



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date: August 16, 2018**

**OPEN SESSION 5:30 p.m.**

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

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

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

- Updates: Secretary to the Board

#### 2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
  - Health and Human Services Program Planner (2)
- b) Approval of Employee Requests for Leave of Absence
  - Public Ethics
  - Housing & Community Development
  - Police Department
  - Transportation
- c) Approval of Revised Classification Specifications
  - Manager, Capital Improvement Program
  - Environmental Enforcement Officer (Litter/Nuisance Enforcement Officer)

#### 3) OLD BUSINESS:

- a) Approval of July 19, 2018 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

#### 4) NEW BUSINESS:

- a) Update on Common Classification Study – Koff & Associates INFORMATION

#### 5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 20, 2018. All materials related to agenda items must be submitted by Thursday, September 06, 2018. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

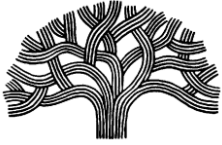
City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** August 16, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Angelina DeMaria  
HR Analyst

**THROUGH:** Ian Appleyard, HRM Director  
Secretary to the Board

**THROUGH:** Suzie Lawson, Principal HR Analyst, Recruitment & Classification

**SUBJECT:** Request for Provisional Appointment in Classification of Health & Human Services Program Planner to be ratified at the Civil Service Board Meeting of August 16, 2018

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Attached is a request from the Human Services Department to make a provisional appointment to a Health & Human Services Program Planner vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Health & Human Services Program Planner position performs complex policy and program planning, research, analysis and development; prepares reports and drafts proposed policy including statistical information; provides administrative direction and supervision to assigned staff.

The minimum qualifications for Health & Human Services Program Planner are: Bachelor's degree from an accredited college or university in City and Regional Planning, Public Administration, Public Health, Social Welfare or closely related field with an emphasis on planning and policy development (appropriate experience may be substituted for graduate work on a year-for-year basis) and four (4) years of progressively responsible work experience in strategic or long-range planning, program planning and proposal writing for health and/or human service programs in the public or non-profit sectors.

The selected candidate meets the minimum qualifications of the Health & Human Services Program Planner position with a Bachelor's Degree in Political Science and Social Psychology, a Master's Degree in Public Policy and has over 3 years of experience with strategic long-term planning and establishing programs related to Human Services initiatives. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was posted on July 30th, 2018.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Health & Human Services Program Planner position in the Human Services Department beginning on August 13, 2018 and ending on or before December 11, 2018.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 16, 2018

**AREA REQUESTED**

POSITION: Health & Human Services Program Planner

DEPARTMENT: Human Services Department

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** July 31, 2018

**DATE PERSONNEL REQUISITION RECEIVED:** June 22, 2018

**CURRENT STATUS OF EXAMINATION:** The job announcement posted on July 30, 2018.

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Health & Human Services Program Planner position is needed to perform complex policy and program planning, research, analysis and development of program initiatives designed to improve the well-being of Oakland residents.

Other Alternatives Explored and Eliminated:

None

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**IMPACT IF REQUESTS ARE NOT APPROVED** (i.e., services, fiscal, other):

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to implement the programs and services passed by Council resolution in relation to the Sugar Sweetened Beverage (Measure HH) program.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Not an Oakland Resident*
- Current Employment Status: *City of Oakland Employee*



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** August 16, 2018

**TO:** The Honorable Civil Service Board      **FROM:** Angelina DeMaria  
HR Analyst

**THROUGH:** Ian Appleyard, HRM Director  
Secretary to the Board

**THROUGH:** Suzie Lawson, Principal HR Analyst, Recruitment & Classification

**SUBJECT:** Request for Provisional Appointment in Classification of Health & Human Services Program Planner to be ratified at the Civil Service Board Meeting of August 16, 2018

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The minimum qualifications for Health & Human Services Program Planner are: Bachelor's degree from an accredited college or university in City and Regional Planning, Public Administration, Public Health, Social Welfare or closely related field with an emphasis on planning and policy development (appropriate experience may be substituted for graduate work on a year-for-year basis) and four (4) years of progressively responsible work experience in strategic or long-range planning, program planning and proposal writing for health and/or human service programs in the public or non-profit sectors.

The selected candidate meets the minimum qualifications of the Health & Human Services Program Planner position with a Bachelor's Degree in Public Policy, a Master's Degree in Public Policy and has over 10 years of experience as a project manager or project coordinator of initiatives and programs related to Human Services. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was posted on July 30th, 2018.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Health & Human Services Program Planner position in the Human Services Department beginning on August 13, 2018 and ending on or before December 11, 2018.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 16, 2018

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DEPARTMENT: Human Services Department

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Other Alternatives Explored and Eliminated:

None

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**IMPACT IF REQUESTS ARE NOT APPROVED** (i.e., services, fiscal, other):

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to implement the programs and services in the Community Housing (Homelessness) Program.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Oakland Resident*
- Current Employment Status *Not a City of Oakland Employee*



# MEMORANDUM

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**DATE:** August 16, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Tabitha Pulliam, HRM Technician, Recruitment & Classification / Staff to the Board

