



Civil Service Board Meeting Agenda May 21, 2026

Date: May 21, 2026

Open Session 5:30 p.m.

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

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

Staff to the Board:

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

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

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

Passcode: CSB2026

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PROVIDE PUBLIC COMMENT

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

- Submit written comment in advance:

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

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

Roll Call

1) Public Comment

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

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

3) Updates, Secretary to the Board (Information)

4) Consent Calendar (Action)

a) Approval of Provisional Appointments (0)

There are no Provisional Appointment this month.

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

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

c) Approval of Revised Classification Specification (0)

5) Old Business

- a) Approval of the April 16, 2026, Civil Service Board Meeting Minutes **(Action)**
- b) Determination of Schedule of Outstanding Board Items **(Information)**
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 (Information)

6) New Business

- a) Approval of Request for Exemption from Civil Service and Approval of New Classification for: **(Action)**
 - Constitutional Policing Administrator
- b) Approval of Request for Exemption from Civil Service and Approval of New Classification for: **(Action)**
 - Assistant Director, Human Services

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

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

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

9) Vote of Action Taken in Closed Session

10) Report of Actions Taken in Closed Session**11) Open Forum****12) 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 18, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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

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

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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/departments-of-human-resources-management>



MEMORANDUM

DATE: May 21, 2026

TO: The Honorable Civil Service Board

FROM: Mary Hao, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of six (6) Unpaid Leave of Absence Request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Danita Lee	Revenue Operations Supervisor	Department of Finance	April 25, 2026 – April 24, 2027	CSR 8.07 (c)
Dina Banks	Collections Officer	Department of Finance	April 25, 2026 – April 24, 2027	CSR 8.07 (c)
Lili Deng	Tax Auditor II	Department of Finance	July 22, 2026 – November 6, 2026	CSR 8.07 (c)
Lili Deng	Tax Auditor II	Department of Finance	November 9, 2026 – June 4, 2027	CSR 8.07 (c)
Liladhar Pendse	Librarian II PPT	Oakland Public Library Department	August 1, 2026 - August 9, 2026	CSR 8.07 (c)
Griselda Santa-Chipres	Police Officer	Oakland Police Department	June 01, 2026 – December 01, 2026	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: Danita R Lee Employee ID# 3286 Date Requested: 04/16/2026

Department/Division: Finance/Revenue Permanent Job Title Revenue Operations Supervisor

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

Exempt Position Title: Parking Manager

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

Number of Business Days Requested: 364 From: 04/25/26 To: 04/24/27

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

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

* Additional Information

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

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

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

Danita R Lee
Danita R Lee (Apr 16, 2026 12:47:11 PDT)
Employee's Signature Date

City Administrator Approval Date

Bradley Johnson
bradley johnson (Apr 16, 2026 13:04:41 PDT)
Department Head Approval Date

N/A
Civil Service Board Resolution #
MG
Date 04/16/2026

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: DINA BANKS Employee ID# 3778 Date Requested: 04/16/2026

Department/Division: CITYWIDE COLLECTIONS/FINANCE Permanent Job Title COLLECTIONS OFFICER

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

Exempt Position Title: PARKING SUPERVISOR

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

Number of Business Days Requested: 364 From: 04/25/26 To: 04/24/27

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
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DINA BANKS
DINA BANKS (Apr 16, 2026 14:59:24 PDT)
Employee's Signature Date

City Administrator Approval Date

Bradley Johnson
BRADLEY JOHNSON (Apr 21, 2026 10:10:01 PDT)
Department Head Approval Date

N/A
Civil Service Board Resolution # Date

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Unpaid Leave of Absence

Leave Type:

- ☒ FCL – Family Care Extended ☐ P – Parental Leave (no pay)
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☐ SLV – Sick Leave (no pay)
☐ ANP – Miscellaneous (no pay)

Employee Name: LILI DENG Employee ID# 24420 Date Requested: 3/19/2026

Department/Division: FINANCE/REVENUE Permanent Job Title TAX AUDITOR II

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

Exempt Position Title: _____

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

Number of Business Days Requested: 78 From: July 22, 2026 To: November 6, 2026

Unpaid Leave Taken this year? ☒ Yes ☐ No If yes, what type of leave: FCL - Family Care Extended

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

Employee's Signature _____ Date _____

City Administrator Approval _____ Date _____

Bradley Johnson
Bradley Johnson (Apr 27, 2026 09:25:38 PDT)
Department Head Approval _____ Date Apr 27, 2026

N/A MG 05/18/26
Civil Service Board Resolution # _____ Date _____

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



Unpaid Leave of Absence

Leave Type:

- | | |
|--|---|
| ☐ FCL – Family Care Extended | ☒ P – Parental Leave (no pay) |
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| ☐ SLV – Sick Leave (no pay) | |
| ☐ ANP – Miscellaneous (no pay) | |

Employee Name: LILI DENG Employee ID# 24420 Date Requested: 3/19/2026

Department/Division: FINANCE/REVENUE Permanent Job Title TAX AUDITOR II

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

Exempt Position Title: _____

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

Number of Business Days Requested: 150 From: November 9, 2026 To: June 4, 2027

Unpaid Leave Taken this year? ☒ Yes ☐ No If yes, what type of leave: P-Parental Leave

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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Lili Deng
Employee's Signature Date 3/19 2026

City Administrator Approval Date

Bradley Johnson
Bradley Johnson (Apr 27, 2026 09:25:38 PDT)
Department Head Approval Date Apr 27, 2026

N/A MG
Civil Service Board Resolution # Date 05/18/26

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Unpaid Leave of Absence

Leave Type:

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

Employee Name: Liladhar R. Pendse Employee ID# 26401 Date Requested: 05/07/2026

Department/Division: Library Permanent Job Title Librarian II PPT

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

Exempt Position Title: _____

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

Number of Business Days Requested: 7 From: 08/01/2026 To: 08/09/2026

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave
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Liladhar Pendse 05/07/2026
Employee's Signature Date

