



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

**Date: April 21, 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  
Malia McPherson, Attorney to the Board  
Marijess De Guzman, Human Resource Clerk/Staff to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

### PUBLIC PARTICIPATION

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

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/81763050529?pwd=WUQ3MHFaa1EycUNacDMwZXFxVWZYUT09> 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: 817 6305 0529 (Note: Password: "Passcode: CSB421" may be required to connect.)**
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 817 6305 0529 Passcode: 483050**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

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

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

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

If you have any questions, please email 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 APRIL 21, 2022 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 (4)                   |                    |
| • Oakland Public Works (1)  |                    |
| • Oakland Fire Department (2)   |                    |
| • Finance (1)   |                    |
| c) Approval of Revised Classification Specifications (2)                    |                    |

- Recycling Program Specialist I (formerly titled Environmental Services Analyst, Assistant)
- Recycling Program Specialist II (formerly titled Recycling Specialist)

## 5) OLD BUSINESS:

- |   |             |
|---|-------------|
| a) Approval of March 17, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes   | ACTION      |
| b) Determination of Schedule of Outstanding Board Items   | ACTION      |
| 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, May 19, 2022. All materials related to agenda items must be submitted by Thursday, May 5, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

City of Oakland - Civil Service Board  
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:** April 21, 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 (4) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Deng, Lili	Tax Auditor II	Finance	April 14, 2022 – June 30, 2022	CSR 8.07 (c)
Mozdean, Heather	Battalion Chief	Oakland Fire Dept.	March 9, 2022 – Indefinite	CSR 8.07 (c)
Nichelini, Matthew	Battalion Chief	Oakland Fire Dept.	March 9, 2022 – Indefinite	CSR 8.07 (c)
Milian, Daniela	Program Analyst I	Oakland Public Works	April 16, 2022 – August 06, 2022	CSR 8.07 (c)

**RECOMMENDATION:**

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

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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 LILI DENG Employee's ID 24420 Today's Date 3-11-2022

Department/Division Finance Employee Job Title Tax Auditor II

Request: 78  Days  Hours From April 14, 2022 To June 30, 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.

[Signature] 3-11-2022  
 Employee's Signature      Date

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

[Signature] Mar 21, 2022  
 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 Heather Mozdean Employee's ID 14575 Today's Date 03/09/22

Department/Division Fire Department Employee Job Title Battalion Chief

Request: \_\_\_\_\_  Days  Hours From \_\_\_\_\_ To Indefinite  
No. of Days or Hours      Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave n/a  
(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.

03/09/22  
Employee's Signature      Date

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

3/11/22  
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
- 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 Matthew Nichelini Employee's ID 3122 Today's Date 03/09/22

Department/Division Fire Department Employee Job Title Battalion Chief

Request: \_\_\_\_\_  Days  Hours From \_\_\_\_\_ To Indefinite  
No. of Days or Hours      Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave n/a  
(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.

Matthew Nichelini 03/09/22  
Employee's Signature      Date

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

[Signature] 3/11/22  
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
- 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 Daniela Milian Employee's ID 21292 Today's Date \_\_\_\_\_

Department/Division OPW-BFE-ESD Employee Job Title Program Analyst I

I Request: 71  Days  Hours From 2022-04-16 To 2022-08-06  
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.

[Signature] 2022-03-25  
Employee's Signature Date

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

[Signature]  
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.



# MEMORANDUM

**DATE:** April 21, 2022

**TO:** The Honorable Civil Service Board

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

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

**SUBJECT:** Approval of Revised Classification Specifications for Recycling Program Specialist I and II (formerly titled Environmental Services Analyst, Assistant and Recycling Specialist, respectively)

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revision of the **Recycling Program Specialist I** (formerly titled Environmental Services Analyst, Assistant) and **Recycling Program Specialist II** (formerly titled Recycling Specialist) classification specifications. Recycling Program Specialist I and II were established in October 2015 and December 1993, respectively, and have not been revised since that time.

OPW is in the process of revamping the existing Recycling Specialist classification series. The entry level classification never existed so the Environmental Services Analyst, Assistant classification is being repurposed to fill that gap in the series. Meetings are in progress to address revisions to the supervisory and management level classifications in the series as well, which will be submitted to the Civil Service Board in the coming weeks.

