



CIVIL SERVICE BOARD MEETING AGENDA

Date: April 18th, 2024

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD:
Mary Hao, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

Passcode: CSB2024

One tap mobile

+16699006833,,84770081425#,,,,*7708206# US (San Jose)

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

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

• Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US

Webinar ID: 869 0003 5016 Passcode: 6922601

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE AGENDA WILL BE TAKEN AT THIS TIME.

- 2) **APPROVAL OF THE APRIL 18, 2024, CIVIL SERVICE BOARD MEETING AGENDA** ACTION
- 3) **UPDATES, SECRETARY TO THE BOARD** INFORMATION
- 4) **CONSENT CALENDAR:** ACTION
- a) Approval of Employee Requests for Leave of Absence (10)
- Department of Transportation (1)
 - Department of Finance (2)
 - Human Resources Management (1)
 - Oakland Police Department (3)
 - Oakland Public Library (3)
- b) Approval of Revised Classification Specifications (2)
- Process Coordinator III
 - Planning Inspector, Supervising
- 5) **OLD BUSINESS:**
- a) Approval of March 21, 2024 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

6) NEW BUSINESS:

- a) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Studies Currently under review.

INFORMATION

7) 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 16, 2024. All materials related to agenda items must be submitted by Thursday, May 2, 2024. 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, 2nd floor
Oakland, CA 94612



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

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

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

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



MEMORANDUM

DATE: April 18, 2024

TO: The Honorable Civil Service Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of ten (10) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Gina Cheng	Police Communications Manager	Oakland Police Department	March 16, 2024 – March 16, 2025	CSR 8.07 (c)
Amber Fuller	Police Personnel Operations Specialist	Oakland Police Department	March 16, 2024 – Duration of exempt appointment	CSR 8.07 (c)
Samadhi Garcia	Human Resources Clerk	Human Resources Management	March 15, 2024 – November, 14 2024	CSR 8.07 (c)
Isaac Gains	Oakland Police Officer	Oakland Police Department	April 21, 2024 – June 12, 2024	CSR 8.07 (c)
Tyler Gilmore	Librarian I	Oakland Public Library	April 4, 2024 – April 14, 2024 and April 25, 2024 – April 30, 2024	CSR 8.07 (c)
Crystal Liu	Library Aide	Oakland Public Library	April 13, 2024 – April 26, 2024	CSR 8.07 (c)

CIVIL SERVICE BOARD

Subject: Request for Leave of Absence

Date: April 18, 2024

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Employee Name	Classification Title	Department	Dates	Civil Service Provision
Craig Raphael	Senior Transportation Planner	Department of Transportation	April 13, 2024 – April 11, 2025	CSR 8.07 (c)
Carmen Rotaru	Administrative Analyst I	Finance	April 13, 2024 – April 11, 2025	CSR 8.07 (c)
Ruby Sifflet-Hill	Buyer	Finance	April 13, 2024 – April 11, 2025	CSR 8.07 (c)
Stephanie Singleton	Librarian II	Oakland Public Library	March 04, 2024 – March 15 2024	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- 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 Gina Cheng Employee's ID 20022 Today's Date 3/25/24

Department/Division Oakland Police Department Employee Job Title Police Communications Manager

I Request: 365 Days Hours From 16 Mar 24 To 15 Mar 25
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]
Employee's Signature Date 25 MAR 24

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 4/3/24

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 Amber Fuller Employee's ID 16523 Today's Date 3/17/24

Department/Division Police Employee Job Title Police Personnel Operations Special

I Request: exempt Days Hours From Mar 16, 2024 To Duration of exempt appointment
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]
Employee's Signature

3/18/24
Date

Civil Service Board Approval

Date

[Signature]
Department Head Approval

3/19/24
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 Goins, Isaac Employee's ID 23439 Today's Date 04/03/24

Department/Division Patrol / 2A Employee Job Title Officer

Request: 60 Days Hours From 04/21/24 To 06/12/24
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]
Employee's Signature Date 04/03/24

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 4/11/24

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 SAMADHI GARCIA Employee's ID 276333 Today's Date 03/15/2024

Department/Division HRM Employee Job Title HR CLERK

Request: 240 Days Hours From 03/15/2024 To 11/14/2024
No. of Days or Hours Select Days or Hours

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

**Leave from Civil Service to Interim exempt appointment

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.

Samadhi Garcia 03/15/2024
 Employee's Signature Date

 Civil Service Board Approval Date

Mary Hao
Mary Hao (Mar 15, 2024 14:57 PDT)
 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.

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 Tyler Gilmore Employee's ID 27342 Today's Date 1/29/24

Department/Division Public Library Employee Job Title Librarian I

Request: 8 No. of Days or Hours Days Hours Select Days or Hours From April 4 To April 14

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.

Tyler Gilmore
Employee's Signature _____ Date 1/29/24

Civil Service Board Approval _____ Date

J. Hunsak
Department Head Approval _____ Date 1/30/24

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 Tyler Gilmore Employee's ID 27342 Today's Date 1/29/24

Department/Division Public Library Employee Job Title Librarian I

Request: 4 Days Hours From April 25 To April 30
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.

Tyler Gilmore 1/29/24
 Employee's Signature Date

 Civil Service Board Approval Date

J. Hensak 1/30/24
 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 Crystal Liu Employee's ID 25903 Today's Date 03/23/24

Department/Division Main Circulation Employee Job Title Library Aide

Request: 6 Days Hours From 04/13/2024 To 04/26/2024
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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] 03/23/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 4/2/24
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 Craig Raphael Employee's ID 25678 Today's Date 3/21/24

Department/Division Transportation/Capital Funding Employee Job Title Senior Transportation Planner

Request: 260 or 1 year Days Hours From 4/13/2024 To 4/11/2025
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.

Craig Raphael
Craig Raphael (Mar 22, 2024 10:03 PDT)
Employee's Signature

3/22/2024
Date

Civil Service Board Approval Date

Megan Wier
Megan Wier (Mar 28, 2024 17:14 PDT)
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 Carmen Rotaru Employee's ID 18018 Today's Date 4/8/2024

Department/Division Finance/Contracts Employee Job Title Administrative Analyst II

Request: 364 Days Hours From 4/13/2024 To 4/11/2025
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: Taking this leave to preserve my rights and benefits during my ELDE Management Assistant assignment.

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.

Carmen Rotaru
Carmen Rotaru (Apr 10, 2024 14:54 PDT)
Employee's Signature

4/8/2024
Date

Civil Service Board Approval Date

[Signature]
Erin Roseman (Apr 10, 2024 15:05 PDT)
Department Head Approval

Apr 10, 2024
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

Print Form

Leave Type:

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

Employee's Name Ruby Sifflet-Hill Employee's ID 24966 Today's Date 4/3/2024

Department/Division Finance/Purchasing Employee Job Title Buyer

Request: _____ Days Hours From 4/13/2024 To 4/11/2025
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.

