



Civil Service Board Meeting Agenda March 19, 2026

Date: March 19, 2026

Open Session 5:30 p.m.

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

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

Staff to the Board:
Mary Hao, HRM Director/Secretary to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Marijess DeGuzman, Senior HR Technician/Staff to the Board
Mario Goldsby, HR Technician/Staff to the Board
Palomar Sanchez, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9PI6TOuHy.1>

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+16694449171,,84770081425#,,,,*7708206# US

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US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1
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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

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 March 19, 2026, Civil Service Board Meeting Agenda (Action)

3) Updates, Secretary to the Board (Information)

4) Consent Calendar (Action)

a) Approval of Provisional Appointments

- There are no provisional appointments this month.

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

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

c) Approval of Revised Classification Specifications (1)

- Fire Communications Supervisor

5) Old Business

- a) Approval of the February 19, 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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 **(Information)**

6) New Business

- There is no new business this month.

7) Open Forum**8) Closed Session****CLOSED SESSION AGENDA****Roll Call**

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

1. Appeal of Probationary Release - Oakland Fire Department- Fire Fighter- OFD-2026-AP01

OPEN SESSION AGENDA**9) Report of actions taken in Closed Session****10) Open Forum****11) Adjournment**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 16th, 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>



MEMORANDUM

DATE: March 19, 2026
TO: The Honorable Civil Service Board
FROM: Mary Hao, HRM Director / Secretary to the Board
SUBJECT: Request Authorization for Employee Requests for Leave of Absence

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

| Employee Name | Classification Title | Department | Dates | Civil Service Provision |
|---------------|-----------------------|-----------------------------------|---------------------------------------|-------------------------|
| Jean Tran | Assistant Engineer II | Department of Transportation | March 20, 2026- March 30, 2026 | CSR 8.07 (c) |
| Natalie Mall | Assistant Engineer II | Department of Transportation | February 23, 2026 - March 12, 2026 | CSR 8.07 (c) |
| Maria Nido | Forensic Technician | Oakland Police Department | April 14, 2026- April 17, 2026 | CSR 8.07 (c) |
| Anita Bowen | Librarian I | Oakland Public Library Department | June 01, 2026- June 05, 2026 | CSR 8.07 (c) |

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: Natalie Mall Employee ID# 28052 Date Requested: 02/10/2026

Department/Division: Transportation Permanent Job Title Assistant Engineer II

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

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 14 From: 02/23/26 To: 03/12/26

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.

Natalie Mall 02/10/2026
Natalie Mall (Feb 10, 2026 09:10:40 PST)
 Employee's Signature Date

 City Administrator Approval Date

Josh Rowan 02/17/2026
Josh Rowan (Feb 17, 2026 15:44:50 PST)
 Department Head Approval Date

N/A 03/05/2026
MDG
 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 – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Maria Nido Employee ID# 27965 Date Requested: 20-Feb-26

Department/Division: Police Permanent Job Title Forensic Technician

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

Exempt Position Title: _____

- ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 4 From: 14-Apr-26 To: 17-Apr-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 |
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| 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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[Signature] 20 FEB 26
Employee's Signature Date

City Administrator Approval Date

[Signature] 3/2/2026
Department Head Approval Date

Civil Service Board Resolution # Date

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Unpaid Leave of Absence

Leave Type:

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

Employee Name: Anita Bowen Employee ID# 27608 Date Requested: 12/29/2025

Department/Division: Library-Rockridge Branch Permanent Job Title Librarian 1

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: 5 From: June 1, 2026 To: June 5, 2026

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

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

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Anita Bowen 12/29/2025
Employee's Signature Date

City Administrator Approval Date

[Signature] 1/5/2025
Department Head Approval Date

Civil Service Board Resolution # Date

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



MEMORANDUM

DATE: March 19, 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 Fire Communications
Supervisor

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed revision of the **Fire Communications Supervisor** classification specification. It was established in June 1997 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 going to create a barrier for advancement in the Dispatch series. Since the Fire Communications Dispatcher, Senior classification is not presently budgeted, current Dispatch staff would be unable to obtain the necessary supervisory experience to qualify for the Fire Communications Supervisor position. Staff determined that revisions were necessary before opening the job posting.