**THROUGH:** 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 four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
Brown, Lily	Program Analyst II	Transportation	August 8, 2018 – October 8, 2018	CSR 8.07 (c)(iii) Personal Business
Lara-Franco, Ana	Administrative Analyst II	Public Ethics	August 13, 2018 – August 14, 2018	CSR 8.07 (c)(iii) Personal Business
Liu, Samson	Police Officer	Police Department	October 18, 2018 – April 18, 2019	CSR 8.07 (c)(iii) Personal Business
McCray, Hourig	Rehab Advisor	Housing & Community Development	January 11, 2019 – February 4, 2019	CSR 8.03 Maternity Leave

**RECOMMENDATION:**

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



# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Lily Brown Employee's ID 24193 Today's Date 8/1/18

Department/Division Transportation Employee Job Title Program Analyst II

I Request: 43  Days  Hours From Aug 8, 2018 To Oct 8, 2018  
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?	Accrue 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)
P	1 year	No	No	No*	Maternity Leave

\* 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.

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.

  
 \_\_\_\_\_ Aug 1, 2018  
 Employee's Signature Date

  
 \_\_\_\_\_ 8/1/18  
 Department Head Approval Date

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

\_\_\_\_\_  
 City Manager Approval Date

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

Distribution: Original to DHRM Admin., Copy to HRIS Operations, Dept., and Employee





# 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 Ana Lara Employee's ID 2393 Today's Date 8-1-2018

Department/Division Public Ethics Employee Job Title Administrative Assistant II

Request: 2  Days  Hours From Aug 13 2018 To Aug 14 2018  
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)
P	1 year	No	No	No*	Parental Leave

\* Additional Information

Employees on ANP, MNP, SLV or Parental leave 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.

Ana Lara 7/23/18  
Employee's Signature Date

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

[Signature] 7/25/18  
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)
- Paternity Leave (no pay)

Employee's Name Samson Liu Employee's ID 21735 Today's Date 06/11/2018

Department/Division Police Department Employee Job Title Police Officer

I Request:  Days  Hours From 10/18/2018 To 04/18/2019  
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?	Accrue 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)
P	1 year	No	No	No*	Maternity Leave

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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.

LIU.SAMSON.JIM Digitally signed by LIU.SAMSON.JIM.1384643155 Date: 2018.06.11 16:08:15 +03'00'  
IM.1384643155 06/11/2018

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Samson Liu* \_\_\_\_\_ 6/11/2018

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

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

City Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

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





# 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)
- Maternity Leave (no pay)

Employee's Name Hourig A. McCray Employee's ID 23834 Today's Date 6/25/18

Department/Division HCD / Residential Lending Employee Job Title Rehab Advisor

I Request: 16  Days  Hours From 1-11-19 To 2-4-19  
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?	Accrue 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
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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.

[Signature] \_\_\_\_\_  
 Employee's Signature      Date 7-24-18

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

[Signature] \_\_\_\_\_  
 Department Head Approval      Date 7-24-18

\_\_\_\_\_  
 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.



CITY OF OAKLAND

## MEMORANDUM

---

**DATE:** August 16, 2018

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

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

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

**SUBJECT:** Approval of Revised Classification Specification for Manager, Capital Improvement Program

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Based upon a classification review at the request of the Oakland Public Works (OPW) Department and in conjunction with the Oakland Department of Transportation (DOT), staff has proposed revisions to the **Manager, Capital Improvement Program** classification specification. The classification specification was approved in 2011 and has not been revised since that time.

A variety of changes have been proposed. References to departments have been corrected to reflect OPW and DOT, and the reporting structure has been amended to include Assistant Director. The Knowledge and Abilities section now includes references to additional domains beyond engineering. The most substantial changes involve the Minimum Qualifications and License or Certificate sections. By including architecture, landscape architecture, and planning as qualifying domains, we expect to yield more robust applicant pools. Further, the required license is changing from required to desirable and now allows for two new domains (architecture and landscape architecture).

There is one vacancy. The revised specification will be used to initiate a recruitment in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on July 2 and July 19, 2018 to discuss the union's concerns and make revisions that were responsive to those concerns. In an email dated July 26, 2018, the union confirmed that they have no objections to the proposed revisions.

Additionally, no determination has been rendered regarding the "common class" status of this classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Manager, Capital Improvement Program** classification specification.

**Attachments:** Revised draft Manager, Capital Improvement Program classification specification.



# MANAGER, CAPITAL IMPROVEMENT PROGRAM

Class Code: MA107 FTE Exempt

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## DEFINITION

Under general direction in the Oakland Department of Transportation or Oakland Public Works Agency Department, uses operational decision making in the direction and coordination of work in the Project Management assigned Division; plans, organizes, manages, and directs the review and implementation of the City's major capital improvement Project Management Division projects and programs; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

~~The Manager, Capital Improvement Program~~This is a division head classification with responsibility for the overall administration of ~~the Project Management an assigned d~~Division. Pursuant to the Oakland Charter 902(~~fb~~) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This classification is distinguished from the department Director Agency Director, Public Works, which is responsible for overseeing an entire agency department and the Assistant Director, Public Works Agency, which is an assistant agency director.

The incumbent receives administrative direction from the Agency Director, Assistant Director, Public Works or other management staff and exercises direction over professional, technical, and clerical staff in the Project Management dDivision.

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

Plan, organize, manage, participate in, and direct the work of the Project Management dDivision's programs in close coordination with other departments and agencies, including capital improvements and program, and project planning. ~~for all City Council approved capital improvement projects including the development, successful implementation, and quality control aspects of each project.~~

~~Prepare long-range plans in coordination with City agencies/departments, other divisions in the Public Works Agency and other public agencies.~~

Develop policies and procedures for establishing costs, schedule controls, and coordinating activities.

Negotiate and administer contracts with project participants and service providers.

Resolve conflicts in a timely manner satisfying the client's needs and, the designer's concepts and in keeping with the budgetary constraints and established schedule.

Prepare or review staff reports and resolutions for the City Administrator, City Council or commissions.



Work closely with the Council, public and private groups, professional groups, and citizens to explain or coordinate plans for proposed projects and to solicit their support.

Direct the preparation and administration of division, program, and project budgets.

Manage, assign, supervise, and evaluate assigned staff; provide training and staff development.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Engineering, architecture, landscape architecture or planning principles and practices.
- Principles and practices of program and project management.
- Principles and practices of management and supervision.
- English punctuation, syntax, language mechanics, and spelling.
- Negotiation and conflict resolution techniques.
- Principles of budget development and monitoring including program and project budget development and schedule controls.
- personal eComputer systems and applications.
- and pPrinciples and techniques for persuasive-clear presentation of ideas and concepts in both oral and written formats.

Ability to:

- ~~establish professional working relationships with staff, elected officials, representatives of other organizations and the general public~~(move to bottom)
- sSelect, train, and evaluate assigned staff.
- nNegotiate and manage contracts.
- eCoordinate functions and activities between the department and outside agencies.
- pPrepare and administer a division budget.
- and pPrepare and present complex and comprehensive reports in both oral and written formats.
- Communicate effectively orally and in writing.
- Utilize computer systems and software applications.
- Establish professional working relationships with staff, elected, and appointed officials, representatives of other organizations, and the general public.

## MINIMUM QUALIFICATIONS

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

### Education:

Bachelor's degree from an accredited college or university in Civil eEngineering.

architecture, landscape architecture, planning, design management, business administration and management or a related field. A Master’s degree is desirable.

**Experience:**

Three (3) years of progressively responsible experience in engineering, ~~and~~ project and program management, architecture, landscape architecture, planning or other qualifying field comparable to a Supervising Civil Engineer including two years (2) in a supervisory capacity.

**LICENSE OR CERTIFICATE**

Possession of one of the following is desirable: either (1) a Certificate of Registration as a professional Civil Engineer in the State of California, (2) ~~or Certified or Registration~~ Certification as a Professional Planner with the American Institute of Certified Planners, ~~or~~ (3) an Architecture license in the State of California or (4) a Landscape Architect’s License in the State of California is desirable.

Individuals who are appointed to this position will be required to maintain a valid California Driver’s License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

<b><u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u></b>				
Established:	2/10/2011	CSB Resolution #:	44360	Salary Ordinance #:
Exempted:	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	<u>83024C</u> <u>.M.S90</u> <u>2(b)</u>	<u>9.02(f) 10/19/2010</u>
Revision Date:	n/a	CSB Resolution #:		
Re-titled Date:	n/a	CSB Resolution #:		Salary Ordinance #:
(Previous title(s): n/a )				



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** August 16, 2018

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

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

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

**SUBJECT:** Approval of Revised Classification Specification for Environmental Enforcement Officer (formerly titled Litter/Nuisance Enforcement Officer)

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Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revisions to the **Environmental Enforcement Officer** classification specification including a revised title. The classification was approved in September 2000 and has not been revised since that time.

The Litter/Nuisance Enforcement Officer classification was utilized for several years following its creation but was affected by the economic downturn. Three filled positions were eliminated from the budget at that time. Unfortunately, illegal dumping and related nuisance crimes have been on the rise. The Mayor, City Council, and City Administration have heard the community's concerns. The mid-year adjustments for the FY 17-19 budget were adopted in June 2018 and included the addition of five positions (four at the officer level plus one supervisor) to combat these issues. The City intends to move quickly to fill these critical vacancies.

The position will be responsible for patrolling areas to perform outreach, education, and enforcement of regulations pertaining to illegal dumping, blight, and nuisance crimes. Incumbents will issue citations, investigate cases, gather evidence, and attend meetings and events.

A variety of modifications have been proposed:

- The title has been changed to reflect a broader role in the community.
- The Definition section has been refined to reflect the intended role of the classification as described above.
- The Distinguishing Characteristics section specifies the anticipated reporting structure.
- The Examples of Duties section is being overhauled. The duties have been rearranged and modified to accurately reflect what is expected of the position.
- The Knowledge and Abilities section has been expanded to include references to computer systems and software applications including work management systems/databases.
- The core Minimum Qualifications remain the same but the section has been revised. Desirable college coursework is now specified in the Education section. Desirable experience has also been expanded in the Experience section.
- Under Other Requirements, bilingual skills have been added as a potential requirement. Due to the high degree of public contact, it is possible that incumbents may need to speak



**CIVIL SERVICE BOARD**

Subject: Environmental Enforcement Officer Coordinator Classification Specification

Date: August 16, 2018

Page 2

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Spanish, Cantonese or Mandarin to communicate effectively with the public in the assigned patrol areas.

- Minor formatting changes have been made to align the classification specification with the current template.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposed classification specification revisions. City staff and union representatives met on July 16 and August 8, 2018 to discuss the proposed changes and potential impacts. Minor amendments were agreed to at the second meeting, and agreement was also reached on the related uniform issue on August 8, 2018. The union confirmed on August 10, 2018 that they have no objections to the proposed revisions.

Additionally, no determination has been rendered regarding the “common class” status of this classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Environmental Enforcement Officer** classification specification.

**Attachments:** Revised draft Environmental Enforcement Officer classification specification.



# ENVIRONMENTAL LITTER/NUISANCE ENFORCEMENT OFFICER

Class Code: PP158 FTE

Civil Service Classified

## DEFINITION

Under general supervision in the Oakland Public Works Agency/Department, patrols assigned areas for the purposes of performing outreach and education, removal, and enforcement of enforcing regulations pertaining to litter-illegal dumping, blight, and nuisance crimes; issues citations for related violations ~~of litter and nuisance crimes per state and local~~ regulations; carries out investigations to identify violators and owners of property on which violations occur; presents evidence to the appropriate authority such as ~~Small Claims Court~~ the City Attorney or District Attorney; attends various City and community-sponsored events and meetings; and performs related work as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a journey-level position. Positions in this classification are staffed by civilian employees who normally wear a uniform and a badge, but do not carry a weapon. They are responsible for explaining and enforcing sections of state and local codes relating to litter-illegal dumping, recycling, and nuisance control. Incumbents will receive training in code enforcement, citation issuance, equipment operation, and report writing by the Oakland Police Department and other City ~~agencies~~ departments. Duties involve exposure to inclement weather, long periods of walking or standing on hard surfaces, sifting through garbage, and ~~assignments to day, swing or graveyard shifts~~ working irregular days and hours.

## SUPERVISION RECEIVED AND EXERCISED

Incumbents receive supervision from a Clean Community Supervisor, Public Works Supervisor ~~or other management staff~~ and may provide lead direction to Public Works Maintenance Workers and Truck Drivers.

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

Educate the public about regulations, consequences, and state and local codes relating to illegal dumping, hauling, graffiti, litter, and misuse of public property such as litter containers and posting of signs; ~~s~~ Solicits community participation, support, and input in determining solutions and litter prevention needs ~~strategies regarding these issues.~~

Provide notices of violation to illegal haulers; coordinate removal of illegal dumping with City crews.

Interact with the public in potentially volatile situations; defuse hostile situations and resolve disputes in a tactful and productive manner.

Inspect and investigate discarded trash to identify violators of regulations and nuisance crimes by sifting through the contents of disposed materials.

Patrols and monitor targeted assigned areas on foot and in a City issued vehicle to enforce litter illegal dumping and nuisance crimes ~~regulations such as illegal dumping, littering, stuffing of litter containers and graffiti;~~

Investigates specific complaints.;

~~Observes~~ the condition of visible outdoor areas such as sidewalks, roads, vacant lots, and waterways;parks; ~~takes pictures of pertinent areas as substantiation of observed conditions.~~

~~Attempts to identify violators of litter and nuisance crime regulations by sifting through the contents of materials disposed (move) of illegally on public rights of way and City owned property, and by using tax rolls and other public records to identify the owners of property on which violations occur; contacts and warns identified violators or appropriate persons to take corrective action as required.~~

Enforce City regulations including but not limited to illegal dumping, hauling, graffiti, litter, and misuse of public property such as litter containers and posting of signs ~~Follows up to ensure compliance;~~

~~Issues~~ Notice(s) of Violation(s) and Citations in specified circumstances in accordance with clearly defined procedures.; ~~diffuses volatile and hostile situations.(move)~~

~~Solicits community participation, support and input in determining litter prevention needs.(move)~~

~~Plans, implements, coordinates, activates and evaluates a comprehensive community resource network that directly supports nuisance abatement and community education about illegal dumping.~~

~~Responds to inquiries or requests for service from interested community groups and citizens; identifies problems and implements problem solving strategies utilizing appropriate community resources.(move)~~

Assists in the development of short and long term program planning; assists in the development of program and goal setting.

Prepares written reports, collections and warning notices, on activities and caseload notes actions taken; may prepare brief notes in connection with unusual situations observed; may be required to testify in court or actions taken.

Responds to inquiries and/or requests for service from interested community groups and citizens; identifies problems and implements problem solving strategies utilizing appropriate community resources.