A variety of edits are necessary to update the description:

- Refine the Definition sections to ensure alignment.
- Update the Distinguishing Characteristics sections to include proper descriptive language and the correct classification titles and reporting structures.
- In the Examples of Duties sections, add language to create uniformity across the classifications.
- Expand the Knowledge and Abilities sections to create consistency.
- In the Education section of the Minimum Qualifications, broaden the list of relevant Bachelor's degrees. In the Experience section, remove the one year of experience requirement from the entry level classification and reduce three years to two years of experience for the journey level classification.
- Add Flexible Staffing language to allow for entry level employees to "flex" up to journey level positions in the series.
- Update formatting to align with the existing classification specification template.

Additionally, title changes are recommended. The existing Recycling Specialist series is missing the entry level. Changing Environmental Services Analyst, Assistant to Recycling Program Specialist I will fill this gap and ensure that entry level incumbents have an opportunity to promote in the series. The journey level classification will change from Recycling Specialist to

**CIVIL SERVICE BOARD**

Subject: Recycling Program Specialist I and II Classification Specification Approval

Date: April 21, 2022

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Recycling Program Specialist II to ensure a better reflection of its programmatic responsibilities as part of operations and service delivery.

There is one vacancy at the Recycling Program Specialist I level; the approved classification specification will be used to initiate a recruitment and selection process in the near future. There are three filled positions and zero vacancies at the Recycling Program Specialist II level; the approved classification specification will be used for recruitment and selection processes as vacancies arise.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in January, February, and March 2022 to discuss the proposed revisions. The parties collaborated on minor language adjustments on both descriptions. In an email dated March 9, 2022, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Recycling Program Specialist I** (formerly titled Environmental Services Analyst, Assistant) and **Recycling Program Specialist II** (formerly titled Recycling Specialist) as proposed.

**Attachment:** Proposed Revised Recycling Specialist I and II classification specifications.



DRAFT

## **ENVIRONMENTAL SERVICES ANALYST, ASSISTANT RECYCLING PROGRAM SPECIALIST I**

Class Code: AP447 FTE

Civil Service Classified

### **DEFINITION**

Under general direction in the Oakland Public Works Department, assists with planning, researching, analyzing, developing, ~~and implementing, promoting, and monitoring a variety of solid waste reduction and recycling programs for Oakland including residences, businesses, City offices, and facilities; performs audits and conducts surveys a variety of environmental services programs and projects for Oakland residences, businesses, City offices and facilities; provides support to staff in areas such as waste reduction and diversion, environmental stewardship, and sustainability; helps create outreach materials to promote awareness of available programs, services, and resources;~~ and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level ~~classification in the Recycling Program Specialist series, professional classification that is responsible for supporting projects that are part of the City's environmental services program.~~ This classification is distinguished from the Recycling Program Specialist II classification in that the latter is responsible for the entire project life-cycle of specialized projects that are larger and more complex in scope. This classification is further distinguished from the Recycling Program Specialist, Senior, III classification in that the latter ~~supervises~~ oversees the day-to-day operations of the Recycling Program Specialist staff.

The incumbent receives ~~direction~~ general supervision from the ~~Solid Waste/~~Recycling Program ~~Manager~~Supervisor, Recycling Program Specialist, Senior, III or other management staff; and may provide lead direction to technical and intern support staff.

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

~~Assist in planning, designing and implementing new and revised programs, systems, procedures, and operational methods of waste reduction, recycling and resource recovery programs. Assist with planning, organizing, directing and evaluating programs; provide staff support to environmental services projects and carry out tasks and components of environmental projects.~~

Assist with investigating and performing research and response to customer complaints related to recycling/waste reduction programs.

Track and monitor assigned project activities; adhere to timelines and ensure timely deliverables.

Assist with coordinating special events; implement and staff booths at special events; perform outreach and promote public education regarding ~~the Recycling environmental p~~Programs.

Facilitate the design and creation of outreach materials such as flyers, brochures, announcements, newsletter articles, and other information that educate and promote awareness of various ~~environmental programs, services, and resources~~ relating to the City's Solid Waste and Recycling

Program; edit web and social media content.

Conduct research, perform analysis, and make recommendations regarding policies and procedures; prepare reports and maintain records; assist with surveys and compilation of results.

Prepare general or technical reports, correspondence, agendas, and minutes; provide administrative support to on-going programs.

May research, identify, and assist with proposals for potential funding sources for department projects including grants; may assist with components of contract development and negotiation.

