



CIVIL SERVICE BOARD MEETING AGENDA

Date: September 17, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Sally Nguyen, Counsel to the Board
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84829164970?pwd=K3FLbjJ3MkVJZFITQVNWWDd3WC93dz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 848 2916 4970 (Note: Password “COO-CSB917” may be required to connect.)
If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

- | | |
|--|--------------------|
| 2) APPROVAL OF THE SEPTEMBER 17, 2020 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Approval of Provisional Appointment (0) | |
| <ul style="list-style-type: none"> • There are no requests for provisional appointments. | |
| b) Approval of Employee Requests for Leave of Absence (4) | |
| <ul style="list-style-type: none"> • City Attorney’s Office (1) • Economic & Workforce Development Department (1) • Oakland Fire Department (1) • Oakland Public Library (1) | |

c) Approval of Revised Classification Specifications (2)

- Concrete Finisher
- Training and Public Service Administrator

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of August 20, 2020 Civil Service Board Meeting Minutes | ACTION |
| b) Approval of August 10, 2020 Special Civil Service Board Meeting Minutes | ACTION |
| c) Determination of Schedule of Outstanding Board Items | INFORMATION |
| d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| e) Update on Common Class Study | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|-------------|
| a) Approval of New Classification Specification for Animal Care Services Supervisor | ACTION |
| b) City Council Zero Tolerance Policy Legislation | INFORMATION |
| c) Appeal Hearing in Personnel Matter for Public Employee Relating to Application of Civil Service Rule 3.02(a): 2.07 – General Appeal Procedure: CAO-2020-AP01 (S. Darensburg) | ACTION |

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, October 15, 2020. All materials related to agenda items must be submitted by Thursday, October 1, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

civilservice@oaklandca.gov



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



MEMORANDUM

DATE: September 17, 2020

TO: The Honorable Civil Service Board

FROM: Greg Preece, HRM Manager / Staff to the Board

THROUGH: Ian Appleyard, 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 requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Morgan, Dondria	Paralegal	City Attorney	September 10, 2020 – October 10, 2020	CSR 8.07 (c)
Wolinsky, Brandon	UEAII	EWDD	September 2, 2020 – May 15, 2021	CSR 8.07 (c)
Mathis, Jennifer	Firefighter Paramedic	Fire	September 20, 2020 – October 20, 2020	CSR 8.07 (c)
Villon, Patricia	Library Aide, PPT	Oakland Public Library	September 14, 2020 – December 31, 2020	CSR 8.07 (c)

RECOMMENDATION:

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



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)
- Parental Leave (no pay)

Employee's Name Dondria Morgan Employee's ID 12000 Today's Date 8/13/20

Department/Division City Atty/Litigation Employee Job Title Paralegal

Request: 22/165.5 Days Hours From 9/10/20 To 10/10/20
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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 parental, an employee may take up to a maximum of 5 months leave.

Dondria Morgan
Digitally signed by Dondria Morgan
DN: cn=Dondria Morgan, o=City Attorney's Office, ou=Paralegal, email=dvanhook@oaklandcityattorney.org, c=US
Date: 2020.08.13 17:39:34 -0700

Employee's Signature _____ Date 8/13/20

Civil Service Board Approval _____ Date _____

Department Head Approval _____

Date 9/2/2020

City Manager Approval _____ Date _____

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Brandon Wolinsky Employee's ID 24183 Today's Date 9-1-20

Department/Division EWDD/PPD Employee Job Title UEAI

Request: (see attached schedule) Days Hours From 9-2-20 To 5-15-21
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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 parental, an employee may take up to a maximum of 5 months leave.

[Signature] Sep 2, 2020
Employee's Signature Date

Civil Service Board Approval Date

[Signature] Sep 2, 2020
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

<input type="checkbox"/>	FCL - Family Care Extended	<input type="checkbox"/>	SLV - Sick Leave (no pay)
<input type="checkbox"/>	FDN - Family Death (no pay)	<input checked="" type="checkbox"/>	ANP - Miscellaneous (no pay)
<input type="checkbox"/>	MNP - Military Leave (no pay)	<input type="checkbox"/>	Parental Leave (no pay)

Employee's Name Jennifer Mathis Employee's ID 21649 Today's Date Aug 8, 2020

Department/Division Fire Department Employee Job Title Firefighter Paramedic

Request: 30 Days Hours From 9/20/2020 To 10/20/2020
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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 parental, an employee may take up to a maximum of 5 months leave.

Jen Mathis
 Employee's Signature Date 8/8/2020

 Civil Service Board Approval Date

Melinda Draston
 Department Head Approval Date 8/24/20

 City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name VILLON, PATRICIAEMILY L. Employee's ID 25015 Today's Date 09/02/2020

Department/Division OAKLAND PUBLIC LIBRARY Employee Job Title LIBRARY AIDE, PPT

Request: 34 Days Hours From 09/14/2020 To 12/31/2020
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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 parental, an employee may take up to a maximum of 5 months leave.

Patricia Villon 09/02/2020
Employee's Signature Date

Amie Tubak 9/8/2020
Department Head Approval Date

Civil Service Board Approval Date

City Manager Approval Date

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



MEMORANDUM

DATE: September 17, 2020

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

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Concrete Finisher

Based upon a classification review at the request of the Oakland Department of Transportation (DOT), staff has proposed revisions to the **Concrete Finisher** classification. The classification specification was established in April 1993 and has not been revised since.

The City of Oakland is proposing the following changes to the classification specification:

- Revisions to ensure alignment with the current classification specification template.
- Minor deletions and additions that affect the Examples of Duties and Knowledge and Abilities sections.
- Significant changes to the Minimum Qualifications section.
 - Previously, the level of education was decided at the time of the recruitment; over time, the standard has become a high school diploma or equivalent.
 - Further, the years of experience have been decreased from four (4) to three (3) and the section has been expanded with new qualifying pathways including one specific to existing City employees.
 - Desirable experience has also been added given the emphasis on compliance with regulations of the Americans with Disabilities Act (ADA).

There are two vacant positions. The revised classification specification will be used to initiate a recruitment and selection process to fill these vacancies soon.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification. Monthly meetings scheduled for March, April, and May 2020 were canceled by Local 1021 given that they were dealing with member concerns about the Covid-19 pandemic and shelter-in-place regulations. City and union representatives were able to discuss the item at meetings in June, July, and August 2020. Amendments to the job description were proposed by both parties and mutually agreed to following thorough consideration. In an email dated August 18, 2020, the union conveyed that there were no residual concerns about the proposed revisions.

While we did reach consensus on the proposed revisions, there is one lingering concern. Local 1021 has requested that the City consider establishing an in-house training program to allow existing City employees to be trained in concrete finishing under the direct supervision of

CIVIL SERVICE BOARD

Subject: Concrete Finisher Revised Classification Specification Approval

Date: September 17, 2020

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existing Concrete Finishers. The City has agreed to initiate internal discussion among DOT management about the feasibility of establishing such a training program. Future meetings are expected between both parties once the City has finished its internal vetting process.

Additionally, the “common class” status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the revised classification specification of **Concrete Finisher** as proposed.

Attachment: Proposed revised Concrete Finisher classification specification.



DRAFT

CONCRETE FINISHER

Class Code: TR116 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Department of Transportation, ~~he~~ performs rough and finished concrete work in the installation and repair of ~~curbside ramps~~, sidewalks, curbs, gutters, ~~and drains~~, and related new construction; ~~and to~~ direct~~s~~ and participate~~s~~ in the work of a maintenance crew; ~~and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

This is a ~~specialized~~ classification whose incumbents are proficient in all areas of required ~~concrete~~ skills including finishing work. ~~This classification is distinguished from the higher level Public Works Supervisor I in that the latter is a full first-line supervisory classification that performs a variety of supervisory tasks related to operations, maintenance, construction, and repair projects. It is further distinguished from the preparatory level Public Works Maintenance Worker classification in that the latter performs labor in support of maintenance and construction work.~~

SUPERVISION RECEIVED AND EXERCISED

The incumbent ~~R~~ receives direct supervision from a Public Works Supervisor I, ~~and M~~ may provide technical direction to Public Works Maintenance Workers.

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

Build forms for concrete finishing.

Build and repair culverts, curbs, gutters, drains, catch basins, fences, heavy timber structures (~~forms~~), bulkheads, and gangways.

~~Clean storm drains and inlets.~~

Measure and compute needed quantities of mixer of concrete.

Inspect tools and equipment for safety and mechanical defects.

Make subgrades for streets, gutters, and backfields.

Construct storm drains and storm water inlets; construct manholes and masonry walls.

Assign work to staff assigned to concrete crews; provide training and instruction and explanation of techniques and methodologies related to rough and finished concrete work.

Haul asphalt and other materials; grade and backfill earthmoving work; ~~remove tree roots.~~

Clean storm drains and inlets.

Answer questions or complaints from public, agencies, or City departments; respond to service requests or referrals from public, agencies, or City departments.

Log daily reports.

Load and unload trucks.

For Local 1021 Meeting--2020-07-07 to CSB

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Materials, tools, and methods used in removing and replacing concrete and blacktop.
- Construction of curbside ramps, culverts, curbs, gutters, drains, catch_basins, fences, heavy timber structures, and gangways.
- Basic mathematics.
- Occupational hazards and safety precautions.
- Basic computer systems and software applications.

Ability to:

- Use concrete finishing tools and equipment.
- Use a variety of hand and power tools safely.
- Read and interpret specifications and plans.
- Measure and compute mixture proportions.
- Follow survey stakes and make accurate measurements and construct forms.
- Perform finish as well as rough concrete work.
- Direct and train assigned personnel.
- Follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Perform required tasks in a safe manner.
- Utilize basic computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

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:

~~Education requirements will be determined at the time of recruitment~~High school diploma or equivalent.

Experience:

Three (3) years of full-time cement finishing experience under the direction of a journey-level cement finisher

OR

Three (3) years of experience with the City of Oakland while assigned to a concrete crew in the position of Public Works Maintenance Worker or Street Maintenance Leader

OR

Completion of a cement masons or concrete finisher apprenticeship program (typically consisting of 4200 on-the-job hours and 432 related training hours).

Qualifying experience MUST include reading plans and drawings, building and setting forms,

and finishing cement on a variety of concrete projects. Experience installing masonry retaining walls, Americans with Disabilities Act (ADA) curb ramps, and operating a Transit and/or Laser Level used in the layout and construction of curbs, gutters, sidewalks, and other infrastructure improvements is highly desirable.

Four years of concrete finishing or related work experience.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.

OTHER REQUIREMENTS

Must be willing to work outdoors in a variety of weather conditions and work project-driven overtime as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	04/23/1993	CSB Resolution #:	44280
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Salary Ordinance #:
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CITY OF OAKLAND

MEMORANDUM

DATE: September 17, 2020

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

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Training and Public Service Administrator

Based upon a classification review at the request of the Oakland Public Works Department (OPW), staff has proposed revisions to the **Training and Public Service Administrator** classification. The classification specification was established in February 1997 and has not been revised since.

A variety of minor revisions are proposed throughout. The proposed changes include:

- Correct all references to the name of the Department.
- Enhance references to more thoroughly call out training responsibilities.
- Ensure supervisory duties are mentioned in the Definition section.
- Add language to differentiate between levels in the Distinguishing Characteristics section.
- Amend the Knowledge and Abilities section to properly reference computer skills, performance reviews, supervisory duties, report analysis and preparation, and interpersonal skills.
- Ensure alignment with the City's current classification specification template.
- Broaden the Experience requirement to include lead or supervisor experience instead of just previous supervisory experience.

There is one vacant position. The revised classification specification will be used to initiate a recruitment and selection process to fill these vacancies soon.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to revise this classification. City and union representatives met in July and August 2020. Minor changes to the job description were mutually agreed to by both parties. In an email dated August 27, 2020, the union conveyed that there were no residual concerns about the proposed revisions.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

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Subject: Training and Public Service Administrator Revised Classification Specification Approval

Date: September 17, 2020

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Staff recommends that the Civil Service Board approve the revised classification specification of **Training and Public Service Administrator** as proposed.

Attachment: Proposed revised Training and Public Service Administrator classification specification.



DRAFT

TRAINING & PUBLIC SERVICE ADMINISTRATOR

Class Code: AP343

Civil Service Classified

DEFINITION

Under direction ~~in the Oakland Public Works (OPW) Department,~~ oversees internal training and public services ~~in the Public Works Agency;~~ develops, modifies, facilitates, and presents training programs and curricula to OPW agency staff regarding professional development, safety and health, and public service activities; provides ~~new~~-employee and ~~various~~-program orientations; supervises and coordinates client services, training and development, and health and safety programs; consults with agency-OPW management on organizational issues and recommends programs recognition and incentive programs for internal agency-employees; ~~-assigns, trains, and supervises assigned staff;~~ and performs related duties as assigned~~required~~.

DISTINGUISHING CHARACTERISTICS

This management level position is responsible for overseeing and developing agency~~Department~~-wide staff training and development for public service programs including quality assurance and client satisfaction. The incumbent is also responsible for the direct supervision of the Public Service ~~-and Training~~ Unit and develops and implements mandated and specialized training such as professional development, safety and health, and service delivery efficiency. In addition, the incumbent serves as part of the administrative management team and provides recommendations to agency~~departmental~~ management regarding organizational development and employee recognition and incentive ~~-programs~~. This classification is distinguished from the lower level Program Analyst classifications in that the latter are assigned to administer specific programs rather than all programs in the overall Unit.

The incumbent receives general direction from the Administrative Services Manager II or other management staff and provides direct supervision to ~~Public Service Representatives and other professional and administrative~~support staff as assigned.

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

Develops, oversees and supervises the agency~~Department~~-wide public service and training program; plans, develops, assigns, supervises and evaluates staff providing direct public assistance; recommends and implements agency~~Department~~-wide and divisional policies regarding public service and training; conducts public surveys regarding quality of services provided; oversees the development and implementation of quality assurance measures for agency~~the~~ department, bureau, and divisional operations; recommends operational changes to improve work quality, quantity, efficiency, and effectiveness.

Develops training programs and curricula in consultation with divisional needs, including custom, department--specific, and mandated training programs; performs needs assessment and provides technical assistance; coordinates and conducts health, ~~and~~-safety, and public relations training for field, technical, office and professional staff.

May serve as or assist the department ~~s~~Safety ~~c~~Coordinator in reviewing individual cases; maintains and reviews CAL/OSHA records for reoccurring problems and recommends changes for resolution, if applicable ~~for resolution~~; reviews accident reports; makes periodic site visits to inspect facilities and equipment for safety hazards.

Assists in the development of ~~-~~policies and procedures for departmental operations; assists in the development of short and long term planning; produces and issues the annual training calendar; issues revisions and specific training announcements; assesses training facilities, including classrooms, conference rooms, and related facilities, equipment, and support services; manages logistics for training programs.

Evaluates programs and materials offered by vendors and procures training programs and instructional media; evaluates effectiveness of training provided to staff; recommends and develops new training to meet departmental needs.

Serves as the liaison and provides recommendations regarding organizational development, creation, and implementation of self-directed work teams and work-flow to senior management; develops and implements employee service awards programs including work incentives and employee rewards and recognition.

Procure, n Negotiates, and administers professional services contracts; prepares and analyzes complex reports; prepare staff reports and assists in developing the public relations and training budget.

Operates an automotive vehicle in conducting worksite visits, attending departmental, citywide or regional meeting regarding public relations, training or quality assurance programs.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, techniques, and methods used in the development and maintenance of staff training programs and curricula; the promotion of training programs; and the principles of adult education.
- ~~The d~~Development and implementation of quality assurance measures, public relations techniques, and public survey methods.
- Principles and practices of ~~-~~supervision, evaluation ~~-~~and staff development.
- ~~;-p~~Principles and practices of organizational behavior, systems theory, and ~~-~~organizational structures.
- Basic computer systems and software applications.
- ~~;-b~~Budget development and administration.
- ~~R;-~~records management.
- English language mechanics, syntax, grammar, and spelling.
- Federal, state, and local laws and regulations regarding health and safety of patrons and employees.

Ability to:

- Analyze and evaluate training needs and provide or implement recommendations and decisions on appropriate training curricula and programs.

