



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date: January 17, 2019**

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

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

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

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

1a) Updates: Secretary to the Board

#### 2) CONSENT CALENDAR:

ACTION

a) Ratification of Provisional Appointment

- Urban Economic Analyst IV, Projects, PPT

b) Approval of Employee Requests for Leave of Absence

- City Administrator
- City Attorney
- Human Services

c) Approval of Revised Classification Specifications

- Park Supervisor I and Tree Supervisor I
- Enforcement Chief, Public Ethics Commission (formerly titled Deputy Director, Public Ethics Commission)

**3) OLD BUSINESS:**

- a) Approval of November 15, 2018 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION

**4) NEW BUSINESS:**

- a) Approval of a New Classification Specification for Assistant Director, Planning and Building and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) ACTION
- b) Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of All Classification Specification Revisions Currently Under Review INFORMATION

**5) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 21, 2019. All materials related to agenda items must be submitted by Thursday, February 7, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



# MEMORANDUM

CITY OF OAKLAND

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**DATE:** January 11, 2019

**TO:** The Honorable Civil Service Board

**FROM:** Mary Ann Gonzales  
HR Analyst

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

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

**SUBJECT:** Request for Provisional Appointment in Classification of Urban Economic Analyst IV, Projects, PPT to be ratified at Civil Service Board Meeting of **January 17, 2019**

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Attached is a request from the Economic and Workforce Development Department to make a provisional appointment to Urban Economic Analyst IV, Projects, PPT vacancy. The basis for this request is detailed in the attached Provisional Appointment form as supporting documentation.

The Urban Economic Analyst IV, Projects, PPT vacancy position is responsible for planning, negotiating implementing and monitoring economic development programs and projects; prepares contracts, status reports and resolutions and makes presentations to City Council; and supervises, evaluates and trains staff.

The minimum qualifications for the Urban Economic Analyst IV, Projects, PPT are: completion of a Bachelor's degree from accredited college or university in economics, business administration, or related field. A Master's degree in business administration is desirable. Two (2) years of experience comparable to Urban Economic Analyst III in the City of Oakland.

The selected candidate meets the minimum qualifications of the Urban Economic Analyst IV, Projects, PPT position with a Master degree in Spatial Planning and has over two years of experience implementing and monitoring economic development programs and projects. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is tentatively schedule to post late December, 2018 or January, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Urban Economic Analyst IV, Projects, PPT position in the Economic and Workforce Development Department beginning on December 17, 2018 and ending on or before April 15, 2019.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** January 17, 2019

**AREA REQUESTED**

POSITION: Urban Economic Analyst IV, Projects, PPT

DEPARTMENT: Economic and Workforce Development

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** December 10, 2018

**DATE PERSONNEL REQUISITION RECEIVED:** December 5, 2018

**CURRENT STATUS OF EXAMINATION:** The job announcement is schedule to open on December 17, 2018.

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting a provisional appointment was approved on 12/10/18. A provisional appointment will allow work to be performed while an eligibility list is being developed. The Urban Economic Analyst IV, Projects, PPT is needed for planning, negotiating, implementing and monitoring economic development projects and programs. The Urban Economic Analyst also will supervise an Economic Equity Strategy that is on a two (2) year contract between the City and the Greenlining Institute.

Other Alternatives Explored and Eliminated:

None

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

Not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to administer and oversee major economic development projects and programs to ensure that critical public services are provided.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *An Oakland Resident*
- Current Employment Status: *Is a current City of Oakland Employee*



# MEMORANDUM

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**DATE:** January 17, 2019

**TO:** The Honorable Civil Service Board

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

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

**SUBJECT:** Request Authorization for Employee Requests for Leave of Absence

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

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
Leung, Jady	Legal Administrative Assistant	City Attorney	January 14, 2019 – February 28, 2019	CSR 8.07 (c)(i) Additional Education
Mazariego, Hayde	Senior Services Program Assistant	Human Services	March 4, 2019 – March 22, 2019	CSR 8.07 (c)(iii) Personal Business
Tom, Karen	Complaint Investigator III	City Administrator	December 21, 2018 – Open	CSR 8.07 (c)(v) Exempt Position

**RECOMMENDATION:**

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



# 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 Jady Leung Employee's ID 24245 Today's Date 12/17/2018

Department/Division Oakland City Attorney Employee Job Title Legal Admin Assistant

Request: \_\_\_\_\_  Days  Hours From 01/14/2019 To 02/28/2019  
No. of Days or Hours Select Days or Hours

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

### Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	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.

**Jady Leung**  
Digitally signed by Jady Leung  
DN: cn=Jady Leung, o=City Attorney&1020c  
Office, ou=Legal Administration/Leave Requests,  
email=j.leung@oaklandcityattorney.org, c=US  
Date: 2018.12.17 15:12:54 -0800

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

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

  
Department Head Approval \_\_\_\_\_ Date 12/17/18

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

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



# 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 HAYDE MAZARIEGO Employee's ID 24723 Today's Date 12/18/2018

Department/Division HUMAN SERVICES/AGING AND ADULT SERVICES Employee Job Title SENIOR SERVICES PROGRAM ASSISTANT

Request: 15  Days  Hours From 03/04/2019 To 03/22/2019  
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	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 12/18/2018  
Date

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

[Signature]  
Department Head Approval 12/20/18  
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.



Print Form



# 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 Karen Tom Employee's ID 16766 Today's Date 12/5/2019

Department/Division Community Police Review Agency Employee Job Title Complaint Investigator III

Request: \_\_\_\_\_ Days \_\_\_\_\_ Hours From 12/21/2018 To When a permanent Executive Director of the Community Police Review Agency is appointed.

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	<input checked="" type="checkbox"/> Yes per HR Michael Lee	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.