May provide staff assistance to citizen advisory bodies, committees, and commissions; may attend meetings of community organizations, district boards, and other groups relating to the development and implementation of programs.

May assist with procuring and using professional services including writing contract specifications, issuing requests for proposals, accepting bids, evaluating bids, awarding contracts, and planning, organizing, directing, and evaluating work products.

Operate a motor vehicle in the performance of assigned duties.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Municipal ~~environmental programs including solid waste and recycling~~ solid waste, waste reduction, compost, and recycling programs.
- Principles and practices of program development and implementation.
- Research and analysis techniques.
- Local, state, and federal laws, codes, and regulations relating to environmental projects.
- English punctuation, syntax, language mechanics and spelling.
- Public contact and community relations.
- Community resources and organizations.
- ~~Personal~~ eComputer systems and software applications, including word processing, spreadsheets, databases, graphics, project management, and web content management systems.

Ability to:

- Assist with planning, organizing, directing, and evaluating programs.
- Schedule and promote special events and activities; serve as coordinator between the department and outside agencies.
- Interpret and apply local, state, and federal regulations.
- Communicate clearly and concisely in oral and written form.
- Prepare, analyze, and interpret reports of a general or technical nature.
- Create outreach materials to promote programs and services.
- Track and monitor project activities, timelines, and deliverables; maintain accurate record.
- Handle multiple projects concurrently.
- Utilize computers and software applications; edit web and social media content.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### MINIMUM QUALIFICATIONS

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

**Education:**

A Bachelor's degree from an accredited college or university in environmental science/studies, waste management, public or business administration or a related field.

**Experience:**

None required. One year of responsible Previous experience providing administrative support and/or technical assistance to environmental projects including outreach materials, survey work, research and analysis, tracking and monitoring of deliverables, and coordination of special events is highly desirable.

### LICENSE OR CERTIFICATE

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

### OTHER REQUIREMENTS

None required.

### FLEXIBLE STAFFING

Incumbents in the Recycling Program Specialist I classification are eligible to promote to the Recycling Program Specialist II classification in accordance with established City policy related to flexible staffing.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>					
Established:	10/15/2015	CSB Resolution #:	44784	Salary Ordinance #:	13336
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:			
Revision Date:	/ /	CSB Resolution #:			
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:	
(Previous title(s):	)				



DRAFT

## RECYCLING PROGRAM SPECIALIST II

Class Code: PP140 FTE

Civil Service Classified

### DEFINITION

Under direction in the Oakland Public Works Department, ~~To~~ plans, researches, analyzes, develops, implements, promotes, and monitors a variety of solid waste reduction and recycling programs for Oakland including residences, businesses, City offices, and facilities; ~~to~~ performs audits and conducts surveys; ~~and to~~ prepares reports; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCIZED DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Recycling Program Specialist series. This classification is distinguished from the higher-level Recycling Program Specialist III in that incumbent of the latter supervises the day-to-day operations of the Recycling Program Specialist staff. It is further distinguished from the lower level Recycling Program Specialist I in that the latter is an entry level classification that supports various aspects of less complex Recycling programs and projects as assigned.

The incumbent ~~R~~ receives general supervision from the ~~Administrative Services Manager I, Senior Recycling Program Manager Supervisor, Recycling Program Specialist III~~ or other management staff and may provide lead direction to Recycling Program Specialist I or administrative staff.

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

Assist in ~~p~~lanning, designing, and implementing new and revised programs, systems, procedures, and operational methods of waste reduction, recycling, and resource recovery programs.

Make presentations to the public to explain recycling policies and programs; respond to complaints and requests for information regarding recycling and resource recovery.

Assist with procuring and overseeing contracts for professional services such as consulting, community outreach, and technical assistance services including writing contract specifications, issuing requests for proposals, accepting bids, evaluating bids, awarding contracts, and planning, organizing, directing, and evaluating work products.

Coordinate the regulation and monitoring of private recycling collection activities operating in the City.

~~Provide staff support to Recycling Commission members in public education projects and special events.~~

Plan, promote, and educate City personnel in recycling office and computer paper, cardboard, bottles, and aluminum cans.

Coordinate special events; implement and staff booths at special events; perform outreach and promote public education regarding the Recycling Program; may conduct inspections and

coordinate with large event organizers.~~Assist in developing and implementing volunteer work projects including outreach and special events.~~

Collect, research, and organize recycling information; compile materials and prepare reports, manuals, and publications.