- Assign, train, sSupervise, and direct subordinate professional and support staff; conduct performance reviews;
- ;-eEstablish, interpret, evaluate, and enforce administrative/operational policies, practices, and procedures.
- ;-aAnalyze and solve problems of a complex nature.
- ;-mMaintain departmental and state safety standards.
- Communicate effectively and persuasively in both oral and written format; -speak in large and small group settings; ~~prepare and analyze comprehensive reports;~~ conduct staff meetings.
- Prepare and analyze comprehensive reports;
- Prepare and administer ~~district and/or~~ program budgets.
- ;-nNegotiate and administer a variety of contracts.
- ;-conduct performance reviews;-Coordinate production of an annual training calendar.
- Coordinate functions and activities between departments and outside agencies.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONSEXPERIENCE AND EDUCATION

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

Education:

A Bachelor's degree from an accredited college or university with major course work in human resources, training, education, -public administration or a related field.

Experience:

Four (4) years of progressively responsible work experience in staff training and professional development or customer relations including one (1) year at a lead or supervisory level.

LICENSE OR CERTIFICATE

Successful incumbents in this job 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 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 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 02/27/1997 CSB Resolution #: 44365 Salary Ordinance #:

:

Exempted: Y N Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s):)



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: August 20, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (Absent/Excused); Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin (Absent/Excused); Carmen Martinez; Beverly A. Williams (Present with no audio)

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Sally Nguyen, Deputy City Attorney
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Deputy City Attorney will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/82265993089?pwd=OGFjakdaR0dqSE1CZTRVZ1hvK1JuZz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 822 6599 3089 (Note: Password “COO-CSB820” may be required to connect.)
If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

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- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

- There was one speaker regarding item 6a.

2) APPROVAL OF THE AUGUST 20, 2020 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45001 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the August 20, 2020 Civil Service Board Meeting Agenda. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: Williams (Technical Issue)
Board Members Absent: Johnson, Levin

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointment (0)
 - There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (4)
 - Oakland Public Library (2)
 - Oakland Police Department (2)
- c) Approval of Revised Classification Specifications (3)
 - Battalion Chief of Fire Department
 - Lieutenant of Fire Department
 - Firefighter Paramedic

45002 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the August 20, 2020 Civil Service Board Meeting Consent Calendar. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None

Board Member Abstentions: Williams (Technical Issue)

Board Members Absent: Johnson, Levin

5) OLD BUSINESS:

- a) Approval of July 16, 2020 Civil Service Board Meeting Minutes

ACTION

45003 A motion was made by Board Member Martinez and seconded by Board Member Baranco to approve the July 16, 2020 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None

Board Member Abstentions: Williams (Technical Issue)

Board Members Absent: Johnson, Levin

- 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

There was no report available for this month.

- d) Update on Common Class Study INFORMATION

There was no report scheduled for this month.

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Chief of Police ACTION

45004 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the New Classification Specification for Chief of Police. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: Williams (Technical Issue)
Board Members Absent: Johnson, Levin

- b) Approval of New Classification Specification for School Traffic Safety Supervisor ACTION

45005 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the New Classification Specification for School Traffic Safety Supervisor. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: Williams (Technical Issue)
Board Members Absent: Johnson, Levin

- c) City Council Zero Tolerance Policy Legislation INFORMATION

There was no update on this item this month.

7) OPEN FORUM

8) ADJOURNMENT

45006 A motion was made by Board Member Baranco and seconded by Board Member Hudson-Harmon to adjourn. The motion passed and the meeting was adjourned at 6:03 p.m.

Votes: Board Member Ayes: 4 – Gourdine, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None

Board Member Abstentions: Williams (Technical Issue)

Board Members Absent: Johnson, Levin

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 17, 2020. All materials related to agenda items must be submitted by Thursday, September 3, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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.

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



CIVIL SERVICE BOARD SPECIAL MEETING MINUTES (DRAFT)

Date: August 10, 2020

Open Session: 6:00 p.m.

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin (Absent/Recused); Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Vadim Sidelnikov, Deputy City Attorney

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Deputy City Attorney will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/82454576155?pwd=RIJNQkNvOG94T0pyOFZuTEVZa0VPdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
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Webinar ID: 824 5457 6155 (Note: Password "SP-CSB810" may be required to connect.)

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COMMENT:

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If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME. COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING OPEN FORUM

2) APPROVAL OF THE AUGUST 10, 2020 CIVIL SERVICE BOARD SPECIAL MEETING AGENDA ACTION

44996 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the August 10, 2020 Civil Service Board Special Meeting Agenda. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin

3) PUBLIC COMMENT

4) ADJOURN TO CLOSED SESSION ACTION

44997 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to adjourn to Closed Session. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

1) Personnel Matter for Public Employee: 6.06 – Appeal of Probationary Release: PORT-2020-AP02 (D. Chall)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

44998 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chair Johnson to deny the appeal and uphold the Port’s decision regarding the probationary release and dismissal. The motion passed.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Hudson-Harmon, Martinez, Williams.

Board Member Noes: Baranco
Board Member Abstentions: None
Board Members Absent: Levin

44999 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to adjourn from Closed Session and return to Open Session. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Deputy City Attorney Sidelnikov reported that during Closed Session the Civil Service Board took the action of denying the appeal and upholding the Port's decision regarding the probationary release and dismissal.

3) **ADJOURNMENT**

45000 A motion was made by Vice Chair Johnson and seconded by Board Member Baranco to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin

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, 2020. All materials related to agenda items must be submitted by Thursday, August 6, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
 PENDING LIST – SEPTEMBER 17, 2020**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Appellant has requested an outside hearing officer.
CAO-2020-AP01	Contract Compliance Supervisor	City Administrator's Office	2.07 – General Appeal Procedure	September 17, 2020	

2. OTHER PENDING ITEMS

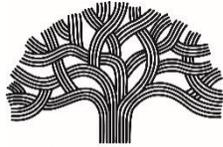
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: September 17, 2020

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Human Resources Manager & Staff to the Board

THROUGH: Ian Appleyard, Human Resources Director & Secretary to the Board

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the July 16, 2020 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 sixty-six (66) employees were in the TCSE (14), TCSE/Annuitant (31), and ELDE (21) categories as of pay period ending September 4, 2020. Of the those, three (3) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the sixty-six (66) temporary assignments, we are reporting three (3) in this period as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: September 17, 2020

Page 2

RECOMMENDATION

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

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending September 4, 2020
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
SEPTEMBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (12)								
DEPT. OF TRANSPORTATION	Aghamir	Shahram	35219 - Dept of Transportation	10/5/2019	TCSE/ Annuitant	960	Temporary project to manage the Highway Bridge Program Projects, Railroad Safety Improvement Project, and Stairs and Paths Program.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Duhon-Kelley	Coco	85511- Cultural Arts & Marketing	7/13/2019	TCSE	960	Temporary assistance to help establish more efficient systems in the grant contracting process.	COMPLIANT
FINANCE	Roberts Jackson	Tanisha	08741 - Treasury/Payroll Unit	2/3/2020	ELDE		Assistance in Payroll Operations Unit	COMPLIANT
FIRE	Feil	Jessica	20711 - Emergency Services Program Unit	2/8/2020	ELDE		Critical Assistance in the City's Emergency Operations Unit	COMPLIANT
HOUSING & COMMUNITY DEV.	Durades	Arlecia	89929 - Housing Development	1/11/2020	ELDE		Assistance with projects in the Housing Development Division.	COMPLIANT
HOUSING & COMMUNITY DEV.	Kennedy	Vanessa	89929 - Housing Development	1/25/2020	ELDE		Assistance with projects in the Housing Development Division.	COMPLIANT
HUMAN RESOURCES MGMT.	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	884	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Bouey	Martina	78235 - HS Central Office Administration	7/27/2019	ELDE		Critical support to the Assistant Human Services Director during transitional period	COMPLIANT
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	7/8/2019	ELDE		Temporary assignment to assist with critical reprographic projects	COMPLIANT
PUBLIC WORKS	Chambers	Jason	30541 - Equipment Services	9/21/2019	TCSE	1366	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30542 - Equipment Services	9/10/2019	TCSE	1120	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT
PUBLIC WORKS	Nguyen	Hoang	30542 - Equipment Services	9/22/2019	TCSE	1449	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT
NEW THIS PERIOD (7)								
CITY ADMINISTRATOR	Park	Lauren	02491- Oakland Animal Services	7/25/2020	TCSE	128	Additional Veterinarian Assistance	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	124.5	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Caro	Frida	662111 - Community Police Review Agency	9/8/2020	TCSE	0	Short-term staffing relief for assignments	COMPLIANT
DEPT. OF TRANSPORTATION	Jacob	Elisa	35121 - DOT Fiscal Services	8/22/2020	TCSE	0	Temporary Fiscal Assistance	COMPLIANT
FIRE	Gloria	Myra Eya	20110 - Fire Chief Unit	8/24/2020	ELDE		Temporary Assistance to cover for employee vacancy	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
PUBLIC WORKS	Makous	Danielle	30689 - Env Svcs Energy Group	8/22/2020	ELDE		Assistance in the Climate Group	COMPLIANT
COMPLIANT (56)								
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	8/8/2020	TCSE/ Annuitant	100	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Neditch	Nicole	02112 - Communications & Media	3/21/2020	ELDE		Support in Citywide Communications Unit	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	105.5	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Umapathy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	0	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	347	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	0	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT

**CIVIL SERVICE BOARD
SEPTEMBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

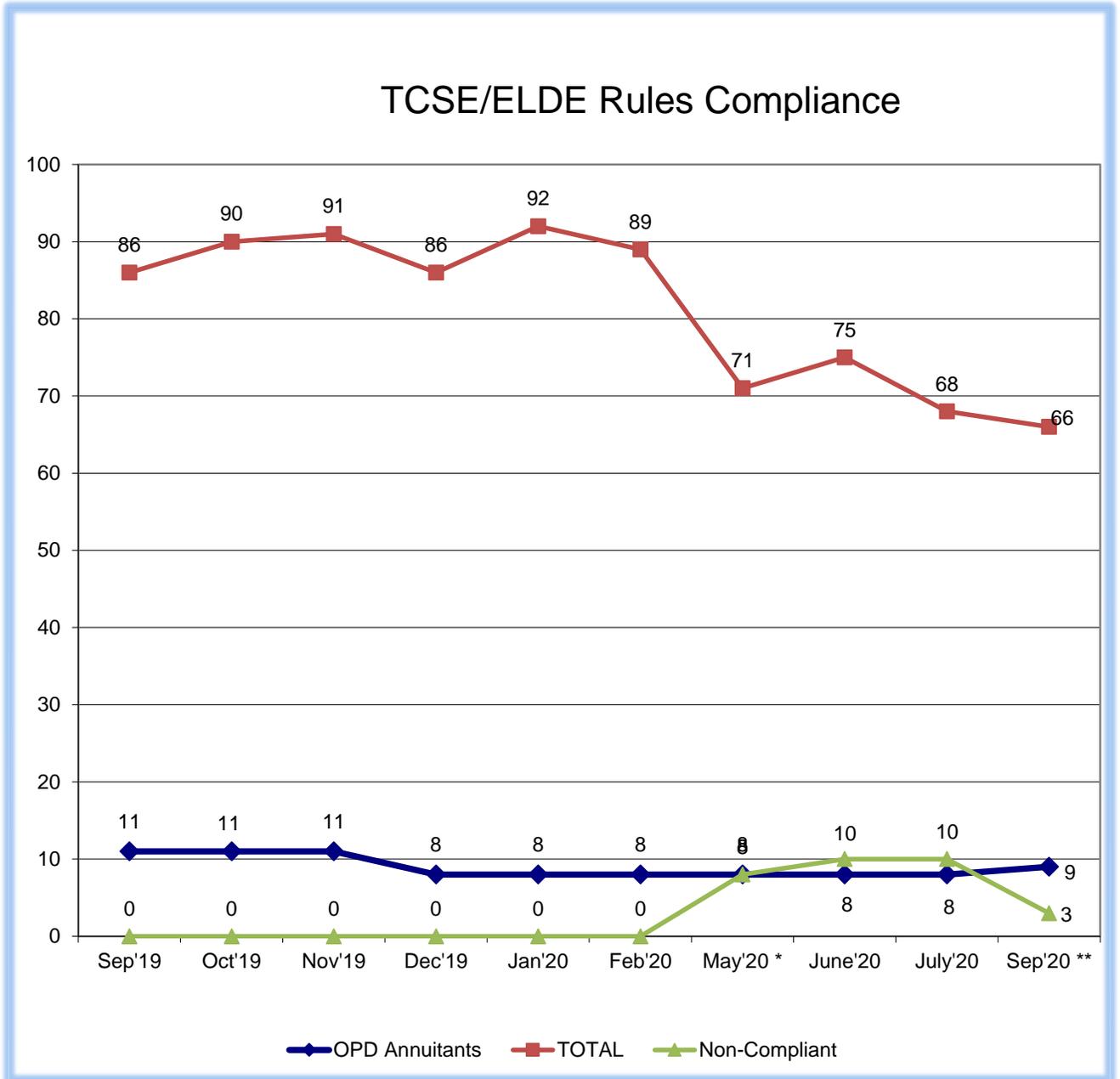
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ATTORNEY	Hugo	Scott	04111 - City Attorney Administration	12/9/2019	ELDE		Legal Support in City Attorney Admin Unit	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	180	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	De La Torre	Juan	35224 - Great Streets Maintenance	2/22/2020	ELDE	0	Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant		Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Martinez	Victorino	35224 - Great Streets Maintenance	2/22/2020	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Doug	35247 - Mobility Management	2/5/2020	TCSE	330	Temporary Assistance in the Off-Street Parking Program	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	69.5	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	15	Temporary project support in the Film Office.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	126	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	305	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Hatcher, Jr.	Lucius	08222 - General Ledger	12/14/2019	TCSE/ Annuitant	52.5	Temporary assistance with special projects and essential functions in Finance Department.	COMPLIANT
FINANCE	Stoker	Barbara	08421 -Revenue Audit Unit	2/8/2020	ELDE		Temporary project to assist with new and on going back logged division work load	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	288	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	9/6/2019	TCSE/ Annuitant	259	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Crowe	Olga	20711 - Emergency Services Program Unit	5/16/2020	ELDE		Critical Assistance in the Fire Emergency Operations Center and Planning Unit	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	0	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency	COMPLIANT
FIRE	Fairley Summers	Helen	20241 - Fire Communications Unit	5/2/2020	TCSE/ Annuitant	152	Temporary assistance in the Fire Communications Center	COMPLIANT
HOUSING & COMMUNITY DEV.	Cohen	Barbara	89969 - Residential Rent Arbitration	10/5/2019	ELDE		Assistance in Rent Program while a new class specification is being created.	COMPLIANT
HOUSING & COMMUNITY DEV.	Fa-Kaji	Marguerita	89969 - Residential Rent Arbitration	12/14/2019	ELDE		Temporary Assistance as a Hearing Officer in the Rent Control Board	COMPLIANT
HOUSING & COMMUNITY DEV.	Lothlen	Brittni	89969 - Housing & Community Development	9/10/2019	ELDE		Temporary critical assistance to maintain operations in the Rent Adjustment Program	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	1/11/2020	ELDE		Assistance in the Housing Resource Center	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	0	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 - HS Classroom & Seasonal	1/13/2018	TCSE/ Annuitant	0	Temporary Assistance as Head Start Substitute Teacher	COMPLIANT
HUMAN SERVICES	Miller	Tamika	78411 - Community Housing Services	3/7/2020	ELDE		Temporary project planning - Homelessness	COMPLIANT

**CIVIL SERVICE BOARD
SEPTEMBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Nguyen	Hang Thi Ngol	75231 - Multipurpose Sr. Svc. Program Unit	5/16/2020	TCSE	234	Temporary Assistance in the Senior Services Unit	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	400	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	0	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Trist	Sarah	78232 - Head Start - Central Office Program	12/7/2019	ELDE		Temporary Assistance in Head Start Administration	COMPLIANT
HUMAN SERVICES	Williams	Patanisha	78311 - Policy & Planning	4/6/2020	TCSE	332	Temporary Assistance to cover for employee on approved leave.	COMPLIANT
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/2019	TCSE/ Annuitant	0	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	0	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	COMPLIANT
PLANNING & BUILDING	Chan	Mei	84111 - Admin: Planning & Building	2/8/2020	ELDE		Project Planning Assistance in the PBD Admin Unit	COMPLIANT
PLANNING & BUILDING	Moriarty	William	84454 - Inspections: Neighborhood Preservation	12/28/2019	TCSE/ Annuitant	0	Temporary assistance in the Inspection Division	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	0	Temporary assistance with back-log of inspections.	COMPLIANT
POLICE	Chambers	Paul	101110 - Office of Chief - Administration	11/30/2019	ELDE		Temporary Project Assistance in Chief/Admin Division	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	30	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	70	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	72	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Manheimer	Susan	101110 - Office of Chief - Administration	4/4/2020	TCSE/ Annuitant	392	Interim Police Chief placement while recruitment is underway	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	75.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Lai	Jimmy	30541 - Equipment Services	7/25/2020	TCSE	583.5	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Pierce	Brittany	30551 - Facilities Administration	10/5/2019	TCSE	0	Temporary appointment to assist with backlogged, complex clerical and admin support duties	COMPLIANT
PUBLIC WORKS	Sanchez Roto	Victor	30551 - Facilities Administration	3/7/2020	ELDE		Temporary Assistance in Facilities Administration	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30542 - Equipment Services	7/1/2019	TCSE/ Annuitant	80	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	165	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
NON-COMPLIANT (3)								
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	NON-COMPLIANT

**CIVIL SERVICE BOARD
 SEPTEMBER 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/2019	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	NON-COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	NON-COMPLIANT



* The March 2020 and April 2020 meetings were canceled due to COVID-19 shelter orders and no report was prepared.