Employee's Signature \_\_\_\_\_ Date 12/6/18

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

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

City Manager Approval [Signature] Date 12/6/18

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



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** January 17, 2019

**TO:** The Honorable Civil Service Board

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

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

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

**SUBJECT:** Approval of Revised Classification Specifications for Park Supervisor I and Tree Supervisor I

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Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revisions to the **Park Supervisor I** and **Tree Supervisor I** classification specifications. The classification specifications were just revised in June 2018.

Only one change has been proposed to the Education section of the Minimum Qualifications. The six units of supervisory courses is changing from required to highly desirable. The supervisory coursework requirement has greatly reduced the pool of available applicants; dozens of otherwise qualified candidates have been screened out of recent recruitment processes since they have not yet obtained this coursework. The department values the supervisory coursework but can provide training to supplement in this area.

There are vacancies in both classifications: two Park Supervisor Is and one Tree Supervisor I. The revised classification specifications will be used to initiate future recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on November 15, 2018 to discuss the changes. In an email dated November 28, 2018, the union confirmed that they have no objections to the proposed revisions.

The Port of Oakland does not operate any park or tree services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Park Supervisor I** and **Tree Supervisor I** classification specifications.

**Attachments:** Revised draft Park Supervisor I and Tree Supervisor I classification specifications.



## PARK SUPERVISOR I

Class Code: SC193 FTE

Civil Service Classified

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### DEFINITION

Under general supervision in the Oakland Public Works Department, uses a full range of technical, professional and supervisory level skills to organize direct, and implement a park maintenance program; prepare work schedules; handle complaints; complete special projects; ensure safe work practices; train and supervise assigned staff; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Park Supervisor I is a first level supervisory classification. Incumbents perform a variety of supervisory tasks involving park maintenance and horticultural work. This classification differs from a Park Supervisor II in that the latter must understand, formulate, and implement departmental goals and objectives.

Incumbents receive direction from the Park Supervisor II. Exercises general supervision over Park Attendants, Gardeners I and II and Gardener Crew Leaders, Park Equipment Operators, Irrigation Repair Specialists, court-assigned personnel and volunteers.

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

Plan, assign, and supervise gardening and maintenance work in and around city parks, traffic medians, City properties including public swimming pools, recreation centers, and libraries.

Prepare daily and weekly work schedules for maintenance crews; inspect assigned areas on a regular basis.

Ensure safe work practices; provide training in the use of park maintenance equipment, pesticide and fertilizer application equipment, and landscape maintenance tools and equipment.

Review landscape or irrigation plans and provide written comments.

Develop and implement special projects, including the renovation and expansion of parks, the development of maintenance standards for new and existing parks, and the collection of maintenance data.

Handle complaints and answer questions from the public regarding park maintenance.

Supervise and participate in skilled work in the planting, propagation, and care of shrubs, flowers, and lawns.

Coordinate maintenance for special events and volunteer clean-up activities, weekend or holiday litter removal; irrigation system repairs.

Select, train, supervise, and evaluate subordinate staff.

## **Park Supervisor I**

### **Page 2**

Prepare and maintain records and reports.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Horticultural methods and practices pertaining to the planting, cultivating, propagation, and care of shrubs, flowers, trees, and lawns.
- Tools and equipment used in park maintenance work.
- Pesticide regulations and application techniques.
- Safety rules, procedures, and practices.
- Computer systems and software applications.
- Public contact and community relations.
- Principles of supervision, training, and development.

Ability to:

- Plan, organize, direct and evaluate a park maintenance program.
- Communicate effectively in both oral and written form.
- Maintain accurate records; prepare clear, concise reports.
- Supervise, train, and evaluate assigned staff.
- Promote and enforce safe work practices.
- Use a personal computer, mouse and keyboard. Perform data entry into computerized work management system. Generate computerized reports.
- Perform simple arithmetical calculations used in measurement, preparation, and application of fertilizing products.
- Prepare brief, accurate oral and written reports relating to work performed.
- Establish and maintain effective work relationships with those contacted in the performance of required duties; work with community volunteers and court assignees.

## **MINIMUM QUALIFICATIONS**

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

### **Education:**

Equivalent to the completion of the twelfth grade, plus the successful completion of a minimum of eighteen (18) semester (or equivalent quarter) college level units in landscape horticulture or botany that cover the required subject areas of introduction to landscape horticulture, plant terminology, weed identification, irrigation, turf management, ornamental plant identification, pruning, or related coursework, ~~and s~~ Six (6) units of supervisory courses are highly desirable. A Bachelor's degree from an accredited college or university in horticulture or botany may be substituted for two (2) years of work experience.

### **Experience:**

Four (4) years of progressively responsible experience in gardening or general park maintenance, including one year of lead direction.

**Park Supervisor I**

**Page 3**

**LICENSE OR CERTIFICATE**

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

Possession of a State of California Pesticide Application Certificate must be obtained by the end of the probationary period and maintained throughout employment with the City of Oakland.

Possession of a Bay-Friendly Landscape Professional Certification is highly desirable.

**OTHER REQUIREMENTS**

Work irregular hours and shifts as needed.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>				
Established:	7/22/1993	CSB Resolution #:	44287	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:		
Revision Date:	06/21/2018	CSB Resolution #:	_____	
Revision Date:	04/11/2013	CSB Resolution #:	44618	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):	)			



CITY OF OAKLAND

# TREE SUPERVISOR I

Class Code:  
SC229

## **DEFINITION:**

Under general supervision in the Oakland Public Works Department, plans, organizes, directs, and implements the maintenance, care, and planting of trees in City parks and street areas; investigates and corrects hazardous tree conditions; ensures safe work practices through training and supervision; prepares daily and weekly work schedules and routes; supervises assigned staff; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS:**

This is a first level supervisory classification. Incumbents perform a variety of supervisory tasks involving tree maintenance and removal of tree hazards. This classification differs from Tree Supervisor II in that the latter must understand, formulate, and implement departmental goals and objectives.

Incumbent receives direction from the Tree Supervisor II and exercises general supervision over Tree High Climbers, Tree Trimmers, and Park Attendants.

## **EXAMPLES OF DUTIES:**

- Plan, assign, and supervise the work of climbing, trimming, felling, planting, and removing trees in the City of Oakland.
- Prepare daily and weekly schedules and routes for work crews.
- Prepare and maintain records and reports (move).
- Ensure safe working practices; oversee the proper rigging of ropes and lines, the proper use of spurs and saddles, and the general use of tree maintenance equipment and tools.
- Inspect and remedy hazardous tree conditions; submit reports and recommendations on hazardous conditions.
- Handle complaints and answer questions from the public regarding tree ordinances or hazards.
- Select, train, supervise, and evaluate subordinate staff.
- Respond to calls day and night, seven days a week to abate tree hazards, which threaten public safety.
- Operate a motor vehicle in the performance of assigned duties.

## **MINIMUM QUALIFICATIONS:**

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

### Experience:

Four years of experience working as an arboriculturist, including two years of experience in rope and saddle tree climbing techniques.

### Education:

Equivalent to the completion of the twelfth grade, plus eight college units in forestry, horticulture, or botany. ~~and Six~~ (6) units of supervisory courses are highly desirable.

OR

A Bachelor's degree from an accredited college or university in arboriculture, horticulture, forestry, or botany may be substituted for two years of work experience.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Arboricultural methods and practices pertaining to urban forestry.
- Methods and equipment used in pruning, trimming, planting, and removing trees.
- Safety rules, procedures, and practices.
- Computer systems and software applications.
- Public contact and community relations.
- Principles of supervision, training, and development.

Ability to:

- Plan, organize, direct and evaluate a tree maintenance crew.
- Supervise, train, and evaluate assigned staff (move).
- Communicate effectively in both oral and written form (move).
- Maintain accurate records; prepare clear, concise reports (move).
- Identify and correct hazardous tree conditions.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between the tree section and other departments.
- Promote and enforce safe work practices.
- Operate a motor vehicle, which may include large commercial vehicles.
- Use a personal computer, mouse and keyboard. Perform data entry into computerized work management system. Generate computerized reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:**

Must obtain a valid California Driver's License, Class B, during the probationary period and maintain it throughout duration of employment with the City of Oakland.

Possession of certification as a Certified Arborist by the International Society of Arborists.

**OTHER REQUIREMENTS**

Work irregular hours and shifts as needed.

**CLASS HISTORY:**

**Revised 6/21/2017 Reso# 44891**

Established: 07-22-1993; CSB Reso#: 44287



CITY OF OAKLAND

## MEMORANDUM

**DATE:** January 17, 2019

**TO:** The Honorable Civil Service Board

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

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

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

**SUBJECT:** Approval of Revised Classification Specification for Enforcement Chief, Public Ethics Commission (formerly titled Deputy Director, Public Ethics Commission)

Based upon a classification review at the request of the Public Ethics Commission, staff has proposed revisions to the **Enforcement Chief, Public Ethics Commission** (formerly titled Deputy Director, Public Ethics Commission). The classification specification was established in July 2015 and has not been revised since that time.

The City's Public Ethics Commission is still a relatively new body and is subject to refining how its positions are characterized. Having recently compared the City's positions to other entities in California including Los Angeles, San Francisco, and the California Fair Political Practices Commission, the data suggests that Enforcement Chief is a more commonly used title. For this reason, the proposal is to change the City's title from Deputy Director, Public Ethics Commission to Enforcement Chief, Public Ethics Commission.

Minor revisions are also necessary to the classification specification. The position will no longer be expected to participate in budget aspects and will not be responsible for daily oversight of general operations. The rest of the changes are minor and will ensure that assigned duties are accurately described.

The change in title also requires City Council approval. The item will be included in a future salary ordinance amendment that is tentatively scheduled for January/February 2019.

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

The Confidential Management Employees Association (CMEA) was notified of the proposed revised classification specification. In an email dated November 30, 2018, the union confirmed that they have no objections to the proposed revisions.

The Port of Oakland does not have a Public Ethics Commission. Therefore, classifications specifically designed to support that commission have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Enforcement Chief, Public Ethics Commission** (formerly titled Deputy Director, Public Ethics Commission) classification specification.

**Attachments:** Revised draft Enforcement Chief, Public Ethics Commission classification specification.





**DRAFT**  
11-27-18

**ENFORCEMENT CHIEF**  
**DEPUTY DIRECTOR,**  
**PUBLIC ETHICS COMMISSION**

**Class Code: EM262 FTE      Exempt**

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**DEFINITION**

Under the general administrative direction of the Executive Director, Public Ethics Commission, leads the Public Ethics Commission's enforcement program; supervises investigative staff; serves as chief analyst in drafting legal analyses, reviewing investigative reports, and making recommendations regarding laws and regulations within the jurisdiction of the Public Ethics Commission; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This management level position is responsible for overseeing major functions of the Commission's enforcement program including audits and investigations. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the Executive Director, Public Ethics Commission, which is responsible for overseeing the entire operations of the Public Ethics Commission (PEC).

The incumbent receives administrative direction from the Executive Director, Public Ethics Commission, and exercises direction over assigned professional, technical and clerical staff.

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

Manage and administer the PEC's enforcement program which includes audits, investigations, and administrative enforcement of activities governed by the PEC's laws such as the following: Oakland Campaign Finance Reform Act, Limited Public Financing Act, Government Ethics Act, Sunshine Ordinance, and Lobbyist Registration Act.

Establish enforcement and investigative policies and procedures, create uniform standards for investigations and audits, and ensure that investigations comply with the PEC's Complaint Procedures and relevant administrative procedures.

Review preliminary information regarding complaints or suspicious activity to determine the appropriate course of action, lead and coordinate with investigative staff throughout a case investigation, draft legal analyses for cases, finalize case reports for review by the Executive Director, ~~and~~ negotiate stipulated agreements and settlements with respondents, and present recommendations to the Commission for case resolution.

Conduct legal and policy research and analysis, ~~draft regulations and amendments to local laws, and formulate verbal advice and written opinions in conjunction with the PEC's legal advisors~~ needed.

Provide assistance to City staff, candidates, and members of the public with questions about the laws within the PEC's jurisdiction.

~~Administer the PEC's audit program, which requires regular audits of campaign disclosure statements.~~

Prepare or review reports for the City Administrator, City Council or other departments or commissions; work closely with Council and other public and private groups to explain or coordinate plans for proposed projects and respond to their concerns.

Establish and maintain positive working relationships with individuals, vendors, public and private agencies and others contacted in the performance of assigned duties.

~~Assist the Executive Director in managing the day-to-day operations and administration of the PEC, preparing and administering the PEC's budget, implementing PEC goals, objectives, policies, procedures, and work standards.~~

~~Assist the Executive Director in selecting, supervising, evaluating, training and developing staff.~~

Serve as Acting Executive Director in the absence of the Executive Director, as needed.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws, ordinances, and regulations pertaining to the conduct of public servants, candidates, lobbyists, and other PEC clients; California Political Reform Act; Oakland Campaign Reform Act; Sunshine Ordinance; Government Ethics Act; related federal, state and local codes; and the City Charter.
- Best practices, ~~policies, and legislation~~ related to investigating or prosecuting violations of campaign finance, government ethics or transparency laws.
- Legal research methods and legal principles; principles of administrative and constitutional law, administrative hearing procedure, negotiation and settlement techniques, and rules of evidence.
- Report writing and preparation of accurate, complete, and concise investigation reports, legal analyses, and stipulated agreements.
- Effective administrative prosecution techniques and investigative procedures.
- ~~Budget development and administration.~~
- Computer systems and applications.

Ability to:

- Perform research, analyze facts and apply legal principles and precedents to problems, present statements of fact, law, and argument clearly and logically.
- Prepare and analyze complex reports of a general or technical nature, including legal analyses and opinions, correspondence relating to casework, legislation and regulations.
- Make presentations and recommendations concisely and present them effectively before the public and the Commission.

- Strategize and implement policies and programs in order to manage the PEC’s enforcement program.
- Establish and maintain a positive work environment to enhance staff morale and productivity.
- Plan projects, delegate tasks, and supervise the work of subordinates, provide training and encourage professional development.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Exercise sound independent judgment within general policy guidelines.
- Communicate effectively in both oral and written form.
- ~~▪ Assist with administration of the department budget.~~
- Use a personal computer and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### MINIMUM QUALIFICATIONS

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

#### **Education:**

Bachelor's degree from an accredited college or university in university in criminal law, public policy, sociology, political science, communications, journalism, finance, economics, accounting, computer science, or a related field. Possession of a J.D. or Master’s degree is highly desirable.

#### **Experience:**

Three or more years of progressively responsible experience in legal analysis, policy development, investigation, auditing or public administration, including one year of supervisory or lead experience. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

### LICENSE OR CERTIFICATE

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.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>		
Established: 07/16/2015	CSB Resolution #: 44772	Salary Ordinance #: 13221
Exempted: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #: 9.02(b)	

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



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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**Date: November 15, 2018**

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

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

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

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

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

No speakers

1a) **Updates: Secretary to the Board** – General Recruitment Updates; Vacancy Report introduction

##### 2) CONSENT CALENDAR:

a) Approval of Employee Request for Leave of Absence

- Public Works Department

b) Approval of Revised Classification Specifications

- Construction and Maintenance Supervisor I and Construction and Maintenance Supervisor II
- Deputy Director/Building Official
- Fire Marshal, Assistant (Sworn)
- Real Estate Agent

**44914 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the Request for Leave of Absence and the Revised Classification Specifications. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Jones, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Gourdine

### 3) OLD BUSINESS:

a) Approval of October 18, 2018 Civil Service Board Meeting Minutes

**44915 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the October 18, 2018 Civil Service Board Meeting Minutes. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Jones, Johnson, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Gourdine

b) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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

*Report received and filed*

d) Update on Common Classification Study – Accounting and Human Resources classification series – Koff & Associates

*Report received and filed*

Note: Vice Chairman Jones requested an analysis of the challenges and issues associated with employees moving between the City and the Port. The Board asked for clarification on the purpose of the classification study and salary information on the common classifications listed in Appendix B of the Personnel Manual.

#### 4) NEW BUSINESS:

- a) Semi-Annual Informational Report on Budgeted Vacant Positions through September 24, 2018 INFORMATION

*Report received and filed*

#### 5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, December 20, 2018. All materials related to agenda items must be submitted by Thursday, December 6, 2018. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – January 17, 2019**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CAO-2018-AP01	Interim Director Oakland Police Commission	City Administrator	10.01 – Appeal of Disciplinary Action	February 21, 2019	

**2. OTHER PENDING ITEMS**

Date Requested	Subject	Report From	Date Due

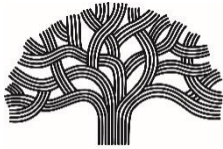
**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes





CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** January 17, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

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

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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the November 15, 2018 meeting that referenced data as of October 19, 2018. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of December 28, 2018, there are a total of seventy (70) employees in the TCSE (21), TCSE/Annuitant (32), and ELDE (17) categories. Six (6) assignments were closed, and twelve (12) new assignments were added. Of the total, there are zero (0) assignments reported as non-compliant with Rule 5.06.

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

## **BACKGROUND**

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

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total seventy (70) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

**RECOMMENDATION**

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

For questions regarding this report, please contact Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting December 28, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of December 28, 2018.

**CIVIL SERVICE BOARD  
JANUARY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (6)</b>								
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	4/24/2018	TCSE/ Annuitant	728	Temporary on-call Veterinarian due to resignation of former incumbent	PERMANENT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	572	Temporary project: Oakland Design League - to build the City's new website.	SEPARATED
FIRE DEPARTMENT	Domingo	Renee	20711 - Emergency Services Program	7/16/2018	TCSE/ Annuitant	135	Temporary assignment to train new Emergency Services Manager	SEPARATED
HUMAN SERVICES	Martin-Bobo	Pamela	75231 - Senior Services Program	1/16/2018	ELDE		Temporary appointment while FEHA hold is in place.	PERMANENT
PLANNING & BUILDING	Gunari	Seth	84111 - Admin: Planning, Building & Neighborhood Services	3/12/2018	ELDE		Temporary assignment to support Specialty Combination Inspectors	PERMANENT
PUBLIC WORKS	Perez - Perez	A. Nichole	30112 - Human Resources	3/24/2018	TCSE	396	Temporary support for Payroll staff out on leave	SEPARATED
<b>NEW THIS PERIOD (12)</b>								
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	42	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	17	Temporary project to evaluate/analyze the impacts of new mobility modes of transportation	COMPLIANT
DEPT. OF TRANSPORTATION	Pond-Danchik	Noel	35245 - Safe Streets Division-Bicycle & Pedestrian Program	11/3/2018	ELDE		Temporary assignment to assist in the implementation of the Bicycle & Pedestrian Program/Safe Streets	COMPLIANT
FIRE DEPARTMENT	Theshome	Theodeross	20521 - Budget Unit	11/19/2018	ELDE		Temporary assignment to cover essential duties of incumbent out of leave	COMPLIANT
HOUSING & COMMUNITY DEV.	Campos	Claudette	89969 - Residential Rent Arbitration	12/15/2018	ELDE		Critical temporary support for the Rent Adjustment Program Manager	COMPLIANT
HOUSING & COMMUNITY DEV.	Williams	Sandra	89939 - Residential Lending & Rehabilitation	11/3/2018	TCSE	270	Temporary assignment to cover essential duties of former incumbent.	COMPLIANT
HUMAN SERVICES	Turner	Kartiea	78111 - DHS Administration Unit	11/5/2018	ELDE		Temporary support to prepare for Federal Review, new grant rollouts and other special projects.	COMPLIANT
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	11/5/2018	TCSE	236	Temporary support for staff out on leave.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Gettone	Jacquelyne	30121 - PWA Fiscal Services	12/15/2018	TCSE	48	Temporary support to assist with multiple complex departmental projects	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical stormwater response services	COMPLIANT
<b>COMPLIANT (58)</b>								
CITY ADMINISTRATOR	Dalmasso	Jennifer	02491- Oakland Animal Services	5/19/2018	TCSE/ Annuitant	0	Temporary on-call Veterinarian until premise license and DEA permit for shelter are transitioned	COMPLIANT
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE		Temporary support to assist department with project close out phase	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications & Media	7/23/2018	TCSE	784	Temporary project: Oakland Design League - Front end/full stack developer	COMPLIANT
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	101	Temporary part time Veterinarian to supplement and add capacity to service delivery	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	4/23/2018	TCSE/ Annuitant	272	Temporary on-call Manager	COMPLIANT

**CIVIL SERVICE BOARD  
JANUARY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	11/20/2017	TCSE	676	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	650	Temporary support of the Hotel Labor and Youth Services measures.	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	42	Filling in for Council staff out on leave	COMPLIANT
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	543	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytanee	35214 - Complete Streets Planning & Project	9/22/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Grant	Surlene	35111 - Director's Office	1/29/2018	TCSE	261	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	274	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Ortiz	Julieth	35211 - Great Streets Delivery Administration	8/11/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Phan	Hank	35245 - Bicycle & Pedestrian Program	4/7/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	58	Temporary project support in the Film Office.	COMPLIANT
ECON & WORKFORCE	Shahzada	Irfan	85111 - Admin: Economic & Workforce Development	5/5/2018	ELDE		Spec under revision for Accountant II; duties not yet fully defined.	COMPLIANT
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	7/11/2018	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	COMPLIANT
FINANCE	Misgun	Lula	08111 - Finance/Admin Unit	6/18/2018	TCSE/ Annuitant	787	Temporary support for Executive Assistant out on leave.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	691	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	12/1/2018	ELDE		Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT
FIRE DEPARTMENT	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	425	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	COMPLIANT
FIRE DEPARTMENT	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	421	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE DEPARTMENT	Weisgerber	William	20311 - Fire Marshal's Office Unit	5/7/2018	TCSE/ Annuitant	801	Temporary assistance until Fire Marshal is appointed	COMPLIANT
HOUSING & COMMUNITY DEV.	Henderson	Troy	89939 - Municipal Lending	8/11/2018	TCSE	705	Temporary assignment to cover the duties of employee out on leave	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	194	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	667	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Dennis	Lisa	78231 - HS Classroom & Seasonal	8/13/2018	ELDE		Temporary, emergency staffing to prepare for up coming review/inspections.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	187	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	3/1/2018	TCSE	841	Filing in for Executive Assistant staff out on leave.	COMPLIANT

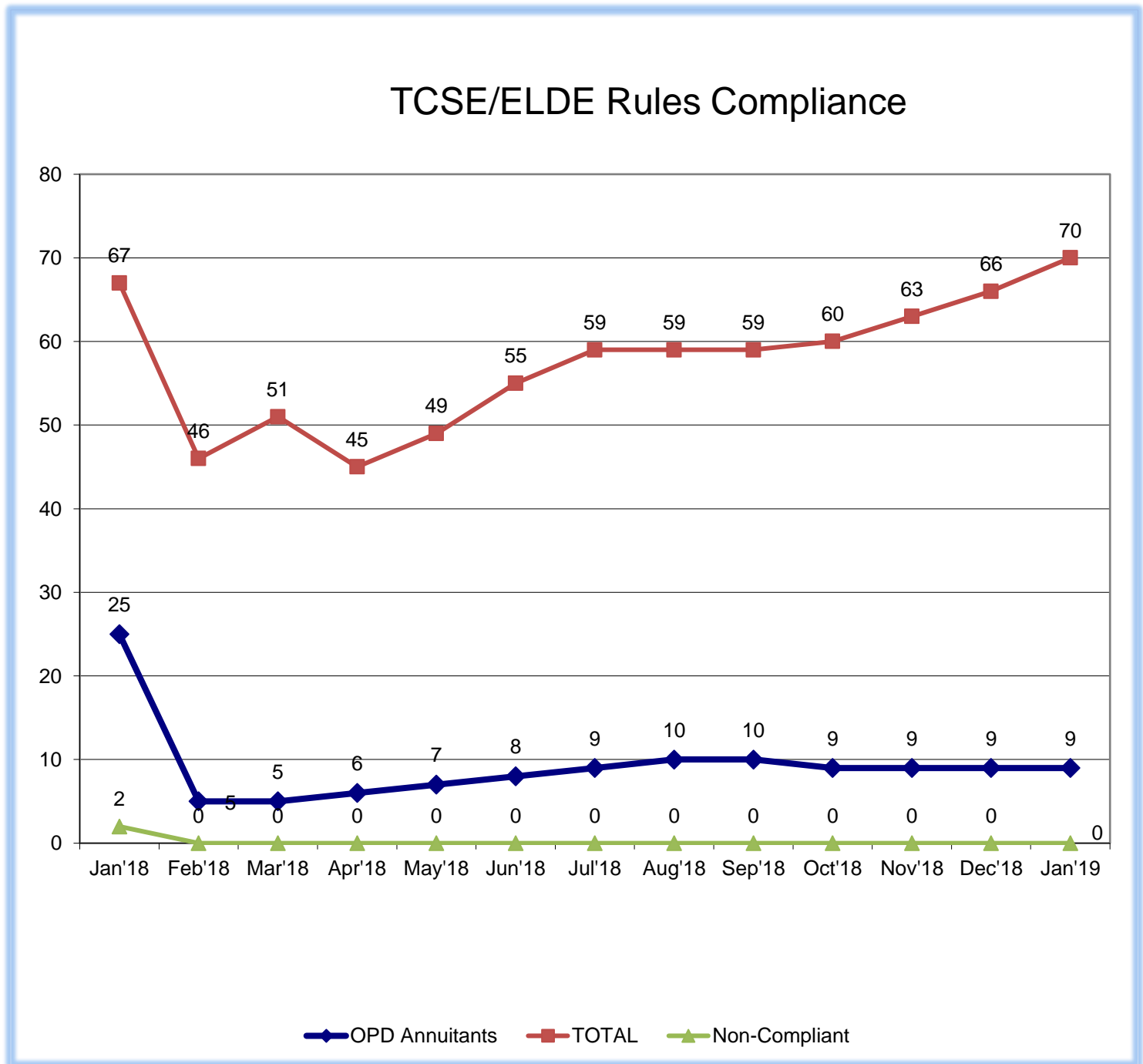
As of: December 28, 2018

**CIVIL SERVICE BOARD  
JANUARY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Ho	Kathy	78231 - HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	318	Temp assignment to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Lemos	Jesus	78231 - HS Classroom & Seasonal	10/8/2018	TCSE	409	Temporary, emergency staffing to prepare for upcoming inspections	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	97	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
INFORMATION TECHNOLOGY	Harrison	Kevin	46111- Administrative Services	10/1/2018	TCSE	455	Temporary project to provide expert guidance in maintaining the integrity and security of network operations, back-ups and disaster recovery.	COMPLIANT
INFORMATION TECHNOLOGY	Ibrahim	Mamadou	46531 - Technology Department	9/22/2018	ELDE		Temporary project to help develop and implement the new PRIME System for OPD.	COMPLIANT
PLANNING & BUILDING	Alvin	Corey	84211 - Planning	9/8/2018	ELDE		Temporary project to coordinate the implementation of the environmental protection measures for the Oakland Army Base Redevelopment project.	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	464	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Dignan	Katie	84111 - Administration Unit	6/30/2018	ELDE		Temporary assistance to oversee the Building and Planning Bureaus.	COMPLIANT
PLANNING & BUILDING	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Services	7/30/2018	ELDE		Temporary assistance for the Accela clean-up project.	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	245	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	115	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	254	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	463	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	46	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	112	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	35	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Smith	Angela	108150 - District 5 Area	10/20/2018	TCSE	375	Temporary staffing to support critical need in the administration of the OPD towing services contract	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	616	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Combs	Jocelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	181	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	769	Assistant Director - Short term management of the Bureau of Facilities and Environment.	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	8/11/2018	TCSE	703	Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT

**CIVIL SERVICE BOARD  
JANUARY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Ogbamichael	Lettebrhan	30121 - PWA Admin/Fiscal Services	8/11/2018	TCSE/ Annuitant	574	Temporary assignment to cover the duties of employees out on leave	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	384	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Tsang	Diana	30121 - PWA Admin/Fiscal Services	9/8/2018	TCSE	553	Temporary assignment to cover the duties of employees out on leave	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30541 - Equipment Services Administration	9/10/2018	TCSE/ Annuitant	592	Temporary assistance to ensure critical City services, including public safety.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	207	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
<b>Non-Compliant (0)</b>								





# *STAFF REPORT*

**DATE:** January 17, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Human Resources Manager

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

**SUBJECT:** Informational Report Regarding Common Classification Study – Preliminary Evaluation of Issues

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At the November 15, 2018 Civil Service Board meeting, the Board requested that the City provide the salary rates for classifications listed in Appendix B of the Personnel Manual (“common classifications”) and discuss issues of employee movement between the City and the Port.

## **SALARY COMPARISON OF EXISTING COMMON CLASSES**

Appendix B of the Personnel Manual (Civil Service Rules) includes a list of the City and Port of Oakland that have been deemed Common Classes (please note that the Custodian and Electrician classifications are no longer viewed as common). The attached spreadsheet includes classification titles, hours worked per week, salary rates at Step 1 and Step 5, and the difference between the City and Port’s salary rates at Step 1 and Step 5 for each classification. The average pay variance of the Port’s Step 5 salary rate is 147.05% more than the City’s Step 5 salary rate.

## **EMPLOYEE MOVEMENT ISSUES**

Analysis of employee transactions between the City and Port:

Hiring – This occurs when one entity hires an employee from the other. It is typically through an open or restricted recruitment process, which is routine. There are no complexities or issues with this transaction.

Transfer – This occurs when an employee elects to be placed on a transfer list for a common classification and is hired. This transaction is discretionary. Employees who transfer from the City to the Port will experience a pay enhancement whereas employees who transfer from the Port to City will experience a pay diminishment.

Layoff action – When a position is eliminated at either entity in a common classification, Rule 9 of the Personnel Manual is relied upon. Depending on an employee’s seniority in class, the employee may be reassigned in the same class or reverted to a previously-held class. The pay differences results in considerable pay diminishment or enhancement.

Leave balances – Whether a hire, transfer or layoff transaction, when an employee moves between the entities, leave balances and leave accrual rates move as well. This results in the value of the leave balance to be enhanced or diminished. Both transactions create a cost to the respective entities as the leave balances are not budgeted in the transaction.



**CIVIL SERVICE BOARD**

Subject: Informational Report Regarding Common Classification Study – Preliminary Evaluation of Issues

Date: January 17, 2019

Page 2

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**PERSONNEL MANUAL ISSUES**

Rule 1, Section 1.01 (k) defines a Class or Class of Positions as “a position or group of positions for which a common descriptive job title may be used, as defined by similar education, experience, knowledge, duties, qualifications and compensation schedule.” The City and Port do not share a common compensation schedule. As referenced above, the compensation schedule and average pay variance between the City and Port are significant.

Rule 1, Section 1.01(u) defines a Demotion as “a change of an employee in the City service from a position of (1) class to a position of another class for which a lower schedule of pay is prescribed.” In the event of a layoff as described in Rule 9, an employee from the Port reassigned to the City will receive a significant diminishment in pay. Under Rule 1, this action would be defined as a demotion.

Rule 1, Section 1.01(ii) defines a Promotion as “the changes of an employee in the competitive civil service from a position of one (1) class to a position of another class, for which a higher maximum base rate of pay is provided in the compensation plan and which involves increased or more complex duties.” In the event of a layoff as described in Rule 9, an employee from the City reassigned to the Port will receive a significant enhancement in pay. A significant component of the promotion definition involves the receipt of a higher rate of pay as a result of the classification change, therefore in a layoff the change in pay would align with the definition of promotion.

Transfer and layoff actions result in City employees receiving significant pay enhancements when moving to the Port. Generally, City employees in the common classifications seek transfer to the Port because of the significant enhancement in pay. Port employees in the common classifications rarely seek to transfer to the City because of the potential significant diminishment in pay.

Attachments: Comparison of City and Port of Oakland Common Classes Salary Rates

CITY JOB CLASS	HRS/WK	Step 1	Step 5	PORT JOB CLASS	HRS/WK	Step 1	Step 5	Step 1 Difference	Step 5 Difference
ACCOUNT CLERK II	37.5	\$3,698.50	\$4,540.25	ACCOUNT CLERK	37.5	5,339.00	6,594.00	144.36%	145.23%
ACCOUNT CLERK III	37.5	\$4,454.58	\$5,468.74	SENIOR ACCOUNT CLERK	37.5	6,125.00	7,561.00	137.50%	138.26%
OFFICE ASSISTANT II	37.5	\$3,440.13	\$4,221.75	OFFICE SPECIALIST I	37.5	5,066.00	6,273.00	147.26%	148.59%
ADMINISTRATIVE ASSISTANT I	37.5	\$3,991.00	\$4,904.25	OFFICE SPECIALIST II	37.5	5,797.00	7,184.00	145.25%	146.49%
ADMINISTRATIVE ASSISTANT II	37.5	\$4,590.25	\$5,635.74	ADMINISTRATIVE SPECIALIST	37.5	6,559.00	8,126.00	142.89%	144.19%
CARPENTER	40	\$5,690.53	\$6,988.80	CARPENTER	40	8,547.00	10,287.00	150.20%	147.19%
GARDENER I	40	\$3,905.20	N/A	GARDENER I	40	4,767.00	5,647.00	122.07%	N/A
GARDENER II	40	\$4,090.67	\$5,011.07	GARDENER II	40	5,495.00	6,779.00	134.33%	135.28%
GARDENER CREW LEADER	40	\$4,841.20	\$5,945.33	GARDENER III	40	6,859.00	8,329.00	141.68%	140.09%
PAINTER	40	\$5,690.53	\$6,987.07	PAINTER	40	8,633.00	10,349.00	151.71%	148.12%
PLUMBER	40	\$6,073.60	\$7,458.53	PLUMBER	36	9,134.00	11,025.00	150.39%	147.82%
PUBLIC WORKS MAINTENANCE WORKER	40	\$4,038.67	\$4,959.07	SEMISKILLED LABORER	40	6,858.00	8,211.00	169.81%	165.58%
ELECTRICIAN*	36	\$6,240.00	\$6,885.84	PORT ELECTRICIAN	36	8,969.00	10,968.00	143.73%	159.28%
CUSTODIAN*	40	\$3,456.27	\$4,243.20	CUSTODIAN	40	5,225.00	6,173.00	151.17%	145.48%

\* Note: These classifications are subject to exceptions that exempt them from being viewed as common classifications between the City and Port of Oakland.