Assist in evaluating proposed waste reduction and recycling programs.

Investigate and prepare reports on specific requests and complaints pertaining to the recycling program.

May research, identify, and prepare proposals for potential funding sources for department projects including grants.

Investigate, interpret, analyze, and make recommendations related to proposals for new programs, legislation, and equipment.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, and operational problems.

Prepare general or technical reports, correspondence, agendas, and minutes.

May provide staff assistance to citizen advisory bodies, committees, and commissions; may attend meetings of community organizations, district boards, and other groups relating to the development and implementation of programs.

~~Conduct waste audits and reviews and work with Recycling Commission members to plan and provide programs on waste reduction and recycling.~~

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

## **QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- Municipal solid waste, waste reduction, compost, and recycling programs.
- State and local solid waste and recycling laws and regulations.
- Principles and practices of program development and implementation.
- ~~Computer systems and applications.~~Research and analysis techniques.
- Local, state, and federal laws, codes, and regulations relating to environmental projects.
- English punctuation, syntax, language mechanics and spelling.
- Public contact and community relations.
- Community resources and organizations.
- Public speaking and presentation skills.
- Computer systems and software applications, including word processing, spreadsheets, databases, graphics, project management, and web content management systems

Ability to:

- Analyze recycling program development needs.
- Plan, organize, direct, evaluate, ~~remote~~ and develop programs.
- Interpret and apply local, state, and federal regulations.
- Assist with scheduling and promoting special events and activities; serve as coordinator



between the department and outside agencies.

- ~~;~~ ~~m~~ Make effective public presentations.
- Communicate clearly and concisely both orally and in writing.
- Prepare, analyze, and interpret complex reports of a general or technical nature.
- Collect, compile, analyze, and interpret statistics, new and existing laws and regulations, and program guidelines and policies.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS**

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

**Education:**

A Bachelor's degree from an accredited college or university in environmental science/studies, waste management, public or business administration or a closely-related field.

**Experience:**

~~Three (3)~~ Two (2) years of progressively responsible experience in planning, organizing, developing, and implementing environmental and/or recycling programs.

**LICENSE OR CERTIFICATE**

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver’s License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

**OTHER REQUIREMENTS**

None required.

**FLEXIBLE STAFFING**

Incumbents in the Recycling Program Specialist I classification are eligible to promote to the Recycling Program Specialist II classification in accordance with established City policy related to flexible staffing.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	12/23/1993	CSB Resolution #:	Salary Ordinance #: 44298
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	

Re-titled Date:     /   /           CSB Resolution #:	Salary Ordinance #:
(Previous title(s):     )	



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

**Date: March 17, 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  
Greg Preece, Assistant HR Director/Staff to the Board  
Caryl Casden, 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/89260269188?pwd=dSsvQWZLUHVzRlk4TStSaGxMcTczZz09> 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: 892 6026 9188 (Note: Password: "CSB317" may be required to connect.)**
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 892 6026 9188 Passcode: 507373**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

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

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

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

If you have any questions, please email Greg Preece, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

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

#### 2) APPROVAL OF THE MARCH 17, 2022 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45113 A motion was made by Vice Chair Martinez and seconded by Member Baranco to approve the March 17, 2022 Civil Service Board Meeting Agenda.**

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

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

#### 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 (1)

- Oakland Public Works (1)

d) Approval of Revised Classification Specifications (2)

- Animal Control Supervisor
- Senior Services Program Analyst (formerly titled Senior Services Program Assistant)

**45114 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the March 17, 2022 Consent Calendar.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

**5) OLD BUSINESS:**

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

**45115 A motion was made by Member Brown and seconded by Member Baranco to approve the February 17, 2022 Regular Meeting Minutes.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

- 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 INFORMATION

Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

- d) Update on Common Class Study INFORMATION

*There is no update available this month.*

- e) Update regarding Measure Q Hiring Efforts INFORMATION

- f) Discuss and Determine Whether there is an Ongoing Need to Provide Monthly Update on Measure Q Hiring Efforts ACTION

**45116 A motion was made by Member Levin and seconded by Member Williams to provide the Measure Q report quarterly and reassess in 1 year.**

**Votes:** Board Member Ayes: – Baranco, Levin  
Board Member Noes: Hudson-Harmon, Martinez, Brown, Williams  
Board Member Abstentions: None  
Board Members Absent: None

**The item did not carry.**

**45117 A motion was made by Chair Hudson-Harmon and seconded by Member Williams to continue the Measure Q report quarterly until all original positions are filled and to discontinue report once hiring is completed.**

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

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

- g) Request from the Service Employees International Union (SEIU, Local 1021) for the Civil Service Board to Consider Whether it has Authority to Award Back Pay INFORMATION

## **6) NEW BUSINESS:**

There is no New Business this month.