Digitally signed by Ruby Sifflet-Hill
Date: 2024.04.04 11:36:01 -0700

Ruby Sifflet-Hill 4/4/2024
Employee's Signature Date

Civil Service Board Approval Date

Erin Roseman
Erin Roseman (Apr 10, 2024 14:50 PDT)

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.

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 Stephanie Singleton Employee's ID 25680 Today's Date 3/14/2024

Department/Division Public Library Employee Job Title Librarian II

Request: 53.5 Days Hours From 03/04/24 To 03/15/2024
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.

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Stephanie Singleton 03/14/2024
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 3/14/24
 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 18, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of Revised Classification Specification for Process Coordinator III

Based upon a classification review at the request of the Oakland Department of Transportation (DOT), staff has proposed revisions to the **Process Coordinator III** classification specification. It was established in July 1995 and last revised in March 2016.

DOT has been working to enhance their permitting operations. The department added a Process Coordinator III position to their budget and is taking steps to fill their vacancy. DOT already has Permit Technicians who assist with the City's permitting process, but DOT does not have an organizational structure in place that mirrors the Planning and Building Department (PBD). Broadening the Process Coordinator III classification to allow DOT to utilize it in the same way as PBD will better align permitting operations and ensure consistency across the City.

Since this classification was historically limited to PBD, Human Resources Management (HRM) reviewed the changes with PBD. PBD confirmed that they are in agreement with the proposed revisions.

The following modifications were proposed:

1. Add DOT as a user department and make minor refinements to the Definition section.
2. Correct the classification level from advanced journey to supervisory in the Distinguishing Characteristics section, which is a more consistent label/category based on the scope and authority of the classification.
3. Make minor deletions to various Examples of Duties.
4. Add DOT-related content and additional template language to the Knowledge statements.
5. Include additional Ability statements to properly reflect the purpose and function of the classification.
6. In the Experience section of the Minimum Qualifications, add a statement to reflect previous lead or supervisory experience as desirable.

There are three filled positions in PBD and one vacant position in DOT. The revised classification specification will be used to initiate an upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives

CIVIL SERVICE BOARD

Subject: Process Coordinator III Classification Specification

Date: April 18, 2024

Page 2

discussed the revisions in March. In an email dated March 21, 2024, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Process Coordinator III** classification specification.

Attachment: Revised draft Process Coordinator III classification specification.



DRAFT

PROCESS COORDINATOR III

Class Code: SC202

Civil Service Classified

DEFINITION

Under direction in the Planning and Building Department (PBD) or Department of Transportation (DOT), coordinates permit applications for development projects through to completion; serves as liaison between applicants and City staff; investigates and resolves problems-issues as they arise; expedites the design review and permit process; assigns and reviews work and trains and evaluates assigneds and reviews the work of Process Coordinator II's staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-supervisory level classification in the Process Coordinator series whose incumbents are responsible for the coordination of permit applications. Incumbents handle complex permit processing assignments and supervise assigned staff. This classification is distinguished from the lower level Process Coordinator II in that incumbent of the latter performs the less complex technical and administrative work in permit processing.

The incumbent receives general supervision from management staff, provides general supervision to Process Coordinator II's, and provides technical direction to assigned staff.

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

Coordinate the design and plan review process for permits with City staff, other departments, and other agencies.

Plan and coordinate team review meetings; monitor information for accuracy and compliance.

Interpret relevant codes and regulations, including design criteria and building codes, to contractors, property owners, building professionals, and the general public; explain technical provisions and special requirements.

Assist subordinate staff in the resolution of processing problems or complex applications.

Review existing conditions of buildings and proposed construction work.

Accept pre-application submittals for design and plan review; assign reviews to teams.

Conduct meetings and workshops to explain the regulatory process and the approval procedure for permits; meet with community groups.

Monitor performance standards and make recommendations for improvements to management staff and Deputy Officials.

Supervise, train, and evaluate assigned staff; provide lead direction; and assign and review work.

Prepare routine correspondence and reports.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Municipal zoning and subdivision regulations.
- Design review standards.
- Building codes and regulations.
- Basic engineering principles.
- Public works infrastructure systems.
- Surveying.
- and Architecture.
- Basic construction methods and materials
- Computer systems and software applications, including Automated permit management systems; ~~personal computer applications.~~
- Filing and record keeping systems.
- Contractor's license law.
- Blueprint Architectural and engineering plan reading and interpretation.
- Principles and practices of supervision and training.

Ability to:

- Interpret building ordinances, codes, and regulations related to building, land development, and public infrastructure.
- Review floor plans, elevations, sections, and ~~design~~ pietorial drawings.
- Communicate effectively in both oral and in written form.
- Read, interpret, apply, and explain regulations, policies, and guidelines.
- Handle stressful and sensitive situations with tact and diplomacy.
- Troubleshoot problems and quickly implement effective solutions.
- Respond professionally, effectively, and efficiently to inquiries, complaints, and requests for service from internal staff or the public.
- Maintain and update records.
- Supervise, train, and evaluate subordinate staff.
- Utilize computer systems and software applications including automated permit management systems and other databases.
- 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:

An Associate's Degree from an accredited college or university in a technical field related to building or urban planning. A Bachelor's Degree in planning or a construction-related field is highly desirable.

Experience:

Four (4) years of progressively responsible experience in permit processing, building

inspections, or building plan review and design including the interpretation of building codes and zoning ordinances. One (1) year of experience providing lead direction or supervision is 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.

A Permit Technician Certification from the International Code Council (ICC) is desirable.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established	07/27/1995	CSB Resolution #:	44339 Salary Ordinance #:
:			
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date:	03/17/2016	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CITY OF OAKLAND

MEMORANDUM

DATE: April 18, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of Revised Classification Specification for Planning Inspector,
Supervising (formerly titled Planning Investigator, Supervising)

Based upon a upon a classification review originally requested by an employee at the Planning and Building Department (PBD), Human Resources Management (HRM) has proposed the revision of an existing classification specification titled Planning Investigator, Supervising. The classification will be retitled to **Planning Inspector, Supervising**. The classification was established in July 1995 and has never been revised.

The incumbent who performs this planning inspection and compliance work requested a classification study in **October 2021**, which was completed in **October 2022**. The findings indicated that another City classification, with revisions to the description and title, would more fully capture the breadth and depth of work assigned to the position.