Monitor demolition and debris boxes in the right-of-way.

~~Distributes~~ informational materials explaining litter and nuisance crimes relevant regulations ~~to merchants, homeowners and businesses~~and consequences; ~~may attend~~ and participates in City and community sponsored events and business meetings.

~~Assists in the development of short and long term program planning; assists in the development of program goals.(move)~~

Perform data entry and input daily case reports in the work management system/database.

~~Operates~~ assigned motor vehicle and a portable radio transceiver to report urgent problems or unusual occurrences to supervisor and acts in accordance with instructions received.

~~Prepares written reports on activities and actions taken; may prepare brief notes in connection with unusual situations observed; may be required to testify in court.(move)~~

## QUALIFICATIONS

### KNOWLEDGE AND ABILITIES

#### Knowledge of:

- State and local regulations pertaining to illegal dumping, blight, and nuisance crimes.
- ~~Working knowledge of p~~Principles of community organization.
- ~~Working knowledge of i~~Investigative principles and practices.
- ~~Working knowledge of d~~Decision-making techniques.
- ~~Working knowledge of o~~Oral presentation techniques and procedures.
- ~~Working knowledge of r~~Report writing including correct English usage, spelling, punctuation and grammar.
- ~~Working knowledge of p~~Public relations techniques and procedures.
- ~~Working knowledge of r~~Records management and general office skills.
- ~~Working knowledge of s~~Safe driving methods and safe work practices.
- ~~Working knowledge of b~~Basic mathematics.
- Basic computer systems and software applications including work management systems/databases.

#### Ability to:

- ~~Ability to e~~Communicate effectively both orally and in writing; follow oral and written directions.
- ~~Ability to s~~Solve problems and make decisions; work independently.
- ~~Ability to d~~Develop and maintain positive work relationships with community organizations, co-workers, businesses, citizens and other City departments; coordinate a variety of activities inter-departmentally and with outside agencies.
- ~~Ability to o~~Organize and provide leadership and direction in a diverse community.
- ~~Ability to a~~Analyze potential problem situations and respond appropriately.
- ~~Ability to u~~Use a computer and standard ~~city-wide~~ software applications including work management systems/databases, modern office equipment, and photographic equipment.
- ~~Ability to i~~Inspect and analyze violations of litter-illegal dumping, blight, and nuisance crime regulations, which may involve sifting through garbage.
- ~~Ability to l~~Learn police radio procedures, police regulations, and requirements of court evidence; ~~appear as an expert witness~~; read, apply, and enforce all applicable codes and regulations.
- ~~Ability to e~~Collect, analyze, and compile data; write accurate and detailed reports; and keep maintain complete and accurate records.
- ~~Ability to p~~Perform under difficult and stressful conditions with clients who may be hostile; manage confrontations, particularly with respect to drug-related operations.
- ~~Ability to w~~Work irregular days and hours, ~~and~~ under inclement weather conditions, and in potentially hazardous situations including biohazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### EXPERIENCE AND EDUCATION

~~Any combination of experience and education that would likely provide the required knowledge~~

~~and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

### MINIMUM QUALIFICATIONS

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

#### **Education:**

Equivalent to the completion of the twelfth grade. Related college coursework in code enforcement, social/environmental justice, community organizing, education and outreach or public administration is desirable.

#### **Experience:**

Two years of full-time work experience involving public contact related work. Previous experience with code enforcement, complaint investigations, inspections, work management systems/databases, social/environmental justice, community organizing, education and outreach, and public sector environments is desirable.

### **LICENSE OR CERTIFICATE**

Successful completion of a training course administered by the Oakland Public Works Agency Department and the Oakland Police Department in Oakland Municipal Code, state regulations, radio operation procedures, citation issuance, code enforcement and report writing.

Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation will not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License while employed.

### OTHER REQUIREMENTS

Proficiency in a foreign language may be required.

#### **DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 9/14/2000      CSB Resolution #: 44411      Salary Ordinance #:

Exempted: Y  N       Exemption Resolution #:

Revision Date:      /      /      CSB Resolution #:

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

(Previous title(s): )



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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**Date: July 19, 2018**

**OPEN SESSION 5:30 p.m.**

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

**BOARD MEMBERS:** Chair, Andrea Gourdine (Arrived 5:40); Vice Chair, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Absent); Carmen Martinez; Beverly A. Williams (Absent)

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
 Greg Preece, HRM Manager/Staff to the Board  
 Tabitha Pulliam, HRM Technician/Staff to the Board  
 Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

- **Al Marshall – Labor Activists**
- **Updates: Secretary to the Board**

Note: Senior Deputy Attorney, Michelle Meyers provided clarification on the Board’s procedural policy on Hearings as defined by Sections 10.04 and 10.05 of the Personnel Manual (“Civil Service Rules”).

Director Appleyard introduced a new section to the Agenda: Updates provided by the Secretary to the Board.

##### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
  - Specialty Combination Inspector, Senior
- b) Approval of Employee Requests for Leave of Absence
  - Fire Department
  - Library
- c) Approval of Revised Classification Specification
  - Cook, Supervising (Cook III)

**44894 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the Ratification of Provisional Appointment, Requests for Leave of Absence and the Revised Classification Specification with an amendment to correct a spelling error on the draft spec. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Gourdine, Johnson, Williams

### 3) OLD BUSINESS:

a) Approval of April 19, 2018 Civil Service Board Meeting Minutes

**44895 A motion was made by Vice Chairman Jones and seconded by Board Member Martinez to approve the April 19, 2018 Civil Service Board Meeting Minutes. The Motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: Baranco  
Board Members Absent: Johnson, Williams

b) Approval of June 21, 2018, 2018 Civil Service Board Meeting Minutes

**44896 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the June 21, 2018 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 3 – Baranco, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: Gourdine, Jones  
Board Members Absent: Johnson, Williams

c) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

*Report received and filed*

**4) NEW BUSINESS:**

- a) Approval of a New Classification Specification for Manager, Finance and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

**44897 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to Approve the New Classification Specification for Manager, Finance. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

- b) Approval of a New Classification Specification for Budget & Management Analyst, Principal and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

**44898 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to Approve the New Classification Specification for Budget & Management Analyst, Principal. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

**44899 A motion was made by Vice Chairman Jones and seconded by Board Member Martinez to Approve the Exemption of the Classifications - Manager, Finance and Budget & Management Analyst, Principal - from the Provisions of Civil Service Pursuant to Charter Section 902(f). The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

- c) Approval of New Classification Specification for Budget Management Analyst and Budget & Management Analyst, Senior

**44900 A motion was made by Board Member Baranco and seconded by Board Member Hudson-Harmon to Approve the New Classification Specifications for Budget & Management Analyst and Budget & Management Analyst, Senior. The motion passed unanimously.**



**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Jones, Hudson-Harmon, Martinez  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Johnson, Williams

- d) Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civils Service Board (“Civil Service Rules”) Providing Status of All Classification Specifications Revisions Currently Under Review

*Report received and filed*

- e) Oral Report: Transfer Process between the City of Oakland and the Port of Oakland

*Oral Report received and filed*

## 5) 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 16, 2018. All materials related to agenda items must be submitted by Thursday, August 2, 2018. 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



**CIVIL SERVICE BOARD**  
**APPEALS & HEARINGS CALENDAR**  
**PENDING LIST – August 16, 2018**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PORT-2018-AP01	Airport Operations Specialist	PORT	6.05 - Appeal of Probationary Removal/Demotion, 6.01 and 6.04	September 20, 2018	Hearing tentatively scheduled for September 20 <sup>th</sup> meeting.

**2. OTHER PENDING ITEMS**

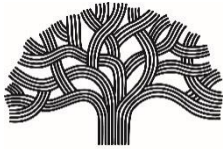
Date Requested	Subject	Report From	Date Due

**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:** August 16, 2018

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Greg Preece, HR Manager, Staff to the Board

**THROUGH:** Ian Appleyard, HR 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 July 19, 2018 meeting that referenced data as of June 29, 2018. 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.

As of July 27, 2018, there are a total of fifty-nine (59) employees in the TCSE (16), TCSE/Annuitant (30), and ELDE (13) categories. Three (3) assignments were closed, and two (2) new assignments were added. Of the total, there are zero (0) assignments reported as non-compliant with Rule 5.06.

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

## **BACKGROUND**

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

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total fifty-nine (59) temporary assignments, we are reporting zero (0) in this period 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 Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting July 27, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of July 27, 2018.