The proposed edits to the description are summarized below:

- Correct and revise language in the Definition and Distinguishing Characteristics sections to reflect current operations and reporting structure.
- In the Examples of Duties section, make minor updates and add language about tasks related to the Mobile Assistance Community Responders of Oakland (MACRO) Program and Oakland Public Works Department after-hours emergency requests.
- In the Knowledge and Abilities section, update statements to include references to computers, software applications, and other automated systems.
- In the Experience section of the Minimum Qualifications, reduce the required two (2) years of supervisory experience to one (1) year that is highly desirable.
- In the License or Certificate section, remove the license requirement and update the relevant certification.
- Under Other Requirements, specify that incumbents may need to work irregular hours, including nights and weekends, and indicate that proficiency in a foreign language may be required.

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

CIVIL SERVICE BOARD

Subject: Fire Communications Supervisor Revised Classification Specification Approval

Date: March 19, 2026

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The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in December 2025 to discuss the proposed revisions. In an email dated January 12, 2026, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specification of **Fire Communications Supervisor** as proposed.

Attachment: Proposed Revised Fire Communications Supervisor classification specification.



FIRE COMMUNICATIONS SUPERVISOR

DRAFT

Class Code: SC148 FTE

Civil Service Classified

DEFINITION

Under direction ~~of the Assistant Fire Chief, Agency management staff, or designee~~ of the Oakland Fire Department (OFD), ~~the Fire Communications Supervisor~~ plans, assigns, supervises, and evaluates the work of ~~subordinate~~ staff responsible for providing 24-hour fire dispatching services in the Fire Dispatch Center; ~~is responsible for~~ ensures work quality, adherence to established policies and procedures, and the efficient and effective operations of the Fire Dispatch Center; and performs other ~~related~~ duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~The Fire Communications Supervisor~~ This is a first line supervisory level classification that is responsible for the operations of the Fire Dispatch Center, responsibilities to include scheduling staff, preparing performance evaluations, and handling grievances and disciplinary issues. This classification is distinguished from the higher-level Fire Communications Manager in that incumbent of the latter is the management level that oversees all activities and operations of the Fire Dispatch Center. This classification is distinguished from the lower-level Fire Communications Senior Dispatcher in that the incumbent of the latter ~~class~~ functions as a lead worker ~~or functional supervisor to Fire Communications Dispatchers~~ and does not ~~require~~ conducting performance evaluations; or handling grievance and disciplinary issues.

The ~~Fire Communications Supervisor~~ incumbent receives direction from the ~~Assistant Fire Chief~~ Fire Communications Manager or other management staff; and provides direct supervision to ~~Fire Communications Senior Dispatch~~ staffers and Fire Communications Dispatchers.

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

Plans, assigns, supervises, trains, and evaluates the work of ~~subordinate~~ assigned staff.

Prepares work schedules to maintain adequate staffing, assigns personnel as workloads dictate, schedules overtime, and -approves time off requests.

Identifies training needs and goals; and implements training programs, as necessary; ~~P~~provides employee feedback and counseling; ~~P~~prepares performance evaluations; ~~H~~handles disciplinary issues and prepares disciplinary reports and recommendations.

Monitors and ensures the accuracy of information being transmitted or entered into files; ~~E~~ensures ~~that subordinates~~ compliance with all policies and procedures.

Maintains, trouble-shoots, diagnoses, and monitors all components of the Computer-Aided Dispatch (CAD) system, including back-up systems, -radio equipment, computers, -system updates, and all other equipment used in the daily-to-day operations of the ~~Communications Fire~~ Dispatch Center.

Coordinates dispatch operations during major emergency situations or incidents; ~~M~~may perform

the duties of ~~Fire Communications Senior Dispatchers and Fire Communications~~ Dispatchers during times of emergency or when staffing shortages occur.

Receives and responds to complaints received from the public or other City departments, field units, or outside agencies; ~~Researches~~ complaints and determines proper action; prepares appropriate response either verbally or in writing.

Prepares and maintains various administrative reports such as activity and staffing reports, training records, and all other related ~~records and reports documents~~ while ensuring their safekeeping; ~~I~~nterfaces with other ~~Agency departmental~~ staff regarding various administrative matters, personnel requests, payroll irregularities, and other information regarding staff and operations.

Reviews, makes recommendations, and assists in the establishment of new or updated policies and procedures to reflect changes in ~~the law~~ federal, state, and local policies, laws, and regulations or in the operations of the division.

Assists in the preparation of the division budget; monitors expenses related to the operations of the ~~Communications Fire~~ Dispatch Center; makes recommendations on budget revisions.

Receive and process non-emergency requests for Mobile Assistance Community Responders of Oakland (MACRO); serve as after-hours point-of-contact for Oakland Public Works Department emergency requests.

Provides expert testimony in court regarding receipt and processing of particular calls for service, policies and procedures, ~~and~~ interpretation of information, voice recordings, and written documentation, when needed.

May assist in the recruitment and selection of prospective new employees in the ~~Communications Fire~~ Dispatch Center.

Serves as a liaison to the ~~press media~~ regarding critical incidents when the ~~Press Public~~ Information Officer is not available.

Operates an automotive vehicle for traveling to various locations in the performance of assigned duties.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local laws, regulations, policies and procedures, methods, and practices related to the communications dispatch of emergency and non-emergency fire and medical services.
- Operations and maintenance required of computerized CAD system, radio equipment, telephone system, and other communications equipment utilized in the Oakland Fire Communications Dispatch Center.
- Methods and practices of supervision and training.
- City of Oakland ~~Fire Service's Agency~~ personnel policies and procedures, Memorandum of Understanding (MOU) agreements, and related documents covering personnel and operations.
- Research, analysis, and report preparation.
- Computer systems and applications and CAD systems.

Ability to:

- Plan, organize, direct, and coordinate the activities of the Communications-Fire Dispatch Center.
- Provide leadership, maintain morale, supervise, train, and evaluate subordinate-assigned staff.
- Interpret and apply rules, regulations, policies, and procedures.
- Identify, coordinate, –and resolve a variety of issues related to emergency dispatch operations;; to make good decisionutilize sound judgment; and quickly adopt an effective course of action.
- Handle, mediate, and resolve workplace conflicts in an efficient, effective, –and tactful manner that is consistent with City of- Oakland policies and procedures.
- ~~Establish and maintain good working relationships with all those contact through the course of work.~~
- Communicate one clearly and concisely both orally and in writing.
- Maintain effectiveness Work well under stressful conditions.
- Exercise good-sound judgment in emergency situations.
- Prioritize work demands.
- Work a variety of shifts, as necessary.
- Utilize a computer system and software applications, including automated systems and CAD systems.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

~~Any combination of experience and education that demonstrates possession of required knowledge and abilities may be considered. A typical way to obtain the knowledge and abilities would be:~~ Any combination of education and experience that may be equivalent to the following minimum qualifications may be acceptable.

Education:

High school diploma or equivalent.

Experience:

Five (5) years of dispatch experience in a public safety environment. Two years experience as a Fire Communications Senior Dispatcher; One (1) year of lead or supervisory experience is highly desirable.

or

Five years experience as a journey level Fire Communications Dispatcher;

and

One year experience as a supervisor.

LICENSE OR CERTIFICATE

~~Successful incumbents in this position are expected to operate an automotive vehicle 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 of 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 the employment or demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.~~

~~Certification: Must be a state Possession of an Certified Emergency Medical Dispatcher certificate issued by the International Academies of Emergency Dispatch (IAED) is required.~~

OTHER REQUIREMENTS

Proficiency in a foreign language may be required.

Must pass a thorough background investigation.