It is necessary to modernize the existing classification specification:

- Numerous changes have been proposed to align it with the current format template.
- The Definition and Distinguishing Characteristics have been refined and further defined.
- Edits have been made to several Examples of Duties.
- The Knowledge and Abilities sections have been expanded.
- The Experience section of the Minimum Qualifications has been altered such that previous lead or supervisory experience is converting from required to desirable.

A summary of the duties expected to be performed by this revised classification is provided below:

Responsible for enforcing City zoning codes; monitoring projects and reviewing construction management plans submitted by contractors for compliance with permit approval regulations; planning, directing, and participating in field surveys and investigations; coordinating joint inspections with other departments; developing and implementing a case monitoring system; training, evaluating, and supervising assigned staff; and performing related duties as assigned.

The funding for the position upgrade will be identified as part of the mid-year budget adjustments. The position will be converted once the new classification is fully established. The approved description will be used for any future recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to revamp this unused classification as it relates to the classification study

CIVIL SERVICE BOARD

Subject: Planning Inspector, Supervising Classification Specification

Date: April 18, 2024

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of their member's position. City and union representatives began discussing the item in December 2023. Concerns were vetted to ensure that the description accurately and thoroughly reflects the expectations, roles, and responsibilities under the current responsibilities. Feedback was provided by the union and incorporated into subsequent drafts of the classification specification. Meetings occurred monthly from December 2023 to March 2024 and recently concluded. The union sent an email on April 10, 2024 stating that there are no objections to the proposed revised classification.

The salary ordinance amendment to formally retitle the classification in the City's Salary Schedule will be scheduled for the Finance and Management Committee in May 2023. Two readings by City Council will follow in June.

Staff recommends that the Civil Service Board approve the proposed revised **Planning Inspector, Supervising** classification specification.

Attachment: Proposed revised Planning Inspector, Supervising classification specification.



PLANNING INVESTIGATOR/INSPECTOR, SUPERVISING

DRAFT

Class Code: SC199

Civil Service Classified

DEFINITION

Under direction in the Planning and Building Department (PBD), ~~T~~ enforces City zoning codes; monitors projects and reviews construction management plans submitted by contractors for compliance with permit approval regulations; ~~t~~ plans, directs, and participates in field surveys and investigations; ~~t~~ coordinates joint inspections with other departments; ~~t~~ develops and implements a case monitoring system; ~~t~~ trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED/DISTINGUISHING CHARACTERISTICS

This is a technical expert and first-line supervisory level classification. The incumbent handles the more complex zoning violation cases and uses specialized planning knowledge to assess code compliance, which requires significant understanding of development processes and stages of construction. This classification is distinguished from the lower-level Planning Investigator in that the incumbent of the latter performs routine zoning code enforcement and inspection duties of permitted construction projects.

The incumbent ~~R~~ receives general supervision from a ~~Code Compliance Manager Principal Civil Engineer~~; and ~~E~~xercises general supervision over Planning Investigators, ~~Specialty Combination Inspectors~~, and administrative staff.

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

Plan, organize, direct, and participate in field surveys, and investigations of land use, ~~and investigations of site~~ and/or environmental and noise/nuisance issues related ~~ive~~ to multi-family housing/mixed use/commercial/industrial projects; monitor for compliance with conditions of permit approval.

Review Construction Management Plans for major projects prior to issuance of building permits.

Enforce City zoning codes; assist with ~~D~~ developing and maintaining an effective code enforcement program.

Prepare ~~daily~~ work assignments; schedule ~~field~~ inspections, re-inspection, and notices; ensure the investigation of permit violations in a timely manner.

Develop and implement a case monitoring system.

Coordinate and perform joint inspections with other City departments.

Respond to complaints concerning violations of conditions of permit approval; answer questions from the public regarding zoning ordinances.

~~Draft ordinances and resolutions relating to zoning codes for presentation to the City Council.~~

Present testimony relating to code violations before boards, commissions, and courts.

~~Write~~ Prepare field investigation reports, ~~fiscal reports,~~ and letters correspondence.

Select, train, supervise, and evaluate subordinate staff.

May draft ordinances and resolutions relating to planning, zoning, and construction management for presentation to the Planning Commission and City Council.

Drive a vehicle to conduct field surveys, ~~to~~ investigate land uses, and ~~to~~ attend meetings.

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Planning theory and practices pertaining to subdivision regulations and related state and local regulations.
- Oakland planning code.
- Code enforcement theory and practices.
- Land use concepts and zoning principles.
- Federal, state, and local laws, rules, and regulations relating to zoning code enforcement.
- Computer systems and software applications, include automated permit tracking systems.
- Public contact skills.
- Principles of supervision, training, and development.

Ability to:

- Plan, organize, and direct a zoning enforcement program.
- Understand and apply general planning theory and practice.
- Interpret blue-prints, plans, and construction drawings.
- Conduct investigations of land use activities in a variety of settings.
- Apply planning code to code enforcement and compliance.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between departments.
- Foster ~~Establish~~ cooperative interactions and relationships with homeowners, contractors, developers, and the public.
- Communicate effectively in both oral and written form.
- Maintain accurate records.
- ~~;~~ Prepare clear, concise reports and correspondence.
- Supervise, train, and evaluate assigned staff.
- ~~Use~~ Computer systems and software applications, including automated permit tracking systems.
- Effectively collaborate with City departments and agencies at the county and state levels to coordinate efforts and resolve issues.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

~~EXPERIENCE AND EDUCATION~~ MINIMUM QUALIFICATIONS

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

Experience:

A Bachelor's degree from an accredited college or university in city planning, architecture, or a related field.

Education:

Four (4) years of experience as a professional city planner, including ~~one year of supervisory experience.~~ at least two (2) years of experience performing planning-related inspections and investigations. Previous experience providing lead direction or supervision 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.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	07/27/1995	CSB Resolution #:	44339
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):)		



Date: March 21, 2024

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD:
Mary Hao, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTEyeTZnRjdvUDBhQ09oaUZWQT09>

Passcode: CSB2024

One tap mobile

+16699006833,,84770081425#,,,,*7708206# US (San Jose)

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

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

Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000

US Webinar ID: Webinar ID: 847 7008 1425 Passcode: 7708206

Find your local number: <https://us02web.zoom.us/j/84770081425>

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE AGENDA WILL BE TAKEN AT THIS TIME.

No public comments were taken at this time.

2) APPROVAL OF THE MARCH 21, 2024 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45239 Member Brown motioned to approve the March, 21, 2024 Regular Civil Service Board Meeting Agenda, seconded by Vice Chair Baranco.

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

Mary Hao, the Human Resources Management Director and Secretary to the board, introduced herself to board members and staff.