City Administrator Approval Date

[Signature]
Department Head Approval Date

N/A MG 05/18/26
Civil Service Board Resolution # Date

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Unpaid Leave of Absence

Leave Type:

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 ☐ SLV – Sick Leave (no pay)
 ☐ ANP – Miscellaneous (no pay)

Employee Name: Griselda Santana Employee ID# 26260 Date Requested: 05/18/2026

Department/Division: CID Permanent Job Title Police officer

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

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 180 From: 06/01/26 To: 12/01/26

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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Griselda Santana (May 18, 2026 11:07:05 PDT) 05/18/2026
 Employee's Signature Date

City Administrator Approval Date


James Beere (May 18, 2026 11:22:46 PDT) 05/18/2026
 Department Head Approval Date

N/A 
 Civil Service Board Resolution # 05/18/2026
 Date

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Civil Service Board Meeting Minutes April 16, 2026

Date: April 16, 2026

Open Session 5:30 p.m.

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

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

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

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Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=nhwqml14jmavjLT0KXPFZq9Pl6TOuHy.1>

Passcode: CSB2026

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

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

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Webinar ID: 847 7008 1425 Passcode: 8666148

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=nhwqml14jmavjLT0KXPFZq9Pl6TOuHy.1>

PROVIDE PUBLIC COMMENT

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

Roll Call

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

Present:

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

Absent:

- Member Benford

1) Public Comment

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

0 Speakers.

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

45320 Member Degradinried motioned to approve the April 16, 2026 Civil Service Board Meeting Agenda, seconded by Vice Chair Gonzaez.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Member Benford

3) Updates, Secretary to the Board (Information)

a) City- Wide Staffing Presentation

- Ellaine Reyes, Supervising Personnel Operations Analyst, presented a Citywide Staffing Report overview regarding vacancy, recruitment, retention, and employee tenure data as of February 1, 2026, including reporting requirements under Assembly Bill 2561. Staff reviewed vacancy data by department, including departments with the highest vacancy rates, and explained that vacancies for purposes of the report were defined as non encumbered and unfrozen positions available to be filled.
- Member Degrafinreid asked whether the City was currently under a hiring freeze. Answer: HRM Director/Secretary to the Board Mary Hao advised the City is not currently under an active hiring freeze and is coming out of a prior freeze period.
- Member Degrafinreid asked for clarification regarding how the vacancy rate percentages reflected on the departmental vacancy chart were calculated. Answer: Ellaine Reyes provided clarification regarding the methodology used to calculate the percentages.
- Member Degrafinreid asked for clarification regarding the employee separation categories reflected in the presentation, including resignations, retirements, and involuntary separations. Answer: Ellaine Reyes confirmed the categories included those separation types.
- Chair Brown asked whether there is documentation or data reflecting the timeframe between a department identifying a hiring need and the actual hiring of an employee. Answer: Ellaine Reyes explained the recruitment timeline is generally calculated from the date the job announcement is posted, noting there are several pre-recruitment steps and staffing limitations that may impact timelines.
- Chair Brown expressed concern regarding departmental preparedness for recruitments, including timely interview panel coordination and use of eligible lists. Answer: Ellaine Reyes stated departments should proactively prepare subject matter experts and recruitment materials once a requisition is submitted.
- Chair Brown asked whether departments receive training regarding recruitment preparation and hiring processes. Answer: Ellaine Reyes explained Human Resources works with departmental Single Points of Contact (SPOCs) to provide guidance regarding recruitment preparation steps.
- Chair Brown asked whether the City utilizes an exam planning process similar to San Francisco. Answer: Director Mary Hao advised the City of Oakland does not currently

utilize an exam planning process in the same manner as San Francisco.

- Member Ervin asked whether Human Resources staffing vacancies were contributing to recruitment delays and whether challenges were related to staffing capacity, limited qualified applicant pools, or prioritization of supporting other departments over internal Human Resources recruitments. Answer: Director Mary Hao explained many Human Resources vacancies reflected in the report were positions received during the mid year budget process in January 2026. Director Hao further stated some positions were still pending classification specification development as Human Resources continues restructuring work into more specialized functional areas, noting the vacancy data was captured shortly after the positions were added.
- Member Ervin asked whether the City reassesses budgeted but unfilled positions, particularly when no recruitment activity has occurred for an extended period of time. Answer: Director Mary Hao explained departments and Human Resources evaluate whether an existing classification continues to meet operational needs and, when appropriate, work with the Budget Office to complete add delete processes to reallocate positions and funding based on current business needs.
- Vice Chair Gonzalez asked for clarification regarding instances where eligible lists were established but requisitions were not submitted, noting the amount of Human Resources staff effort involved in preparing the lists and processing candidates. Answer: Ellaine Reyes explained some eligible lists may expire without use because departments fill positions through internal promotional or restricted lists before reaching external open lists. Vice Chair Gonzalez confirmed some of the identified instances may therefore reflect internal promotions rather than unused recruitment efforts, which staff affirmed.
- Vice Chair Gonzalez asked for clarification regarding the number of sworn versus non sworn vacancies within the Police and Fire Departments. Answer: Ellaine Reyes stated she would need to follow up with the specific breakdown information.
- Vice Chair Gonzalez also asked whether the City is currently engaged in continuous hiring efforts for public safety positions. Answer: Director Mary Hao explained hiring activity for public safety positions is largely driven by academy scheduling and noted the City is increasing staffing efforts for public safety positions based on the Mayor's priorities. Director Hao further stated staff would provide a breakdown of public safety versus miscellaneous positions within the Police and Fire Departments.
- Vice Chair Gonzalez asked for clarification regarding where departmental requisitions fall within the recruitment process, noting the amount of work completed by Human Resources before requisitions are submitted. Answer: Ellaine Reyes explained eligible lists may already exist for citywide classifications, but departments must still submit requisitions indicating they intend to fill a position from the list.

