



REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

Date: May 19, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Malia McPherson, Attorney to the Board
Marijess De Guzman, Human Resource Clerk/Staff to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical 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/84193800932?pwd=NCTxRCtWb1BZeFFzS1ZXWdNVSwd4UT09> 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
Webinar ID: 841 9380 0932 (Note: Password: "Passcode: CSB519" may be required to connect.)

- 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 +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 841 9380 0932 Passcode: 760385

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COMMENT:

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If you have any questions, please email Ian Appleyard, Human Resources Director at IAppleyard@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 MAY 19, 2022 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of the Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361 | |
| b) Approval of Provisional Appointments (0) | |
| • There are no provisional appointments this month. | |

- c) Approval of Employee Requests for Leave of Absence (5)
 - Oakland Police Department (2)
 - Oakland Public Library (3)
- d) Approval of Revised Classification specifications (0)
 - There are no revised classifications specifications this month.

5) OLD BUSINESS:

- a) Approval of April 21, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION
 - b) Approval of April 21, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION
 - c) Determination of Schedule of Outstanding Board Items ACTION
 - 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
- There is no update available this month.*

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Deputy Chief of Fire Department ACTION
- b) Approval of New Classification Specifications for Inspector General Program and Performance Auditor and Inspector General Policy Analyst 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, June 16, 2022. All materials related to agenda items must be submitted by Thursday, June 2, 2022. 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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Oakland, CA 94612
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OAKLAND CIVIL SERVICE BOARD

RESOLUTION NO. _____

ADOPT A RESOLUTION RENEWING AND CONTINUING THE CIVIL SERVICE BOARD'S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE CIVIL SERVICE BOARD WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. *See* <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. *See* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. *See* <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19

symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that are not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on October 20, 2021, the Civil Service Board adopted a Resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the Civil Service Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the Civil Service Board renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the Civil Service Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the Civil Service Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Civil Service Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.



MEMORANDUM

DATE: May 19, 2022

TO: The Honorable Civil Service Board

FROM: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of one (5) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Gonzalez, Chani	Criminalist II	Oakland Police Dept.	April 18, 2022 – October 14, 2022	CSR 8.07 (c)
Wong, Clifford	Lt. of Police	Oakland Police Dept.	April 16, 2022 – Indefinite	CSR 8.07 (c)
Bonifacio, Ashley	Librarian II	Oakland Public Library	May 03, 2022- May 14, 2022	CSR 8.07 (c)
Ortiz, Anna	Library Aide, PPT	Oakland Public Library	July 03, 2022- July 20, 2022	CSR 8.07 (c)
Thomas, Christy	Librarian II	Oakland Public Library	June 08, 2022- June 24, 2022	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Print Form

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 Chani A. Gonzalez Employee's ID 13224-2 Today's Date 21Mar22

Department/Division Police Employee Job Title Criminalist II

Request: 130 working days/ 180 calendar days Days Hours From April 18, 2022 To October 14, 2022
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.

Chani Gonzalez 21Mar22
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 13 Apr 22
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:

- FCL - Family Care Extended
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- Parental Leave (no pay)

Employee's Name Ashley Bonifacio Employee's ID 22258 Today's Date 4/27/22

Department/Division Library Services Employee Job Title LibrarianII

Request: 10 Days Hours From 5/3 To 5/14
No. of Days or Hours Select Days or Hours

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

10 days less any personal leave.
[Signature]

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
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Ashley K 4/27/22
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 4/29/22
 Department Head Approval Date

 City Manager Approval Date

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Print Form



Unpaid Leave of Absence

Leave Type:

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- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Ana Ortiz Employee's ID 23961 Today's Date 4/20/2022

Department/Division Library Employee Job Title Library Aide PPT

Request: 20 Days Hours From 07/03/22 To 07/20/22
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
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Ana Ortiz
 Employee's Signature Date 4/20/22

 Civil Service Board Approval Date

Paula...
 Department Head Approval Date 4/22/22

 City Manager Approval Date

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Unpaid Leave of Absence

Leave Type:

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- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Christy Thomas Employee's ID 14457 Today's Date 4/21/22

Department/Division Library Employee Job Title Librarian II

Request: 13 Days Hours From 6/8/22 To 6/24/22
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					
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[Signature] 4/22/22
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 4/22/22
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SPECIAL 5:15 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: April 21, 2022

Open Session: 5:15 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Malia McPherson, Attorney to the Board
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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) REVIEW AND TAKE POSSIBLE ACTION ON A RESOLUTION ACTION (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

45119 A motion was made by Vice Chair Martinez and seconded by Member Brown to approve the Resolution. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, Williams.