**There was also no report at the August 2020 meeting.



CITY OF OAKLAND

MEMORANDUM

DATE: September 17, 2020

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

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specification for Animal Care Services
Supervisor

Based upon a classification review requested by Oakland Animal Services (OAS), Human Resources Management (HRM) has proposed the creation of a new classification specification for **Animal Care Services Supervisor**.

This new classification will fill a void in supervision of the Animal Care Attendants (ACAs) that has existed for several years; a variety of classifications have overseen the ACAs but none of them proved to be the most suitable fit. The current OAS leadership team has decided to advance this new classification that was initially drafted in response to critical needs that were identified by previous OAS leadership. This will ensure that an appropriate supervisory level exists in the organization's structure to supervise the ACAs and carry out other important work at the Animal Shelter.

A summary of the duties expected to be performed by the new classification is provided below:

Plans, directs, and coordinates the activities of the Animal Care Attendants at the Oakland Animal Shelter in accordance with State and local codes, laws, and ordinances, including animal care, licensing, vaccination, maintenance, and cleaning of facility and equipment; assists in the development and implementation of programs on responsible animal care and ownership; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

There is no placeholder position in the budget. Rather, a new position will be added once the new classification is formally established.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives discussed the item at a meeting in August 2020. The union sent an email on August 27, 2020 stating that there are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule will be scheduled for the Finance and Management Committee in October/November 2020. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Animal Care Services Supervisor** classification specification.

CIVIL SERVICE BOARD

Subject: Animal Care Services Supervisor Classification Specification

Date: September 17, 2020

Page 2

Attachments: Proposed new Animal Care Services Supervisor classification specification.



DRAFT

ANIMAL CARE SERVICES SUPERVISOR

Class Code: XXXXX

Civil Service Classified

DEFINITION

Under general supervision in the City Administrator's Office, plans, directs, and coordinates the activities of the Animal Care Attendants at the Oakland Animal Shelter in accordance with State and local codes, laws, and ordinances, including animal care, licensing, vaccination, maintenance, and cleaning of facility and equipment; assists in the development and implementation of programs on responsible animal care and ownership; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification in the Oakland Animal Services (OAS) Division who has responsibility for daily oversight of Animal Care Attendants. It is distinguished from the Assistant to the Director, which performs a variety of duties related to care of animals and facility maintenance at OAS. It is further distinguished from the lower level Animal Care Attendant, which is responsible for providing cleaning, maintenance, and care for captured animals.

The incumbent receives general supervision from the Assistant to the Director and provides supervision to Animal Care Attendants.

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

Plan, prioritize, assign, and review the work of staff involved in performing animal shelter maintenance and operations work.

Train staff to ensure that shelter animals are handled humanely.

Conduct daily rounds to observe and evaluate animals for signs of illness; monitor overall health and welfare of the animals; inspect animal areas for sanitation, proper operation of mechanical equipment, and condition of the holding areas.

Assist in departmental planning and development of goals and objectives, policies, procedures, and guidelines.

Interpret and enforce policies, rules, regulations, and state/local laws and ordinances concerning the care and treatment of animals.

Promote and enforce safe work practices.

Supervise, train, and evaluate assigned staff.

Assist with the preparation of the shelter budget; order and maintain appropriate inventory of functional field supplies and equipment.

Prepare and review reports of a complex or technical nature.

Ensure that accurate health and temperament records, both in written and computerized form, are

maintained.

Research new ways to improve disinfection/sanitization techniques and new ways to improve an animal's health and well-being.

Evaluate requests for service, including complaints about the care, treatment, and control of animals; establish priorities and direct appropriate responses.

Perform routine and thorough inspection of the facility equipment and supplies for compliance with safety standards and maintenance needs; prepare service requests; manage the acquisition of supplies; secure the storage, distribution, and inventory of supplies.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Physical and behavioral characteristics of domesticated animals and familiarity with wildlife.
- Methods and practices involved in animal care.
- State and local codes and regulations regarding animal care.
- Principles and practices of training and supervision.
- Safety principles, practices, and procedures.
- Procedures of humane animal care and treatment.
- Public contact and conflict resolution.
- Budget monitoring and oversight.
- Basic bookkeeping/accounting.
- Computer systems and software applications.

Ability to:

- Plan, direct, and evaluate animal care operations.
- Promote and enforce safe work practices.
- Interpret state and local codes and regulations pertaining to animal care.
- Handle stressful or sensitive situations with tact and diplomacy.
- Communicate effectively in both oral and written form.
- Prepare and maintain fiscal records including revenue control.
- Monitor a section budget; assist with developing the shelter budget.
- Prepare, analyze, and review reports of a general or technical nature.
- Utilize a computer and software applications.
- Monitor contracts, schedule services, and foster collaborative relationships with external veterinary partners.
- Supervise, train, and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent.

Experience:

Five (5) years of progressively responsible work experience in an animal welfare organization. One (1) year of lead or supervisory experience is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Must be twenty-one (21) years of age.

Must pass a thorough background investigation.

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



MEMORANDUM

CITY OF OAKLAND

DATE: September 17, 2020

TO: The Honorable Civil Service Board **FROM:** Greg Preece,
Human Resources Manager

THROUGH: Ian Appleyard, Human Resources Director
& Secretary to the Board

SUBJECT: Response to General Appeal CAO-2020-AP01 (S. Darensburg)

This memo serves as the City's response to the appeal filed by Contract Compliance Supervisor Shelley Darensburg. In that appeal, Ms. Darensburg argues that she is entitled to additional compensation because of a compaction issue caused by classification studies. Essentially, she argues, she is due more compensation because there is not adequate separation between her classification, the Contract Compliance Supervisor, and the Senior Contract Compliance Officer.

While this matter was filed under the Civil Service Rules general appeal procedure, the Board does not have jurisdiction over this issue. All terms and conditions of employment, especially wages, are determined by a collective bargaining agreement. If the appellant has an issue with pay, the appropriate forum for seeking a remedy is through the relevant labor contract and use of the grievance procedure.

Furthermore, Management has addressed the compaction issue by changing the reporting structure of the Unit. Ms. Darensburg does not supervise the Senior Contract Compliance Officer. That classification reports directly to the Director of the Department. Therefore, there is no compaction issue. Management is able to take this action by way of Employer Employee Resolution 55881, which states in Section 4 that, "It is the exclusive right and responsibility of the City to determine the organization of its activities . . . and to exercise the control and discretion over its organization and operations." The new reporting structure is more efficient for the department.

As way of background, Ms. Darensburg was reclassified to the Contract Classification Supervisor classification, a classification that had not been used since 1999. Near the same time of Ms. Darensburg's classification study, appeal, and subsequent revised findings, another employee in the Contract Compliance Classification was reclassified to the position of Senior Contract Compliance Officer. With the new organizational structure that included a 20-year-old classification, management evaluated the needs of the department and determined that the Senior Contract Compliance Officer(s) should report directly to the Director. Therefore, there is no compaction issue because the top rate for the Supervisor classification is 17.96% higher than the top rate for the Contract Compliance Officer classification.

Human Resources Management recommends the Board deny the appeal base on jurisdiction, management rights to organize the City's work and the lack of merit.

Regarding the portion of the appeal claiming the appellant has not received acting pay or back pay, Human Resources Management concurs that this pay must be paid. This determination was included in the classification study findings letter to the department and complies with the applicable labor agreement. Again, any issue with pay should be resolved under the controlling document, which is the labor agreement.



INTER OFFICE MEMORANDUM

TO: The Honorable Civil Service Board

FROM: Shelley Darensburg,

*Shelley
Darensburg*

SUBJECT: Appeal of Classification Study Results
For the Position of Senior Contract
Compliance Officer

DATE: September 3, 2020

This Inter Office Memorandum is an appeal of the determination by Human Resources Management not to award salary compaction between the Contract Compliance Supervisor (CCS) and the Senior Contract Compliance Officer (SCCO). This is a violation of both the purpose and intent of Civil Service Rules in general specifically Rule 3.02 (a) Classification of Positions.

Civil Service Rule 3.02 (a), states,

(a) Classification of Positions: All positions in the competitive civil service shall be grouped into classes, and each class shall include those positions sufficiently similar in respect to their duties, functions, and responsibilities so that similar positions may be assigned similar titles and embraced within the same class specifications, so that similar requirements as to training, experience, knowledge, skill, and ability, and same rates of pay are applicable. The purpose of such classification is to provide uniform standards, uniform pay scales and an orderly means of regulating the status of incumbents. The classification plan fixes titles of positions to their proper classes so that all positions with the same titles may be in the same class. The classification plan shall identify job series and feeder classes, where applicable.

As the CCS, I direct the day to day operations of the Contract Compliance Unit and provide direct supervision to Contract Compliance staff, which includes the SCCO. All the work performed by the unit and the SCCO is overseen by me as the CCS. The City is circumventing the civil service process by reassigning duties and excluding me from participating in meetings I am usually included in.

Background

I have been employed with the City for thirty-three (33) years. I have spent my entire career in the Contract Compliance field. I hold a Bachelor of Science degree in Organization Behavior from the University of San Francisco. I hold an Associate of Science.

I initially submitted a request for a desk audit on March 16, 2017. Based on my duties and responsibilities I believed that my job should be re-classified from a SCCO to a CCS. Staff cuts and re-organizations, has led to chronic understaffing and caused the position to change.

After a little over two years on April 26, 2019 Human Resources finally completed the desk audit and recommended that the position remain as allocated.

I appealed the findings and a civil service hearing was scheduled but before the hearing, Human Resources revised its findings and recommended the position be re-classified to CCS.

I was pleased with the findings until I realized that I was not given the standard compaction with the SCCO. At that point, I contacted Greg Preece, Human Resources Manager and he advised me that he would look into it. He responded later via email, "As a result of the study, the line of reporting for the Senior position changed to the Director. As such, effective as soon as possible (Oracle paperwork will need to be processed), supervision of the Senior position will be from the Director, including approval of the timecard."

I also spoke with Deborah Barnes, Director. She was copied on a previous email where I raised the concern and she reached out to me via separate email and asked if I wanted to talk? I called her and I told her that I did not receive the standard compaction with the SCCO because Human Resources is claiming that I don't supervise the SCCO. Director Barnes said that she knows I supervise the SCCO and that moving the SCCO's timecard was only temporary until my desk audit was finalized. What Director Barnes told me made sense since none of the SCCO's duties had changed and the work she performs falls under my purview as CCS.

To add context, while my audit was being conducted, two Contract Compliance Officers under my supervision were also in the process of their own desk audits.

Contract Compliance Officer 1 submitted a request for desk audit on April 12, 2018. Human Resources completed the audit on July 3, 2019 and recommended the position be upgraded to Business Analyst III. As directed by Human Resources correspondence the employee received acting pay almost immediately.

Contract Compliance Officer 2 submitted a request for a desk audit on was on November 7, 2016. On April 30, 2019, Human Resources recommended the position remain as allocated. Contract Compliance Officer 2 appealed the findings and the Civil Service Board upheld the

appeal and the employee was upgraded to SCCO per the Civil Service Board. The employee's desk audit took more than two years and the employee received no acting pay.

I have not received one cent of acting nor have I received any back pay. It took over two years to complete my audit. I also have been subject to the department trying to remove and reassign duties that cannot be reassigned as they are specific to the Contract Compliance Unit that I oversee.

Although the SCCO's time card was moved to the Director for approval, none of the day to reporting responsibilities or duties changed. Her duties are under the purview of the Contract Compliance Unit. I direct and review the day to day work of the Unit and the SCCO.

Although there have been attempts by the Department to move the SCCO's work from under me, based on the duties and responsibilities this is not possible. The change in the approval of the timecard is a clear attempt to circumvent the Civil Service Rules.

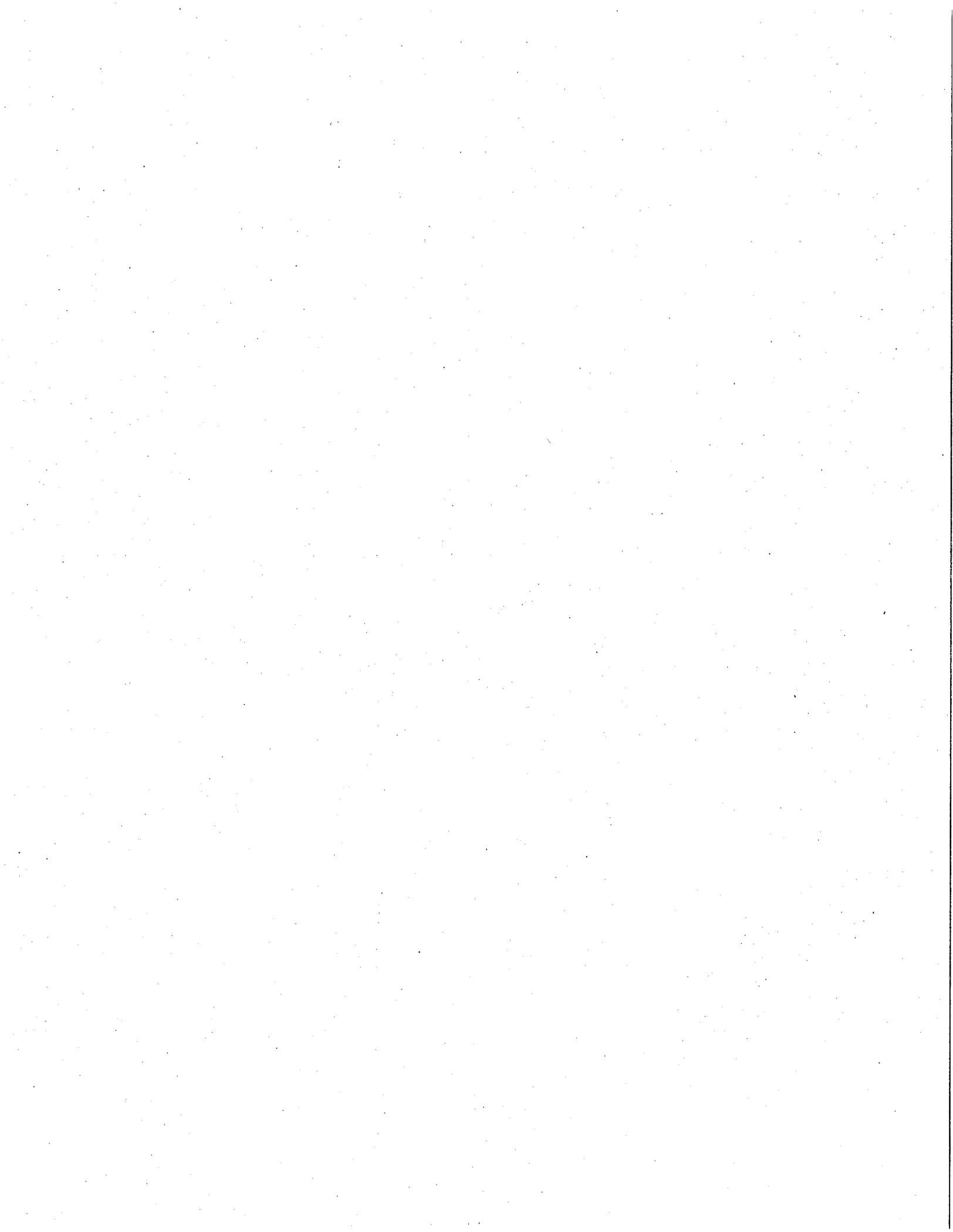
The purpose of a classification plan is to provide uniform standards, uniform pay scales and an orderly means of regulating the status of incumbents. It fixes titles of positions to their proper classes so that all positions with the same titles may be in the same class.

Human Resources responses have been dismissive and complicit in the Department's unfair refusal to pay compaction. I have presented clear and convincing evidence proof that is so clear, explicit and unequivocal as to leave no substantial doubt in a reasonable mind that I provide direct supervision to a SCCO and I am entitled to compaction for supervising the SCCO. If the City wants to change my working conditions, this is not the appropriate way.

Based on the information provided above and the duties that I perform, I respectfully request that my appeal reclassified as a Contract Compliance Supervisor be upheld.

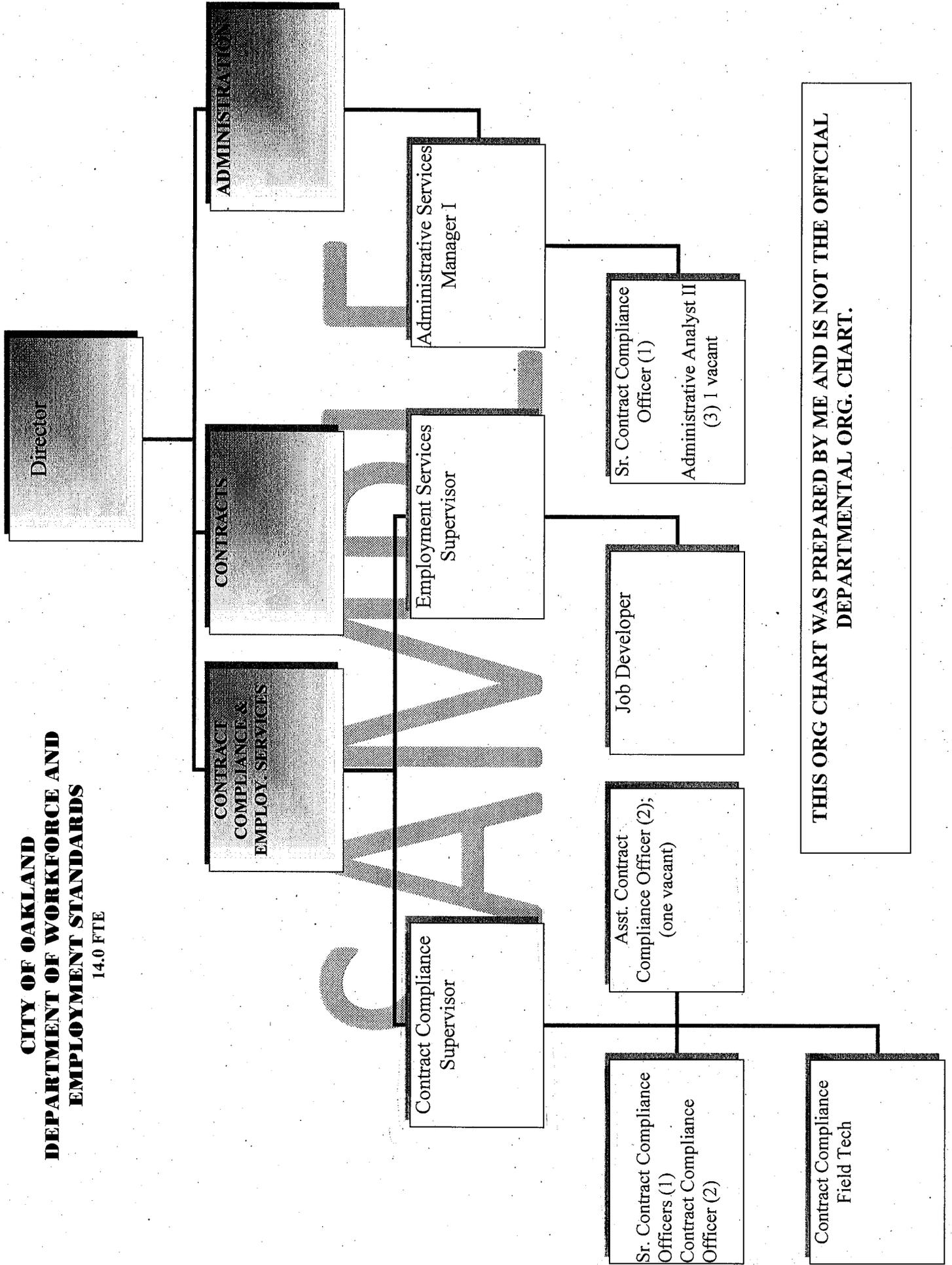
List of Attached Documents

- ✓ Informal organizational chart
- ✓ Review and approval of SCCO assignments
- ✓ Job Specifications
 - Contract Compliance Supervisor
 - Contract Compliance Officer, Senior
 - Contract Compliance Officer
 - Contract Compliance Officer, Assistant
 - Contract Compliance Field/Tech
 - Business Analyst III



**CITY OF OAKLAND
DEPARTMENT OF WORKFORCE AND
EMPLOYMENT STANDARDS**

14.0 FTE



**THIS ORG CHART WAS PREPARED BY ME AND IS NOT THE OFFICIAL
DEPARTMENTAL ORG. CHART.**

ALAMEDA COUNTY
training & education
center

Certificate of Completion

AWARDED TO

Shelley Darnenburg

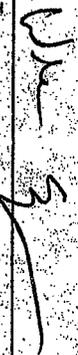
ALCO LEADERSHIP

SUPERVISOR DEVELOPMENT PROGRAM

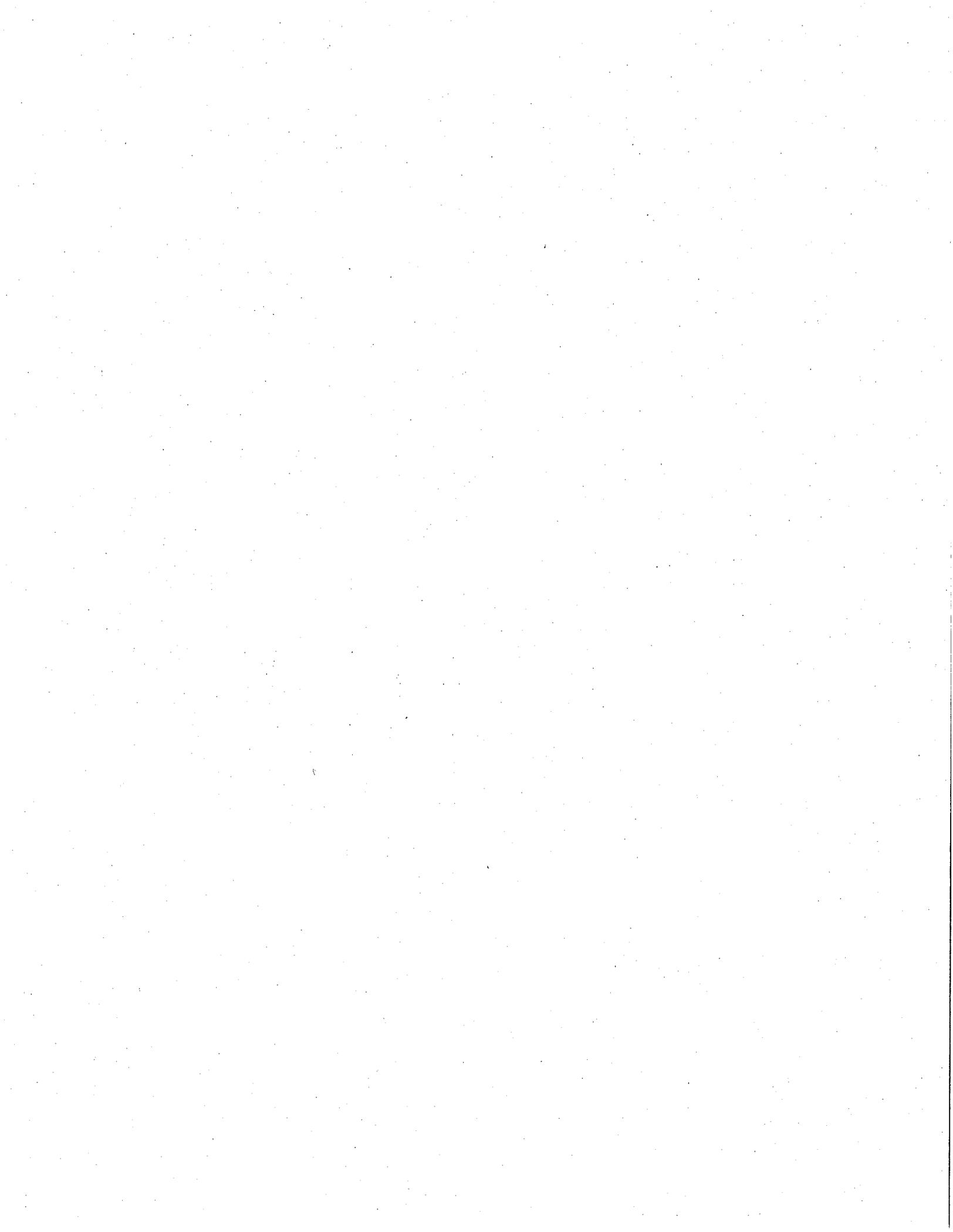
Awarded this 13th day of October, 2016



Beverly Fuentes,
Interim Director, Training & Education Center



Bill Jacob,
County Training & Organizational Development Specialist





CITY OF OAKLAND

CITY OF OAKLAND

Contract Compliance Supervisor

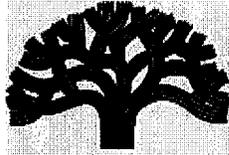
Class Code:
SC128

Bargaining Unit: UH1 - Local 21 Supervisors

SALARY RANGE

\$52.78 - \$64.80 Hourly
\$8,576.69 - \$10,530.04 Monthly
\$102,920.28 - \$126,360.48 Annually

DEFINITION:



CITY OF OAKLAND

CITY OF OAKLAND
 Established Date: Nov 1, 1999
 Revision Date: Jul 11, 2016

Contract Compliance Officer, Sr.

Class Code:
AP369

Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & Other

SALARY RANGE

\$50.28 - \$61.73 Hourly
 \$8,170.38 - \$10,031.91 Monthly
 \$98,044.56 - \$120,382.92 Annually

DEFINITION:

Under general direction in the City Administrator's Office, administers, implements, and monitors various social equity/justice and employment programs such as: Local, Small Local, Very Small Local Disadvantaged Construction Programs (LBE/SLBE/VSLBE/DBE/), Local Construction Employment Programs (LCEP), Professional Services Contract Program (PSCP), and prevailing wage requirements under Federal, State and local laws for Public Works projects; trains and supervises assigned staff, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level class in the Contract Compliance Officer series. This classification is distinguished from the lower level Contract Compliance Officer in that the latter is a journey level classification. Senior Contract Compliance Officers assume more complex, sensitive or political assignments and administer, implement, and monitor professional service projects.

The incumbent receives general direction from management staff, and may supervise the Contract Compliance Officers, Assistant Contract Compliance Officer, and other professional staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plan, organize, direct, and review the day-to-day work assigned to Contract Compliance Officers and clerical staff.
- Review Project Specifications and Request for Proposals to ensure incorporation of the City's social equity/justice program requirements. Schedule and conduct pre-bid meetings to inform developers and contractors of the City's various programs and requirements.
- Conduct pre-award meetings to ensure that the low bidder has complied with the City's program. Conduct pre-construction meetings to ensure that the contractor and all of their subcontractors are familiar with all program requirements.
- Meet with developers, contractors, subcontractors, and tenants to explain the City's various social equity/justice programs and policies; encourage and assist developers, contractors, and subcontractors in achieving the City's goals for program participation, and the employment and training of Oakland residents.

- Monitors City projects to ensure that compliance with the various programs from the beginning of the project to its completion.
- Perform on-site compliance reviews with contractors.
- Investigate formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.
- Confer with contractors to ensure timely submittal of weekly payroll reports; monitor payroll reports for payment of prevailing wages and the employment of Oakland residents.
- Prepare monthly reports and letters of non-compliance and/or labor violations to developers and contractors.
- Certify Local, Small Local and Very Small Local firms; review documents submitted by company and conduct on-site review of company to determine program eligibility.
- Maintain liaison with the public, non-profit organizations, labor unions, federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.
- Provide technical assistance to current and prospective LBE/SLBE/VSLBEDBE contractors.
- Prepare complex reports; negotiate and administer difficult issues and contracts.
- Supervise, train, and evaluate assigned staff; assign and review work.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that is equivalent to the following minimum qualifications is acceptable:

Education:

A Bachelor's degree from an accredited college or university in social justice, equity studies, public policy, public administration, business administration, sociology, engineering or a closely related field.

Experience:

Four years of progressively responsible experience in contract compliance, social equity/justice program administration, personnel or a related field performing work such as enforcement of prevailing wage or minimum wage laws and regulations, compliance enforcement involving equal opportunity and nondiscrimination, community and stakeholder engagement activities, and research and analysis. Experience may have involved non-profit agencies, the business community, contractors and vendors or the public. Lead or supervisor experience is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, State and local laws, ordinances and regulations relating to Labor Standards, Local Business Enterprises, and Equal Employment Opportunity.
- Federal, State and local training programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration. Negotiating techniques.
- Computer systems and software applications.
- Principles of supervision and employee development.
- Public contact skills.

Ability to:

- Demonstrate community relations skills.
- Explain and interpret City policies and practices to diverse public and private organizations and individuals.
- Prepare responses of an analytical and evaluative nature.
- Write business correspondence and generate/prepare statistical reports.
- Organize work in an effective manner; assume responsibility for multiple projects.
- Supervise, train, and evaluate assigned staff.
- Communicate effectively orally and in writing.
- Utilize computer systems and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License throughout the tenure of employment.

OTHER REQUIREMENTS

None required.

CLASS HISTORY:

Revision date; 07/20/2017 CSB Reso#: 44861
Established; 12/99/1999 Reso#: 44402



CITY OF OAKLAND
Revision Date: Jul 18, 2011

Contract Compliance Officer

Class Code:
AP153

Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & Other

SALARY RANGE

\$44.74 - \$54.93 Hourly
\$7,270.31 - \$8,926.79 Monthly
\$87,243.72 - \$107,121.48 Annually

DEFINITION:

Under general direction in the City Administrator's Office, implements and monitors various social equality/justice and employment programs such as: Local, Small Local, Very Small Local, Disadvantaged Construction Programs (LBE/SLBE/VSLBE/DBE), Local Construction Employment Programs (LCEP), Professional Services Contract Program (PSCP), and prevailing wage requirements under Federal, State and local laws for Public Works projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a journey level classification in the Contract Compliance officer series. This classification is distinguished from the higher level Senior Contract Compliance Officer in that incumbent of the latter implement assume more complex, sensitive or political assignments and monitor professional service projects. It is further distinguished from the lower level Assistant Contract Compliance Officer in that the latter is an entry level classification.

The incumbent receives direct supervision from a Senior Contract Compliance Officer and may provide lead direction to Assistant Contract Compliance Officer staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Review Project Specifications and Request for Proposal to ensure incorporation of the City's social equity/justice program requirements.
- Schedule and conduct pre-bid meetings to inform developers and contractors of the City's various programs and requirements.
- Conduct pre-award meetings to ensure that the low bidder has complied with the City's program.
- Conduct pre-construction meetings to ensure that the contractor and all of their subcontractors are familiar with all program requirements.
- Meet with developers, contractors, subcontractors, and tenants to explain the City's various social equity/justice programs and policies; encourage and assist developers, contractors, and subcontractors in achieving the City's goals for program participation, and the employment and training of Oakland residents.
- Monitor City projects to ensure that compliance with the various programs from the beginning of the project to its completion.
- Perform on-site compliance reviews to confirm that contractors listed for the project are performing the work, that contractors and subcontractors are employing Oakland residents in accordance with LCEP program, and prevailing wages are being paid to all employees.