- Vice Chair Gonzalez asked what factors may contribute to departments not submitting requisitions for existing vacancies. Answer: Director Mary Hao explained departments may delay submitting requisitions while evaluating budget priorities and operational needs, noting Human Resources conducts regular meetings with departments to identify which vacancies are priorities to fill.
- Member Ervin asked whether filled positions within the Oakland Police Department reflected actively working employees and suggested additional data regarding employees on leave of absence may provide further insight into staffing trends and potential separations.
- Director Mary Hao provided additional clarification regarding sworn public safety staffing levels, advising the Police Management Unit had three vacancies out of 14 budgeted positions, the Fire Department had 85 sworn vacancies out of 500 budgeted positions, and the Police Department had 75 sworn officer vacancies out of 682 budgeted positions.

4) Consent Calendar (Action)

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

45321 Member Ervin motioned to approve the consent calendar with the noted corrections, seconded by Vice Chair Gonzalez. Corrections were made to the dates reflected for the Jean Tran and Valerie Fleming leave of absence requests. Jean Tran request should reflect March 20, 2026 to March 30, 2026, and the Valerie Fleming request should reflect March 30, 2026 to March 29, 2027.

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

5) Old Business

- a) Approval of March 19, 2026, Civil Service Board Meeting Minutes
(Action)

45322 Parliamentarian Palomar Sanchez advised the Board regarding Brown Act requirements related to reporting actions taken during Closed Session, including the requirement to publicly report the ultimate decision and each member's vote following Closed Session. Chair Brown acknowledged the action was not previously reported in Open Session and asked whether the minutes could be corrected accordingly. Member Degrafinreid motioned to amend the March 19, 2026 meeting minutes to properly reflect the roll call vote and determination from Closed Session, seconded by Member Ervin.

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

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

45323 Chair Brown stated the February 19, 2026 meeting minutes were brought back for reconsideration. The minutes appeared to be accurate. Vice Chair Gonzalez motioned to approve the February 19, 2026 Civil Service Board meeting minutes, seconded by Member Degrafinreid.

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

- c) Determination of Schedule of Outstanding Board Items (Information)

HRM Director/Secretary to the Board Mary Hao advised the Board there are three remaining pending matters currently being scheduled, including the longstanding Port of Oakland issue. Chair Brown requested that representatives attend future meetings regarding the matters even if final determinations have not yet been reached.

- 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)**

HRM Director/ Secretary of the Board Mary Hao provided the Board with the monthly update regarding Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs). Director Hao advised the report identified three employees currently out of compliance, which are related to pending classification and salary schedule actions recently adopted and approved by the City.

6) New Business

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

Jaime Pritchett, Principal Human Resources Analyst, presented the quarterly update regarding classification studies currently under review pursuant to Section 3.04(f) of the Civil Service Rules. Jaime reported measurable progress during the previous quarter, including the completion of three classification studies. Jaime advised that two studies were closed due to internal promotions and one study was suspended because the employee involved is on long term leave. Jaime stated no new classification studies were received during the quarter and that there are currently 13 active classification studies under review.

Jaime Pritchett also reported the Maintenance Mechanic for Human Services classification study was issued on the previous day and advised the department was pleased with the outcome. Jaime stated the incumbent has received the outcome and Human Resources is awaiting the department's selected option moving forward. Jaime further advised one or two additional studies are expected to be issued before the end of the month and noted Human Resources remains focused on reducing the backlog of overdue studies.

Jaime Pritchett advised there are currently no classification studies assigned to outside consultants and stated the remaining workload is being managed internally alongside competing departmental priorities. Regarding classification specifications, staff reported five classification specifications were completed during the quarter, including one item appearing on the

Consent Calendar. Jaime further advised there are currently 25 classification specifications pending with labor unions and City Council and 78 classification specifications currently in progress. Jaime noted approximately 111 classification specifications were worked on during the quarter.

7) Open Forum

Jennifer Foster, President of Local 21 A&W Chapter and Shop Steward, addressed the Board regarding vacancy rates reflected in the Citywide Staffing Report and concerns related to the use of Exempt Limited Duration Employees (ELDEs). Jennifer referenced Section 4.20 of the Civil Service Rules regarding the duration and extension of eligible lists and stated prior Human Resources leadership had a practice of extending eligible lists for up to two years or longer based on operational need or hiring freezes. Jennifer suggested the City consider returning to that practice.

8) Adjournment

45324 Member Ervin motioned to adjourn the meeting, seconded by Chair Brown.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Benford

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 21, 2026. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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

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

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

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



Civil Service Board Appeals and Hearing Calendar

Pending List- May 2026

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes and Next Steps
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 - Type and Scope of Competitive Examination	Pending	
OFD-2024-AP04	Fire Fighter	Oakland Fire Department	9.08 - Separation Due to Absence Without Leave	07/16/2026	
OPD-2026-AP02	Police Communications Dispatcher	Oakland Police Department	6.06-Appeal of Probationary Release	05/21/2026	
OPW-2026-AP03	Public Works Maintenance Worker	Oakland Public Works	10.03-Appeal of Termination	06/18/2026	
OPD-2026-AP04	Police Communications Dispatcher	Oakland Police Department	10.03 - Appeal of Termination	Pending	Wanted 6/18/26 but already taken

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes



Civil Service Board Appeals and Hearing Calendar

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

May 21, 2026



STAFF REPORT

DATE: May 21, 2026

TO: THE HONORABLE CIVIL SERVICE BOARD

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the April 16, 2026, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred (100) employees were in the TCSE (17), TCSE/Annuitant (29), and ELDE (54) categories as of pay period ending May 8, 2026. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred (100) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: May 21, 2026

Page 2

RECOMMENDATION

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

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending May 8, 2026.
- B. TCSE/ELDE Compliance Trend Chart.