May be required to work irregular hours, including nights and weekends.

| | | | |
|---|---|-------------------------|-------|
| DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY | | | |
| Established: | 06/26/1997 | CSB Resolution #: | 44370 |
| Exempted: | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: | |
| Revision Date: | / / | CSB Resolution #: | |
| Re-titled Date: | / / | CSB Resolution #: | |
| | | Salary Ordinance #: | |
| (Previous title(s):) | | | |



**Civil Service Board Meeting Minutes
(DRAFT)
February 19, 2026**

Date: February 19, 2026

Open Session 5:30 p.m.

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

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

Staff To The Board:
Mary Hao, HRM Director/Secretary to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Marijess DeGuzman, Senior HR Technician/Staff to the Board
Palomar Sanchez, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

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+16694449171,,84770081425#,,,,*7708206# US

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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
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ID: Webinar ID: 847 7008 1425 Passcode: 8666148

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9Pl6TOuHy.1>

PROVIDE PUBLIC COMMENT

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

- Submit written comment in advance:

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

- Complete a speaker card during the meeting.
- Raise your hand on Zoom during public comment, and staff will call on you to speak for the time allotted by the Chair.

Roll Call

1) Public Comment

Comments on all agenda items and items not on the agenda will be taken at this time.

1 Speaker

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

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

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

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

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

3) Updates, Secretary to the Board (Information)

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

4) Consent Calendar (Action)

a) Approval of Provisional Appointments (3)

- Program Manager (Economic & Workforce Development Department) (1)
- Case Manager II (Human Services Department) (1)
- Nurse Case Manager (Human Services Department) (1)

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

- Human Resources Management Department (3)
- Public Works Department (1)

c) Approval of Revised Classification Specifications (1)

- Fire Communications Supervisor

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

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

5) Old Business

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

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

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

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

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

6) New Business

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

- Payroll Administrator
- Procurement and Contracts Administrator

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

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

7) Open Forum

- No speakers for the open forum

8) Adjournment

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

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

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

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

civilservice@oaklandca.gov

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



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

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

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

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



Civil Service Board Appeals and Hearing Calendar

Pending List- MARCH 2026

1. OPEN

| Case Number | Classification | Dept. | Action Pending | Hearing Date | Notes and Next Steps |
|----------------|-----------------------|---------------------------|--|----------------|-----------------------------|
| PORT-2024-AP02 | GIS/LIS Administrator | Port of Oakland | 4.08 - Type and Scope of Competitive Examination | Pending | |
| OFD-2024-AP04 | Fire Fighter | Oakland Fire Department | 9.08 Separation Due to Absence Without Leave | Pending | |
| OFD-2026-AP01 | Fire Fighter | Oakland Fire Department | 6.06-Appeal of Probationary Release | March 19, 2026 | |
| OPD-2022-AP01 | Police Officer | Oakland Police Department | 10.03- Appeal of Disciplinary Action | Pending | Referred to Hearing Officer |

2. OTHER PENDING ITEMS

| Date Requested | Subject | Report From | Date Due |
|----------------|---------|-------------|----------|
| | | | |

3. CLOSED

| Case Number | Classification | Dept. | Action Pending | Date Received | Notes |
|-------------|----------------|-------|----------------|---------------|-------|
| | | | | | |

4. UNDER REVIEW

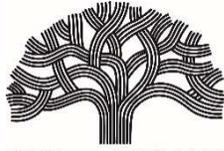
| Case Number | Classification | Dept. | Action Pending | Action Date | Notes |
|-------------|----------------|-------|----------------|-------------|-------|
| | | | | | |



Civil Service Board Appeals and Hearing Calendar

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March 19, 2026



CITY OF OAKLAND

STAFF REPORT

DATE: March 19, 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 February 19, 2026, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of ninety-six (96) employees were in the TCSE (16), TCSE/Annuitant (30), and ELDE (50) categories as of pay period ending February 27, 2026. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the ninety-six (96) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: March, 19, 2026

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RECOMMENDATION

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

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending February 27, 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 (3) | | | | | | | | | |
| DOT | Krohn | Jeffrey | 35219 - Structures & Emergency Response | 2/13/2026 | Temp Contract Svcs Employee, PT | | | | COMPLIANT |
| CITY COUNCIL | Tull | Steven | 01111 - Mayor - Administration Unit | 2/14/2026 | Temp Contract Svcs Employee, PT | | | | COMPLIANT |
| HSD | Dion | Michel | 78231 - HS Classroom & Seasonal | 2/24/2026 | Temp Contract Svcs Employee, PT | | 998.50 | | NON COMPLIANT |
| NEW THIS PERIOD (7) | | | | | | | | | |
| HRM | Butler | Alanna | 05211 - Employment and Classification Unit | 1/31/2026 | ELDE | | | | COMPLIANT |
| HRM | Lugo | Susana | 05621 - Risk Management | 1/31/2026 | ELDE | | | | COMPLIANT |
| CAO | Collins McMurray | Amauri | 02141 - Homelessness | 1/31/2026 | ELDE | | | | COMPLIANT |
| POLICE | Trammell | Cynthia | 66211 - Community Police Review Agency | 1/31/2026 | ELDE | | | | COMPLIANT |
| DOT | Cerna | Bernabe | 35224 - Great Streets Maintenance Concrete and Guardrails | 2/14/2026 | ELDE | | | | COMPLIANT |
| DOT | Pho | Saman | 35224 - Great Streets Maintenance Concrete and Guardrails | 2/14/2026 | ELDE | | | | COMPLIANT |
| DOT | Smith | Anthony | 35242 - Complete Streets Maintenance | 2/14/2026 | Temp Contract Svcs Employee, PT | | | | COMPLIANT |
| COMPLIANT (89) | | | | | | | | | |
| 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 | Ederly | 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 | Nettles | Ernestine | 02111 - City Administrator: Administration Unit | 9/13/2025 | ELDE | | | | COMPLIANT |
| CAO | Smith | Jalilah | 02151 - City Administrator Call Center | 12/10/2022 | ELDE | | | | COMPLIANT |
| CITY ATTORNEY | Bernier | Valeri | 04111 - City Attorney Administration Unit | 12/8/2025 | ELDE | | | | COMPLIANT |
| CITY ATTORNEY | Rossi | Daniel | 04411 - Affirmative Litigation | 9/8/2020 | TCSE/ANNUITANT | | 465.00 | | COMPLIANT |
| CITY CLERK | Mekki | Ihsan | 03121 - City Clerk Unit | 8/8/2020 | TCSE/ANNUITANT | | 0.00 | | COMPLIANT |
| DOT | Bass | Sydney | 35341 - Parking Meter Collectors | 11/8/2025 | ELDE | | | | COMPLIANT |
| DOT | Calabrese | Christine | 35244 - Neighborhood Traffic Safety | 8/16/2025 | TCSE/ANNUITANT | | 201.00 | | COMPLIANT |
| DOT | Jue | Lisa | 35211- Great Streets Delivery Admin | 12/6/2025 | ELDE | | | | COMPLIANT |
| DOT | Raphael | Craig | 35231 - Street Lighting Admin | 4/12/2025 | ELDE | 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 | | 320.5 | | COMPLIANT |
| DOT | Womack | James | 35246 - Major Corridor Multimodal Operations | 3/16/2025 | TCSE/ANNUITANT | | 433.50 | | COMPLIANT |
| DWES | Chan | Sau | 67411 - Compliance | 10/11/2025 | ELDE | | | | COMPLIANT |
| DWES | Hanserd | Erica | 67411 - Compliance | 12/22/2025 | ELDE | | | | COMPLIANT |
| DWES | Mayo | Sheranita | 67411 - Compliance | 1/3/2026 | ELDE | | | | 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 |
| FIRE | Riskier | Tina | 20914 - MACRO | 7/15/2025 | ELDE | 7/15/2025 | | | COMPLIANT |
| FIRE | White | Darin | 20311 - Fire Marshals Office Unit | 7/19/2025 | TCSE/ANNUITANT | | 704.00 | | COMPLIANT |
| HCD | Leshin | Maryann | 89919 - Admin: Housing & Community Development | 11/26/2022 | TCSE/ANNUITANT | | 575.50 | | COMPLIANT |
| HRM | Boxdell | Ashley | 05511 - Human Resource Development Unit | 8/31/2024 | Temp Contract Svcs Employee, PT | | 710.00 | | 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 | Reyes | Ellaine | 05211 - Employment and Classification Unit | 1/3/2026 | ELDE | | | | COMPLIANT |
| HSD | Avilez Zarate | Judith | 78231 - HS Classroom & Seasonal | 9/27/2025 | Temp Contract Svcs Employee, PT | | 248.00 | | COMPLIANT |
| HSD | Bateson | Elizabeth | 78232 - Head Start - Central Office Program | 4/12/2025 | ELDE | 4/12/2025 | | | COMPLIANT |
| HSD | Black | Tracey | 78231 - HS Classroom & Seasonal | 11/23/2025 | ELDE | | | | COMPLIANT |
| HSD | Cozart | Sherita | 78231 - HS Classroom & Seasonal | 9/13/2025 | Temp Contract Svcs Employee, PT | | 345.00 | | COMPLIANT |
| HSD | Diep | My | 78231 - HS Classroom & Seasonal | 8/16/2025 | TCSE/ANNUITANT | | 552.50 | | COMPLIANT |
| HSD | Farrish | Conterenia | 78231 - HS Classroom & Seasonal | 10/26/2024 | ELDE | | | | COMPLIANT |
| HSD | Friberg | Annie | 78199 - DHS Fiscal Unit | 10/11/2025 | ELDE | | | | COMPLIANT |
| HSD | Galbraith | Angela | 75631 - Senior Center Unit | 8/5/2023 | ELDE | 10/13/2025 | | | COMPLIANT |
| HSD | Hartington | Samantha | 78231 - HS Classroom & Seasonal | 9/13/2025 | Temp Contract Svcs Employee, PT | | 416.00 | | COMPLIANT |
| HSD | Hatcher Jr. | Lucius | 78235 - HS Central Office Administration | 10/15/2022 | TCSE/ANNUITANT | | 649.25 | | COMPLIANT |
| HSD | Ho | Sing-Yuet | 78111 - DHS Administration Unit | 2/17/2024 | ELDE | | | | COMPLIANT |
| HSD | Jacobs | Jacqueline | 78362 - CSBG - Programs | 10/29/2022 | Temp Contract Svcs Employee, PT | | 481.50 | | 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 | | | COMPLIANT |
| HSD | Price | Daviente | 78231 - HS Classroom & Seasonal | 10/11/2025 | Temp Contract Svcs Employee, PT | | 231.50 | COMPLIANT |
| HSD | Steelman | Misty | 75631 - Senior Center Unit | 8/5/2023 | ELDE | 10/27/2025 | | 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 | | | COMPLIANT |
| HSD | Wilson | Sherline | 78231 - HS Classroom & Seasonal | 9/13/2025 | TCSE/ANNUITANT | | 366.25 | COMPLIANT |
| ITD | MacLeod | Robert | 46351 - Geographical Information Systems | 10/30/2021 | TCSE/ANNUITANT | | 480.00 | COMPLIANT |
| ITD | Messac | Patrick | 46331 - Systems Operations | 2/18/2023 | Temp Contract Svcs Employee, PT | | 441.00 | COMPLIANT |
| MAYOR | Bardakian | Kimberly | 01111 - Mayor - Administration Unit | 8/2/2025 | ELDE | | | COMPLIANT |
