



## SPECIAL 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

**Date: July 28, 2022**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**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  
Tina Pruett, Human Resources Manager/Staff to the Board  
Marijess De Guzman, Human Resource Clerk/Staff to the Board  
Malia McPherson, Attorney 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/86496184998?pwd=dkh6dzMvTU5lWCtiU2J6RXlFWWppdz09> 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: 864 9618 4998 (Note: Password: “Passcode: CSB728” may be required to connect.)**
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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  
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#### COMMENT:

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

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If you have any questions, please email Ian Appleyard, Human Resources Director at [IAppleyard@oaklandca.gov](mailto: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.**

- |  |                    |
|--|--------------------|
| <b>2) APPROVAL OF THE JULY 28, 2022 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA</b> | <b>ACTION</b>      |
| <b>3) UPDATES, SECRETARY TO THE BOARD</b>  | <b>INFORMATION</b> |
| <b>4) CONSENT CALENDAR:</b>  | <b>ACTION</b>      |
| a) Approval of Provisional Appointments (0)  |                    |
| • There are no provisional appointments this month.                                |                    |
| b) Approval of Employee Requests for Leave of Absence (3)                          |                    |
| • Oakland Public Library (2)   |                    |
| • Housing and Community Development  |                    |

## c) Approval of Revised Classification Specifications (0)

- There are no classification specifications this month.

**5) OLD BUSINESS:**

- |   |             |
|---|-------------|
| a) Approval of June 16, 2022 Civil Service Board Regular 5:30 P.M. 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 |
| 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**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 18, 2022. All materials related to agenda items must be submitted by Thursday, August 4, 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  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto: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](mailto: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](mailto:civilservice@oaklandca.gov)

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





# *MEMORANDUM*

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**DATE:** July 28, 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

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HRM is in receipt of one (3) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Ava, Silveira	Administrative Analyst I	Housing & Community Development	May 31, 2022 – July 28, 2022	CSR 8.07 (c)
Shen, Alex	Library Assistant	Oakland Public Library	August 01, 2022- August 31, 2022	CSR 8.07 (c)
Yoon, Jae Jeon	Library Assistant	Oakland Public Library	July 06, 2022 – July 09, 2022	CSR 8.07 (c)

**RECOMMENDATION:**

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

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# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Ava Silveira Employee's ID 28382 Today's Date 5/24/2022

Department/Division HCD/RAP Employee Job Title Administrative Analyst I

Request: 40  Days  Hours From 5/31/2022 To 7/28/2022  
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.

Shola Olatoye 5/24/2022  
 Employee's Signature Date

\_\_\_\_\_  
 Civil Service Board Approval Date

Shola Olatoye  
 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
- 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 Alex Shen Employee's ID 21763 Today's Date 6.23.2022

Department/Division Oakland Public Library Employee Job Title Library Assistant

Request: 90  Days  Hours From Aug. 1<sup>st</sup> 2022 To Aug 31<sup>st</sup> 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
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6.23.2022  
 Employee's Signature Date

\_\_\_\_\_  
 Civil Service Board Approval Date

6.27.22  
 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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- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name YOON JAE JEON Employee's ID 22376 Today's Date 6-22-2022

Department/Division LIBRARY Employee Job Title LIBRARY ASSISTANT, FT

Request: 4  Days  Hours From 7/6/22 To 7/9/22  
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					
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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[Signature] 6-22-2022  
 Employee's Signature Date Civil Service Board Approval Date

[Signature] 6/22/22  
 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.



REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: June 16, 2022**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**Webinar ID: 861 7498 5112 (Note: Password: "Passcode: CSB616" may be required to connect.)**
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**Webinar ID: 861 7498 5112 Passcode: 378863**

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If you have any questions, please email Ian Appleyard, Human Resources Director at [IAppleyard@oaklandca.gov](mailto: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 JUNE 16, 2022 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45134 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the June 16, 2022 Civil Service Board Meeting Agenda.**

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

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

#### 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 (4)

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

d) Approval of Revised Classification specifications (1)

- Executive Director, Public Ethics Commission

**45135 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the June 16, 2022 Consent Calendar.**

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

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

**5) OLD BUSINESS:**

- a) Approval of May 19, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

**45136 A motion was made by Member Williams and seconded by Member Brown to approve the May 19, 2022 Regular Meeting Minutes.**

**Votes:** Board Member Ayes: – Martinez, Brown, Williams

Board Member Noes: None  
Board Member Abstentions: Hudson-Harmon  
Board Members Absent: Baranco, Levin



- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION
- e) Quarterly Update Regarding Measure Q Hiring Efforts INFORMATION

## 6) NEW BUSINESS:

- a) Approval of New Classification Specification for Inspector General Program and Performance Audit Manager ACTION