- Investigate formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.
- Confer with contractors to ensure timely submittal of weekly payroll reports; monitor payroll reports for payment of prevailing wages and the employment of Oakland residents.
- Prepare monthly reports and letters of non-compliance and/or labor violations to developers and contractors.
- Certify Local, Small Local and Very Small Local firms; review documents submitted by company and conduct on-site review of company to determine program eligibility.
- Maintain liaison with the public, non-profit organizations, labor unions, Federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.
- Provide technical assistance to current and prospective LBE/SLBE/VSLBE/DBE contractors.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that is equivalent to the following minimum qualifications is acceptable:

Education:

A Bachelor's degree from an accredited college or university in social justice, equity studies, public policy, public administration, business administration, sociology, engineering or a related field.

Experience:

Three years of progressively responsible experience in contract compliance social equity/justice program administration, personnel or a related field performing work such as enforcement of prevailing wage or minimum wage laws and regulations, compliance enforcement involving equal opportunity and nondiscrimination, community and stakeholder engagement activities, and research and analysis. Experience may have involved non-profit agencies, the business community, contractors and vendors or the public.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, state and local laws, ordinances and regulations relating to Labor Standards, Local Business Enterprises, and Equal Employment Opportunity.
- Federal, state and local training programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration.
- Negotiating techniques.
- Computer systems and software applications.
- Public contact skills.

Ability to:

- Demonstrate community relations skills.
- Explain and interpret City policies and practices to diverse public and private organizations and individuals.
- Prepare reports of an analytical and evaluative nature.
- Write business correspondence and generate/prepare statistical reports.
- Organize work in an effective manner; assume responsibility for multiple projects.
- Communicate effectively orally and in writing.
- Utilize computer systems and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals

appointed will be required to maintain a valid California Driver's License throughout the tenure of employment.

OTHER REQUIREMENTS

None required.

CLASS HISTORY:

Revision date: 7/7/2017; CSB Reso#: 44861

Established: 7/22/1993; CSB Reso #: 44287



CITY OF OAKLAND
Revision Date: Jul 12, 2011

Contract Compliance Officer, Assistant

Class Code:
AP152

Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & Other

SALARY RANGE

\$35.74 - \$43.88 Hourly
\$5,807.32 - \$7,129.95 Monthly
\$69,687.84 - \$85,559.40 Annually

DEFINITION:

To assist in the implementation and monitoring of various affirmative action and employment programs such as: Minority, Women, Disadvantaged, Small Local Business, Construction Programs (MBE/WBE/DBE/SLBE), Affirmative Action Construction Employment Programs (AACE), Local Employment Program (LEP), Professional Services Contract Program (PSCP); and to monitor prevailing wage requirements under Federal, State and local laws for Public Works projects and tenant assistance.

DISTINGUISHING CHARACTERISTICS:

This is an entry level classification. Incumbents receive training in and perform routine duties involving the implementing and monitoring of construction and professional service projects. This classification differs from Contract Compliance Officer in that incumbents in the latter perform more complex work and require less direction.

Receives general supervision from management staff. May receive lead direction from Contract Compliance Officer.

EXAMPLES OF DUTIES:

- Assist in the review of Project Specifications and Request for Proposal to ensure incorporation of the City's affirmative action programs.
- Maintain a Directory of MBE/WBE/DBE/SLBE contractors and subcontractors; update contract compliance database.
- Schedule pre-bid meetings to inform developers and contractors of the City's various programs and requirements.
- Explain to developers, contractors and subcontractors the City's and Redevelopment Agency's various affirmative action programs and policies; assist developers, contractors, and subcontractors in achieving the City's and Redevelopment Agency's goals for program participation, and the employment and training of minorities and women.
- Assist in the investigation of formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.
- Assist in the review of applications and the certification of minorities, women and disadvantaged firms; review documents submitted by companies and conduct on-site review of company to determine program eligibility.
- Maintain liaison with the public, non-profit organizations, labor unions, Federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.
- Provide data analyses and summaries for use in monitoring affirmative action programs.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Experience:

One year of experience in contract compliance, manpower planning, personnel or a related field.

Education:

Bachelor's degree from an accredited college or university in engineering, business administration, business administration, sociology or a related field.

Or

Associate's degree in business administration or sociology and an additional two years of related work experience.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Procedures and requirements for certification of minority and women's business enterprises, affirmative action and local programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration.
- Negotiating techniques.
- Computer systems and applications.
- Public contact skills.

Ability to:

- Read, interpret, and apply affirmative action policies and bidding procedures.
- Explain City policies and practices to diverse public and private organizations and individuals.
- Prepare and analyze complex reports.
- Communicate effectively in both oral and written form.
- Write business correspondence and develop statistical reports.
- Organize work in an effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of a valid California Driver's License.

CLASS HISTORY:

Established: 6-26-1997; CSB Reso#:44370



Contract Compliance Field Technician

Class Code:
AP359

Bargaining Unit: SD1 - Local 1021 Office and
Technical Employees

CITY OF OAKLAND
Revision Date: Jul 18, 2011

SALARY RANGE

\$27.86 - \$34.19 Hourly
\$4,527.25 - \$5,555.88 Monthly
\$54,327.00 - \$66,670.50 Annually

DEFINITION:

Under immediate supervision, performs project site visits to ensure the Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE) and Local Employment Program requirements are met in the field; verifies participant contractors, subcontractors and employees; verifies that prevailing wages are being paid and Oakland residency for required participants.

DISTINGUISHING CHARACTERISTICS:

Under immediate supervision, performs project site visits to ensure the Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE) and Local Employment Program requirements are met in the field; verifies participant contractors, subcontractors and employees; verifies that prevailing wages are being paid and Oakland residency for required participants.

Receives general supervision from Supervisor or other management staff

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Performs project site visits to verify that new hire and residential requirements are met and contractors are compliant with policies and procedures.
- Interviews workers at the project site to verify residency.
- Verifies contractors and subcontractors are the same as listed at the original time of bid and that there are no substitutions on the contracts.
- Identifies issues of noncompliance on the job site and notifies Contract Compliance Officers and Job Developers on issues observed in the field.
- Prepares statistical reports relative to non-compliance with the Local Employment Program compliance.
- Verifies workers that are at the project site are listed on the certified payroll reports; reviews records to verify that employees are receiving prevailing wages.
- Prepares site visit reports and investigates discrepancies.
- Drives a vehicle from site to site on a daily basis; may require walking around or near construction sites traversing uneven pavement or temporary sidewalks.

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:

Education:

Equivalent to the completion of twelfth grade. Some course work from attending a trade school, entrepreneur program or training is preferred.

Experience:

One year experience working in the trades or a related position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Reviewing payroll reports and verifying wages.
- Public contact skills and good oral and written skills.
- Construction industry and trade unions and terminology.
- Principles and techniques of contract administration.
- Computer systems and applications.

Ability to:

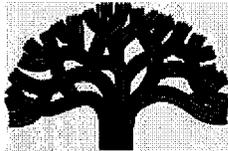
- Read, interpret, and apply policies and procedures.
- Explain City policies and practices to contractors and sub contractors.
- Prepare basic statistical reports.
- Communicate effectively in both oral and written form; ability to operate a computer.
- Perform on-site visits, inspect and review payroll records, verify residency and wage rates and interview contractors and employees.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

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

CLASS HISTORY:

Established: 09/29/1998; CSB Reso#:12082



CITY OF OAKLAND

CITY OF OAKLAND
Revision Date: Jul 18, 2011

Contract Compliance Field Technician

Class Code:
AP359Bargaining Unit: SD1 - Local 1021 Office and
Technical Employees

SALARY RANGE

\$27.86 - \$34.19 Hourly
\$4,527.25 - \$5,555.88 Monthly
\$54,327.00 - \$66,670.50 Annually

DEFINITION:

Under immediate supervision, performs project site visits to ensure the Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE) and Local Employment Program requirements are met in the field; verifies participant contractors, subcontractors and employees; verifies that prevailing wages are being paid and Oakland residency for required participants.

DISTINGUISHING CHARACTERISTICS:

Under immediate supervision, performs project site visits to ensure the Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE) and Local Employment Program requirements are met in the field; verifies participant contractors, subcontractors and employees; verifies that prevailing wages are being paid and Oakland residency for required participants.

Receives general supervision from Supervisor or other management staff

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Performs project site visits to verify that new hire and residential requirements are met and contractors are compliant with policies and procedures.
- Interviews workers at the project site to verify residency.
- Verifies contractors and subcontractors are the same as listed at the original time of bid and that there are no substitutions on the contracts.
- Identifies issues of noncompliance on the job site and notifies Contract Compliance Officers and Job Developers on issues observed in the field.
- Prepares statistical reports relative to non-compliance with the Local Employment Program compliance.
- Verifies workers that are at the project site are listed on the certified payroll reports; reviews records to verify that employees are receiving prevailing wages.
- Prepares site visit reports and investigates discrepancies.
- Drives a vehicle from site to site on a daily basis; may require walking around or near construction sites traversing uneven pavement or temporary sidewalks.

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:

Education:

Equivalent to the completion of twelfth grade. Some course work from attending a trade school, entrepreneur program or training is preferred.

Experience:

One year experience working in the trades or a related position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Reviewing payroll reports and verifying wages.
- Public contact skills and good oral and written skills.
- Construction industry and trade unions and terminology.
- Principles and techniques of contract administration.
- Computer systems and applications.

Ability to:

- Read, interpret, and apply policies and procedures.
- Explain City policies and practices to contractors and sub contractors.
- Prepare basic statistical reports.
- Communicate effectively in both oral and written form; ability to operate a computer.
- Perform on-site visits, inspect and review payroll records, verify residency and wage rates and interview contractors and employees.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

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

CLASS HISTORY:

Established: 09/29/1998; CSB Reso#:12082



CITY OF OAKLAND

CITY OF OAKLAND
Revision Date: Nov 21, 2013

Business Analyst II

Class Code:
AP117Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & Other

SALARY RANGE

\$43.44 - \$53.33 Hourly
\$7,058.55 - \$8,666.80 Monthly
\$84,702.60 - \$104,001.60 Annually

DEFINITION:

Under general supervision in departments, uses a full range of technical and professional level skills to analyze, develop, implement, and document business operations, processes, and systems; integrates, adopts or revises systems or procedures for compatibility with citywide systems; processes and workflows; develops and implements training programs for user departments; produces reports, process mapping, and data files; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Business Analyst II is a journey level classification. This classification is distinguished from the lower level Business Analyst I in that incumbents of the former are more skilled in analyzing complex business processes, conducting system testing and implementing system changes. This classification differs from Business Analyst III in that incumbents of the latter act in a lead capacity and perform special projects and more complex and difficult analyses and tasks.

Receives supervision from a Business Analyst IV or other senior staff. May provide technical or lead direction to assigned staff.

EXAMPLES OF DUTIES:

- Analyze department needs and identify solutions to business problems.
- Assist in the analysis and evaluation of system and process needs for departments.
- Define and document business functions, processes, and workflows.
- Create detailed business process specifications; define data requirements and business rules associated with the business function or process; assist in identifying and defining input and output requirements.
- Develop quality assurance test plans; perform system testing; compile test data.
- Investigate system problems with end users and provide liaison with Information Technology.
- Coordinate changes to systems and processes between Information Technology and city departments.
- Assist in the development of procedural and other user documentation, manuals, forms and supporting materials.
- Participate in end user training programs to implement new business processes; provide ongoing user support.
- Produce ad hoc reports and data files as requested by departments through the use of queries, report writer software, and utilities.

MINIMUM QUALIFICATIONS:

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

Education:

A Bachelor's degree from an accredited college or university in public or business administration, accounting, finance, information systems computer science, or a related field.

Experience:

Three (3) years of experience in business process analysis and in the documentation for a complex business function area.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods for developing business process specifications.
- Procedures and methods for business function testing.
- Techniques for documenting business functions and processes.
- Computer systems and software applications, including a report writer.
- Quality assurance standards and practices.
- Systems development methodologies and CASE tools.
- Principles and theory of data modeling and process modeling.

Ability to:

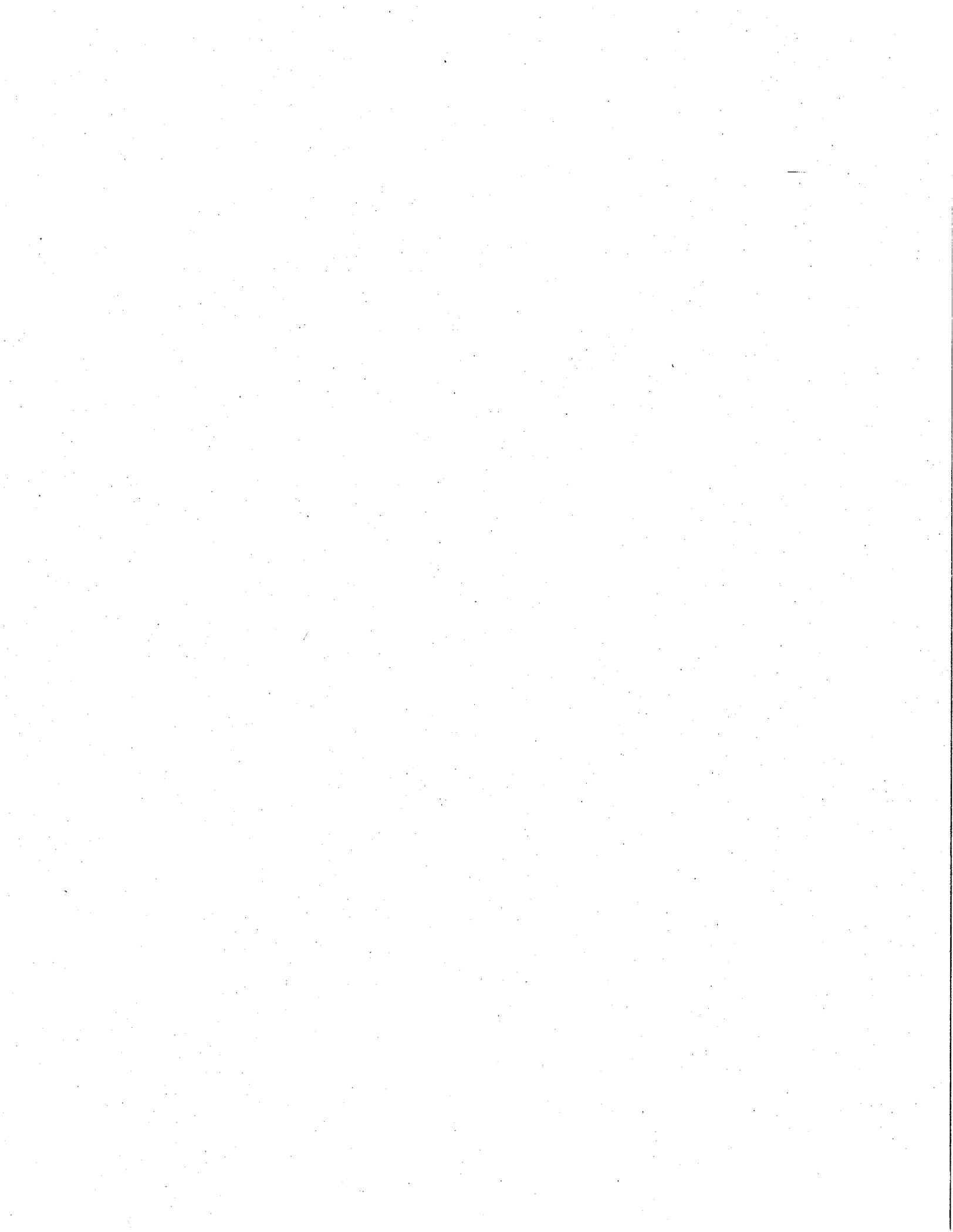
- Analyze complex business problems and develop appropriate solutions.
- Implement complex business functions, processes and procedures.
- Coordinate functions and activities between user departments and Information Technology.
- Work independently within established guidelines.
- Communicate effectively orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

None required.

CLASS HISTORY:

Revised: 11-21-2013; CSB Reso#: 44673
Established: 07-22-1993; CSB Reso#: 44287



CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 3341 • OAKLAND, CALIFORNIA 94612

Department of Workplace and Employment Standards

(510) 238-3970
FAX (510) 238-3363
TDD (510) 238-2007

September 3, 2020

Via Email
belengcon@aol.com

Mr. Larry Beliveau
Beliveau Engineering Contractors
909 7th Street
Oakland, CA 94607

RE: Roadway Stabilization at 5 Sites Winter Storm Damage 2017-18
Project No. 1003771

Dear Mr. Beliveau:

This letter is to inform you that the City of Oakland is in receipt of the request to closeout Beliveau Engineering Contractors. for the above referenced project. We are hereby noticing you of deficiencies on your project to process Beliveau Engineering Contractors' payment as quickly as possible.

There are several steps in the City's closeout procedures as indicated below:

- Check for the input of all certified payroll reports into the City's LCP Tracker;
- Retrieve exit affidavits for all certified local businesses;
- Review the project for compliance with the City's Local Employment Program (LEP) and 15% Apprenticeship requirements;

Input of Certified Payroll Reports

Per the City's Local/Small Local Program, Part III, Local Employment Program states in part:

"The developer or contractor must submit reports for compliance with the LEP as required by the City. These reports may include weekly certified payroll records for all crafts covered under these Program provisions within five (5) working days of the end of each payroll period. Certified payrolls must be electronically submitted using the LCP tracker"

Our records indicate that there are no certified payroll reports input for Striping Graphics. Please have all certified payroll reports input and marked "Final".

Local Employment and 15% Apprenticeship Requirements

The LEP requires that 50% of the workforce hours be performed by Oakland residents. The 15% Apprenticeship Program requires that 15% of the workforce hours be performed by Oakland apprentices. In closing out the above project it appears that you are in noncompliance with the LEP requirement. Below is a summary of our findings:

LEP Violation

Contractor/Subcontractor	Classification	Shortfall Hrs.	Hourly Rate	Penalty Amount
Nationwide Shotcrete	Laborer	139.5	57.34	7,998.93
Total Penalty Amount				\$7,998.93

15% Apprentice

Contractor/Subcontractor	Classification	Shortfall Hrs.	Hourly Rate	Penalty Amount
Nationwide Shotcrete	Laborer	51.75	30.66	1,586.66
Total Penalty Amount				\$1,586.66

When a contractor employs Oakland residents on non-City projects during the year prior to issuance of a notice to proceed on the City contract, those hours will apply toward the 50% workforce hour requirement. Also, when a Contractor employs Oakland residents on non-City projects during the six months following completion of a City Contract or Subcontract, those hours will be banked for application on a subsequent City project

The total penalty amount for non-compliance with the LEP and 15% Apprenticeship Program is \$9,585.59.

Beliveay Engineering Contractors. will have until September 3, 2021 to submit documentation to eliminate the above penalties

Therefore, to address the above shortfalls with the LEP or Apprenticeship Program requirements the firm can submit off site hour documentation showing Oakland resident employment (1) year prior to the NTP being issued. This will assist you in your efforts to reduce or eliminate the existing penalties.

Acceptable documentation is as follows:

- On site documentation to fall within 1 year after the last certified payroll report or
- Off-site Hours that occurred one (1) year prior to commencement of work or concurrent to the project. The maximum off-site hours that can be applied are up to 50% of the goal.
- Banked hours that accrued on a City project that are over the goal.
- Hours that occur after project is complete cannot be older than a year.

LCP Tracker Fees

The project specifications, Section 7-2.2.1 Electronic Payroll Submittals states in part: Electronic Payroll Submission: The Contractor shall register for the City's selected electronic certified payroll tracking system—LCPtracker..." The Contractor shall contract with LCPtracker for the entire duration of the project construction."

Our records indicate that your firm has not paid required LCP tracker fees. Beliveau Engineering was assigned via LCPtracker to this project on May 6, 2019 and the last certified payroll report was input on June 2, 2020. Total due to date is \$2,560.00.

Your firm has ten (10) days from the date of this letter to address the deficiencies. The City will withhold any LEP/Apprenticeship shortfall penalties and any LCPtracker fees due until such time as these issues have been resolved.

Should you have any questions or concerns you may contact Vivian Inman, Senior Contract Compliance Officer at (510) 238-6261 or myself at (510) 238-7325.

Sincerely,



Shelley Darenburg
Contract Compliance Supervisor

CC: Treva Avery, Public Works Agency



CITY OF OAKLAND INVOICE

BILL TO
Mr. Larry Beliveau
Beliveau Engineering Contractors
909 7th Street
Oakland, CA 94607

SHIP TO
City of Oakland
Contracts and Compliance
250 Frank Ogawa Plaza
Room 3341
Oakland, CA 94612

Invoice #: **1003771**

Invoice Date 9/3/2020

CITY OF OAKLAND					
4/8/19	19 months	\$1,384,010	Roadway Stabilization at 5 Sites Winter Storm Damage		
			1003771	\$160.00	\$2,560
				Subtotal	\$2,560
				Tax	0.00
				Shipping	0.00
				Miscellaneous	0.00

Please return the portion below with your payment.

REMITTANCE

Invoice #	1003771
Customer ID	Beliveau Engineering
Date Paid	
Amount Enclosed	

Note: As of July 1, 2010 the fees for use of LCP Tracker certified payroll software in the City of Oakland's Master Fee Schedule were changed as reflected below:

Projects valued at or below \$5 million = \$160.00 per month

Projects valued in excess of \$5 million = \$320.00 month



INTER OFFICE MEMORANDUM

TO: Treva Avery

FROM: Shelley Darensburg

SUBJECT: Review of Progress Payment 1 & 2
Notice to Release
HSIP8 35th Avenue
Project No. 1004015

DATE: September 3, 2020

This memo is to advise you that Contracts and Compliance has reviewed the progress payment submitted for the above referenced project.

The contractor and its subcontractors have submitted ALL certified payroll reports for the period covering the progress payment. The certified payroll reports are compliant with Davis Bacon and State prevailing wages. Therefore, this progress payment can be released.

Based on the above, the progress payments 1 & 2 may be released.

Shelley Darensburg

Shelley Darensburg, Contract Compliance
Supervisor

Should you have any questions or need additional information, please contact Vivian Inman, Senior Contract Compliance Officer at Ext. 6261 or by email at vinman@oaklandnet.com.

Darensburg, Shelley

From: Darensburg, Shelley
Sent: Monday, June 15, 2020 4:14 PM
To: Inman, Vivian
Cc: Diep, Kevin
Subject: FW: AVAILABILITY ANALYSIS REQUEST for IPS Parking Management System
Attachments: AvailAnalysis_IPS_MFord_Signed1.pdf

Hi Vivian,
This project has been assigned to you.
Thank you,
Shelley

From: Barnes, Tamala
Sent: Tuesday, June 2, 2020 11:25 AM
To: Darensburg, Shelley <SDarensburg@oaklandca.gov>
Cc: Hao, Calvin <chao@oaklandca.gov>; Ford, Michael <MFord@oaklandca.gov>; Diep, Kevin <KDiep@oaklandca.gov>
Subject: AVAILABILITY ANALYSIS REQUEST for IPS Parking Management System

Hello Shelly,

Requesting availability analysis for IPS Parking Management System. Docs attached.

Tamala Barnes

Administrative Analyst II | (510) 238-7252 | tbarnes@oaklandca.gov
Bureau of Design and Construction
City of Oakland | Oakland Public Works Department | APWA Accredited Agency
250 Frank H. Ogawa Plaza, Suite 4314, Oakland, CA 94612
(510) 238-7270 General | (510) 238-2346 Fax

Report A Problem Call OAK 311 | From outside Oakland: (510) 615-5566
311.oaklandca.gov | OAK311@oaklandnet.com | Mobile app: [Apple](#) or [Android](#) or [SeeClickFix](#)

OPW, Contract Services

Bid/Proposal documents and Addenda are posted to the [City's iSupplier](#) site and www.CIPList.com.
For **Plan holder lists**, consult both sites for a **complete list**.
Bid results and subcontractor listings are posted only to www.CIPList.com.

Mission Statement:

Oakland Public Works is dedicated to you! We strive to maintain, improve and preserve Oakland's infrastructure and environment for the residents, businesses, visitors and future generations of every neighborhood in our diverse city.

Darensburg, Shelley

From: Darensburg, Shelley
Sent: Wednesday, June 3, 2020 5:12 PM
To: Hao, Calvin
Cc: Hathaway, Kristin; Felipe Cuevas; Julio Corral; Karen Williams; Dwight Mcelroy; Jeffery Haymon; Michael Pandolfo; Barnes, Tamala; Cook, Allyson E; Roubos, Jeff; Inman, Vivian
Subject: Re: UNION NOTIFICATION and PROJECT ASSIGNMENT for Project 1005274 Storm Drainage Master Plan

Categories: Red Category

Hi Calvin,
Vivian will be assigned.
Thank you,
Shelley

Sent from my iPhone

On Jun 3, 2020, at 4:54 PM, Hao, Calvin <chao@oaklandca.gov> wrote:

Kristin and Felipe,
I'm assuming that the loop is closed with no further concerns from SEIU.

Shelley,
Could you please assign a compliance officer? The work order was sent 4/29 and attached here for convenience. Thanks!

Calvin Hao
Supervisor, Contract Services
Oakland Public Works Department
(510) 238-7395
chao@oaklandca.gov

From: Hathaway, Kristin <khathaway@oaklandca.gov>
Sent: Thursday, April 30, 2020 2:47 PM
To: Felipe Cuevas <Felipe.Cuevas@seiu1021.org>; Barnes, Tamala <TBarnes@oaklandca.gov>; Cook, Allyson E <ACook@oaklandca.gov>; Roubos, Jeff <JRoubos@oaklandca.gov>
Cc: Julio Corral <Julio.Corral@seiu1021.org>; Karen Williams <Karen.Williams@seiu1021.org>; Dwight Mcelroy <mtrfan00@yahoo.com>; Jeffery Haymon <jeff.haymon@seiu1021.me>; Michael Pandolfo <michael.pandolfo@seiu1021.me>; Hao, Calvin <chao@oaklandca.gov>
Subject: RE: UNION NOTIFICATION and PROJECT ASSIGNMENT for Project 1005274 Storm Drainage Master Plan

That is correct.

Kristin Hathaway, CSM
Watershed and Stormwater Division and DD Program Manager
Watershed and Stormwater Management Division
Bureau of Design and Construction
City of Oakland | Public Works Department | APWA Accredited Agency

Darensburg, Shelley

From: Darensburg, Shelley
Sent: Wednesday, March 4, 2020 9:27 AM
To: Hao, Calvin
Cc: Inman, Vivian
Subject: RE: UNION NOTIFICATION and PROJECT ASSIGNMENT for Project#1003439C Fire Station No. 10 Remodel

Hi Calvin,
Vivian Inman will be the Compliance Officer.
Shelley

From: Hao, Calvin
Sent: Tuesday, March 3, 2020 2:52 PM
To: Darensburg, Shelley <SDarensburg@oaklandca.gov>
Subject: RE: UNION NOTIFICATION and PROJECT ASSIGNMENT for Project#1003439C Fire Station No. 10 Remodel

Hi Shelley,
Here's another one we need assigned. We're cranking out projects!!

Calvin Hao
Supervisor, Contract Services
Oakland Public Works Department
(510) 238-7395
chao@oaklandca.gov

From: Hao, Calvin
Sent: Wednesday, January 29, 2020 5:24 PM
To: Cook, Allyson E <ACook@oaklandca.gov>; Darensburg, Shelley <SDarensburg@oaklandca.gov>
Cc: Reese, Anthony <AREese@oaklandca.gov>; Katherine General <kgeneral@ifpte21.org>; sjenkins@ifpte21.org; jkadjo@ifpte21.org; felipe.cuevas@seiu1021.org; jeff.haymon@seiu1021.me; michael.pandolfo@seiu1021.me; mtrfan00@yahoo.com; CES2@IBEW1245.com; Hart, Lynette <LHart@oaklandca.gov>; Jones, Linda J. <LJJones@oaklandca.gov>; Barnes, Tamala <TBarnes@oaklandca.gov>; Lujan, Albert <ALujan@oaklandca.gov>; Louie, Denise <dlouie@oaklandca.gov>
Subject: UNION NOTIFICATION and PROJECT ASSIGNMENT for Project#1003439C Fire Station No. 10 Remodel

Hello Allyson,
In accordance with the terms of the Memorandum of Understanding with Local 21, SEUI 1021 and IBEW 1245, the Public Works Department is providing the attached notification for above-referenced project. Thank you.

Hello Shelley,
We are requesting assignment of a compliance officer for this project. Thank you.

Calvin Hao
Supervisor, Contract Services
Bureau of Engineering & Construction
City of Oakland | Oakland Public Works Department | APWA Accredited Agency
250 Frank H. Ogawa Plaza, Suite 4314 | Oakland, CA 94612

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 3341 • OAKLAND, CALIFORNIA 94612

Office of the City Administrator
Contracts & Compliance Division

(510) 238-3970
FAX (510) 238-3363
TDD (510) 238-2007

June 15, 2020 (Revised)

Via Email
Christie@buildgc.com

Christi Windeshausen
Build Group
457 Minna Street
San Francisco, CA 94103

RE: MacArthur Bart Station Parcel B – (Original date May 21, 2020)
Project No. P294110

Dear Ms. Windeshausen:

This letter is to inform you that the City of Oakland is in receipt of the request to closeout Cabrillo Hoist for the above referenced project. We are hereby noticing you of deficiencies on your project to process Cabrillo Hoist's payment as quickly as possible.

There are several steps in the City's closeout procedures as indicated below:

- Check for the input of all certified payroll reports into the City's LCP Tracker;
- Retrieve exit affidavits for all certified local businesses;
- Review the project for compliance with the City's Local Employment Program (LEP) and 15% Apprenticeship requirements;

Input of Certified Payroll Reports

Per the City's Local/Small Local Program, Part III, Local Employment Program states in part:

"The developer or contractor must submit reports for compliance with the LEP as required by the City. These reports may include weekly certified payroll records for all crafts covered under these Program provisions within five (5) working days of the end of each payroll period. Certified payrolls must be electronically submitted using the LCP tracker"

All required certified payroll reports have been input.

Local Employment and 15% Apprenticeship Requirements

The LEP requires that 50% of the workforce hours be performed by Oakland residents. The 15% Apprenticeship Program requires that 15% of the workforce hours be performed by Oakland apprentices. In closing out the above project it appears that you are in noncompliance with the LEP requirement. Below is a summary of our findings:

LEP Violation

Contractor/Subcontractor	Classification	Shortfall Hrs.	Hourly Rate	Penalty Amount
Cabrillo Hoist	Operating Engineer	1,136.66	77.14	87,676.36
Total Penalty Amount				\$87,676.36

When a contractor employs Oakland residents on non-City projects during the year prior to issuance of a notice to proceed on the City contract, those hours will apply toward the 50% workforce hour requirement. Also, when a Contractor employs Oakland residents on non-City projects during the six months following completion of a City Contract or Subcontract, those hours will be banked for application on a subsequent City project

The total penalty amount for non-compliance with the LEP/Oakland Apprenticeship Program is \$87,676.36.

Cabrillo Hoist will have until May 21, 2021 to submit documentation to eliminate the above penalties

Therefore, in order to address the above shortfalls with the LEP or Apprenticeship Program requirements the firm can submit off site hours documentation showing Oakland resident employment (1) year prior to the NTP being issued. This will assist you in your efforts to reduce or eliminate the existing penalties.

Acceptable documentation is as follows:

- On site documentation to fall within 1 year after the last certified payroll report or
- Off-site Hours that occurred one (1) year prior to commencement of work or concurrent to the project. The maximum off-site hours that can be applied are up to 50% of the goal.
- Banked hours that accrued on a City project that are over the goal.
- Hours that occur after project is complete cannot be older than a year.

Should your firm and/or its subcontractors choose to work Oakland residents on non-City funded projects, firms will be required to submit monthly documentation which includes copies of check stubs and/or certified payroll reports for the hours worked by Oakland residents as well as proof that the employee is an Oakland resident.