**7) OPEN FORUM****8) ADJOURNMENT**

**45118 A motion was made by Chair Hudson-Harmon and seconded by Member Williams to adjourn the meeting.**

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

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 21, 2022. All materials related to agenda items must be submitted by Thursday, April 7, 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



**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – APRIL 21, 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	May 19, 2022; Determine Appeal Process
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	June 16, 2022; Determine Appeal Process

**2. OTHER PENDING ITEMS**

Date Requested	Subject	Report From	Date Due

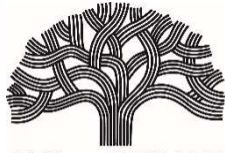
**3. CLOSED**

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:** April 21, 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 March 17, 2022 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of seventy (70) employees were in the TCSE (12), TCSE/Annuitant (20), and ELDE (38) categories as of pay period ending April 1, 2022. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

## BACKGROUND

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

## STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the seventy (70) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: April 21, 2022

Page 2

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**RECOMMENDATION**

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

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

**Attachments:**

- A. TCSE/ELDE Report: For Payroll Period Ending April 1, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (0)</b>								
<b>NEW THIS PERIOD (13)</b>								
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Boreham	Christopher	20914 - MACRO	3/19/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FINANCE	Sacks	Brandy	08751 - Retirement	3/19/2022	TCSE	74	Provide support to Retirement dept. to manage retiree medical programs	COMPLIANT
MAYOR	Amina	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	53	Coordinate with City departments and other public agencies in the implementation of the project	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	0	Provide assistance in managing Public Works dept.	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
<b>COMPLIANT (57)</b>								