The Civil Service Board Staff Report (Attachment A)

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
CLOSED THIS PERIOD (2)									
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/8/2020	TCSE/ANNUITANT		0.00		COMPLIANT
DWES	Mayo	Sheranita	67411 - Compliance	1/3/2026	ELDE				COMPLIANT
NEW THIS PERIOD (9)									
HRM	Antol	Melinda	05211 - Employment and Classification Unit	25-APR-26	Exempt Limited Duration Employee				COMPLIANT
HRM	De Guzman	Marijess	05211 - Employment and Classification Unit	11-APR-26	Exempt Limited Duration Employee				COMPLIANT
HRM	Finney	Jasmine	05211 - Employment and Classification Unit	25-APR-26	Exempt Limited Duration Employee				COMPLIANT
HRM	Goldsby	Mario	05211 - Employment and Classification Unit	27-APR-26	Exempt Limited Duration Employee				COMPLIANT
CAO	Kaltenbrunner	Paula	07111 - City Auditor Unit	25-APR-26	Temp Contract Svcs Employee, PT				COMPLIANT
FINANCE	Dinesh	Vijayalakshmi	08121 - Finance and Management: Payroll	28-MAR-26	Exempt Limited Duration Employee				COMPLIANT
FINANCE	Shaw	Christina	08721 - Treasury Operations Unit	11-APR-26	Exempt Limited Duration Employee				COMPLIANT
DOT	Christian	Ira	35311 - Parking Management Admin	25-APR-26	Exempt Limited Duration Employee				COMPLIANT
DWES	Moreno Van Maren	Maria Elena	67211 - Workplace Standards	11-APR-26	Exempt Limited Duration Employee				COMPLIANT
COMPLIANT (100)									
DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	1/6/2024	Temp Contract Svcs Employee, PT		770.00		COMPLIANT
CAO	Edgerly	Deborah	02111 - City Administrator: Administration Unit	11/23/2024	TCSE/ANNUITANT		741.5		COMPLIANT
CAO	Kaplan	Rebecca	02111 - City Administrator: Administration Unit	9/27/2025	ELDE				COMPLIANT
CAO	Logan	Lisa	02151 - City Administrator Call Center	5/13/2023	ELDE				COMPLIANT
CAO	Martinez	Gabriel	02151 - City Administrator Call Center	12/10/2022	ELDE				COMPLIANT
CAO	Collins McMurray	Amauri	02141 - Homelessness	1/31/2026	ELDE				COMPLIANT
CAO	Nettles	Ernestine	02111 - City Administrator: Administration Unit	9/13/2025	ELDE				COMPLIANT
CAO	Smith	Jalilah	02151 - City Administrator Call Center	12/10/2022	ELDE				COMPLIANT
CITY ATTORNEY	Bernier	Valeri	04111 - City Attorney Administration Unit	12/8/2025	ELDE				COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04411 - Affirmative Litigation	9/8/2020	TCSE/ANNUITANT		465.00		COMPLIANT
DOT	Bass	Sydney	35341 - Parking Meter Collectors	11/8/2025	ELDE				COMPLIANT
DOT	Calabrese	Christine	35244 - Neighborhood Traffic Safety	8/16/2025	TCSE/ANNUITANT				COMPLIANT
DOT	Cerna	Bernabe	35224 - Great Streets Maintenance Concrete and Guardrails	2/14/2026	ELDE		201.00		COMPLIANT
DOT	Jue	Lisa	35211 - Great Streets Delivery Admin	12/6/2025	ELDE				COMPLIANT
DOT	Pho	Saman	35224 - Great Streets Maintenance Concrete and Guardrails	2/14/2026	ELDE				COMPLIANT
DOT	Raphael	Craig	35231 - Street Lighting Admin	4/12/2025	ELDE				COMPLIANT
DOT	Smith	Anthony	35242 - Complete Streets Maintenance	2/14/2026	Temp Contract Svcs Employee, PT	4/12/2025			COMPLIANT
DOT	Wallace	Jason	35211 - Great Streets Delivery Admin	12/6/2025	ELDE				COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	11/9/2024	TCSE/ANNUITANT				COMPLIANT
DOT	Wornack	James	35246 - Major Corridor Multimodal Operations	3/16/2025	TCSE/ANNUITANT		320.5		COMPLIANT
DWES	Le	Kim Hong	67411 - Compliance	3/14/2026	ELDE		433.50		COMPLIANT
DWES	Chan	Sau	67411 - Compliance	10/11/2025	ELDE				COMPLIANT
DWES	Hanserd	Erica	67411 - Compliance	12/22/2025	ELDE				COMPLIANT
EWDD	Jeri	Laws	85411 - Economic Development	3/14/2026	Temp Contract Svcs Employee, PT				COMPLIANT
EWDD	Hillmer	Jens	85221 - Project Implementation: Staffing	2/15/2025	TCSE/ANNUITANT		328.00		COMPLIANT
EWDD	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/2023	TCSE/ANNUITANT		408.00		COMPLIANT
EWDD	Leifheit	Alexis	85511 - Cultural Arts & Marketing	12/30/2025	Temp Contract Svcs Employee, PT		142.00		COMPLIANT
FINANCE	Bonner	Rytonya	08441 - Revenue Collections Unit	10/25/2025	Temp Contract Svcs Employee, PT		261.50		COMPLIANT
FINANCE	Gonzales	Christopher	08121 - Finance and Management: Payroll	6/21/2025	ELDE	6/21/2025			COMPLIANT
FINANCE	Mazyck	Janice	08111 - Finance and Management: Administration	7/1/2025	TCSE/ANNUITANT		875.80		COMPLIANT
FINANCE	Stoglin	Sheila	08431 - Business License Tax Unit	8/2/2025	TCSE/ANNUITANT		678.00		COMPLIANT
FINANCE	Treglown	Donna	08211 - Accounting Administration Unit	6/18/2018	TCSE/ANNUITANT		633.50		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/2023	TCSE/ANNUITANT		222.50		COMPLIANT
FINANCE	Yen	Hsuchun	08121 - Finance and Management: Payroll	11/9/2024	Temp Contract Svcs Employee, PT		100.00		COMPLIANT
Finance	An	Charlie	08121 - Finance and Management: Payroll	3/14/2026	ELDE	7/15/2025			COMPLIANT
FIRE	Riskier	Tina	20914 - MACRO	7/15/2025	ELDE		704.00		COMPLIANT
FIRE	White	Darin	20311 - Fire Marshals Office Unit	7/19/2025	TCSE/ANNUITANT		575.50		COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ANNUITANT		710.00		COMPLIANT
HRM	Boxdell	Ashley	05511 - Human Resource Development Unit	8/31/2024	Temp Contract Svcs Employee, PT				COMPLIANT
HRM	Butler	Alanna	05211 - Employment and Classification Unit	1/31/2026	ELDE				COMPLIANT
HRM	De Guzman	Marijess	05211 - Employment and Classification Unit	1/3/2026	ELDE				COMPLIANT
HRM	Delgado	Jeanette	05311 - Employee Labor Relations	1/3/2026	ELDE				COMPLIANT
HRM	Lugo	Susana	05621 - Risk Management	1/31/2026	ELDE				COMPLIANT
HRM	Reyes	Ellaine	05211 - Employment and Classification Unit	1/3/2026	ELDE		248.00		COMPLIANT
HSD	Avilez Zarate	Judith	78231 - HS Classroom & Seasonal	9/27/2025	Temp Contract Svcs Employee, PT	4/12/2025			COMPLIANT
HSD	Bateson	Judith	78232 - Head Start - Central Office Program	4/12/2025	ELDE				COMPLIANT

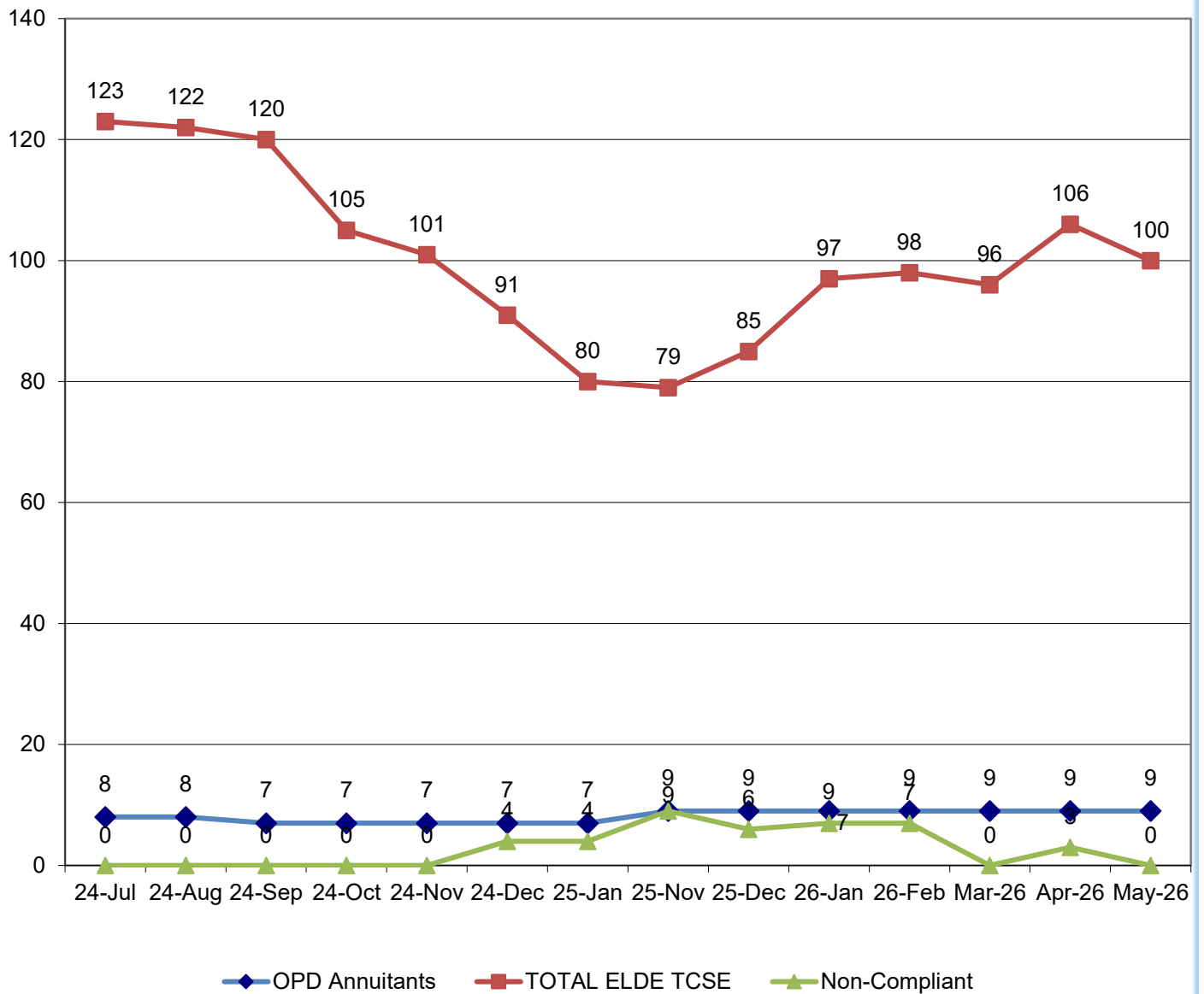
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	11/23/2025	ELDE	345.00	COMPLIANT
HSD	Cozart	Sherita	78231 - HS Classroom & Seasonal	9/13/2025	Temp Contract Svcs Employee, PT	552.50	COMPLIANT
HSD	Diep	My	78231 - HS Classroom & Seasonal	8/16/2025	TCSE/ANNUITANT		COMPLIANT
HSD	Farrish	Conterenia	78231 - HS Classroom & Seasonal	10/26/2024	ELDE		COMPLIANT
HSD	Friberg	Annie	78199 - DHS Fiscal Unit	10/11/2025	ELDE	10/13/2025	COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE	416.00	COMPLIANT
HSD	Hartington	Samantha	78231 - HS Classroom & Seasonal	9/13/2025	Temp Contract Svcs Employee, PT	649.25	COMPLIANT
HSD	Hatcher Jr.	Lucius	78235 - HS Central Office Administration	10/15/2022	TCSE/ANNUITANT		COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	2/17/2024	ELDE	481.50	COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	Temp Contract Svcs Employee, PT		COMPLIANT
HSD	Lakes	Lea	78111 - DHS Administration Unit	10/11/2025	ELDE		COMPLIANT
HSD	Levis	Vivien	78231 - HS Classroom & Seasonal	3/30/2024	ELDE		COMPLIANT
HSD	Molina	Erika	78235 - HS Central Office Administration	2/15/2025	ELDE		COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	12/9/2023	ELDE	231.50	COMPLIANT
HSD	Price	Daviente	78231 - HS Classroom & Seasonal	10/11/2025	Temp Contract Svcs Employee, PT	10/27/2025	COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE		COMPLIANT
HSD	Tovar	Noemi	78232 - Head Start - Central Office Program	7/19/2025	ELDE		COMPLIANT
HSD	Troye	Kaya	75231 - Multipurpose Senior Service Program Unit	8/2/2025	ELDE	366.25	COMPLIANT
HSD	Wilson	Sherline	78231 - HS Classroom & Seasonal	9/13/2025	TCSE/ANNUITANT	480.00	COMPLIANT
ITD	MacLeod	Robert	46351 - Geographical Information Systems	10/30/2021	TCSE/ANNUITANT	441.00	COMPLIANT
ITD	Messac	Patrick	46331 - Systems Operations	2/18/2023	Temp Contract Svcs Employee, PT		COMPLIANT
MAYOR	Bardakian	Kimberly	01111 - Mayor - Administration Unit	8/2/2025	ELDE	252.50	COMPLIANT
MAYOR	Freeman	Phillip	01111 - Mayor - Administration Unit	12/6/2025	Temp Contract Svcs Employee, PT		COMPLIANT
MAYOR	Uribe	Carlos	01111 - Mayor - Administration Unit	7/19/2025	ELDE		COMPLIANT
OPRYD	Feng	Zhuanyun	501210 - Budget and Fiscal	10/25/2025	ELDE		COMPLIANT
OPRYD	Seneca	Matthew	501110 - Directors Unit	9/27/2025	ELDE	67.50	COMPLIANT
OPW	Hightower Sr.	Albert	30559 - Facilities: Custodial - OPL	3/30/2024	Temp Contract Svcs Employee, PT	815.50	COMPLIANT
OPW	Law	Allen	30533 - Sewer System Maintenance	1/18/2025	TCSE/ANNUITANT		COMPLIANT