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

3) OPEN FORUM

4) ADJOURNMENT

45120 A motion was made by Vice Chair Martinez and seconded by Member Williams to adjourn the special meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, Williams.

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

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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 Ian Appleyard, Human Resources Director at IAppleyard@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 APRIL 21, 2022 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45121 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the April 21, 2022 Civil Service Board Meeting Agenda.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, Williams

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

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointments (0)

- There are no provisional appointments this month.
- b) Approval of Employee Requests for Leave of Absence (4)
- Oakland Public Works (1)
 - Oakland Fire Department (2)
 - Finance (1)
- c) Approval of Revised Classification Specifications (2)
- Recycling Program Specialist I (formerly titled Environmental Services Analyst, Assistant)
 - Recycling Program Specialist II (formerly titled Recycling Specialist)

45122 A motion was made by Member Brown and seconded by Member Williams to approve the April 21, 2022 Consent Calendar.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, Williams

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

5) OLD BUSINESS:

- a) Approval of March 17, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

45123 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the March 17, 2022 Regular Meeting Minutes.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, Williams

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

- b) Determination of Schedule of Outstanding Board Items ACTION

45124 A motion was made by Member Williams and seconded by Member Brown, as the board determined the appeal process and referred both the IFPTE, Local 21 and SEIU, Local 1021 cases to separate, outside

hearing officers to be selected in accordance with applicable rules and agreements.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin

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

d) Update on Common Class Study INFORMATION

There is no update available this month.

6) NEW BUSINESS:

a) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specifications Revisions Currently Under Review INFORMATION

7) OPEN FORUM

8) ADJOURNMENT

45125 A motion was made by Member Williams and seconded by Member Baranco to adjourn the meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Brown, 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, May 19, 2022. All materials related to agenda items must be submitted by Thursday, May 5, 2022. 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

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

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – MAY 19, 2022**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
OPW-2022-AP01	Gardener II	Oakland Public Works	6.04 – Appeal of Probationary Release	TBD	June 16, 2022
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Requesting Referral to Hearing Office
PORT-2022-AP01	Custodian	Port of Oakland	6.05- Removal or Demotion of Employee During the Probationary Period	TBD	June 16, 2022

2. OTHER PENDING ITEMS

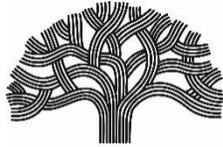
Date Requested	Subject	Report From	Date Due

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: May 19, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: 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 April 21, 2022 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 seventy (78) employees were in the TCSE (12), TCSE/Annuitant (19), and ELDE (47) categories as of pay period ending April 29, 2022. Of the those, one (1) assignment is reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the seventy (78) temporary assignments, there is one (1) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: May 19, 2022

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 Director Ian Appleyard at (510) 238-6450.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending April 29, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
MAY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (3)								
CITY ATTORNEY	Patel	Bijal	04311- Advisory Unit	1/7/2022	ELDE	115.34	Providing support to City Attorney dept.	COMPLIANT
FIRE	Lipp	Robert	20814-Airport	1/10/2022	TCSE	111.78	Administrative support while recruitments are conducted	COMPLIANT
FINANCE	To	Julie	08121- Finance and Management: Payroll	11/13/2021	ELDE	77.31	Payroll Manager during Spec Creation	COMPLIANT
NEW THIS PERIOD (11)								
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Farinacci-Magee	Kathryn	20914-MACRO	4/4/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Fitzsimmons	Rick David	20914-MACRO	4/2/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Grant	Linda Janette	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hanna	Robert Shaun	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Snypes	Julie Kayleen	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provice support to Community Housing	COMPLIANT
POLICE COMM	Anderson	Leigh	66311- Inspector General	4/16/2022	ELDE		Assist in the strategic planning of conducting independent police audits and reviews	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/2/2022	ELDE		Oversee the recycling hotline	COMPLIANT
COMPLIANT (66)								
ANIMAL SERVICES	Park	Lauren	62111 - Oakland Animal Services	7/25/2020	TCSE	740	Additional Veterinarian Assistance	COMPLIANT

**CIVIL SERVICE BOARD
MAY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Riskier	Tina	02112 - Communications & Media	2/19/2022	ELDE		Providing support to digital communications unit	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	603.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Chiu	James	04111 - City Attorney Administration Unit	1/22/2022	ELDE		Administrative and fiscal assistance	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	591	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
CPRA	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE		Temporary assistance at Chief of Staff while recruitment process commences.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	491	Temporary assistance to complete AC Transit Bus Rapid Transit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	504	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Beverly	Lisa	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	555.5	Assist with EWD Project Implementation	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Tran	Vy	85111 - Admin: Economic & Workforce Dev	12/11/2021	ELDE		Budget support and tracking	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	355	Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Sacks	Brandy	08751 - Retirement	3/19/2022	TCSE	224	Provide support to Retirement dept. to manage retiree medical programs	COMPLIANT
FINANCE	Tran	Vy	08222 - General Ledger	12/11/2021	ELDE		Grants management functions	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	695.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	425	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT

**CIVIL SERVICE BOARD
MAY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

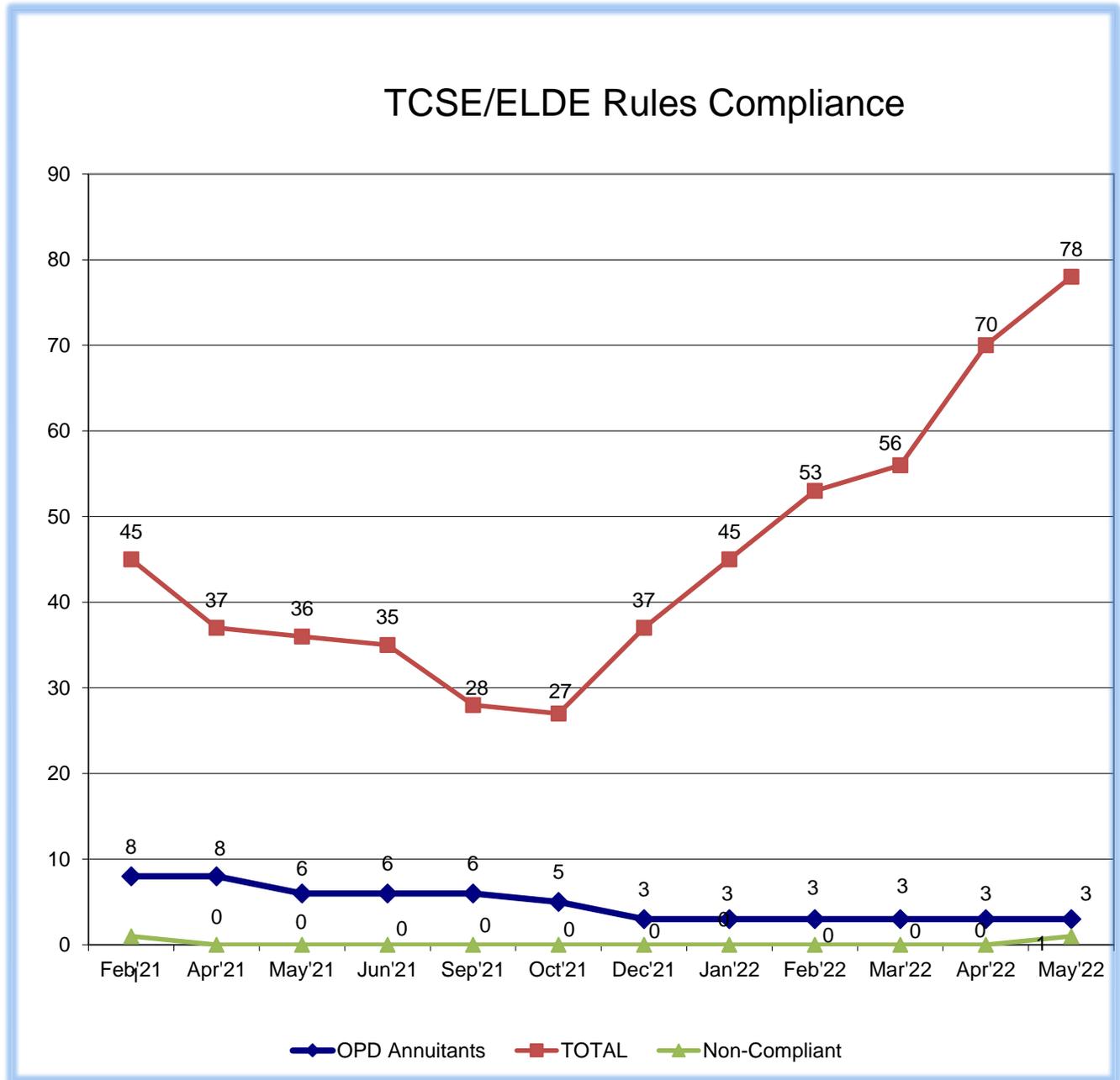
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Boreham	Christopher	20914 - MACRO	3/19/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	56	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HCD	Erickson	Karen	08919 - Admin: Housing & Community Development	1/22/2022	TCSE	467	Emergency Rental Assistance Program Support	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	890	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
HCD	Lothlen	Brittni	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide database support.	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Assistance with Rent Registry Database	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	261.5	Recruitment support for HSD	COMPLIANT

**CIVIL SERVICE BOARD
MAY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		Citywide organizational development and training management while new classification is created	COMPLIANT
HUMAN SERVICES	Abano	Darlfene	75231 - Multipurpose Senior Service Pgm	1/22/2022	TCSE	505.5	Senior Center Support	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Cutter-Kim	Jessica	75631 - Senior Center unit	4/5/2021	ELDE		Assistance within Senior Centers and while planning recruitments for permanent positions.	COMPLIANT
HUMAN SERVICES	Fong	Linda	75241 - Senior Companion Program Unit	10/30/2021	ELDE		Assistance in Senior Center Development and Operations	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	887.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	939	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Taylor	Shelley	78235 - HS Central Office Administration	11/28/2020	TCSE	0	Manage Head Start Hiring processes and ensuring all staff are in compliance with HS regs	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	735	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	132	Coordinate with City departments and other public agencies in the implementation of the project	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	225	Assist with implementing Policy	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
POLICE	Beckman	Carlo	102140 - Research, Planning, & Crime Analysis	5/17/2021	ELDE		Support that will maintain compliance with the NSA by completing a strategic plan and writing policies for OPD	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	911.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	5/29/2021	ELDE		Assisting with NSA-related tasks and projects.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	628	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	684	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	231.5	Providing support in Crim Lab Firearms Unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	0	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	476.5	Assistance in the OPW Training Program	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	8	Providing assistance to construction supervisor unit	COMPLIANT

**CIVIL SERVICE BOARD
MAY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/5/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
NON-COMPLIANT (1)								
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	COMPLIANT





CITY OF OAKLAND

MEMORANDUM

DATE: May 19, 2022

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of New Classification Specification for Deputy Chief of Fire
Department

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed creation of a classification specification for the **Deputy Chief of Fire Department** classification.

Although the classification has been part of the Classification Plan for several decades, only a working draft of the classification specification existed. It is important to adopt an official classification specification at this time, which only required minor changes to the working draft to ensure that the description is current.

The classification is described as follows:

Plans, organizes, and directs, through subordinate supervisors, a major division of the Fire Department that may include Training, Support Services, Operations or the Fire Prevention Bureau; and performs related duties as required.

There are two filled positions and no vacancies. The approved classification specification will be used to initiate future recruitment and selection processes.

No union involvement was required because this classification is not unrepresented by a bargaining group. Per City Charter, under Title IX Personnel Administration, section 9.02(b), this executive management classification is not governed by the provisions of civil service.

The Port of Oakland does not have a Fire Department. Therefore, a corresponding classification does not exist at the Port.

Staff recommends that the Civil Service Board approve the new classification specification **Deputy Chief of Fire Department** as proposed.

Attachment: Proposed New Deputy Chief of Fire Department classification specification.



DRAFT

DEPUTY CHIEF OF FIRE DEPARTMENT

Class Code: PS117 FTE

Exempt

DEFINITION

Under administrative direction in the Oakland Fire Department (OFD), plans, organizes, and directs, through subordinate supervisors, a major division of the Fire Department that may include Training, Support Services, Operations or the Fire Prevention Bureau; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an executive-level sworn, public safety officer classification and it is a member of the executive management team. Pursuant to the Oakland Charter 902(f), this position is exempt from the regulations of the Civil Service Board. The Deputy Chief is distinguished from the Battalion Chief in that the Deputy Chief is responsible for an operations or administrative division, whereas the Battalion Chief manages a district of eight to ten engine and truck companies supervised by Captains or Lieutenants. The Deputy Chief is distinguished from the Chief of Fire in that the latter has responsibility for the overall management of OFD.

The incumbent receives administrative direction from the Chief of Fire and exercises direction over Battalion Chiefs, subordinate supervisors, and sworn and non-sworn administrative personnel.

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

Plan, organize, coordinate, administer and direct the work of a division of the Oakland Fire Department.

Develop, direct, and monitor the goals, objectives, policies, procedures, and work standards for the division.

Plan, delegate, and oversee execution of division programs and activities.

Direct the preparation and administration of a division budget.

Interpret department rules and regulations and Memorandum of Understanding (MOU) provisions; participate in labor negotiations.

Prepare or review reports for city management, boards, commissions, and other organizations.

Prepare, review, and approve reports and various correspondence.

Counsel subordinates on performance and deficiencies.

Identify training needs and evaluate existing training programs; develop, conduct, and observe drills and training programs.

Make presentations at City meetings, boards, and various community meetings.

Manage human resources.

Delegate, coordinate, and follow-up on work of subordinates.

Respond to citizen complaints or inquiries by phone or in person.

Direct emergency operations using fire ground tactics.

Implement emergency plans and post-emergency evaluation.

Administer department-wide inspection programs, pre-fire planning, equipment services, facilities maintenance, in-service training, and community relations.

Research and develop special programs and policies.

Delegate liaison duties for other agencies and media, including requests for mutual aid in response to emergency situations.

Drive OFD vehicle in accordance with Vehicle Code and OFD regulations.

Preserve a high state of morale by maintaining a presence of authority and direction.

Serve as Acting Chief as needed, in the absence of the Chief of Fire, to maintain continuity of Department operations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The principles, techniques, strategy, materials, and equipment used in community risk reduction programs and community risk assessments.
- Local, state, and federal grant writing and administration.
- Budget management.
- Principles of short- and long-term goal setting; understanding and ability to apply servant leadership and transformational leadership theory.
- Principles and practices of techniques and equipment used in emergency response which includes but is not limited to high risk low frequency and high frequency low risk calls for service.
- Oakland Fire Department mission statement, philosophy, resources, policies, rules, regulations, radio broadcast procedures and professional standards.
- Emergency Operations Center (EOC) functionality and Emergency Management principles and policies.
- Oakland city geography, map correspondence, and jurisdiction boundaries.
- OFD resources and external resources provided through the mutual aid system.
- Computer systems, software applications, and mobile devices.

Ability to:

- Establish an inclusive working environment; accept responsibility and demonstrate and enforce accountability.
- Analyze problems, exercise leadership while seeking authorization as needed from the Chief of Fire and adopt an effective course of action under stressful conditions.
- Plan, organize, direct, and coordinate a large group of employees through the chain of command.
- Employ knowledge and interpersonal skills to quickly obtain essential information from both internal and external stakeholders.

- Apply judgment and knowledge of OFD philosophy, short and long-term objectives, resources, policies, procedures, and professional standards to plan and organize activities.
- Drive vehicle safely at all times.
- Use vehicle radio, pager or cellular telephone to verbally communicate with Dispatch Center, other stations, and personnel, employing knowledge of OFD radio broadcast procedures, City geography, and most expedient routes to emergency sites.
- Manage time effectively.
- Supervise, train, and evaluate personnel.
- Prepare clear and concise reports.
- Make presentations to various groups and organizations.
- Communicate effectively in both oral and written form.
- Utilize computer systems, software applications, and mobile devices.
- Establish effective working relationships with those contacted in the performance of duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent. A Bachelor's or Master's Degree from an accredited college or university is preferred, and evidence of advanced education and continued professional training and development is highly desirable.