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

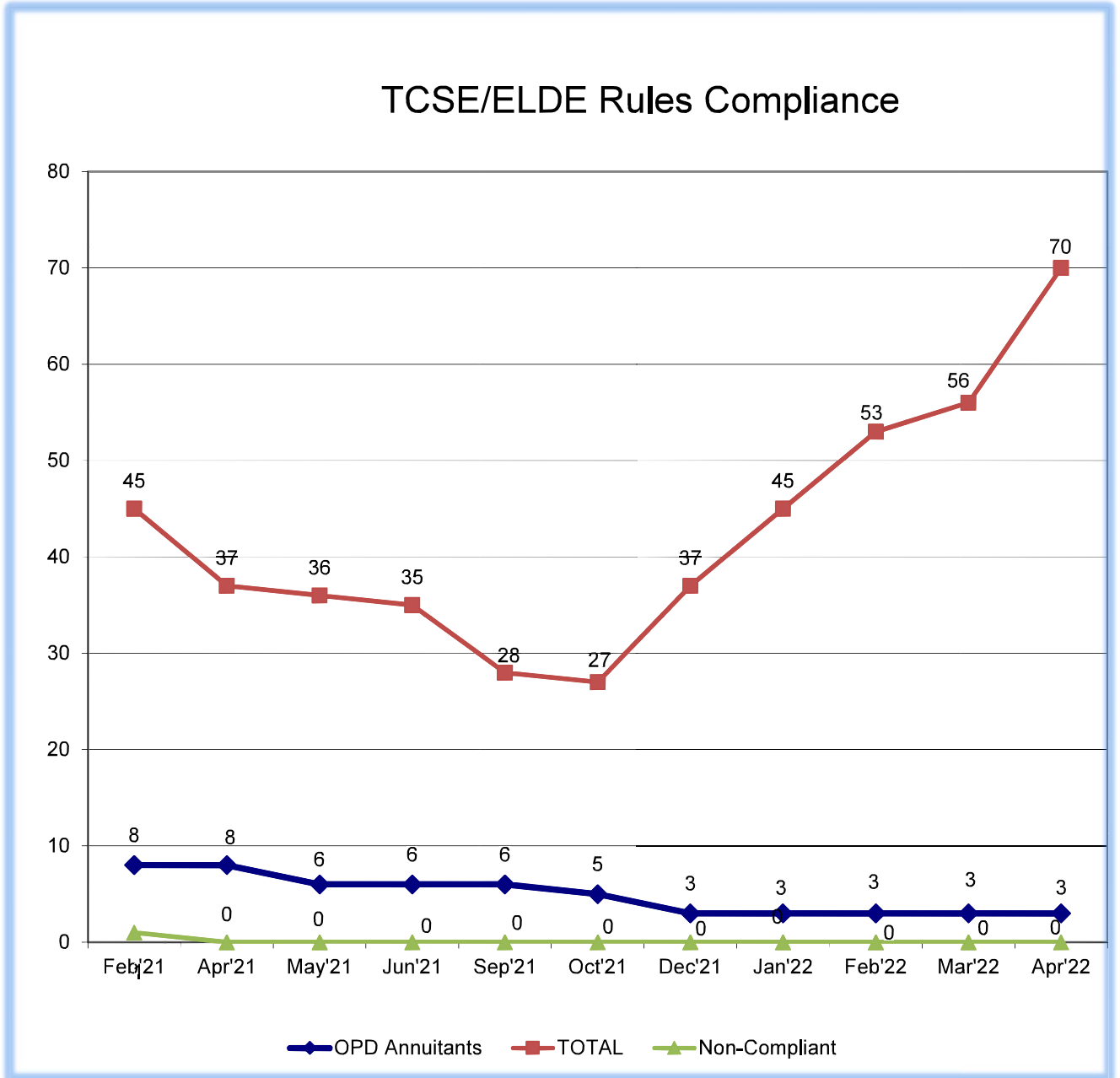
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
ANIMAL SERVICES	Park	Lauren	62111 - Oakland Animal Services	7/25/2020	TCSE	676	Additional Veterinarian Assistance	COMPLIANT
CITY ADMINISTRATOR	Riskier	Tina	02112 - Communications & Media	2/19/2022	ELDE		Providing support to digital communications unit	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	546.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Chiu	James	04111 - City Attorney Administration Unit	1/22/2022	ELDE		Administrative and fiscal assistance	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	537	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
CPRA	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE	958.25	Temporary assistance at Chief of Staff while recruitment process	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	455	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	424.5	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Beverly	Lisa	85611 - Special Activities	12/11/2021	ELDE		Providing support in. special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	515.5	Assist with EWD Project Implementation	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Tran	Vy	85111 - Admin: Economic & Workforce Dev	12/11/2021	ELDE		Budget support and tracking	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	355	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle	COMPLIANT
FINANCE	To	Julie	08121 - Finance & Management Payroll	11/13/2021	ELDE		Payroll Manager during Spec Creation	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	645.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	338	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	38	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Lipp	Robert	20411 - Emergency Services/Suppression	1/10/2022	TCSE/ Annuitant	280	Administrative support while recruitments are conducted	COMPLIANT
FIRE	Santos	Grace	20110 - Fire Chief Unit	1/25/2021	ELDE		Temporary Admin Support to Fire Chief to cover LOA	COMPLIANT
HCD	Erickson	Karen	08919 - Admin: Housing & Community Development	1/22/2022	TCSE	349.5	Emergency Rental Assistance Program Support	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	890	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
HCD	Lothlen	Brittni	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide database support.	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Assistance with Rent Registry Database	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	201.5	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	Abano	Darfene	75231 - Multipurpose Senior Service Pgm	1/22/2022	TCSE	355.5	Senior Center Support	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Cutter-Kim	Jessica	75631 - Senior Center unit	4/5/2021	ELDE		Assistance within Senior Centers and Service Deliveries while planning recruitments for permanent positions.	COMPLIANT
HUMAN SERVICES	Fong	Linda	75241 - Senior Companion Program Unit	10/30/2021	ELDE		Assistance in Senior Center Development and Operations Program	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	829	HS Classroom support	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	939	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Taylor	Shelley	78235 - HS Central Office Administration	11/28/2020	TCSE	217.5	Manage Head Start Hiring processes and ensuring all staff are in compliance with HS regs	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	695	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	75	Assist with implementing Policy	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
POLICE	Beckman	Carlo	102140 - Research, Planning, & Crime Analysis	5/17/2021	ELDE		Support that will maintain compliance with the NSA by completing a strategic plan and writing policies for OPD	COMPLIANT
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	827.5	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	575	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	567	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	171.5	Providing support in Crim Lab Firearms Unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	415.5	Assistance in the OPW Training Program	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	8	Providing assistance to construction supervisor unit	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/5/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
<b>NON-COMPLIANT (0)</b>								