**45137 A motion was made by Member Brown and seconded by Vice Chair Martinez to approve of New Classification Specification for Inspector General Program and Performance Audit Manager.**

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

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

## 7) OPEN FORUM

## 8) ADJOURNMENT

**45138 A motion was made by Member Williams and seconded by Vice Chair Martinez to adjourn the meeting.**

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

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

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Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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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](mailto:civilservice@oaklandca.gov)

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



**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – July 28, 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	July 21, 2022	Rescheduled to August 18, 2022
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer

**2. OTHER PENDING ITEMS**

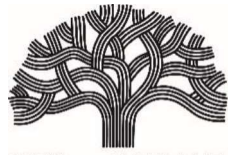
Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** July 28, 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

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## **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 June 16, 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 eighty five (86) employees were in the TCSE (14), TCSE/Annuitant (19), and ELDE (53) categories as of pay period ending June 24, 2022. Of the those, one (1) 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 eighty six (86) temporary assignments, there is one (1) reported as out of compliance with Rule 5.06.

**RECOMMENDATION**

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

For questions regarding this report, please contact Human Resources Director Ian Appleyard at (510) 238-6450.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending June 24, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (2)</b>								
ANIMAL SERVICES	Park	Lauren	62111 - Animal Services	7/25/2020	TCSE		Additional Veterinarian Assistance	COMPLIANT
HUMAN SERVICES	Fong	Linda	75241 - Senior Companion Program Unit	10/30/2021			Development and Operations	COMPLIANT
<b>NEW THIS PERIOD (10)</b>								
FIRE	Skillern	Sheryl	20331 - Inspectional Services Unit	5/28/2022	TCSE		Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
FIRE	Cedeno III	Raul	20914 - MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non -	COMPLIANT
FIRE	Thompson	Michael	20914 - MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non -	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231 - HS Classroom & Seasonal	5/14/2022	TCSE		Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621 - Oakland Paratransit for the Elderly and Disabled Un	5/14/2022	ELDE		Assist with providing training and program orientation to seniors.	COMPLIANT
HCD	Tran	Joseph	89929 - Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets for the dept.	COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311 - Inspector General	6/25/2022	ELDE		Administrative support	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111 - Public Ethics Commission	5/14/2022	TCSE		Assist with creating digital campaign	COMPLIANT
VIOLENCE PREVENTION	Bradford	Harris	70111 - Violence Prevention Administration	5/14/2022	ELDE		Case Management support	COMPLIANT
<b>COMPLIANT (74)</b>								
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	771	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	687	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - City Clerk Unit	4/30/2022	TCSE	0	Assist with audits and make recommendations for forward management	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
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	540	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)	COMPLIANT
DEPT. OF TRANSPORTATION ECONOMIC & WORKFORCE DEVELOPMENT	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	676.5	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	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	674.5	Assist with EWD Project Implementation	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	Temporary project to develop Oracle Business Intelligence Applications	COMPLIANT
FINANCE	Sacks	Brandy	08751 - Retirement	3/19/2022	TCSE	545.25	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	804.5	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	602	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	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	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	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	76	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	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
FIRE	Snypes	Julie Kayleen	20914-MACRO	4/16/2022	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	724	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	Brittini	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	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	365.5	Recruitment support for HSD	COMPLIANT
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	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	977	HS Classroom support	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	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	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Housing	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	835	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	292	and other public agencies in the implementation of the project	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	525	Assist with implementing Policy	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT

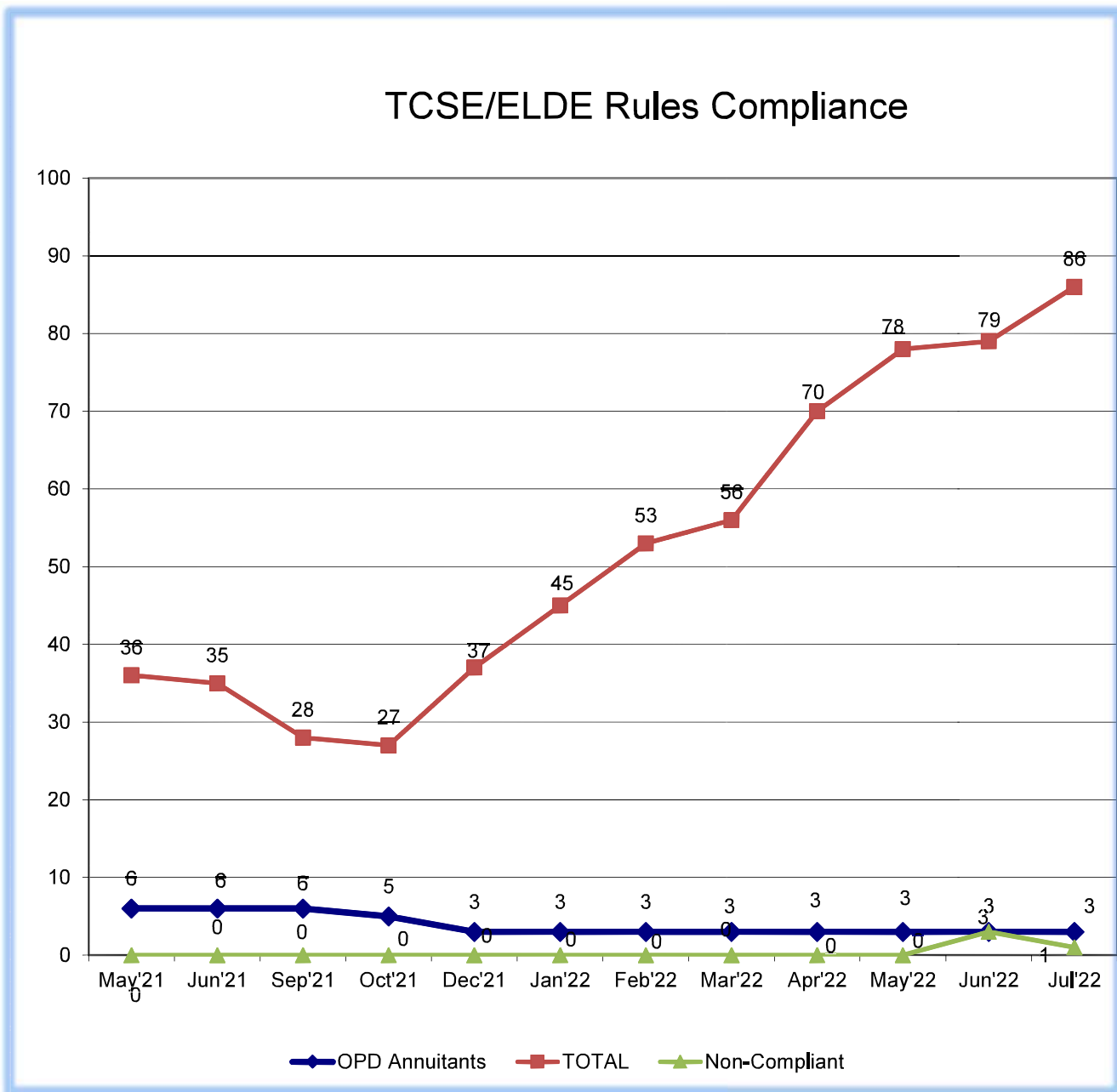
**CIVIL SERVICE BOARD  
JULY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	1080.5	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	833	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	913	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	404	Providing support in Crim Lab Firearms Unit	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
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE		Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	322.5	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	8	Providing assistance to construction supervisor unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	198.5	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	566.5	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
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	Muhammad	Cyril	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/17/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	NON-COMPLIANT



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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
VIOLENCE PREVENTION	Webster	Destiny	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
<b>NON-COMPLIANT (1)</b>								
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services	NON-COMPLIANT



\*\* There were no reports at the March 2021, July 2021, or August 2021 meetings

\*\*\* The November 2021 meeting was canceled.



# STAFF REPORT

**DATE:** July 28, 2022

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Jaime Pritchett, Principal Human Resource Analyst

**THROUGH:** Tina Pruett, Human Resources Manager

**THROUGH:** Ian Appleyard, Director of Human Resources Management

**SUBJECT:** Quarterly Update Regarding Pending Classification Studies Pursuant to Rule 3.04(f) of the Personnel Manual (Civil Service Rules)

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April 2022 (for quarter end March 31, 2022). This report also provides an update on classification specifications that are currently under review.

### ***Classification Studies***

Attachment A is a report of all outstanding classification studies for the quarter ending on June 30, 2022. During this reporting period, three (3) studies were completed, one (1) study was canceled, and six (6) new studies were received. There are currently fifteen (15) active classification studies, none of which are overdue.