Experience:

Must possess a track record of demonstrated leadership, proven accomplishments, and superior performance in the operation of fire and emergency services and/or administration at a senior level in a sophisticated fire agency comparable to Oakland. Experience serving an urban, ethnically diverse community is essential.

Internal Candidates: At least two (2) years of experience as a Battalion Chief or Assistant Chief of Fire in the Oakland Fire Department.

External Candidates: At least five (5) years of progressively responsible leadership and management experience in a full-time capacity as a Chief Officer (Battalion Chief or higher) with a local, county or state fire department. Experience serving an urban, ethnically diverse, and socio-economically diverse community is required.

LICENSE OR CERTIFICATE

Incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Individuals appointed will be required to maintain a valid California Driver's License while employed.

Must provide acceptable written evidence of completion of five (5) Chief Officer (level 2) classes or equivalent/replacement Chief Officer through the Office of the California State Fire Marshal.

The Deputy Chief of Fire must successfully complete an Office of the California State Fire Marshal Task Book within thirty (30) months of date of appointment. Note: Efforts to begin completing the Task Book may be initiated prior to promotion in accordance with Office of the California State

Fire Marshal guidelines but must be fulfilled within 30 months of becoming or promoting to Deputy Chief of Fire.

Possession of the following professional credentials is highly desirable: Chief Fire Officer Designation from the Center for Public Safety Excellence, Inc. and “Member” Grade with the Institution of Fire Engineers, USA Branch.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation.

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CITY OF OAKLAND

MEMORANDUM

DATE: May 19, 2022

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of New Classification Specifications for Inspector General Program and Performance Auditor and Inspector General Policy Analyst

Based upon a classification review requested by the Office of the Inspector General (OIG), staff has proposed the creation of two new classification specifications for **Inspector General Program and Performance Auditor** and **Inspector General Policy Analyst**.

These two classifications are being created to support the independent OIG, which is led by the Inspector General. The mission of the OIG, in relation to the Oakland Police Commission, is to ensure that the Police Department is performing to the highest standards and complying with policies and constitutional policing practices. Further, OIG focuses on how the City of Oakland is handling police misconduct by reviewing the work and efforts of the Community Police Review Agency (CPRA) in addition to the Police Department's efforts to address and comply with federal reforms.

There is now a critical need to staff up this office. The structure has been developed, and multiple policy and auditor-level classifications to support and carry out the mission of the OIG must be established. In short, all classifications will have varying responsibility for reviewing and analyzing Oakland Police Department (OPD) and CPRA investigations, policies, operations, and procedures; they will also assist with and/or make related recommendations to the Inspector General and Oakland Police Commission. Two classifications are being advanced to the Civil Service Board at this time, and one additional manager classification will be advanced once the resolution requesting exemption from the competitive civil service has been routed through City Council for review and approval.

A summary of the duties that are expected to be performed by the new journey-level **Inspector General Program and Performance Auditor** classification is provided below:

Performs compliance and performance audits and reviews of the Oakland Police Department's procedures; conducts inspections, audits, reviews, and evaluations that are impartial and objective in accordance with the City Charter and Ordinances and national best practices; assists in the review of Internal Affairs Division and CPRA reports of investigations and investigative procedures; and performs related duties as assigned.

A summary of the duties that are expected to be performed by the new advanced journey-level **Inspector General Policy Analyst** classification is provided below:

Assists in the planning and coordination of OIG internal policies, conducts policy reviews and recommendations at the direction of the Inspector General and in accordance with the

CIVIL SERVICE BOARD

Subject: Inspector General Prog. And Perf. Auditor and Policy Analyst Classification Specification Approval

Date: May 19, 2022

Page 2

City Charter, and analyzes and reviews Oakland Police Department (OPD) policies and suggests recommendations to the Inspector General and Police Commission. The incumbent works with the Police Commission's OIG staff, OPD, the Police Commission, other City departments, community organizations, City Unions, the Mayor and City Council, and the public. The incumbent may be required to develop or modify OIG and OPD policies according to the City Charter and Ordinances and national best practices; and performs other duties as assigned.

Positions will be added to the budget in the near future. These approved descriptions will be used to initiate upcoming recruitment and selection processes to fill vacancies.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create these new classifications. City and union representatives discussed the drafts at meetings in February, March, and April 2022. Both parties collaborated on clarifying language to refine the drafts and ensure clarity of duties. The union verbally communicated agreement regarding the updated drafts at the meeting on April 18, 2022. The union sent an email on May 12, 2022 stating that there are no objections to the proposed new classifications.

The salary ordinance amendment to formally add the classifications to the City's Salary Schedule is tentatively scheduled for the Finance and Management Committee in June 2022. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the new classification specifications for **Inspector General Program and Performance Auditor** and **Inspector General Policy Analyst** as proposed.

Attachment: Proposed New Inspector General Program and Performance Auditor and Inspector General Policy Analyst classification specifications.



INSPECTOR GENERAL PROGRAM AND PERFORMANCE AUDITOR

DRAFT

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under general supervision in Oakland Police Commission's Office of the Inspector General (OIG), performs compliance and performance audits and reviews of the Oakland Police Department's procedures; conducts inspections, audits, reviews, and evaluations that are impartial and objective in accordance with the City Charter and Ordinances and national best practices; assists in the review of Internal Affairs Division and Community Police Review Agency (CPRA) reports of investigations and investigative procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, professional, civilian classification whose incumbents perform various objective, audit functions. Incumbents provide recommendations, which may enable OPD's units and the CPRA to better reach their established performance measures, tasks, and objectives, that will also align with national best practices. Incumbents are responsible for overseeing, planning, and conducting complex police performance, program, and fiscal audits. Incumbents must clearly and concisely convey information regarding actual and predicted performance outcomes and recommendations. This classification is distinguished from the higher level Inspector General Program and Performance Audit Manager in that incumbents of the latter plan and complete the most complex audits in addition to supervising assigned staff.

The incumbent receives general supervision from an Inspector General Police Program and Performance Audit Manager or other management staff.

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

Conduct impartial and objective performance audits and reviews of OPD operations; assess police operations and programs for effectiveness, efficiency, and economy.

Assess whether OPD operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Evaluate and assess areas of risk, determine if effective controls are in place, and recommend approaches for addressing risk.

Develop audit objectives, scope, and methodologies; perform appropriate audit tests to assess performance; and verify the accuracy of data being audited.

Collect data through interviews, observations, documents, reports, and other appropriate research methods. Compile, evaluate, analyze, and interpret data regarding the efficiency of the department in meeting established compliance standards.

Conduct entrance and exit conferences with auditees.

Prepare work documents, forms, and reports to support conclusions and recommendations; determine adequacy policies and procedures; modify audit programs with approval.

Prepare audit reports, including specific findings and recommendations.

Communicate audit results to the Inspector General, Police Commission, Police Chief, and all involved parties.

Perform investigative audits, reviews or inspections of CPRA's investigative procedures, policies, and standards.

Select random samples of CPRA reports of investigations and review them to ensure thoroughness and accuracy in accordance with national best practices.

Perform follow-up on implementation of management recommendations; assist in monitoring the implementation of external auditors' and stakeholder recommendations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General auditing principles and procedures including Generally Accepted Government Auditing Standards (GAGAS).
- Governmental accounting, auditing, review, investigation, inspection, and reporting standards.
- Law enforcement and public safety organizations including principles, practices, methods, and equipment; legal auditing practices.
- Quantitative and qualitative analysis, and budgeting and management control systems; data analytics.
- Computerized accounting and tracking systems.
- Performance evaluation systems, program evaluation, and performance and procedural analysis.
- Program and budget management.
- Principles and techniques of persuasive oral and written reports and the effective presentation of recommendations.
- Principles and practices of performance auditing.
- Statistical methods and research techniques.
- Report writing techniques that are consistent with best practices for auditing and/or investigations.
- English syntax, language mechanics, punctuation, and grammar.
- Personal computer applications including word processing, spreadsheet, database, and presentation software programs; basic accounting and budgeting applications.

Ability to:

- Conduct impartial performance, program and/or fiscal audits and investigations.
- Gather and analyze financial, program, performance, and statistical data.
- Research, understand, and apply laws, regulations, administrative policies, and procedures.
- Conduct best practices research.
- Use computer systems and software applications.
- Reduce complex issues to their most basic form; identify causes of unsatisfactory performance; develop sound, logical, fact-based conclusions; formulate reasonable and achievable recommendations with available resources.
- Identify potential risk exposures to the City; assist with making recommendations to rectify situations.