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (10)

- City Administrators Office (1)
- Finance (2)
- Human Resources Management (2)
- Human Services (1)
- Housing and Community Development (1)
- Oakland Public Library (1)
- Oakland Public Works (1)
- Office of the Inspector General (1)

b) Approval of Employee Requests for Leave of Absence (7)

- Department of Transportation (1)
- Department of Violence Prevention (1)
- Economic and Workforce Development (1)

- Human Resources Management (2)
- Oakland Police Department (2)
- Oakland Public Library (2)

c) Approval of Revised Classification Specifications (4)

- Chief of Party
- Electronics Supervisor
- Real Estate Agent
- Tree Supervisor I

45240 Member Brown motioned to approve the March 21, 2024, Consent Calendar, contingent upon the inclusion of the corrected Public Information Officer II Provisional Request and Memorandum in the upcoming Civil Service Board meeting agenda, seconded by Member Williams.

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

5) OLD BUSINESS:

a) Approval of December 21, 2023 Civil Service Board Meeting Minutes

ACTION

45241 Member Brown motioned to approve the December Civil Service Board Meeting Agenda minutes, seconded by Vice Chair Baranco.

**Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown, 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 Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Violence Prevention Program Planner ACTION

45242 Member Brown motioned to approve the New Classification Specification for Violence Prevention Program Manager, seconded by Vice Chair Baranco.

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

- b) Approval of New Classification Specification for Home Base Visitor ACTION

45243 Member Williams motioned to approve the New Classification Specification for Home Base Visitor, seconded by Vice Chair Baranco.

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

- c) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Contracting and Purchasing ACTION

45244 Member Brown motioned to approve the New Classification Specification for Manager, Contracting and Purchasing, seconded by Vice Chair Baranco.

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

45245 Member Williams motioned to approve the new classification specification for Manager, Contracting and Purchasing, with the recommendation of exemption from Civil Service Rules, seconded by Member Brown.

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

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

- d) Quarterly Updated per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Studies Currently under review.

INFORMATION

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 18, 2024. All materials related to agenda items must be submitted by Thursday, April 4, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials.

45246 Member Williams motioned to adjourn the meeting, seconded by Vice Chair Baranco.

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

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

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



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

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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: The Honorable Civil Service Board **FROM:** Ellaine Reyes (ER)
Human Resources Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Public Information Officer II to be ratified at Civil Service Board Meeting of March 21, 2024

Attached is a request from the Office of the Inspector General to make a provisional appointment to a Public Information Officer II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Public Information Officer II provides information services to City staff, the public, and the mass media for a particular City department or program; and to plan, coordinate and implement special events promoting departmental programs and services. Public Information Officer II is a journey level classification in the Public Information Officer series. Incumbents perform a full range of professional public information duties involving the provision of department or program information to the City, the public and the mass media. Incumbent represents the department at City and related regional policy forums at the discretion of the Department Director. Duties include providing lead direction to subordinate staff, establishing relationships with the media and participating in the planning and production of promotional materials. Incumbents are expected to use professional judgment and skill in the performance of assignments which are subject to review by professional superiors. This class differs from Public Information Officer I in that incumbents of the latter receive on the job training and assignments are limited in scope and performed within a framework of established procedures. It differs from a Public Information Officer III in that the breadth of duties includes services for the entire City of Oakland and Mayor's Office and in the reporting relationship to a City executive. The minimum education qualifications for Public Information Officer II are a Bachelor's degree in mass communications, journalism, or a related field from an accredited college or university. A Master's degree is desirable. The minimum experience qualifications are three years of progressively responsible experience in the media or as a public relations representative including two years as supervisor or lead staff.

The selected candidate meets the minimum qualifications of a Public Information Officer II. Their education includes possession of a Bachelor's degree in Economics and Political Science. They possess over 4 years of progressively responsible in the media or as a public relations representative including over 4 years as the lead communications staff member. Their experience includes working as Outreach Coordinator for CDA Consulting Group, a small black-owned public relations company based in Oakland. In this capacity, they helped plan a mid-size festival, drafted and edited external communications, secured vendors, and acted as

the primary on-site contact for events. They also served as a Public Affairs Associate for Grey, Greer, Shelby & Vaughn, a local woman-owned public affairs firm. As an Associate, they project-managed contract responses for multi-national corporations, produced contract proposals, attended engagements on behalf of clients, and drafted and edited written materials. In their first role with the City of Oakland, they were the Director of Communications for Councilmember Loren Taylor's Office. Some of their responsibilities included producing bi-weekly newsletters, managing his social media accounts, drafting and editing statements, designing graphics, updating the District 6 webpage, and attending/organizing community engagement events. Currently, they serve as the Director of Communications and Engagement for the Office of the Inspector General, where they fulfill the duties of a public information officer.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closed on December 15, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Public Information Officer II vacancy in the Office of the Inspector General beginning on January 7, 2024 and ending on or before April 6, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Public Information Officer II
DEPARTMENT: Office of the Inspector General
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 10/10/2021
DATE PERSONNEL REQUISITION RECEIVED: 7/3/2023
CURRENT STATUS OF EXAMINATION: Job Announcement 10/25/2023 - 12/15/2023

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 7/3/2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



**CIVIL SERVICE BOARD
APPEALS & HEARINGS
CALENDAR
PENDING LIST –April 18, 2024**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer (still pending)
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	7/06/2023-7/11/2023 12/14/2023, 01/30/24 – 02/03/24	Referred to Hearing Officer
CPRA-2024-AP01	Complaint Investigator II	Community Police Review Agency	6.05 – Appeal of probationary release	TBD	Referred to Hearing Officer (still pending)
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	TBD	Scheduled

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



STAFF REPORT

DATE: April 18, 2024

TO: THE HONORABLE CIVIL SERVICE BOARD

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the March 21, 2024 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred twenty-nine (129) employees were in the TCSE (28), TCSE/Annuitant (30), and ELDE (70) categories as of pay period ending March 29, 2024. Of the those, eleven (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred thirty-five (135) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: April 18th, 2024

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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 Mary Hao at (510) 238-6338.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending March 29, 2024.
- B. TCSE/ELDE Compliance Trend Chart.