### ***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2022 showing a total of ninety-nine (99) classifications: during this reporting period, there were seven (7) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; zero (0) classifications are being advanced by HRM to the Board for the July 28, 2022 meeting; an additional twelve (12) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are seventy-two (72) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

<b>Status</b>	<b>Qty</b>
Approved by CSB or Closed During Quarter	7
Scheduled to CSB for Approval	0
Under Review for Scheduling of Meet & Confer with Representative Union	12
Assigned to Analyst for Review	72
Pending for Assignment	8
<b>TOTAL</b>	<b>99</b>

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: July 28, 2022

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For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Attachment A – Classification Studies (Desk Audits) April 1, 2022 – June 30, 2022

Attachment B – Classification Specifications under review April 1, 2022 – June 30, 2022

**City of Oakland - Human Resources Management  
Classification Studies**

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	HSD	Head Start Education Coordinator	4/21/2021	4/19/2022	363	No	Completed.
2	DOT	Sign Maintenance Worker	5/26/2021	5/21/2022	N/A	No	Ex-employee.
3	OPW	Electrical Engineer II	6/11/2021	6/8/2022	362	No	Completed.
4	LIBRARY	Management Assistant	8/2/2021			No	In progress; expected completion by 8/1/2022.
5	PBD	Graphic Delineator	9/27/2021			No	In progress.
6	PBD	Planner III	11/1/2021			No	Assigned, in initial stages.
7	OFD	Administrative Services Manager I	11/30/2021			No	Assigned, in initial stages.
8	PBD	Public Service Representative	1/12/2022			No	Assigned, in initial stages.
9	PBD	Public Service Representative	1/12/2022			No	Assigned, in initial stages.
10	EWD	Program Analyst III	1/25/2022	6/27/2022	153	No	Completed by consultant.
11	OPW	Administrative Assistant II	2/20/2022			No	Pending assignment.
12	OPW	Administrative Assistant II	3/1/2022			No	Pending assignment.
13	OAS	Public Service Representative	3/31/2022			No	Pending assignment.
14	CAO	Police Services Technician II	4/11/2022			No	New assignment.
15	CAO	Police Services Technician II	4/11/2022			No	New assignment.
16	DOT	Administrative Assistant II	4/18/2022			No	New assignment.
17	OPW	Program Analyst I	5/8/2022			No	New assignment.
18	DVP	Program Analyst II	6/8/2022			No	New assignment.
19	HRM	Benefits Technician	6/30/2022			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (7)</b>					
AP447	OPW	Recycling Program Specialist I (formerly titled Environmental Services Analyst, Assistant)	TW1	SPEC REVISION	Approved at 4/21/2022 CSB Meeting.
PP140	OPW	Recycling Program Specialist II (formerly titled Recycling Specialist)	TW1	SPEC REVISION	Approved at 4/21/2022 CSB Meeting.
PS117	OFD	Deputy Chief of Fire Department	UU1	NEW SPEC	Approved at 5/19/2022 CSB Meeting.
TBD	CPRA	Inspector General Program and Performance Auditor	TBD	NEW SPEC	Approved at 5/19/2022 CSB Meeting.
TBD	CPRA	Inspector General Policy Analyst	TBD	NEW SPEC	Approved at 5/19/2022 CSB Meeting.
EM261	PEC	Executive Director, Public Ethics Commission	UK1	SPEC REVISION	Approved at 6/16/2022 CSB Meeting.
TBD	CPRA	Inspector General Program and Performance Audit Manager	TBD	NEW SPEC	Approved at 6/16/2022 CSB Meeting.
<b>SCHEDULED (0)</b>					
<b>PENDING MEET &amp; CONFER (12)</b>					
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	In progress with Local 1021.
TBD	HSD	Early Learning Education Specialist	TBD	NEW SPEC	In progress with Local 21.
TBD	HSD	Education Manager	TBD	NEW SPEC	In progress with Local 21.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 monthly meeting in August.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22/21; pending L1021.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In progress with Local 1021.
TBD	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	In progress with Local 21.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
PP141	OPW	Recycling Specialist, Senior	UH1	SPEC REVISION	In progress with Local 21.
PP146	OPW	Solid Waste/Recycling Program Supervisor	UM2	SPEC REVISION	In progress with Local 21.
TBD	EWD	Special Activity Permit Inspector, Supervising	TBD	NEW SPEC	For Local 21 monthly meeting in August.
TBD	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Initiated 4/19/21; still in progress; meeting with Local 1021 on 8/1/2022.
<b>IN PROGRESS (72)</b>					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions with departments

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Drafting new class spec
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Finalizing proposed spec revisions with departments
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire Department	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	Finalizing proposed spec revisions with department.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	Finalizing proposed draft with department
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
TBD	HRM	Manager, Organizational Development & Training	TBD	NEW SPEC	Drafting new class spec
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	Drafting new class spec
TR168	DOT	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021



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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CITYWIDE	Program Manager	TBD	NEW SPEC	Drafting new class spec
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
TBD	HCDD	Rent Adjustment Program Assistant/Coordinator	TBD	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
TBD	DOT	Vehicle Enforcement Agent	TBD	NEW SPEC	Drafting new class spec
		<b>PENDING ASSIGNMENT (8)</b>			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment