline, contract administration, and employee relations matters.
- Assist in preparing responses to Requests for Information (RFIs), Public Records Requests (PRRs), grievances, complaints, and other employee and labor relations matters.
- Prepare draft correspondence, reports, recommendations, presentations, spreadsheets, and other written materials for review by higher-level staff.
- Assist in preparing materials and supporting documentation for disciplinary hearings, grievance proceedings, arbitrations, Civil Service Board hearings, and other employee and labor relations forums.
- Conduct research regarding labor relations issues, employment practices, arbitration decisions, legislation, regulations, and emerging trends; summarize findings and prepare recommendations.
- Utilize computer systems and software applications to maintain records, track assignments, analyze information, prepare reports, and support employee and labor relations activities.
- Establish and maintain effective working relationships with employees, supervisors, managers, labor representatives, and others contacted in the course of work.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public administration, employee relations, labor relations, and human resources management.
- Basic principles of collective bargaining, labor agreement administration, grievance procedures, disciplinary processes, and workplace investigations.
- Research methods, data collection techniques, and report preparation practices.

- Principles of business and professional writing.
- Memoranda of Understanding (MOUs), Personnel Rules, Standard Operating Procedures (SOPs), Administrative Instructions (AIs), and related personnel policies.
- Applicable federal, state, and local labor and employment laws and regulations.
- Modern office practices, procedures, and equipment.
- Computer systems and software applications including word processing, spreadsheets, databases, presentation software, and case management systems.

Ability to:

- Learn and apply principles, practices, laws, regulations, policies, and procedures related to employee and labor relations.
- Conduct research, gather information, analyze data, and prepare accurate reports and recommendations.
- Read, interpret, and apply labor agreements, personnel rules, administrative instructions, policies, and applicable laws.
- Prepare clear, concise, and accurate written correspondence, reports, summaries, and recommendations.
- Communicate effectively orally and in writing.
- Assist in conducting investigations and reviewing employee and labor relations matters.
- Exercise sound judgment and maintain confidentiality of sensitive information.
- Organize and prioritize multiple assignments and meet established deadlines.
- Utilize computer systems and software applications to prepare reports, analyze information, and maintain records.
- Establish and maintain effective working relationships with employees, supervisors, managers, labor representatives, and others contacted in the course of work.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in labor and employee relations, human resources management, industrial psychology, social sciences, public administration, business management, or a closely related field.

Experience:

None required. Experience performing research, analytical, administrative, personnel, labor relations, employee relations, or related professional duties is desirable.

Experience working in a public-sector agency is highly desirable.

LICENSE OR CERTIFICATE

Incumbents may be required to travel to various locations to perform assigned duties and must be able to do so in a timely and reliable manner.

A valid California Driver's License shall be required only if operating a motor vehicle is an essential function of the position.

OTHER REQUIREMENTS

Must be willing to work irregular days and hours, as needed.

FLEXIBLE STAFFING

Incumbents in the Employee & Labor Relations Analyst, Assistant classification are eligible to promote to the Employee & Labor Relations Analyst classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

CITY OF OAKLAND

EMPLOYEE & LABOR RELATIONS ANALYST

Class Code: XXXXX FTE **Board Exempt**

DEFINITION

Under general supervision, performs the full range of professional employee and labor relations work in the Employee and Labor Relations Division of the Human Resources Management Department; administers grievance and disciplinary processes, conducts employee relations investigations, participates in meet-and-confer and labor-management meetings, prepares analysis and recommendations for management, assists in labor negotiations activities, drafts contract interpretation guidance, prepares responses to information requests, and supports departments in the consistent application of labor agreements, policies, and procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Employee & Labor Relations Analyst is the journey-level professional classification in the Employee & Labor Relations Analyst series. Incumbents in this class perform the full scope of employee and labor relations duties with moderate independence and professional judgment within established policies, labor agreements, and legal frameworks.

This classification differs from the Employee & Labor Relations Analyst, Assistant, which performs entry-level professional work under close supervision and is assigned narrower, less complex duties. The Employee & Labor Relations Analyst is expected to independently conduct investigations, represent management in grievance meetings, participate more fully in meet-and-confer discussions and labor negotiations, prepare analytical reports and recommendations, and provide consultation to departments.

This classification differs from the Human Resources Analyst, which performs generalist professional work across a variety of human resources functional areas such as recruitment, classification, benefits, or training. The Employee & Labor Relations Analyst performs specialized professional work exclusively in the employee and labor relations program, including discipline and grievance administration, contract interpretation, meet-and-confer participation, and labor negotiations activities.

It is further distinguished from the Employee & Labor Relations Analyst, Senior and the Employee Relations Analyst, Principal, which perform the most complex and sensitive employee and labor relations assignments, provide lead direction or supervision, and serve as technical consultants to executive management.

Incumbents receive general supervision from an Employee Relations Analyst, Principal, or other supervisory or management staff. May provide technical direction to clerical, paraprofessional, or entry-level professional personnel.

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

- Administer grievance and disciplinary processes for assigned departments by reviewing case materials, evaluating facts, applying MOU and policy provisions, and preparing recommendations for management.
- Conduct employee relations investigations, including interviewing complainants, respondents, and witnesses; reviewing records; assessing evidence; making findings; and preparing detailed investigative reports.
- Represent management in grievance meetings up to designated steps and document resolutions, outcomes, and follow-up actions.
- Participate in meet-and-confer and labor-management meetings; draft proposals, counterproposals, issue summaries, and briefing materials; and prepare background research to support negotiations.
- Assist in the preparation of costing worksheets, comparisons, and analyses to support labor negotiations.
- Provide consultation and guidance to departments on the interpretation and application of labor agreements, Personnel Rules, Administrative Instructions (AIs), policies, and applicable laws.
- Prepare responses to Requests for Information (RFIs) submitted by employee organizations and assist in compiling materials for Public Records Requests (PRRs).
- Provide consultation to supervisors and managers regarding documentation, progressive discipline, and employee relations issues.
- Research and analyze labor relations issues, comparable agency practices, precedent decisions, and relevant laws; prepare written reports and recommendations.
- Prepare materials for arbitration, Civil Service Board hearings, disciplinary hearings, and related forums.
- Use case-tracking systems and software applications to monitor deadlines, maintain records, and prepare reports.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public-sector employee and labor relations.
- Collective bargaining procedures and contract administration.
- Disciplinary and grievance processes and investigative methods.
- Memoranda of Understanding (MOUs), Personnel Rules, Administrative Instructions (AIs), and related standards.
- Federal, state, and local labor and employment laws.
- Methods of research, data analysis, and report preparation.
- Interviewing techniques and best practices.
- Business writing and documentation standards.
- Office procedures, equipment, and computer applications including word processing, spreadsheets, databases, and case-tracking systems.

Ability to:

- Communicate effectively orally and in writing.
- Interpret and apply labor agreements, rules, policies, and laws.
- Conduct investigations and prepare accurate, objective reports.
- Analyze issues, evaluate alternatives, and recommend solutions.
- Represent management in grievance meetings and labor-management discussions.
- Work independently, manage priorities, and meet deadlines.
- Maintain confidentiality of sensitive information.
- Use computer applications to research, track, analyze, and report information.
- Establish and maintain effective working relationships with managers, employees, labor representatives, and others.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree, from an accredited college or university, in labor and employee relations, human resources management, industrial psychology, social sciences, public administration, business management, or closely related field.

Experience:

Two (2) years of progressively responsible professional human resources experience; including at least one (1) year performing labor and/or employee relations duties. Experience working in a public sector agency is highly desirable.

(Note: Professional Human Resources experience is defined as performing duties that require analysis, interpretation, independence of judgment, and application of principles, practices, and regulations.)

LICENSE OR CERTIFICATE

Incumbents may be required to travel to various locations to perform assigned duties and must be able to do so in a timely and reliable manner.

A valid California Driver's License shall be required only if operating a motor vehicle is an essential function of the position.

OTHER REQUIREMENTS

Must be willing to work irregular days and hours, as needed.

FLEXIBLE STAFFING

Incumbents in the Employee & Labor Relations Analyst, Assistant classification are eligible to promote to the Employee & Labor Relations Analyst classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF EMPLOYEE AND LABOR RELATIONS TECHNICIAN FROM THE OPERATION OF CIVIL SERVICE

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

WHEREAS, the Employee and Labor Relations Technician is recommended for exemption from Civil Service due to the proposed duties involving direct administrative and technical support to management on labor relations, negotiation strategy development, grievance investigations, and handling labor-sensitive information; and

WHEREAS, the Employee and Labor Relations Technician is an exempt, unrepresented classification in alignment with recognized labor-relations standards and avoids conflicts of interest in collective bargaining and grievance processes; and

WHEREAS, the Employee and Labor Relations Technician is a "confidential employee" within the meaning set out in Section 1b of Resolution No. 55881 C.M.S., the City of Oakland Employer-Employee Relations Resolution with internal responsibility for performing a variety of administrative and technical support operations for employee and labor relations activities and is required to utilize a moderate degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

WHEREAS, the incumbent in the Employee and Labor Relations Technician is expected to exercise moderate discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Employee and Labor Relations Technician be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES –

ABSENT –

ABSTENTION –

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

/ CLC

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF EMPLOYEE AND LABOR RELATIONS ANALYST, ASSISTANT FROM THE OPERATION OF CIVIL SERVICE

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

WHEREAS, the Employee and Labor Relations Analyst, Assistant is recommended for exemption from Civil Service due to the proposed duties involving direct support and consultation to management on labor relations, negotiation strategy development, employee investigations, grievance matters, and labor-sensitive information; and

WHEREAS, the Employee and Labor Relations Analyst, Assistant is an exempt, unrepresented classification in alignment with recognized labor-relations standards and avoids conflicts of interest in collective bargaining and grievance processes; and

WHEREAS, the Employee and Labor Relations Analyst, Assistant is a "confidential employee" within the meaning set out in Section 1b of Resolution No. 55881 C.M.S., the City of Oakland Employer-Employee Relations Resolution with internal responsibility for performing a variety of employee and labor relations activities and is required to utilize a moderate degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

WHEREAS, the incumbent in the Employee and Labor Relations Analyst, Assistant is expected to exercise moderate discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Employee and Labor Relations Analyst, Assistant be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES –

ABSENT –

ABSTENTION –

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

3471034 /CLC

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF EMPLOYEE AND LABOR RELATIONS ANALYST FROM THE OPERATION OF CIVIL SERVICE

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

WHEREAS, the Employee and Labor Relations Analyst is recommended for exemption from Civil Service due to the proposed duties involving direct support and consultation to management on labor relations, negotiation strategy development, employee investigations, grievance matters, and labor-sensitive information; and

WHEREAS, the Employee and Labor Relations Analyst is an exempt, unrepresented classification in alignment with recognized labor-relations standards and avoids conflicts of interest in collective bargaining and grievance processes; and

WHEREAS, the Employee and Labor Relations Analyst is a "confidential employee" within the meaning set out in Section 1b of Resolution No. 55881 C.M.S., the City of Oakland Employer-Employee Relations Resolution with internal responsibility for performing a variety of employee and labor relations activities and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

WHEREAS, the incumbent in the Employee and Labor Relations Analyst is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Employee and Labor Relations Analyst be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