| MAYOR | Freeman | Phillip | 01111 - Mayor - Administration Unit | 12/6/2025 | Temp Contract Svcs Employee, PT | | 252.50 | 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 | | | COMPLIANT |
| OPW | Hightower Sr. | Albert | 30559 - Facilities: Custodial - OPL | 3/30/2024 | Temp Contract Svcs Employee, PT | | 67.50 | COMPLIANT |
| OPW | Law | Allen | 30533 - Sewer System Maintenance | 1/18/2025 | TCSE/ANNUITANT | | 815.50 | COMPLIANT |
| OPW | Wells | Ryckesha | 30211 - Engineering and Construction - Administration | 8/2/2025 | ELDE | | | 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 | | 204.50 | COMPLIANT |
| PBD | Pineda | Hulises | 84454 - Inspections: Neighborhood Preservation | 10/11/2025 | ELDE | | | COMPLIANT |
| PBD | Rex | Diana | 84111 - Admin: Planning, Building & Neighborhood Preserv | 10/29/2022 | TCSE/ANNUITANT | | 563.5 | COMPLIANT |
| PBD | San Nicolas | Evan | 84454 - Inspections: Neighborhood Preservation | 9/27/2025 | ELDE | | | COMPLIANT |
| POLICE | Cave Jr | John | 106610 - Background & Recruiting | 9/13/2025 | TCSE/ANNUITANT | | 36.00 | COMPLIANT |
| POLICE | Hicks | Mark | 106610 - Background & Recruiting | 3/18/2023 | TCSE/ANNUITANT | | 261.00 | COMPLIANT |
| POLICE | Johnson | Carmen | 106610 - Background & Recruiting | 7/6/2024 | TCSE/ANNUITANT | | 412.50 | COMPLIANT |
| POLICE | Jointer | Annette | 108630 - Ceasefire | 12/22/2025 | ELDE | | | COMPLIANT |
| POLICE | Lau | Peter | 106610 - Background & Recruiting | 8/19/2023 | TCSE/ANNUITANT | | 264.00 | COMPLIANT |
| POLICE | Lighten | Ronald | 106610 - Background & Recruiting | 7/6/2024 | TCSE/ANNUITANT | | 657.00 | COMPLIANT |
| POLICE | O'Reilly | John | 106610 - Background & Recruiting | 9/13/2025 | TCSE/ANNUITANT | | 36.00 | COMPLIANT |
| POLICE | Pressnell | Edward | 106610 - Background & Recruiting | 7/6/2024 | TCSE/ANNUITANT | | 339.00 | COMPLIANT |
| POLICE | Thomas | Mark | 106610 - Background & Recruiting | 3/4/2023 | TCSE/ANNUITANT | | 20.00 | COMPLIANT |
| POLICE | Williams | Pamela | 106610 - Background & Recruiting | 3/4/2023 | TCSE/ANNUITANT | | 6.00 | COMPLIANT |
| PUBLIC ETHICS | Chowdhary | Bhawna | 65111 - Public Ethics Commission | 10/11/2025 | Temp Contract Svcs Employee, PT | | 492.50 | COMPLIANT |
| PUBLIC ETHICS | Thorsen | Niels | 65111 - Public Ethics Commission | 10/11/2025 | Temp Contract Svcs Employee, PT | | 697.50 | COMPLIANT |
| VIOLENCE PREVENTION | Bey | Aseelah | 70211 - Violence Prevention: External Services | 5/24/2025 | ELDE | | | COMPLIANT |
| VIOLENCE PREVENTION | Emerson | Cedrick | 70211 - Violence Prevention: External Services | 3/15/2025 | ELDE | | | COMPLIANT |
| VIOLENCE PREVENTION | Sanchez | Ulises | 70111 - Violence Prevention: Administration | 1/18/2025 | ELDE | | | COMPLIANT |
| VIOLENCE PREVENTION | Thomas | Vanetta | 70111 - Violence Prevention: Administration | 9/27/2025 | ELDE | | | COMPLIANT |

NON-COMPLIANT (0)

NOTES

| | | | |
|-----------|----|-----------|----|
| TCSE | 16 | COMPLIANT | 96 |
| ELDE | 50 | | |
| Annuitant | 30 | | |

TCSE/ELDE Rules Compliance