CIVIL SERVICE BOARD

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
CLOSED THIS PERIOD (8)									
HCD	Adeleke	Taoriq	89969 - Residential Rent Arbitration	11/25/23	ELDE	11/25/23			
POLICE	Averiett	Cydney Teresa	103242 - Records & Warrants	5/13/23	ELDE	11/13/23			
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants		ELDE	2/4/23			
CITY AUDITOR	Edmonds	Michael A	07111 - City Auditor Unit	5/29/21	TCSE/ANNUITANT				
FINANCE	Gupta	Rajivkumar K	08121 - Finance and Management: Payroll	1/6/24	ELDE	1/6/24			
VIOLENCE PREV	Mora	Yvette	70211 - Oakland Unite	3/18/23	ELDE	3/18/23			
LIBRARY	Trapps Chabala	Darius Alexander	61511 - African-American Museum & Library	11/11/23	ELDE	11/11/23			
HSD	Wright	Carmen Renee	78231 - HS Classroom & Seasonal	3/4/23	ELDE	3/4/23			

NEW THIS PERIOD (5)									
VIOLENCE PREV	Romero	Jennifer	70111 - Violence Prevention Administration	3/25/24	ELDE	3/25/24			
FINANCE	Sifflet-Hill	Ruby	08111 - Finance and Management: Administration	3/26/24	ELDE	3/25/24			
DOT	Raphael	Craig	35219 - Structures & Emergency Response	3/27/24	ELDE	3/25/24			
HSD	Ahmed	Dhabya	78231 - HS Classroom & Seasonal	3/28/24	TCSE	3/25/24			
HSD	Hoang	Jenny	78231 - HS Classroom & Seasonal						

COMPLIANT (124)									
CAO	James	Cooke	02111 - City Administrator: Administration Unit	6/12/21	TCSE		143.00		COMPLIANT
CAO	Michael	Enslow	02112 - Communications & Media	6/10/23	ELDE	6/10/23			COMPLIANT
CAO	Lisa	Logan	02151 - City Administrator Call Center	5/13/23	ELDE	5/13/23			COMPLIANT
CAO	Rudi	Toruz	02112 - Communications & Media	1/21/23	TCSE		0.00		COMPLIANT
CITY CLERK	Ihsan	Mekki	03121 - City Clerk Unit	8/8/20	TCSE		0.00		COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	10/30/23	ELDE	10/31/23			COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	8/19/23	ELDE	8/19/23			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/20	TCSE/ANNUITANT		531.00		COMPLIANT
CITY ATTORNEY	Savitsky	Zoe	04111 - City Attorney Administration Unit	1/20/24	TCSE/ANNUITANT		63.50		COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	12/13/21	TCSE/ANNUITANT		584.50		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	10/28/23	TCSE/ANNUITANT		626.50		COMPLIANT
FINANCE	Boxdell	Ashley	08121 - Finance and Management: Payroll	2/17/24	ELDE	2/17/24			COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	9/16/23	ELDE	9/16/23			COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/18	TCSE/ANNUITANT		650.00		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/23	TCSE/ANNUITANT		454.25		COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	10/14/23	ELDE	10/14/23			COMPLIANT
POLICE	Harris	Regina	103310 - Communications Unit	3/19/22	TCSE/ANNUITANT		0.00		COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	3/18/23	TCSE/ANNUITANT		373.50		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/14	TCSE/ANNUITANT		717.50		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/23	TCSE/ANNUITANT		420.50		COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/13	TCSE/ANNUITANT		759.00		COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	9/10/23	ELDE	9/10/23			COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	9/23/13	TCSE/ANNUITANT		666.00		COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	8/19/23	TCSE/ANNUITANT		357.50		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	3/4/23	TCSE/ANNUITANT		41.00		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/23	TCSE/ANNUITANT		52.00		COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	1/6/24	ELDE	1/6/24			COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	2/17/24	ELDE	1/17/24			COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/19	TCSE/ANNUITANT		95.00		COMPLIANT
FIRE	Skillem	Sheryl	20331 - Inspectional Services Unit	5/28/22	TCSE/ANNUITANT		576.00		COMPLIANT
FIRE	Smyj	Matthew	20711 - Emergency Services Program Unit	1/6/24	ELDE	1/6/24			COMPLIANT
OPW	Andersen	Joseph	30541 - Equipment Services Administration	11/25/23	ELDE	11/25/23			COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	1/31/23	TCSE/ANNUITANT		88.50		COMPLIANT
OPW	Flood	Cameron	30541 - Equipment Services Administration	3/16/24	TCSE		72.00		COMPLIANT
OPW	Henry	Nocosha	30211 - Engineering and Construction - Administration	9/11/23	ELDE	9/17/23			COMPLIANT
OPW	Law	Allen	30244 - Sanitary Sewer Design	3/18/23	TCSE/ANNUITANT		960.00		COMPLIANT
OPW	Loman	Alexius	30557 - Facilities: Structural	7/1/23	ELDE	7/1/23			COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	10/28/23	TCSE/ANNUITANT		734.50		COMPLIANT
OPW	Suarez Fuentes	Claudia	30559 - Facilities: Custodial - OPL	3/2/24	TCSE		80.00		COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	10/14/23	TCSE/ANNUITANT		855.00		COMPLIANT

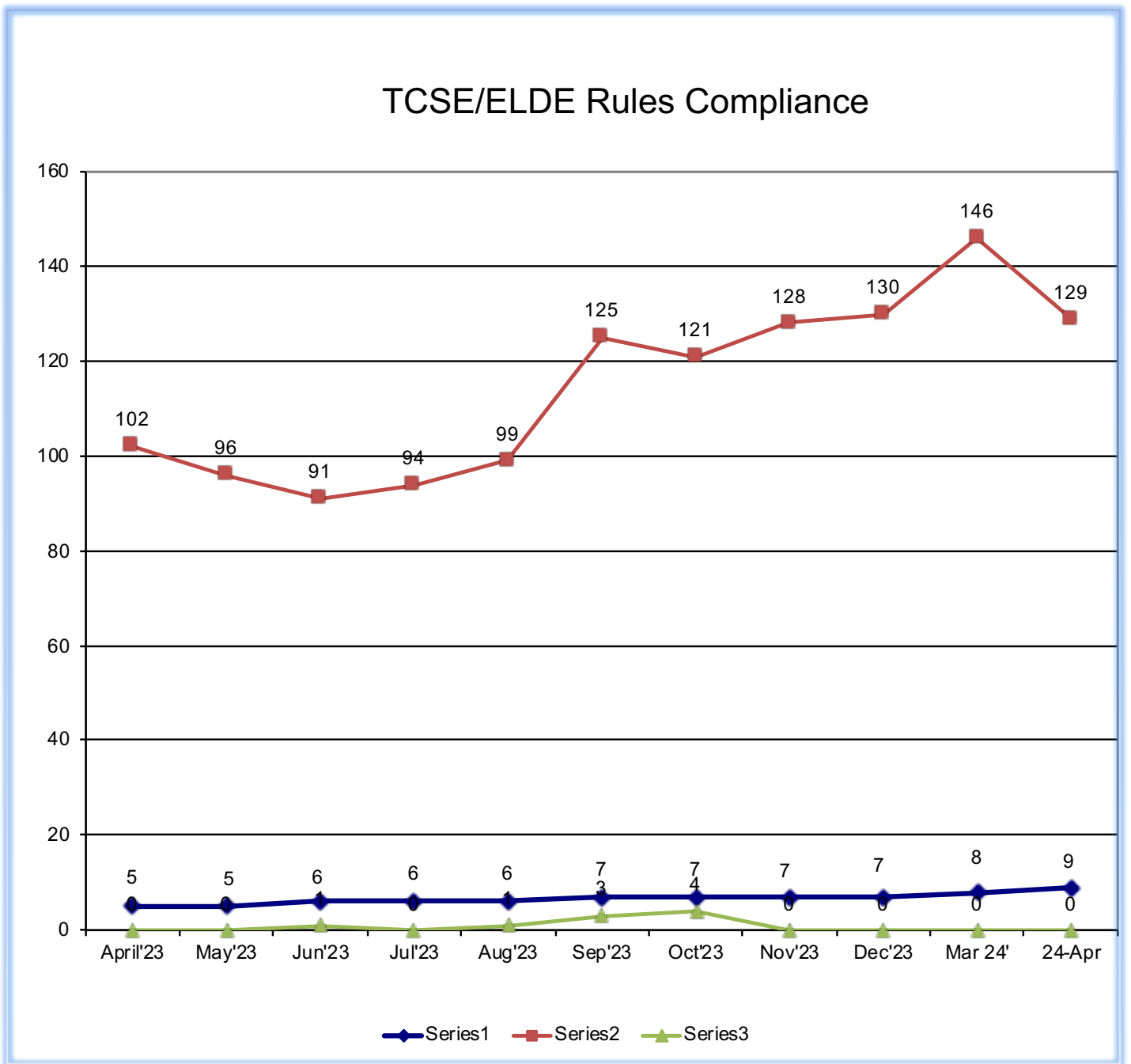
CIVIL SERVICE BOARD

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
OPW	Weiss	Steven	30111 - Director and Human Resources Unit	10/14/23	TCSE		521.00		COMPLIANT
OPW	Williams	Tedd	30673 - Graffiti Abatement & Rapid Response	6/10/23	ELDE	6/10/23			COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	1/7/23	TCSE/ANNUITANT		394.50		COMPLIANT
DOT	Kueh	Sow	35121 - DOT Fiscal Services	6/10/23	TCSE/ANNUITANT		674.50		COMPLIANT
DOT	Lee	LaMejonna	35247 - Mobility Management	7/8/23	ELDE	7/8/23			COMPLIANT
DOT	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	5/13/23	ELDE	5/23/23			COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	11/13/21	TCSE/ANNUITANT		606.50		COMPLIANT
ITD	Bailey	Ryan	46271 - Telecommunications	1/6/24	ELDE	1/6/24			COMPLIANT
ITD	Ibrahim	Mamadou	46341 - Application Development	6/10/23	ELDE	6/10/23			COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/21	TCSE/ANNUITANT		475.00		COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	2/18/23	TCSE		346.50		COMPLIANT
ITD	Wei	Mingyi	46341 - Application Development	6/10/23	ELDE	6/10/23			COMPLIANT
OPR	Canedo	Joseph	502332 - East Oakland Sports Center	9/16/23	ELDE	9/16/23			COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	1/6/24	TCSE		135.00		COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	1/6/24	TCSE		387.00		COMPLIANT
ANIMAL SERVICES	Taylor Krouse	Catherine	62111 - Animal Services	11/25/23	TCSE		411.50		COMPLIANT
ANIMAL SERVICES	Tierney	Melinda	62111 - Animal Services	2/3/24	ELDE	2/3/24			COMPLIANT
ANIMAL SERVICES	Doran	Suzanne	65111 - Public Ethics Commission	9/16/23	ELDE	9/16/23			COMPLIANT
PEC	Lim	Trishia	65111 - Public Ethics Commission	3/2/24	TCSE		82.50		COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	1/7/23	ELDE				COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	1/20/24	TCSE		129.75		COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	11/25/23	ELDE	11/25/23			COMPLIANT
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11/11/23	ELDE	11/11/23			COMPLIANT
POLICE COMM	Matz	Madeleine	66211 - Community Police Review Agency	11/11/23	ELDE	11/11/23			COMPLIANT
POLICE COMM	Montgomery	Mykah	66111 - Police Commission	11/25/23	ELDE	11/25/23			COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	2/17/24	ELDE	2/17/24			COMPLIANT
POLICE COMM	Peredon Mendez	Karla	66211 - Community Police Review Agency	3/2/24	ELDE	3/2/24			COMPLIANT
EWD	Berens	Matthew	67211 - Workplace Standards	6/10/23	ELDE	6/10/23			COMPLIANT
EWD	Jack	Christina	67411 - Compliance	6/10/23	ELDE	6/10/23			COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	11/25/23	ELDE	11/25/23			COMPLIANT
VIOLENCE PREV	Corona Orellana	Ashley	70211 - Oakland Unite	8/5/23	ELDE	8/5/23			COMPLIANT
VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	3/16/24	ELDE	3/16/24			COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	5/27/23	ELDE	5/27/23			COMPLIANT
HSD	Boatwright	David	75631 - Senior Center Unit	2/3/24	ELDE	2/3/24			COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	8/5/23	ELDE	8/5/23			COMPLIANT
HSD	Hampton	Janell	75631 - Senior Center Unit	9/2/23	ELDE	9/2/23			COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	4/15/23	TCSE/ANNUITANT		396.00		COMPLIANT
HSD	Li	Qingxing	75231 - Multipurpose Senior Service Program Unit	8/5/23	ELDE	8/5/23			COMPLIANT
HSD	Poston	Dorothy	75631 - Senior Center Unit	2/8/20	TCSE		707.50		COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	8/5/23	ELDE	8/5/23			COMPLIANT
HSD	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/23	ELDE	5/13/23			COMPLIANT
HSD	Banks	Nicole	78111 - DHS Administration Unit	11/25/23	ELDE	11/25/23			COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	11/25/23	ELDE	11/25/23			COMPLIANT
HSD	Boyd	Marshay	78111 - DHS Administration Unit	9/30/23	ELDE	9/30/23			COMPLIANT
HSD	Buchanan	Wanda	78231 - HS Classroom & Seasonal	2/3/24	TCSE		236.50		COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	1/6/24	ELDE	1/6/24			COMPLIANT
HSD	Eddings	Marquitta	78111 - DHS Administration Unit	9/30/23	ELDE	9/30/23			COMPLIANT
HSD	Faughtner	Audenay	78231 - HS Classroom & Seasonal	2/3/24	TCSE		85.00		COMPLIANT
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	2/3/24	TCSE		58.65		COMPLIANT
HSD	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	2/3/24	TCSE		74.50		COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/22	TCSE/ANNUITANT		794.00		COMPLIANT
HSD	Hendad	Ruba	78231 - HS Classroom & Seasonal	2/3/24	TCSE		210.00		COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	2/17/24	ELDE	2/17/24			COMPLIANT
HSD	Housheya	Yaser	78235 - HS Central Office Administration	11/11/23	ELDE	11/11/23			COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	2/3/24	TCSE		86.50		COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/22	TCSE		886.00		COMPLIANT
HSD	LaMichhane	Margaret	78231 - HS Classroom & Seasonal	6/10/23	ELDE	6/10/23			COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	2/3/24	ELDE	2/3/24			COMPLIANT
HSD	Nash	Raven	78411 - Community Housing Services	9/16/23	ELDE	9/16/23			COMPLIANT
HSD	Nino Ignacio	Norma	78235 - HS Central Office Administration	6/10/23	ELDE	6/10/23			COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	12/9/23	ELDE	12/9/23			COMPLIANT
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	9/30/23	TCSE		655.00		COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	2/3/24	TCSE		140.00		COMPLIANT
HSD	0039 Sharp	Damisi	78231 - HS Classroom & Seasonal	2/17/24	TCSE		412.50		COMPLIANT