**CIVIL SERVICE BOARD  
AUGUST 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

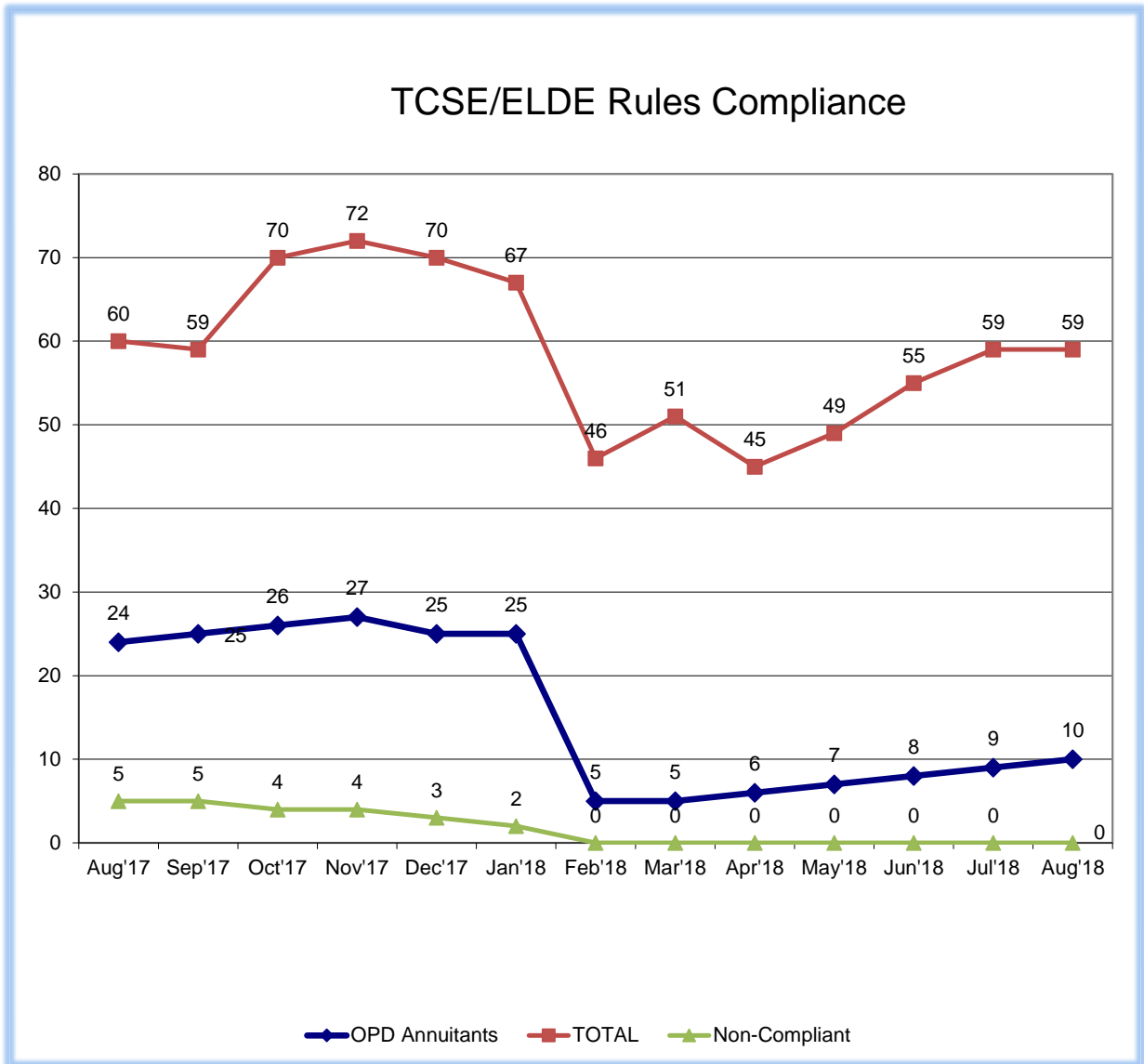
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (3)</b>								
KTOP	Smith	Jonathan	03211- Ktop Operations	4/13/2018	TCSE	161	Temporary support for Ktop staff out on paternity leave	SEPARATED
KTOP	Tekle	Terhas	03211- Ktop Operations	4/9/2018	TCSE	181	Temporary support for Ktop staff out on paternity leave	SEPARATED
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE		Spec under development for Courier classification; duties not yet fully defined.	SEPARATED
<b>NEW THIS PERIOD (2)</b>								
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications & Media	7/23/2018	TCSE		Temporary project: Oakland Design League - Front end/full stack developer	COMPLIANT
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	7/11/2018	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	COMPLIANT
<b>COMPLIANT (57)</b>								
CITY ADMINISTRATOR	Dalmasso	Jennifer	02491- Oakland Animal Services	5/19/2018	TCSE/ Annuitant	0	Temporary on-call Veterinarian until premise license and DEA permit for shelter are transitioned	COMPLIANT
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	0	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE		Temporary support to assist department with project close out phase	COMPLIANT
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	4/24/2018	TCSE/ Annuitant	134	Temporary on-call Veterinarian due to resignation of former incumbent	COMPLIANT
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	10	Temporary part time Veterinarian to supplement and add capacity to service delivery	COMPLIANT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	111	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	0	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	4/23/2018	TCSE/ Annuitant	75	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	9/25/2017	TCSE	145	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY ATTORNEY	Moore	Cheryl	04111 - City Attorney Administration Unit	4/25/2018	TCSE/ Annuitant	90	Temporary assistance in eliminating file backlog and special project for file inventory.	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	119	Temporary support of the Hotel Labor and Youth Services measures.	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	101	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	1/13/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Grant	Surlene	35111 - Director's Office	1/29/2018	TCSE	72	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	COMPLIANT
DEPT. OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	19	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Phan	Hank	35245 - Bicycle & Pedestrian Program	4/7/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT

**CIVIL SERVICE BOARD  
AUGUST 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	19	Temporary project support in the Film Office.	COMPLIANT
ECON & WORKFORCE	Shahzada	Irfan	85111 - Admin: Economic & Workforce Development	5/5/2018	ELDE		Spec under revision for Accountant II; duties not yet fully defined.	COMPLIANT
FINANCE	Misgun	Lula	08111 - Finance/Admin Unit	6/18/2018	TCSE/ Annuitant	142	Temporary support for Executive Assistant out on leave.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	140	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	4/9/2018	TCSE	129	Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT
FIRE DEPARTMENT	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	85	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE DEPARTMENT	Weisgerber	William	20311 - Fire Marshal's Office Unit	5/7/2018	TCSE/ Annuitant	160	Temporary assistance until Fire Marshal is appointed	COMPLIANT
HOUSING & COMMUNITY DEV.	Cleveland	Everett	89929 - Housing Development	4/9/2018	TCSE	103	Temporary project performing significant administrative duties	COMPLIANT
HOUSING & COMMUNITY DEV.	Leshin	Maryann	89919 - Department of Housing & Community Development	2/13/2018	TCSE	128	Deputy Director - urgent need to fill position with exceptional duties that cannot be accomplished with current staffing level.	COMPLIANT
HUMAN RESOURCE MGMT.	Cook	Allyson	05211 - Human Resources Management	4/7/2018	ELDE		Spec under development for Assistant HR Director classification; duties not yet fully defined.	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	45	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	123	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	3/1/2018	TCSE	128	Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	0	Temp staffing to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Martin-Bobo	Pamela	75231 - Senior Services Program	1/3/2018	ELDE		Temporary appointment while FEHA hold is in place.	COMPLIANT
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE		Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	97	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
LIBRARY	Anderson	Susan	61511 - African American Museum & Library	10/21/2017	ELDE		Temporary Appointment to meet public service commitments and requirements of serving the AAMLO community pending National recruitment.	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	48	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Dignan	Katie	84111 - Administration Unit	6/30/2018	ELDE		Temporary assistance to oversee the Building and Planning Bureaus.	COMPLIANT
PLANNING & BUILDING	Gunari	Seth	84111 - Admin: Planning, Building & Neighborhood Services	3/12/2018	ELDE		Temporary assignment to support Specialty Combination Inspectors	COMPLIANT
POLICE	Hill	Barbara	103310 - Communications Unit	2/2/2015	TCSE/ Annuitant	42	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	TCSE/ Annuitant	38	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD  
AUGUST 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	61	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	17	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gatke	James	102121 - Propety Section	10/9/2017	ELDE		Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Combs	Jocelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	17	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	135	Assistant Director - Short term management of the Bureau of Facilities and Environment.	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Perez - Perez	A. Nichole	30112 - Human Resources	3/24/2018	TCSE	105	Temporary support for Payroll staff out on leave	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	33	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT
<b>Non-Compliant (0)</b>								





# City of Oakland/Port of Oakland Common Classification Equivalency Study

August 16, 2018 Meeting

# Agenda

- Recap
  - Study Purpose
  - Approaches/Metrics
  - Occupational Groupings Scope
- Project Status Update
- Next Steps
  - K&A
  - Port and City

# Study Purpose

- Determine comparability of classifications in the Port and the City through analysis of classification specifications.
- Identify classifications which are common to both organizations, based on agreed upon methodologies.

# Approaches/Metrics

- Non-Quantitative – Broad Based/Whole job analysis
- Quantitative – Federal Evaluation System Factors
  - Provides balance/more complete analysis in identifying comparability.

# Approaches/Metrics

## Non-Quantitative/Broad Based

Analyze top 10 tasks to determine degree of comparability

## Quantitative/Factor Based

Federal Factor Evaluation System (FES) – analyze 5 factors to determine point values for each class

# Approaches/Metrics – FES Factors

- Factor 1 – Knowledge required for the position
- Factor 2 – Supervisory controls (received by employees)
- Factor 3 – Guidelines: work guidelines/judgment to interpret and apply them
- Factor 4 – Complexity: work diversity/difficulty
- Factor 5 – Scope and Effect: relationship between nature of work and effect on services or products

# Occupational Groupings/Scope

Occupational Grouping	No. of Classes *	
	Port	City
Human Resources Management	10	26
General Administrative, Clerical and Office (including graphics and production)	22	21
Accounting and Budget	18	29
Engineering, Architecture, Planning and Permitting	34	33

# Occupational Groupings/Scope

Occupational Grouping	No. of Classes *	
	Port	City
Business and industry (including purchasing, contracts, marketing, workers compensation, property management and public affairs)	20	14
Information Technology	20	34
Trades	37	52



# Occupational Groupings/Scope

Occupational Grouping	No. of Classes *	
	Port	City
Physical Sciences	3	4
Social Science, Psychology, and Welfare	7	7
Inspection, Investigation, Enforcement, Compliance	6	9
<b>Totals</b>	<b>177</b>	<b>223</b>
<i>* Numbers are approximate</i>		

# Project Status Update – K&A

- All Port and City classes have been categorized into appropriate occupational groupings
- Analysis complete for the following occupational groupings:
  - Accounting & Budget
  - Human Resources Management

## Next Steps – K&A

- Prioritize remaining occupational groupings with Port and City
- Prepare findings and conclusions for each occupational grouping
- Prepare and submit reports for each occupational grouping with observations of common classes

## Next Steps – K&A

- Develop a master list identifying common classes from all groupings once all analyses are complete

# Next Steps – Port and City

- Identify and provide guidance to K&A on
  - Reporting protocols
    - Who receives reports and when
    - Review process
      - Who reviews reports and when
    - Final report distribution