Page 3

If your firm and/or its subcontractors choose to submit a bond, the City will release the funds being withheld and the bond will be held for a period of one year. At the end of the one year period the bond will be returned if the shortfall hours have been eliminated. If the shortfall has not been satisfied any remaining shortfalls will be forfeited by the subcontractors.

Your firm has ten (0) days from the date of this letter to address the deficiencies. The City will withhold any LEP/Apprenticeship shortfall penalties until these issues have been resolved.

Should you have any questions or concerns you may contact Vivian Inman, Senior Contract Compliance Officer at (510) 238-6261 or myself at (510) 238-7325.

Sincerely,

Shelley Darensburg

Shelley Darensburg
Contract Compliance Supervisor



INTER OFFICE MEMORANDUM

TO: Treva Avery, PWA

FROM: Shelley Darensburg

SUBJECT: Notice to Release
Lincoln Square Fence Project -
Project No. 1000637

DATE: September 3, 2020

This memo is to advise you that Contracts and Compliance has reviewed the Final Payment for the above referenced project.

As of the date of this memo, the contractor is now in compliance with the LEP and its requirement to pay LCPtracker fees.

Therefore, the above final payment can be released.

Shelley Darensburg
Shelley Darensburg
Senior Contract Compliance Officer

For additional questions please contact Vivian Inman, Senior Contract Compliance Officer at Ext 6261 or me at Ext. 7325.

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 3341 • OAKLAND, CALIFORNIA 94612

Department of Workplace and Employment Standards

(510) 238-3970
FAX (510) 238-3363
TDD (510) 238-2007

September 2, 2020

Via Email

Mosto_1@msn.com

Santiago Tobar
Mosto Construction
3073 22nd Avenue
Oakland, CA 94602

RE: **Lincoln Square Fence Project – No. 1000637**
LCP tracker Fees

Dear Mr. Tobar

Please find enclosed an LCP tracker invoice in the amount of \$2,080 for payment of LCP tracker fees for the above referenced project.

The monthly charge for prime contractors is \$160 per month for all contracts \$5 million and below. Contracts valued over and above that amount are charged \$320 per month. Subcontractors are not charged for this service

The fee per month is \$160 per month. This first payroll was input on August 10, 2019 and the last payroll input into the LCP tracker was submitted on June 22, 2020. As of the date of this letter the total amount due is \$2,080.

Your firm has ten (10) days from the date of this notice to remit payment of the LCP tracker fees. A check in the amount of \$6,720 must be mailed to the City of Oakland, 250 Frank Ogawa Plaza, # 3341, Oakland, CA 94612, Attention Mary Mayberry. Please include the attached invoice for proper billing credit.

Should you have any questions or concerns you may contact Vivian Inman at (510) 238-6261.

Very truly yours,

A handwritten signature in black ink that reads "Shelley Darensburg". The signature is written in a cursive, flowing style.

Shelley Darensburg,
Contract Compliance Supervisor



CITY OF OAKLAND INVOICE

BILL TO Santiago Tobar
Mosto Construction
3073 22nd Avenue
Oakland, CA 94602

SHIP TO City of Oakland
Contracts and Compliance
250 Frank Ogawa Plaza
Room 3341
Oakland, CA 94612

Invoice #: **1000367**

Invoice Date 9/3/2020

10/28/2019	13 months	\$175,000	Lincoln Square Fence Project		
			1000367	\$160.00	\$2,080
				Subtotal	\$2,080
				Tax	0.00
				Shipping	0.00
				Miscellaneous	0.00

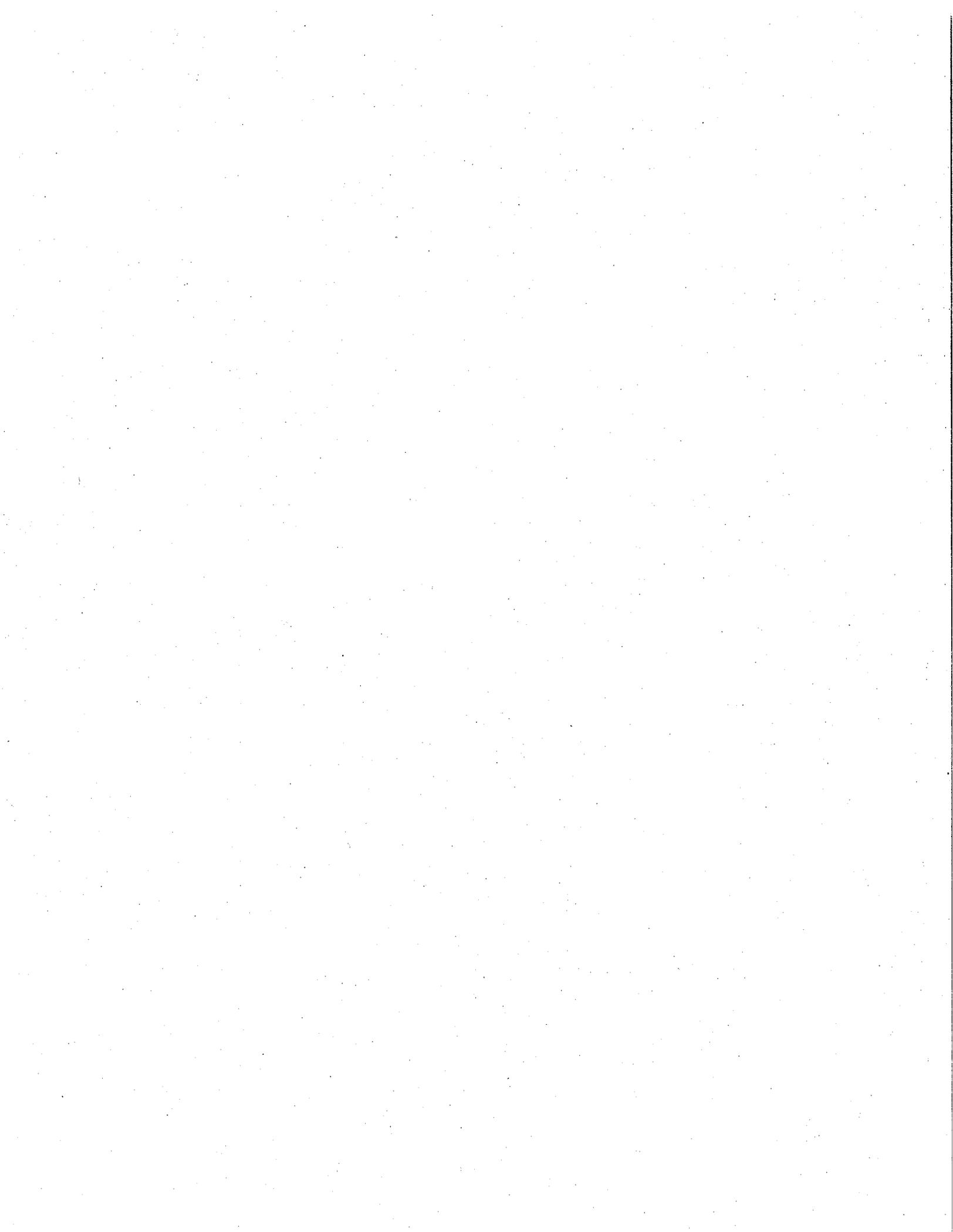
Please return the portion below with your payment.

REMITTANCE

Invoice #	1000367
Customer ID	Mosto Construction
Date Paid	
Amount Enclosed	

Note: As of July 1, 2010 the fees for use of LCP Tracker certified payroll software in the City of Oakland's Master Fee Schedule were changed as reflected below:

Projects valued at or below \$5 million = \$160.00 per month
Projects valued in excess of \$5 million = \$320.00 month





CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Arcsine

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	4 points	

- | | | |
|---|---------------|-----|
| 1. Did the 50% local/small local requirement apply: | | YES |
| 2. Did the contractor meet the 50% requirement | | YES |
| a) % of LBE participation | <u>49.20%</u> | |
| b) % of SLBE participation | <u>24.60%</u> | |
| c) % of VSLBE participation | <u>0.00%</u> | |

3. Did the contractor receive bid discount/preference points? **YES**

(If yes, list the points received) **4 points**

5. Additional Comments.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020
Date

Reviewing Officer: Vivian Inman

Date: 8/25/2020

Approved By: Shelley Darenburg

Date: 8/25/2020

Arcsine

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.: NA

NA

Engineer's Estimate

Under/Over Engineer's Estir

Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn	MBE	WBE
PRIME	Arcsine	Oakland	CB	38.10%			38.10%	38.10%	C		
Accessibility Consultant	Cal Accessibility	San Francisco	UB				0.80%	0.80%	NL		
Civil Engineering	Coffman Engineers, Inc.	Oakland	CB	5.00%			5.00%	5.40%	C		
Building & Fire Code	Coffman Engineers, Inc.	Oakland	CB	1.20%			1.20%	1.20%	C		
Community Outreach	RBA Creative, LLC	Oakland	CB		1.40%		1.40%	1.40%	C		
LEED Commissioning	KW Engineering	Oakland	CB	4.90%			4.90%	4.90%	C		
Landscape Architecture	PGA Design, Inc.	Oakland	CB		11.50%		11.50%	11.50%	C		11.50%
LEED Management	Brightworks Sustainability	Berkeley	UB				5.30%	5.30%	C		
MEP Engineering, Tech.	Interface Engineering, Inc.	Oakland	UB				15.00%	15.00%	C		
Structural Engineering	IDA Structural Engineers	Oakland	CB		11.70%		11.70%	11.70%	C		
Waterproofing	Neumann Sloat Arnold Arch.	Oakland	UB				1.30%	1.30%	C		
Cost Estimating	Bergstrom Builders Group	Fremont	UB				2.30%	2.30%	C		
Kitchen Equipment	Myers Food Service	Alameda	UB				1.10%	1.10%	AI		
Project Totals				49.20%	24.60%	0.00%	73.80%	100.00%		0.00%	12.30%

Requirements:
The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.

Legend

LBE = Local Business Enterprise
 SLBE = Small Local Business Enterprise
 Total LBE/SLBE = All Certified Local and Small Local Businesses
 NPLBE = Non-Profit Local Business Enterprise
 NPSLBE = Non-Profit Small Local Business Enterprise

UB = Uncertified Business
 CB = Certified Business
 MBE = Minority Business Enterprise
 WBE = Women Business Enterprise

Ethnicity
 AA = African American
 A = Asian
 C = Caucasian
 H = Hispanic
 NA = Native American
 O = Other
 NL = Not Listed

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

<u>CONSULTANT/CONTRACTOR:</u>	Blitz		
<u>Engineer's Estimate:</u>	NA	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's</u>
		NA	NA
	<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
	N/A	0 points	

1. Did the 50% local/small local requirement apply: **YES**

2. Did the contractor meet the 50% requirement **NO**

a) % of LBE participation **46.71%**

b) % of SLBE participation **6.76%**

c) % of VSLBE participation **0%**

3. Did the contractor receive bid discount/preference points? **NO**

(If yes, list the points received) **0 points**

5. Additional Comments.

The firm failed to meet the minimum 50% L/SLBE participation requirement. Therefore the firm is deemed non-responsive.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

Reviewing Officer:

Vivian Anman

Date: 8/25/2020

Approved By:

Shelley Darenburg

Date: 8/25/2020

Blitz

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:	NA		Engineer's Estimate				Under/Over Engineers Estin					
	Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn	MBE	WBE	
PRIME	Blitz		San Francisco	UB					C			
Landscape Architect	Merrill Morris		Oakland	CB	6.36%			6.36%	C		6.36%	
Bay Friendly Rebar	Merrill Morris		Oakland	CB	0.36%			0.36%	C		0.36%	
Structural Engineer	IDA Structural Engineers		Oakland	CB		6.76%		6.76%	C			
MEP	Integral Group		Oakland	CB	24.17%			24.17%	C			
LEED Coordinator	Integral Group		Oakland	CB	2.85%			2.85%	C			
Civil Engineer	UDCE		Oakland	CB	12.97%			12.97%	AP	12.97%		
Cost Estimator	Cumming		Oakland	UB				1.63%	C			
Project Totals								53.47%	100.00%		0.00%	6.72%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.												
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise												
Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed												



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Byrens Kim Design Works

Engineer's Estimate:
NA

Contractors' Bid Amount
NA

Over/Under Engineer's Estimate
NA

Bid discounted amount:
N/A

Preference Points:
0

- 1. Did the 50% local/small local requirement apply: **YES**
- 2. Did the contractor meet the 50% requirement **NO**
 - a) % of LBE participation **12.40%**
 - b) % of SLBE participation **35.40%**
 - c) % of VSLBE participation **0%**
- 3. Did the contractor receive bid discount/preference points? **NO**
(If yes, list the points received) **0 points**

5. Additional Comments.

The firm failed to meet the minimum 50% L/SLBE participation requirement. Therefore the firm is deemed non-responsive.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020
_____ Date

Reviewing Officer: Vivian Inman

Date: 8/25/2020

Approved By: Shelley Darenburg

Date: 8/25/2020

LBE/SLBE Participation Byrens Kim Design Works

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:	NA	Engineer's Estimate			Under/Over Engineers Estimate:				For Tracking Only		
		Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE *double counted value	Total LBE/SLBE %	Total Percentages	Ethn	WBE
PRIME Consultant Civil Engineering Landscape Architecture Public Art/Engagement Structural Engineering MEP Engineering Cost Estimating Survey Bay Friendly/ReScope	Byrens Kim Design Works Dialog	Oakland San Francisco	CB UB		35.32%		35.32%	35.32%	35.32%	AP	35.32%
	Urban Design Consulting Eng.	Oakland	CB	10.30%			10.30%	10.30%	10.30%	AP	10.30%
	Dillingham Associates	Berkeley	UB					5.60%	5.60%	C	
	Civic Design Studio	Oakland	UB					3.20%	3.20%	AP	
	Estructure	Oakland	UB					12.10%	12.10%	C	12.10%
	WSP	San Francisco	UB					24.50%	24.50%	C	
	OCMI	Oakland	CB	2.10%				2.10%	2.10%	C	
	PLS, Inc.	Oakland	CB		0.04%			0.04%	0.04%	C	0.04%
	Keller Mitchell	Oakland	CB					0.04%	0.04%	C	0.04%
	Project Totals				12.40%	35.40%	0.00%	47.80%	100.00%		48.82%
<p>Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.</p>											
<p>Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise</p> <p style="text-align: right;">UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise</p>											
<p>Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed</p>											

CONTRACTS AND COMPLIANCE

Compliance Division



PROJECT COMPLIANCE EVALUATION FOR :

RE:

Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: ELS Architecture Urban Design

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	3 points	

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **6.01%**
 - b) % of SLBE participation **4.26%**
 - c) % of VSLBE participation **21.43%** **(Double counted value is 42.86%)**
3. Did the contractor receive bid discount/preference points? **YES**
(If yes, list the points received) **3 points**

5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 21.43%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 42.86%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

Reviewing Officer:

Vivian Inman

Date: 8/25/2020

Approved By:

Shelley Darenburg

Date: 8/25/2020

LBE/SLBE Participation ELS Architecture Urban Design

Project Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:		NA		Engineer's Estimate				Under/Over Engineers Estimate:						
Discipline		Prime & Subs		Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	LBE/SLBE %	Total Percentages	For Tracking Only			
										Ethn.	MBE	WBE		
PRIME	ELS Architecture Urban Design	Berkeley	UB							64.53%				
Liaison to Chinatown Structural Engineering MEP and Low Voltage	YHLA Architects	Oakland	CB	1.61%					1.61%	1.61%				
	Spectrum Structural Eng.	Oakland	CB					9.43%	9.43%	9.43%				
	Alter consulting Engineers	Oakland	CB					12.00%	12.00%	12.00%				12%
Civil Engineer	BKF	Oakland	CB	4.40%					4.40%	4.40%				
Landscaping	PGA	Oakland	CB				4.26%		4.26%	4.26%				4%
Kitchen Cost Consultant	Muller	Minden	UB							0.69%				
	MACK5	Emeryville	UB							3.08%				
Project Totals														
												0%	16%	

Requirements:
The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.

Legend
LBE = Local Business Enterprise
SLBE = Small Local Business Enterprise
Total LBE/SLBE = All Certified Local and Small Local Businesses
NPLBE = NonProfit Local Business Enterprise
NPSLBE = NonProfit Small Local Business Enterprise

UB = Uncertified Business
CB = Certified Business
MBE = Minority Business Enterprise
WBE = Women Business Enterprise

Ethnicity
AA = African American
A = Asian
C = Caucasian
H = Hispanic
NA = Native American
O = Other
NL = Not Listed

Proposed VSLBE/LPG participation is valued at 21.43%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted toward meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Form 4 Architecture

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under</u>
NA	NA	<u>Engineer's Estimate</u>
		NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	3 points	

- 1. Did the 50% local/small local requirement apply: **YES**
- 2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **33.45%**
 - b) % of SLBE participation **7.59%**
 - c) % of VSLBE participation **9.07%** (Double counted value is 18.14%)
- 3. Did the contractor receive bid discount/preference points? **YES**
 (If yes, list the points received **3 points**)
- 5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 9.07%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 18.14%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Reviewing Officer: Vivian Inman

Date: 8/25/2020

Approved By: Shelley Darenburg

Date: 8/25/2020

Form 4 Architecture

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:		Engineer's Estimate				Under/Over Engineers Estimate					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethin.	MBE	WBE
PRIME	Form 4 Architecture	San Francisco	UB					44.93%	C		
Architectural Consultant	PLS	Oakland	CB	14.42%			14.42%	1.00%	C		1.00%
Structural	KPW	Oakland	CB	11.33%			11.33%	14.42%	C		
MEP	Integral	Oakland	CB	5.15%			5.15%	11.33%	C		
Civil	BKF	Oakland	CB		7.35%		7.35%	5.15%	C		
Landscape	PGA	Oakland	CB	2.55%			2.55%	7.35%	C		7.35%
LEED	Integral	Oakland	CB					2.55%	C		
BA Rater	PGA	Oakland	CB		0.24%		0.24%	0.24%	C		
Architect	Mark Hulbert	Oakland	CB				9.07%	9.07%	C		
Estimator	Leland Saylor	Oakland	UB					3.96%	C		
Project Totals				33.45%	7.59%	9.07%	50.11%	100.00%		0.00%	8.35%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.											
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise											
Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed											

Proposed VSLBE/LPG participation is valued at 9.07%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted toward meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.

Group 4 Architecture, Research + Planning

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.: NA		Engineer's Estimate				Under/Over Engineers Estima						
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only			
									Ethn.	MBE	WBE	
PRIME	Group 4 Architecture, Research + Planning Murakami/Nelson	San Francisco Oakland	UB CB		22.00%		22.00%	40.00%	C			
Architecture								22.00%	AP	22.00%		
Electrical												
Engineering	FW Associates	Oakland	CB		9.00%		9.00%	9.00%	AP	9.00%		
M/P/FP												
Engineering	H&M Mechanical Group	Oakland	CB		3.00%		3.00%	3.00%	C			
Civil												
Engineering	BKF Engineers	Oakland	CB	4.00%			4.00%	4.00%	C			
Structural												
Engineering	Degenkolb Engineers	Oakland	UB					9.00%	C			9.00%
Landscape												
Architect	PGA Design	Oakland	CB		7.00%		7.00%	7.00%	C			7.00%
AV/Acoustical		San Francisco	UB					2.00%	C			
Cost Estimating	Smith, Fause & McDonald TBD Consultants	San Francisco	UB					3.00%	C			
Food Service	The Marshall Associates	Alamo	UB					1.00%				
Project Totals							45.00%	100.00%		31.00%		16.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted											Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed	
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise											UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise	

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Hibser Yamauchi Architects

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's

NA

Bid discounted amount:

N/A

Preference Points:

4 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
- a) % of LBE participation **58.00%**
 - b) % of SLBE participation **22.00%**
 - c) % of VSLBE participation **9.00%** (Double counted value is 18%)
3. Did the contractor receive bid discount/preference points? **YES**
- (If yes, list the points received **4 points**)

5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 9%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 18%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

Reviewing

Officer:

Vivian Inman

Date:

8/25/2020

Approved By:

Shelley Davenport

Date:

8/25/2020

Hibser Yamauchi Architects

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:	NA			Engineer's Estimate			Under/Over Engineers Estim:			For Tracking Only		
	Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *Double counted value	Total LBE/SLBE %	Total Percentages	Ethn.	MBE	WBE
PRIME	Hibser Yamauchi Architects	Oakland	CB	58.00%			58.00%	58.00%	AP	58.00%		
Civil		Oakland	CB		4.00%		4.00%	4.00%	C			
Engineering	Calichi Design Group	Oakland	CB		1.00%		1.00%	1.00%	AP		1.00%	
Surveying	PLS Surveys, Inc.	Oakland	CB									
Structural		Oakland	CB		9.00%		9.00%	9.00%	C		9.00%	
Engineering	IDA Structural Engineers	Oakland	CB									
Mech Eng. Bid.	Alter Consulting	Oakland	CB			9.00%	9.00%	9.00%	C			
Env. LEED	Engineers	Oakland	CB									
Electrical	Edge Electrical	Oakland	UB					9.00%	AP	9.00%		
Engineering	Engineering	Oakland	UB					8.00%	C		8.00%	
Landscape	PGA Design	Oakland	CB		8.00%		8.00%	8.00%	C			
Arch		Oakland	CB									
Cost Estimating	Silva Cost Consulting	Sacramento	UB					2.00%	H	2.00%		
Project Totals				58.00%	22.00%	9.00%	89.00%	100.00%		69.00%	18.00%	
Requirements:				The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted								
Legend				<p>LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise</p> <p>UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise</p> <p>Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NIL = Not Listed</p>								

Proposed VSLBE/LPG participation is valued at 9%, however per the VSLBE Program a VSLBE/LPG's participation is double counted toward meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: **Leddy Maytum Stacy Architects**

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's</u>
NA	NA	NA

<u>Bid discounted amount:</u>	<u>Preference Points:</u>
N/A	2 points

1. Did the 50% local/small local requirement apply: **YES**

2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **14.66%**
 - b) % of SLBE participation **34.42%**
 - c) % of VSLBE participation **1.05%** (Double counted value is 2.10%)

3. Did the contractor receive bid discount/preference points? **YES**
(If yes, list the points received **2 points**)

5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 1.05%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 2.10%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

Reviewing Officer:

Vivian Inman

Date: 8/25/2020

Approved By:

Shelley Darenburg

Date: 8/25/2020

Leddy Maytum Stacy Architects

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:	NA	Engineer's Estimate			Under/Over Engineers Estim:			For Tracking Only			
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	Ethn	MBE	WBE
PRIME	Leddy Maytum Stacy Architects	San Francisco	UB								
Architecture	EinwillerKuehl	Oakland	CB		15.27%		15.27%	43.31%	C		
Community Outreach & Surveyor & Tree Survey	Inter/Ethnica	San Francisco	UB					15.27%	C		15.27%
Civil Engineer	PLS Surveys, Inc. Engineers	Oakland	CB		0.42%		0.42%	2.62%	H		2.62%
Structural Engineer	IDA Structural Engineer	Oakland	CB		7.74%		7.74%	0.42%	AP	7.76%	0.42%
MEP Engineer	SU Engineers	Oakland	CB		7.79%		7.79%	7.76%	AP	7.79%	
Electrical Engineer	E Design C	Oakland	CB		2.63%		2.63%	7.74%	C		
Lighting Design	Lumenworks	Oakland	CB		3.20%		3.20%	7.79%	AP	7.79%	
ASRAE	Alter Consulting Engineer	Oakland	CB			1.05%	1.05%	2.63%	H		2.63%
Waterproofing	RDH Building Science	Oakland	CB		4.27%		4.27%	3.20%	C	3.20%	
Cost Estimator	TBD Consultants	San Francisco	UB					1.05%	C		1.05%
Food Service	The Marshall Associates	Alamo	UB					4.27%	NL		
								1.05%	C		
								3.44%	C		
								0.50%	C		
Project Totals				14.66%	34.42%	1.05%	50.13%	100.00%		26.49%	21.99%

Requirements:
The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.

Legend
LBE = Local Business Enterprise
SLBE = Small Local Business Enterprise
Total LBE/SLBE = All Certified Local and Small Local Businesses
NPLBE = NonProfit Local Business Enterprise
NPSLBE = NonProfit Small Local Business Enterprise

UB = Uncertified Business
CB = Certified Business
MBE = Minority Business Enterprise
WBE = Women Business Enterprise

Proposed VSLBE/LPG participation is valued at 1.05%, however per the VSLBE Program a VSLBE/LPG's participation is double counted toward meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.

Ethnicity
AA = African American
A = Asian
C = Caucasian
H = Hispanic
NA = Native American
O = Other
NL = Not Listed

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Noll & Tam Architects

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's

NA

Bid discounted amount:

N/A

Preference Points:

3 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
- a) % of LBE participation **21.00%**
 - b) % of SLBE participation **18.00%**
 - c) % of VSLBE participation **11.00%** (Double counted value is 22%)
3. Did the contractor receive bid discount/preference points? **YES**
- (If yes, list the points received **3 points**)

5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 11%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 22%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

**Reviewing
Officer:**

Vivian Anman

Date: 8/25/2020

Approved By:

Shelley Darenburg

Date: 8/25/2020

Noll & Tam Architects

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:		NA		Engineer's Estimate			Under/Over Engineers Estim.					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only			
									Ethn.	MBE	WBE	
PRIME												
Structural Engineering	Noll & Tam Architects	Berkeley	UB					50.00%	C			
MEP Engineering	IDA Structural Engineers Alter Consulting Engineers	Oakland	CB		9.00%		9.00%	9.00%	C			
Civil Engineering Landscape Architecture	BKF Engineers PGA Design	Oakland	CB	5.00%		11.00%	11.00%	11.00%	C			11.00%
Cost Estimating Cost Admin	Dabri, Inc. Swinerton	Oakland	CB	4.00%			4.00%	4.00%	C			
Commissioning	Integral Group	Oakland	CB	2.00%			2.00%	2.00%	C			
Project Totals				21.00%	18.00%	11.00%	50.00%	100.00%		0.00%		20.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting				Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed								
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise								

Proposed VSLBE/LPG participation is valued at 11%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted toward meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Shah Kawasaki Architects

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's

NA

Bid discounted amount:

N/A

Preference Points:

5 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
- a) % of LBE participation **28.25%**
 - b) % of SLBE participation **1.45%**
 - c) % of VSLBE participation **0.00%**
3. Did the contractor receive bid discount/preference points? **YES**
- (If yes, list the points received **5 points**)

5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 11%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 22%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

**Reviewing
Officer:**

Vivian Inman

Date: 8/25/2020

Approved By:

Shelley Darenburg

Date: 8/25/2020

Shah Kawasaki Architects

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:		NA		Engineer's Estimate			Under/Over Engineers Estim:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn.	MBE	WBE
PRIME	Shah Kawasaki Architects	Oakland	CB		62.01%		62.01%	62.01%	AP	62.01%	
Engagement	Colland Jang Architects	Oakland	CB		1.45%		1.45%	1.45%	AP	1.45%	
Structural Engineer	KPWS Structural Engineers	Oakland	CB	7.37%			7.37%	7.37%	AI	7.37%	
Mep	EdesignC	Oakland	CB	8.53%			8.53%	8.53%	H		8.53%
Civil/Survey Engineer	BKF Engineers	Oakland	CB	6.28%			6.28%	6.28%	C		
Landscape Architect	Merrill-Morris Partners	Oakland	CB	6.07%			6.07%	6.07%	C		6.07%
LEED Consultant	AR Green	San Francisco	UB					2.01%	H		2.01%
Cost Estimator	Cumming	Oakland	UB					2.14%	C		
Building Envelope Consultant	Terracon	Walnut Creek	UB					1.15%	C		
Kitchen Consultant	The Marshall Associates	Alamo	UB					0.66%	C		
Acoustics Consultant	Papadimos Group	San Rafael	UB					2.33%	C		2.33%
Project Totals				28.25%	1.45%	0.00%	91.71%	100.00%		70.83%	18.94%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted									Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise									UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise		

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR: Studio Perez

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's

NA

Bid discounted amount:

N/A

Preference Points:

3 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
- a) % of LBE participation **24.10%**
 - b) % of SLBE participation **13.15%**
 - c) % of VSLBE participation **13.10%** (Double counted value is 26.20%)
3. Did the contractor receive bid discount/preference points? **YES**
- (If yes, list the points received **3 points**)

5. Additional Comments.

*Proposed VSLBE/LPG participation is valued at 13.10%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Therefore the VSLBE/LPG value is 26.20%.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

Reviewing

Officer:

Vivian Inman

Date:

8/25/2020

Approved By:

Shelley Darenburg

Date:

8/25/2020

Studio Perez

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.:		NA		Engineer's Estimate			Under/Over Engineers Estim				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn.	WBE	
PRIME	Studio Perez	San Francisco	UB					16.00%	NL		
Architecture	LoFT A+D	San Francisco	UB					23.10%	C		23.10%
Architecture	Studio 144	Oakland	CB			13.10%	13.10%	13.10%	C		13.10%
Structural	SMW & Associates	Oakland	UB					12.20%	AP	12.20%	
Electrical, Fire Alarm	EdesignC	Oakland	CB	4.10%			4.10%	4.10%	H		4.10%
Mechanical, Plumbing	H&M Mechanical	Oakland	CB		5.10%		5.10%	5.10%	C		
Landscaping	Merrill Morris	Oakland	CB	8.00%	8.00%		8.00%	8.00%	C		8.00%
Architecture											
Civil Engineer	Urban Design Consultant	Oakland	CB	12.00%			12.00%	12.00%	AP	12.00%	
Surveyor	PLS	Oakland	CB		0.05%		0.05%	0.05%	C		
Cost Estimating	eland Saylor Associates	Oakland	UB					4.50%	C		
Community Liaison	Jinwei Zhang	Richmond	UB					0.06%	AP	0.06%	
Written Translation	ASTA USA	Oakland	UB					1.40%	NL		
Project Totals				24.10%	13.15%	13.10%	42.35%	99.61%		24.26%	48.30%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted											
Legend				LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise							
Ethnicity				AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed							

Proposed VSLBE/LPG participation is valued at 13.10%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted toward meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.

CONTRACTS AND COMPLIANCE



Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

CONSULTANT/CONTRACTOR:

SVA Architects, Inc.

Engineer's Estimate:

Contractors' Bid Amount

Over/Under Engineer's

NA

NA

NA

Bid discounted amount:

Preference Points:

N/A

5 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
- a) % of LBE participation **68.18%**
 - b) % of SLBE participation **15.48%**
 - c) % of VSLBE participation **0.00%**
3. Did the contractor receive bid discount/preference points? **YES**
- (If yes, list the points received **5 points**)

5. Additional Comments.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

8/25/2020

Date

Reviewing

Officer:

Vivian Inman

Date:

8/25/2020

Approved By:

Shelley Darenburg

Date:

8/25/2020

SVA Architects, Inc.

Project Name: Request for Proposal for the Lincoln Recreation Center Renovation/Expansion

Project No.: NA		Engineer's Estimate				Under/Over Engineers Estimate			For Tracking Only			
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE/LPG *double counted value	Total LBE/SLBE %	Total Percentages	Ethn	MBE	WBE	
PRIME	SVA Architects, Inc.	Oakland	CB	52.15%			52.51%	52.51%	C			
Civil Engineering	Sandis	Oakland	CB	7.79%			7.79%	7.79%	C			
Structural Engineering	IDA Structural Engineers	Oakland	CB		11.82%		11.82%	11.82%	C			
Plumbing, Fire Protection	Guttman & Blaevoet	San Francisco	Ub					9.05%	C			
Electrical Engineering	Zeiger Engineers	Oakland	CB		3.66%		3.66%	3.66%	C			
Landscape Architecture	Merrill Morris Partners	Oakland	CB	8.24%			8.24%	8.24%	C		8.24%	
LEED Consulting	Greenwood Consulting	Mission Hills	UB					3.98%	C		3.98%	
Cost Estimating	Sierra West Group	Sacramento	UB					2.95%	C			
Project Totals							0.00%	84.02%	100.00%		0.00%	12.22%
<p>Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted</p>												
<p>Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise</p>												
<p>Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed</p>												

UB = Uncertified Business
 CB = Certified Business
 MBE = Minority Business Enterprise
 WBE = Women Business Enterprise