CIVIL SERVICE BOARD

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11/11/23	ELDE	11/11/23			COMPLIANT
HSD	Trist	Sarah	78231 - HS Classroom & Seasonal	11/25/23	ELDE	11/25/23			COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	3/2/24	TCSE		64.25		COMPLIANT
HSD	Williams	Dwight	78361 - CSBG - Admin	4/15/23	ELDE	4/15/23			COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	10/14/23	TCSE		479.50		COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	10/15/22	TCSE/ANNUITANT		349.00		COMPLIANT
PBD	Ramirez	Andrea	84229 - Zoning	6/10/23	ELDE	6/10/23			COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/22	TCSE/ANNUITANT		835.50		COMPLIANT
PBD	Hillmer	Jens	85221 - Project Implementation: Staffing	9/30/23	ELDE	9/30/23			COMPLIANT
EWD	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/23	TCSE/ANNUITANT		459.50		COMPLIANT
EWD	Luna Torio	Kathleen	85631 - Special Events	1/20/24	ELDE	1/20/24			COMPLIANT
HCD	Crooms	Maya	89969 - Residential Rent Arbitration	11/25/23	ELDE	11/25/23			COMPLIANT
HCD	Durades	Arlecia	89929 - Housing Development	12/9/23	ELDE	12/9/23			COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/23	TCSE	4/29/23	666.50		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	10/28/23	ELDE	10/28/23			COMPLIANT
HCD	Latigue	Candace	89929 - Housing Development	3/2/24	ELDE	3/2/24			COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/22	TCSE		743.00		COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	11/25/23	ELDE	11/25/23			COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	9/16/23	ELDE	9/16/23			COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	2/17/24	ELDE	2/17/24			COMPLIANT

NON COMPLIANT (X)





STAFF REPORT

DATE: April 18, 2024

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Mary Hao, 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 March 2024 (for quarter end December 31, 2023). 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, 2024. During this reporting period, three (3) studies were completed, two (2) studies were canceled, and one (1) new study was received. There are currently twelve (12) active classification studies, including three (3) studies that are expected to be finalized and released in mid-April 2024.

EXPLANATION OF DELAYS

Six (6) studies have passed the one-year mark:

- Administrative Services Manager I (OFD) – ***Canceled; employee retired***
- Police Services Technician II (OPD) – ***Expected completion by 4/19/2024***
- Police Services Technician II (OPD) – ***Expected completion by 4/19/2024***
- Program Analyst I (OPW) – ***Completed 2/9/2024***
- Urban Economic Analyst II (EWD) – ***Canceled; employee resigned***
- Head Start ERSEA & Data Program Coordinator (HSD) – ***In progress***

The delays are largely attributed to competing demands among available staff and complex studies that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved as do changes in incumbents’ supervisors. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. Also notable, staff experienced a sustained uptick in the number of classification specification reviews during this fiscal year.

Human Resources Management (HRM) is considering multiple strategies for assessing priorities and adding capacity to HRM’s classification assignment efforts. We will be training additional

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: April 18, 2024

analyst staff to conduct classification studies and assist with classification specification assignments. Staff expects to continue enlisting assistance from an external consultant to help with addressing the on-going queue as well.

Despite these considerations, HRM remains focused on addressing overdue studies. Of the six (6) studies that exceeded the one-year mark, two (2) are expected to be released in mid-April 2024, two (2) have been canceled, one (1) has been completed, and one (1) will be concluded this quarter. Staff remains committed to demonstrating measurable progress by eliminating the classification study backlog in the coming months and by seeking ways to process more classification specification assignments.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending March 31, 2024 showing a total of one hundred-forty-four (144) classifications: during this reporting period, there were seven (7) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; two (2) classifications are being advanced by HRM to the Board for the April 18, 2024 meeting; an additional thirty-one (31) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are ninety-six (96) 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 eventually be distributed among all analysts as part of the overall efforts to strengthen their skill sets and increase HRM’s flexibility and responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	7
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	31
Assigned to Analyst for Review	96
Pending for Assignment	8
TOTAL	144

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, 2024 – March 31, 2024

Attachment B – Classification Specifications under review January 1, 2024 – March 31, 2024