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

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



# STAFF REPORT

**DATE:** April 21, 2022

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Assistant Human Resources Director

**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 January 2022 (for quarter end December 31, 2021). 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 March 31, 2022. During this reporting period, two (2) studies were completed, zero (0) studies were canceled, and six (6) new studies were received. There are currently thirteen (13) 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 March 31, 2022 showing a total of one hundred-two (102) classifications: during this reporting period, there were four (4) classification revisions or creations completed and approved by the Civil Service Board and one (1) classification specification review was canceled; two (2) classifications are being advanced by HRM to the Board for the April 21, 2022 meeting; an additional sixteen (16) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are seventy-one (71) 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.

Status	Qty
Approved by CSB or Closed During Quarter	5
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	16
Assigned to Analyst for Review	71
Pending for Assignment	8
<b>TOTAL</b>	<b>102</b>



**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: April 21, 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) January 1, 2022 – March 31, 2022

Attachment B – Classification Specifications under review January 1, 2022 – March 31, 2022

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OPW	Parking Meter Repair Worker	2/18/2021	2/17/2022	364	No	Completed.
2	PBD	Management Assistant	4/1/2021	3/9/2022	342	No	Completed by consultant.
3	HSD	Head Start Education Coordinator	4/21/2021			No	Finalizing for release the week of 4/18/22.
4	DOT	Sign Maintenance Worker	5/26/2021			No	Assigned, in initial stages.
5	OPW	Electrical Engineer II	6/11/2021			No	In progress.
6	LIBRARY	Management Assistant	8/2/2021			No	Assigned, in initial stages.
7	PBD	Graphic Delineator	9/27/2021			No	Assigned, in initial stages.
8	PBD	Planner III	11/1/2021			No	Assigned, in initial stages.
9	OFD	Administrative Services Manager I	11/30/2021			No	Pending assignment.
10	PBD	Public Service Representative	1/12/2022			No	New assignment.
11	PBD	Public Service Representative	1/12/2022			No	New assignment.
12	EWD	Program Analyst III	1/25/2022			No	In progress by consultant.
13	OPW	Administrative Assistant II	2/20/2022			No	New assignment.
14	OPW	Administrative Assistant II	3/1/2022			No	New assignment.
15	OAS	Public Service Representative	3/31/2022			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 (5)</b>					
SC256	OPL	Archivist	TW1	SPEC REVISION	Approved at 1/20/2022 CSB Meeting.
TBD	HSD	Family Services Specialist	TBD	NEW SPEC	Approved at 2/17/2022 CSB Meeting.
PP144	HSD	Senior Services Program Analyst (formerly titled Senior Services Program Assistant)	TW1	SPEC REVISION	Approved at 3/17/2022 CSB Meeting.
SC103	OAS	Animal Control Supervisor	UH1	SPEC REVISION	Approved at 3/17/2022 CSB Meeting.
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Canceled.
<b>SCHEDULED (2)</b>					
AP447	OPW	Recycling Program Specialist I (formerly titled Environmental Services Analyst, Assistant)	TW1	SPEC REVISION	For approval at the 4/21/2022 CSB Meeting.
PP140	OPW	Recycling Program Specialist II (formerly titled Recycling Specialist)	TW1	SPEC REVISION	For approval at the 4/21/2022 CSB Meeting.
<b>PENDING MEET &amp; CONFER (16)</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 January.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	Finalizing proposed draft with department
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	CPRA	Inspector General Program and Performance Audit Manager	TBD	NEW SPEC	In progress with Local 21.
TBD	CPRA	Inspector General Program and Performance Auditor	TBD	NEW SPEC	In progress with Local 21.
TBD	CPRA	Inspector General Policy Analyst	TBD	NEW SPEC	In progress with Local 21.
TBD	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	In progress with Local 21.
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in May.
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	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Initiated 4/19/21; still in progress.
<b>IN PROGRESS (71)</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.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
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
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
PS117	OFD	Deputy Chief of Fire Department	UU1	NEW SPEC	Finalizing revisions to existing working draft.
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

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
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
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.
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
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
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
TBD	EWD	Special Activity Permit Inspector, Supervising	TBD	NEW SPEC	Drafting new class spec
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