OPW	Wells	Ryckesha	30211 - Engineering and Construction - Administration	8/2/2025	ELDE		COMPLIANT
OPWD	Ahmed	Abdulmokith	30652 - Landscape Maintenance	3/14/2026	ELDE	204.50	COMPLIANT
OPWD	Eskridge Jr	Cleon	30652 - Landscape Maintenance	3/14/2026	ELDE		COMPLIANT
OPWD	Henry Jr	Marcus	30652 - Landscape Maintenance	3/14/2026	ELDE	563.5	COMPLIANT
OPWD	Huffstutler	Seth	30652 - Landscape Maintenance	3/14/2026	ELDE		COMPLIANT
OPWD	Mitchell	Damareay	30652 - Landscape Maintenance	3/14/2026	ELDE	36.00	COMPLIANT
OPWD	Pena Zamudio	Ignacio	30652 - Landscape Maintenance	3/14/2026	ELDE	261.00	COMPLIANT
OPWD	Vargas	Roberto	30652 - Landscape Maintenance	3/14/2026	ELDE	412.50	COMPLIANT
PBD	Evans	Damonte	84454 - Inspections: Neighborhood Preservation	9/27/2025	ELDE		COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE/ANNUITANT	264.00	COMPLIANT
PBD	Pineda	Hulises	84454 - Inspections: Neighborhood Preservation	10/11/2025	ELDE	657.00	COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE/ANNUITANT	36.00	COMPLIANT
PBD	San Nicolas	Evan	84454 - Inspections: Neighborhood Preservation	9/27/2025	ELDE	339.00	COMPLIANT
POLICE	Cave Jr	John	106610 - Background & Recruiting	9/13/2025	TCSE/ANNUITANT	20.00	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	3/18/2023	TCSE/ANNUITANT		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT	6.00	COMPLIANT
POLICE	Jointer	Annette	108630 - Ceasefire	12/22/2025	ELDE	492.50	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE/ANNUITANT	697.50	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT		COMPLIANT
POLICE	O'Reilly	John	106610 - Background & Recruiting	9/13/2025	TCSE/ANNUITANT		COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	7/6/2024	TCSE/ANNUITANT		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	3/4/2023	TCSE/ANNUITANT		COMPLIANT
POLICE	Trammell	Cynthia	66211 - Community Police Review Agency	1/31/2026	ELDE		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/ANNUITANT		COMPLIANT
PUBLIC ETHICS	Chowdhary	Bhawna	65111 - Public Ethics Commission	10/11/2025	Temp Contract Svcs Employee, PT		COMPLIANT
PUBLIC ETHICS	Thorsen	Niels	65111 - Public Ethics Commission	10/11/2025	Temp Contract Svcs Employee, PT		COMPLIANT
VIOLENCE PREVENTION	Bey	Aseelah	70211 - Violence Prevention: External Services	5/24/2025	ELDE		COMPLIANT
VIOLENCE PREVENTION	Emerson	Cedrick	70211 - Violence Prevention: External Services	3/15/2025	ELDE		COMPLIANT
VIOLENCE PREVENTION	Sanchez	Ulises	70111 - Violence Prevention: Administration	1/18/2025	ELDE		COMPLIANT
VIOLENCE PREVENTION	Thomas	Vanetta	70111 - Violence Prevention: Administration	9/27/2025	ELDE		COMPLIANT