- Communicate clearly and concisely in both oral and written form.
- Prepare clear and concise reports, correspondence, and written materials.
- Make verbal presentations to both large and small groups.
- Work effectively as a member of a team and independently.
- Work in stressful situations and under strict deadlines.
- Exercise discretion and work in a highly confidential environment.
- Work collaboratively with sworn and civilian staff, elected officials, representatives from other organizations and the public.
- Provide lead direction to assigned administrative support 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:

A Bachelor's degree from an accredited college or university in criminal justice, business administration, public administration, public policy, economics or a related field. If degree is not in accounting, must have completed and be able to show proof of advanced course work in accounting or auditing. A Master's Degree in a related field is desirable.

Experience:

Two (2) years of progressively responsible experience as an auditor in a public or private setting, including previous experience with conducting audits, performing analysis of programs and projects, and preparing written recommendations and reports on efficiency and effectiveness measures.

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.

Possession of one (or more) of the following professional designations is highly desirable:

- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)
- Certified Government Auditing Professional (CGAP)
- Certified Internal Control Auditor (CICA)
- Certified Fraud Examiner (CFE)
- Certified Information Systems Auditor (CISA)
- Certified Inspector General Auditor (CIGA)
- Certified Government Financial Manager (CGFM)

OTHER REQUIREMENTS

Must pass a thorough background investigation.

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Previous title(s): Internal Auditor III		



INSPECTOR GENERAL POLICY ANALYST

DRAFT

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under general supervision in the Oakland Police Commission's Office of the Inspector General (OIG), assists in the planning and coordination of OIG internal policies, conducts policy reviews and recommendations at the direction of the Inspector General and in accordance with the City Charter, and analyzes and reviews Oakland Police Department (OPD) policies and suggests recommendations to the Inspector General and Police Commission. The incumbent works with the Police Commission's OIG staff, OPD, the Police Commission, other City departments, community organizations, City Unions, the Mayor and City Council, and the public. The incumbent may be required to develop or modify OIG and OPD policies according to the City Charter and Ordinances and national best practices; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This advanced-journey level professional classification is responsible for analyzing policies and practices as related to police misconduct, systems, and performance of OPD and CPRA operations, procedures, and investigations. The incumbent is responsible for tracking and monitoring trends in alleged police misconduct. This classification is distinguished from the Inspector General Program and Performance Auditor in that the latter performs audits and reviews of investigations, policies, and procedures .

The incumbent receives supervision from the Inspector General or other management staff.

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

Monitor and conduct follow up on OIG policy recommendations to OPD and CPRA.

Create and/or edit a comprehensive standard operating procedure guide for the OIG.

Prepare written staff reports for the OIG, Police Commission, and City Council, as needed, and in accordance with the City Charter, Ordinances, and policies.

Review and analyze existing police policies and training materials to provide recommendations on improving police and community relations.

Assist in the generation of the annual and semi-annual reports.

Conduct special studies and research to ensure the OIG makes recommendations in accordance with national best practices.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public policy formulation.
- Police Department administration and department organization.

- Data collection and statistical analysis methods.
- Principles and practices of policy formulation, revision, and evaluation.
- Criminal justice processes and mediation (alternative dispute resolution).
- Public relations principles including public speaking and public presentations.
- Advanced personal computer applications particularly spreadsheet and database software.
- Policies and practices of civilian oversight of law enforcement agencies.
- Role of local Boards and Commissions.

Ability to:

- Maintain accurate records and files.
- Identify, understand, and apply rules, laws, and regulations pertaining to police conduct.
- Analyze and compile qualitative and quantitative data.
- Prepare well-written analytical reports based on findings.
- Communicate effectively orally and in writing.
- Make oral presentations to both large and small groups.
- Maintain confidentiality and handle sensitive situations with tact and diplomacy.
- Foster collaborative relationships with employees, elected officials, boards and commissions, and the public.
- Apply strong analytical skills to use data to identify patterns and trends.
- Utilize 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 education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

A Bachelor's degree in public administration, public policy, criminal justice, or a related field from an accredited college or university. Master's degree in public policy or related field is highly desirable.

Experience:

Three (3) years of professional experience in social justice, constitutional policing practices and/or public interest work in a related field that includes experience with statistics, policy analysis, and data collection.

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

Must pass a thorough background investigation.

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