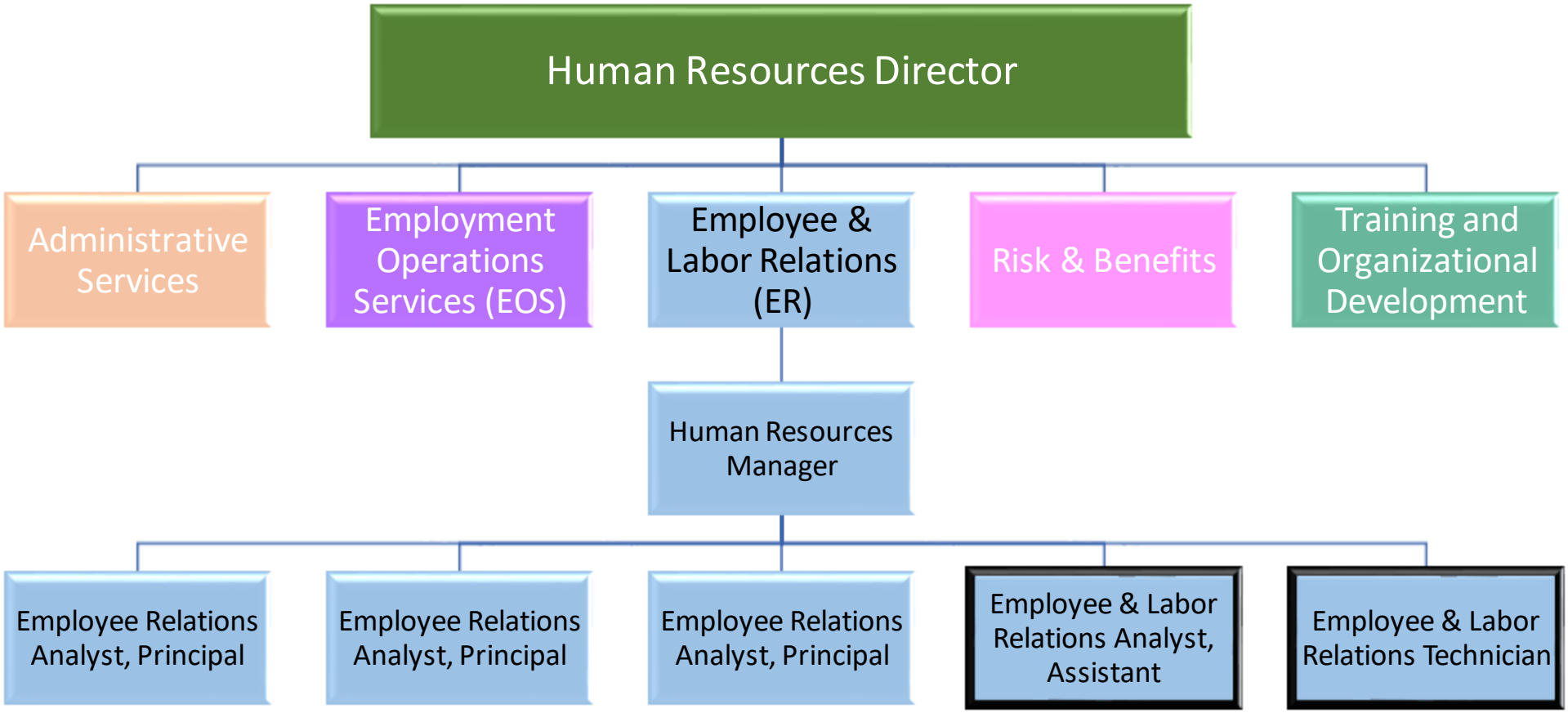
NOES –

ABSENT –

ABSTENTION –

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

3471036 / CLC


Human Resources Director
Administrative Services
Employment Operations Services (EOS)
Employee & Labor Relations (ER)
Risk & Benefits
Training and Organizational Development
Human Resources Manager
Employee Relations Analyst, Principal
Employee Relations Analyst, Principal
Employee Relations Analyst, Principal
Employee & Labor Relations Analyst, Assistant
Employee & Labor Relations Technician

CITY OF OAKLAND

STAFF REPORT

DATE: July 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 the Personnel Director to provide quarterly updates regarding outstanding Classification Studies to the Civil Service Board and include an explanation of the delay for studies that have been in progress for more than one year. The Board last received an update in April 2026.

Classification Studies

Attachment A is a report of all outstanding classification studies for the period of April 1, 2026, to June 30, 2026. During this reporting period, two (2) studies were completed, one (1) study was canceled, and one (1) new study was received. There are currently 11 active classification studies, including three (3) studies that are anticipated to be finalized and released this month, compared to 13 active classification studies reported last quarter.

EXPLANATION OF DELAYS

Of the seven (7) studies that have passed the one-year mark, two (2) have been completed or canceled during this period, and two (2) studies are anticipated to be released this month:

- Program Analyst II (HSD) – ***In Progress***
- Emergency Services Medical Coordinator (OFD) – ***Finalizing Findings for Release***
- Maintenance Mechanic (HSD) – ***Completed***
- Police Records Specialist (OPD) – ***Drafting Findings***
- Public Service Representative (PBD) – ***Drafting Findings***
- Rent Adjustment Program Assistant (HCD) – ***Finalizing Findings for Release***
- Cable TV Production Assistant (CLERK) – ***Completed***

The extended timelines for these studies reflect a combination of factors, including competing operational priorities, vacancies within Human Resources Management (HRM), and the complexity associated with completing comprehensive classification analyses. Following HRM's transition to an integrated Employment Operations Services (EOS) model, classification, compensation, and recruitment-related assignments are distributed among HR Analysts based on organizational needs, workload capacity, and operational priorities.

While this structure provides greater flexibility in managing HRM's workload, HRM recognizes the need to continue improving prioritization practices, workflow management, and the

timeliness of classification study completion. Classification studies and classification specification work continue to be assigned among available HR Analysts within EOS. In addition, an external consultant continues to assist with advancing outstanding classification study work.

HRM remains focused on reducing the classification study backlog and increasing study completion during the upcoming quarter. Of the remaining five (5) studies that exceeded the one-year mark, two (2) are anticipated to be released during the month of July, three (3) studies are assigned and actively in progress, and zero (0) studies remain pending assignment. Staff will continue to monitor progress, identify opportunities to improve processing timelines, and provide measurable updates to the Board in future quarterly reports.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the period of April 1, 2026, to June 30, 2026. The reports reflects a total of one hundred-eleven (111) classification assignments. During this reporting period, two (2) classification revisions or creations were completed and approved by the Civil Service Board, and one (1) classification specification review was canceled. Seven (7) classifications are being advanced by HRM to the Board for the July 16, 2026 meeting, three (3) of which rolled over from the canceled June 18, 2026 meeting. An additional twenty-three (23) are in the queue for discussion with the representative union or pending City Council action prior to advancement to the Board. Seventy-six (76) classification specification reviews are assigned and under review by Analysts, and two (2) requests received by HRM have not yet been assigned.

Classification creation and revision work will continue to be distributed among Analysts as part of HRM's efforts to strengthen classification expertise, increase flexibility, and improve responsiveness to organizational needs.

Status	**Qty**
Approved by CSB or Closed During Quarter	3
Scheduled to CSB for Approval	7
Pending with Union or City Council	23
Assigned to Analyst/In Progress	76
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) April 1, 2026 – June 30, 2026
Attachment B – Classification Specifications under review April 1, 2026 – June 30, 2026

ATTACHMENT A

City of Oakland - Human Resources Management
Classification Studies

#	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	Finalizing findings for release in July.
3	HSD	Maintenance Mechanic	8/24/2023	4/15/2026	965	Yes	Completed.
4	OPD	Police Records Specialist	5/6/2024			Yes	Drafting preliminary findings.
5	PBD	Public Service Representative	7/15/2024			Yes	Drafting preliminary findings.
6	HCD	Rent Adjustment Program Assistant	2/6/2025			Yes	Finalizing findings for release in July.
7	CITY CLERK	Cable TV Production Assistant	4/30/2025	6/30/2026	426	Yes	Completed.
8	HSD	Administrative Assistant I	7/22/2025	5/1/2026	N/A	No	Canceled; employee promoted.
9	ITD	Information Systems Specialist II	8/26/2025			No	Pending assignment.
10	FINANCE	Account Clerk III	9/2/2025			No	Pending assignment.
11	EWDD	Administrative Analyst II	10/24/2025			No	Finalizing findings for release in July (consultant).
12	DOT	Administrative Analyst II	11/6/2025			No	Pending assignment.
13	DOT	Administrative Analyst II	11/25/2025			No	Pending assignment.
14	OPD	Police Records Specialist	4/1/2026			No	New assignment.

ATTACHMENT B

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
		APPROVED OR CLOSED (3)			
TC103	CITY CLERK	Cable TV Production Assistant	SC1	SPEC REVISION	Approved at the April 16, 2026 Meeting.
TBD	HSD	Assistant Director, Human Services	TBD	NEW SPEC	Approved at the May 21, 2026 Meeting.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	Canceled.
		SCHEDULED (7)			
TBD	CAO	Constitutional Policing Administrator	TBD	NEW SPEC	Scheduled for the July 16, 2026 Meeting (June Meeting was canceled).
TBD	HRM	Employee and Labor Relations Analyst	TBD	NEW SPEC	Scheduled for the July 16, 2026 Meeting.
TBD	HRM	Employee and Labor Relations Analyst, Assistant	TBD	NEW SPEC	Scheduled for the July 16, 2026 Meeting.
TBD	HRM	Employee and Labor Relations Technician	TBD	NEW SPEC	Scheduled for the July 16, 2026 Meeting.
TBD	CITYWIDE	Exempt Limited Duration Employee (80-Hour)	TBD	NEW CLASS	Scheduled for the July 16, 2026 Meeting.
IS122	PBD	Principal Inspection Supervisor	TBD	SPEC REVISION	Scheduled for the July 16, 2026 Meeting (June Meeting was canceled).
AP401	OAS	Veterinarian	UM2	SPEC REVISION	Scheduled for the July 16, 2026 Meeting (June Meeting was canceled).
		PENDING WITH UNION OR CITY COUNCIL (23)			
AP127	Citywide	Case Manager II	TW1	SPEC REVISION	In progress with Local 21
TBD	OPD	Civilian Investigator	TBD	NEW SPEC	In progress with Local 21
IS104	PBD	Code Enforcement Inspector, Assistant	SD1	SPEC REVISION	For Local 1021 meeting - date TBD
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
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	In progress with Local 1021
TBD	FINANCE	Mail Operations Clerk, Supervising	TBD	SPEC REVISION	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	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	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.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR168	DOT	Parking Meter Repair Technician (formerly Parking Meter Repair Worker)	SB1	SPEC REVISION	Finalized new spec with Local 1021; need to advance to CSB and route title change to City Council via a salary ordinance amendment
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
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	In progress with Local 1021
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	In progress with Local 1021
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
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 (76)			
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
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
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
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

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	Assignment reboot; preparing new proposed spec revisions with department
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
TBD	CPRA	Deputy Chief of CPRA	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
TBD	OPD	Fleet Compliance Manager	UM1	NEW SPEC	Drafting class spec
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	Finalizing proposed spec revisions with department
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

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TC114	FINANCE	Human Resource Operations Technician, Senior	TW1	SPEC REVISION	Finalizing proposed spec revisions and title change with department
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

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
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