NON-COMPLIANT (0)

NOTES

TCSE	17	COMPLIANT	100
ELDE	54		
Annuitant	29		

TCSE/ELDE Rules Compliance





MEMORANDUM

DATE: May 21, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Amber Lytle, Human Resources Manager, Recruitment & Classification

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

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

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

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

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

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

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

CIVIL SERVICE BOARD

Subject: Constitutional Policing Administrator – Exemption and Classification Specification Approval

Date: May 21, 2026

Page 2

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

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

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

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

Attachments:

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



DRAFT

CONSTITUTIONAL POLICING ADMINISTRATOR

Class Code: XXXXX FTE Exempt

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's Degree, from an accredited college or university, with major coursework or concentration in law enforcement, police science, criminal justice, social justice, social science, public or business administration, law, or a closely related field.

Experience:

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

LICENSE OR CERTIFICATE

Successful incumbents in this job class are expected to operate automotive vehicles in the performance of the assigned duties. Due to the nature of the assignment and the hours worked,

public transportation is not a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of their employment.

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

OTHER REQUIREMENTS

None required.

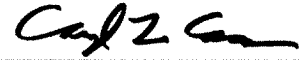
DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 911087 C.M.S.

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

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

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

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

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

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

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

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE: APR 14 2026

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

NOES - 0

ABSENT - 0

ABSTENTION - 0

1 Excused - Gallo

ATTEST:



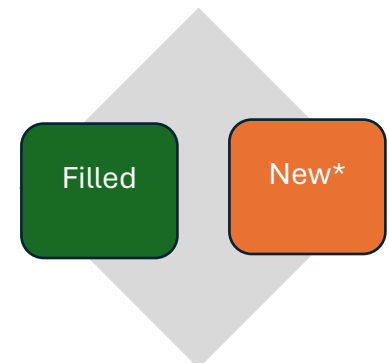
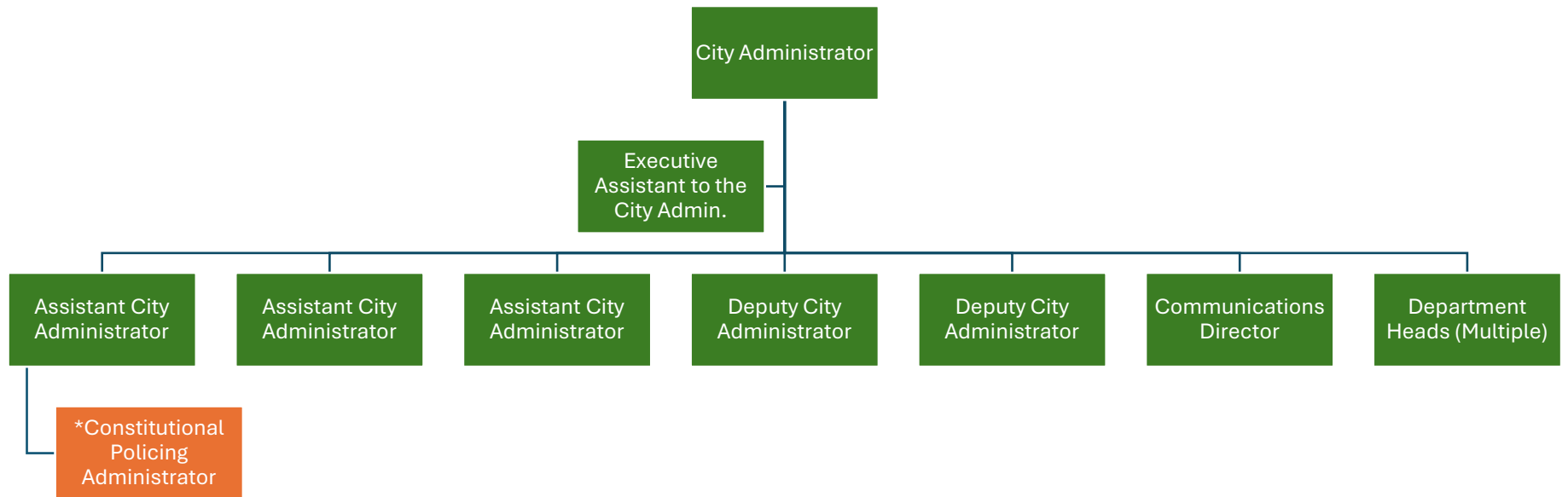
ASHA REED

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

3458466v1/CLC

City Administrator's Office (CAO)

Leadership Organizational Chart





MEMORANDUM

DATE: May 21, 2026

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Amber Lytle, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Assistant Director, Human Services

Based upon a classification review at the request of the City Administrator's Office (CAO), staff have proposed the creation of a new classification titled **Assistant Director, Human Services**. Human Services Department (HSD) is adding a new Assistant Director position to help improve oversight of the department. Many departments already have Assistant Director positions, and this will ensure proper alignment of HSD's organizational structure while adding a necessary level of management capacity to oversee, monitor, and improve the Department's operations.

The new Assistant Director, Human Services classification will be responsible for: directing and supporting daily operations in the department involving comprehensive health and human services and programs for the community, including programs for Children and Youth, Aging and Adult Services, Community Housing, Financial and Transportation Support Services; assisting with planning, organizing, managing and directing strategic, administrative, fiscal, and support services functions for the department; ensuring that programs and services, including contracts and grants, are managed with consistency and accountability; overseeing compliance with all governing regulations and participates in program and financial audits; participating in the development and administration of the departmental budget; supervising, training, and evaluating assigned staff; and performing related duties as assigned.