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

ATTACHMENT A

#	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OFD	Administrative Services Manager I	11/30/2021	1/20/2024	N/A	Yes	Canceled.
2	CAO	Police Services Technician II	4/11/2022			Yes	Final Findings to be issued the week of 4/15.
3	CAO	Police Services Technician II	4/11/2022			Yes	Final Findings to be issued the week of 4/15.
4	OPW	Program Analyst I	5/8/2022	2/9/2024	642	Yes	Completed.
5	PBD	Urban Economic Analyst III, PPT	11/1/2022	1/3/2024	N/A	Yes	Canceled.
6	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			Yes	In progress.
7	PBD	Technical Communications Specialist	5/16/2023			No	Assigned, in initial stages.
8	OPRYD	Recreation Supervisor	5/22/2023			No	Assigned, in initial stages.
9	HSD	Program Analyst II	5/25/2023			No	Pending assignment.
10	OFD	Emergency Medical Services Coordinator	7/23/2023			No	Pending assignment.
11	HSD	Maintenance Mechanic	8/24/2023			No	Pending assignment.
12	ATTORNEY	Information System Administrator	8/31/2023			No	Pending assignment.
13	EWD	Urban Economic Analyst II	10/18/2023	2/27/2024	132	No	Completed.
14	PEC	Ethics Analyst I	11/3/2023	2/26/2024	115	No	Completed.
15	DVP	Administrative Analyst II	11/13/2023			No	Final Findings from consultant to be issued the week of 4/15.
16	HCD	Home Management Specialist II	11/29/2023			No	In progress with consultant.
17	OFD	Administrative Assistant II	1/24/2024			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (7)					
TR144	DOT	Chief of Party	UH1	SPEC REVISION	Approved at 3/21/2024 Meeting.
SC136	ITD	Electronics Supervisor	UH1	SPEC REVISION	Approved at 3/21/2024 Meeting.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Approved at 3/21/2024 Meeting.
EM200	FINANCE	Manager, Contracting & Purchasing	UM1	NEW SPEC	Approved at 3/21/2024 Meeting.
AP308	EWD	Real Estate Agent	TF1	SPEC REVISION	Approved at 3/21/2024 Meeting.
SC229	OPW	Tree Supervisor I	UH1	SPEC REVISION	Approved at 3/21/2024 Meeting.
TBD	DVP	Violence Prevention Program Planner	TBD	NEW SPEC	Approved at 3/21/2024 Meeting.
SCHEDULED (2)					
SC202	CITYWIDE	Process Coordinator III	TW1	SPEC REVISION	Scheduled for 4/18/2024 CSB Meeting.
SC199	PBD	Planning Investigator, Supervising	UH1	SPEC REVISION	Scheduled for 4/18/2024 CSB Meeting.
PENDING MEET & CONFER (31)					
SC102	OAS	Animal Control & Shelter Manager	UH1	SPEC REVISION	Title change approved by Local 21.
SC104	OPRYD	Aquatics Program Coordinator	TW1	SPEC REVISION	In progress with Local 21; refining certification section.
TBD	DVP	Community Crisis Responder	TBD	NEW SPEC	For Local 1021 meeting in April.
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	In progress with Local 21.
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	In progress with Local 21.
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	For Local 1021 meeting in April.
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	Finalizing proposed revisions with Local 21.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	Finalizing proposed revisions with CMEA.
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	On hold.
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	On hold.
TBD	HSD	Early Childhood Education Aide	TBD	NEW SPEC	For Local 1021 meeting in April.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in April.
TBD	OFD	Fire Plan Examiner	TBD	NEW SPEC	For Local 21 meeting in April.
TBD	OFD	Hazardous Materials Inspector I	TBD	NEW SPEC	For Local 1021 meeting in April.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in April.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in April.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	On hold.
TBD	HCDD	Housing Development Coordinator V	TBD	NEW SPEC	In progress with Local 21.
AP464	OIG	Inspector General Program and Performance Auditor	TW1	SPEC REVISION	In progress with Local 21.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.

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ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	CAO	OAK311 Communications Center Specialist	TBD	NEW SPEC	In progress with Local 1021.
TBD	CAO	OAK311 Communications Center Specialist, Senior	TBD	NEW SPEC	In progress with Local 21.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	In progress with Local 1021.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
SC206	OPW/DOT	Public Works Supervisor I	UH1	SPEC REVISION	On hold.
MA173	EWD	Special Activity Permits Coordinator	UM2	SPEC REVISION	In progress with Local 21.
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	For Local 1021 meeting in April.
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	For Local 1021 meeting in April.
IN PROGRESS (96)					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
EM100	CITYWIDE	Administrative Services Manager II	UM2	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
TR115	DOT	City Land Surveyor	UM2	SPEC REVISION	Preparing proposed spec revisions for department
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CPRA	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
TBD	CITYWIDE	Data Analyst	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	LIBRARY	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
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
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	IW1	NEW SPEC	Evaluation project is underway
AP444	PEC	Ethics Analyst I	TW1	SPEC REVISION	Finalizing proposed revisions with department
AP445	PEC	Ethics Analyst II	TW1	SPEC REVISION	Finalizing proposed revisions with department
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Reviewing proposed spec revisions from department.
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
SC262	OFD	Fire Inspector (Civilian)	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
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
PS143	OFD	Fire Protection Engineer	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Protection Engineer, Supervising	TBD	NEW SPEC	Drafting new class spec
SC257	OPD	Fleet Compliance Coordinator	UM2	SPEC REVISION	Department preparing proposed revisions
PP184	HSD	Head Start School Readiness Coordinator	TW1	SPEC REVISION	Department preparing proposed revisions
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
MA127	HRM	Human Resource Analyst, Principal	U31	SPEC REVISION	Preparing proposed spec revisions for department
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
TC115	FINANCE	Human Resource Operations Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TC114	FINANCE	Human Resource Operations Technician, Senior	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP207	FINANCE	Human Resource Systems Analyst	TA1	SPEC REVISION	Preparing proposed spec revisions for department
AP202	FINANCE	Human Resource Systems Analyst, Senior	TA1	SPEC REVISION	Preparing proposed spec revisions for department
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OPD	Investigative Technician (Civilian)	TBD	NEW SPEC	Drafting new class spec
AP213	CLERK	Legislative Recorder	TA1	SPEC REVISION	Preparing proposed title change and spec revisions.
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

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	Finalizing proposed revisions with department.
TBD	CAO	Neighborhood Services Representative	TBD	NEW SPEC	Drafting new class spec
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR162	CITYWIDE	Park Equipment Operator	SC1	SPEC REVISION	Preparing proposed spec revisions for department
TR164	DOT	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	DOT	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	DOT	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 (Technician)	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
TBD	FINANCE	Payroll Supervisor	TBD	NEW SPEC	Drafting new class spec
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	Finalizing proposed revisions with department.
SS164	PBD	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS165	OPD	Police Evidence Technician	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
AP366	OPRYD	Pool Manager	SC1	SPEC REVISION	Creating full-time equivalent classification
TBD	CITYWIDE	Program Manager	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
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	Drafting new class spec
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	DOT	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
SS187	FINANCE	Storekeeper II (Mail Operations Clerk)	UH1	SPEC REVISION	Finalizing proposed revisions with department
SS188	FINANCE	Storekeeper III (Mail Operations Clerk, Supervising)	UH1	SPEC REVISION	Finalizing proposed revisions with department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
TR185	DOT	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed revisions with department
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	Finalizing proposed revisions with department
TR190	OPW	Tree Worker	SC1	SPEC REVISION	Finalizing proposed revisions with 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.
PENDING ASSIGNMENT (8)					
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