No union involvement was required, as the classification is unrepresented. The Assistant Director, Human Services classification will be placed in bargaining unit UP1 – Unrepresented Professionals. The position is responsible for assisting the Director of Human Services with operations and providing oversight of each division. This is a highly responsible position for which the consequence of error is significant.

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

Assistant Director, Human Services is an expert level classification in various aspects of Human Services administration and operations, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff.

CIVIL SERVICE BOARD

Subject: Assistant Director, Human Services – Exemption and Classification Specification Approval

Date: May 21, 2026

Page 2

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

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

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

Staff recommend that the Civil Service Board exempt the classification of **Assistant Director, Human Services** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

Attachments: A. Proposed Assistant Director, Human Services classification specification.
 B. City Council Resolution Recommending Exemption of Assistant Director, Human Services.
 C. Organizational Chart



DRAFT

Assistant Director, Human Services

Class Code: XXXXX FTE

Exempt

DEFINITION

Under administrative direction in the Human Services Department (HSD), directs and supports daily operations in the department involving comprehensive health and human services programs for the community, including programs for children and youth, aging and adult services, community housing, financial and transportation support services; assists with planning, organizing, managing and directing strategic, administrative, fiscal, and support services functions for the department; ensures that programs and services, including contracts and grants, are managed with consistency and accountability; oversees compliance with all governing regulations and participates in program and financial audits; participates in the development and administration of the departmental budget; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management-level classification, which plays a critical role in overseeing daily operations while also contributing to long-term planning and alignment with citywide goals. The duties require the exercise of considerable initiative and independent judgment in resolving operational problems and policy matters that may arise. Incumbents in this classification may serve in place of the Director as assigned with full authority to act on their behalf during absences. Pursuant to the Charter Section 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board.

The incumbent receives direction from the Human Services Director and exercises direction over managers, supervisors, and other professional, technical, and administrative staff.

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

Plan, direct, and encourage the development and implementation of new and existing integrated services and programs within a wide range of federal, state, and local laws and regulations, across funding silos within HSD and with other professional partners.

Prepare and recommend long-range strategic plans for department services and programs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; implement innovative and creative ways to promote and enhance services.

Develop and direct the implementation of department goals, objectives, policies, procedures, and work standards; oversee performance measurement programs to improve accountability, decision-making, and resource allocation, while identifying areas for improvement.

Provide information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Provide complex fiscal and administrative support to the Human Services Director regarding programs and services.

Assist with the development, preparation, and administration of the department's consolidated budget; oversee the management of multiple, complex funding streams and related reporting and audit requirements.

Monitor state and federal regulations and legislative activities that affect the department; interpret and apply legislation to ensure continuity of service; recommend and implement changes to policies and procedures, as appropriate.

Oversee the development, negotiation, and administration of various contracts for human services; ensure compliance with contract terms.

Select, supervise, train, and evaluate assigned staff.

Prepare and direct the preparation of a wide variety of analytical and statistical reports for the department.

Keep current on new federal and state laws and City policies and procedures; develop and implement changes as needed to ensure that the department is following most recent requirements.

Act in the Director's absence by attending meetings, making decisions, and providing departmental leadership.

Drive a vehicle to various department locations to conduct business and attend meetings.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and objectives of health and human services in California.
- Federal, state, and local laws, regulations, legislative process, practices, and policies related to human services, public health, and public assistance programs.
- Management principles and practices, including goal setting, program development, implementation, and evaluation, and strategic planning.
- Principles and practices of organizational administration and personnel management, supervision, training, and performance evaluation.
- Methods and techniques of research, statistical analysis, and report presentation.
- Contract management.
- Grant seeking, writing, and fund-raising strategies and methods.
- Principles and practices of budget development and administration.
- Computer systems and software applications.

Ability to:

- Manage and direct daily human services operations, programs, and services.
- Select, train, evaluate, and supervise staff; provide for their training and professional development.
- Interpret, apply, and explain applicable laws, codes, and regulations.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

- Communicate effectively orally and in writing; make presentations to small and large groups; conduct staff meetings.
- Prepare and administer a budget.
- Assist with negotiating and administering a variety of contracts.
- Prepare clear and concise reports of a complex or technical nature, correspondence, and other written materials.
- Utilize a computer system and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's Degree from an accredited college or university in social science, social welfare, health administration, public policy, business or public administration, or a closely related field. A Master's Degree is desirable.

Experience:

Five (5) years of progressively responsible management experience in human services, social welfare, community development, health services, or a closely related field. Experience in federally funded programs is highly desirable. Previous public sector experience is desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver 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

Candidates who receive offers of employment will be **required** to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

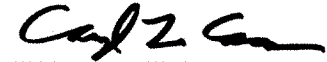
DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

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OCT 10 11:11 AM
APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL
RESOLUTION NO. 911097 C.M.S.

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF ASSISTANT
DIRECTOR, HUMAN SERVICES FROM THE OPERATION OF CIVIL
SERVICE**

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

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

WHEREAS, the Assistant Director, Human Services is an expert level classification in various aspects of human services administration and operations, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

WHEREAS, the Assistant Director, Human Services is a management level position with overall responsibility for human services staff that is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

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

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Assistant Director, Human Services be exempted from the requirements of civil service; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE: APR 14 2026

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

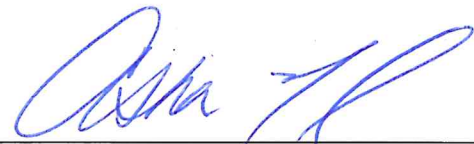
NOES - 0

ABSENT - 0

ABSTENTION - 0

1 Excused - Gallo

ATTEST: _____



ASHA REED

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

3458467v1/CLC

Human Services Department (HSD)

Leadership Organizational Chart