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** January 17, 2019

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

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

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

**SUBJECT:** Approval of Request for Exemption from Civil Service and Approval of New  
Classification Specification for Assistant Director, Planning and Building

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The Planning and Building Department (PBD) requested the creation of a new classification specification - **Assistant Director, Planning and Building**. This classification is being proposed to address long and short-range departmental goals, objective, policies, and priorities. This position will provide supervision and guidance to bureau heads and unit managers to allow the Director more capacity for strategic initiatives. The classification is needed to improve overall managerial and organizational effectiveness in areas such as permitting and code enforcement services, key technology projects, and overall administration of the PBD's day-to-day operations.

The Assistant Director, Planning and Building classification will be responsible for planning, organizing, managing, and directing the work of the department's bureaus and sections, including planning and building, housing and zoning code compliance, enforcement, inspection services, engineering services, permit processing, plan check review, and seismic safety programs; assisting with the development and implementation of goals and objectives; developing and administering comprehensive departmental procedures, programs, and projects; providing support to the Director regarding complex matters; assisting with the department budget; and training and supervising assigned staff.

The new classification will be placed in bargaining unit UP1 – Unrepresented Professional Employees. No union involvement was required because the classification is unrepresented. The position has broad, citywide responsibilities and directly influences the City's planning and building policies, procedures, and programs. The role of the Assistant Director, Planning and Building position as a key contributor to the City's management of permitting and code enforcement services makes it a highly responsible position for which the consequence of error are great.

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

The incumbent is required to utilize a high degree of independence in carrying out the City's goals and objectives, and the scope of responsibilities is broad and complex. Additionally, this is

**CIVIL SERVICE BOARD**

Subject: Assistant Director, Planning and Building – Exemption and Classification Specification Approval

Date: January 17, 2019

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an expert level classification responsible for approving policies and ensuring compliance while governing multiple program areas having major impact on the attainment of the goals of the City. Exempting the classification from the provisions of civil service is recommended.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Assistant Director, Planning and Building from the provisions of civil service. The resolution (C.M.S. No. 87395) was approved at the City Council meeting on October 30, 2018.

The salary ordinance amendment to add this new classification to the Salary Schedule has also been routed through City Council for approval. The second reading of the ordinance (C.M.S. No. 13507) occurred on November 27, 2018.

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

- Attachments:**
- A. Proposed Assistant Director, Planning and Building classification specification.
  - B. City Council Resolution Recommending Exemption of Assistant Director, Planning and Building.



# ASSISTANT DIRECTOR, PLANNING AND BUILDING

Class Code: EMXXX FTE Exempt

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## DEFINITION

Under direction in the Planning and Building Department, plans, organizes, manages, and directs the work of the department's bureaus and sections, including planning and building, housing and zoning code compliance, enforcement, inspection services, engineering services, permit processing, plan check review, and seismic safety programs; assists with the development and implementation of goals and objectives; develops and administers comprehensive departmental procedures, programs, and projects; provides support to the Director regarding complex matters; assists with the department budget; trains and supervises assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a management level classification with responsibility for overseeing daily administration of the department. Incumbents in this classification may serve in place of the Director as assigned with full authority to act on his/her behalf during absences. Incumbents are responsible for a wide spectrum of functional areas and direct, through subordinate managers and supervisory staff, the operations of each function. Pursuant to the Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. The duties involve the exercise of considerable initiative and independent judgment in resolving operational problems and policy matters that may arise.

The incumbent receives direction from the Director of Planning and Building and exercises direction over managers, supervisors, and other professional, technical, and clerical staff.

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

Plan, organize, manage, and direct comprehensive departmental operations and support service programs, including operational structuring for all departmental development services, departmental space and facility management, equipment management, and support services for information technology.

Plan, organize, coordinate, and manage program scopes, schedules, and budgets; develop and implement goals, objectives, policies, procedures, and work standards for the department; develop management systems, procedures, and standards for program evaluation.

Create and manage standards for comprehensive project management and departmental solicitation of professional consultants, including scopes of work, project schedules, resource allocation, contract deliverables, department representation, and delegation of authority for any contracted service by the department.

Coordinate departmental activities with other City departments, outside agencies, and contractors; represent the City and department to concerned groups and individuals.

Direct the preparation of a variety of complex studies and reports relating to current and long-range department operational needs; develop and present report and proposal for City and other

agency review or approval.

Support the Director in the preparation and administration of the department budget.

Oversee the selection, supervision, and evaluation of assigned staff; plan and implement staff training and development to enhance program effectiveness.

Prepare, review, and present reports for the City Administrator, City Council or commissions; work with the City Administrator or the City Administrator's designee to explain or coordinate plans for proposed projects and to respond to concerns.

Prepare and review reports for departmental presentation to other public and private groups to explain and/or respond to concerns.

Monitor developments related to development regulations and services, evaluate their potential impacts on City operations, and implement related policy and procedure improvements.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of project delivery, including contract management and administration, agency approvals, and public interface/engagement.
- Methods, materials, and equipment used in public agency operations.
- The application of legal and regulatory guidelines to departmental operations and services.
- Administrative principles and methods, including goal setting, program development, and implementation.
- Principles and practices of budget development and administration.
- Effective public contact and community relations concepts including negotiation techniques and presentation skills.
- Principles of personnel management, training, and evaluation.
- Computer systems and software applications.

Ability to:

- Manage and direct a large, comprehensive public offices and service units.
- Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Select, evaluate, and supervise staff; provide for their training and professional development.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Manage and coordinate multiple concurrent projects.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

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

## MINIMUM QUALIFICATIONS

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

### Education:

A Bachelor's or Master's degree in civil engineering, public administration, business administration or a related field. A Master's degree in a related field is highly desirable.

### Experience:

Five (5) years of progressively responsible management experience comparable to a division manager position in municipal government performing oversight of departments or operational units within departments or agencies for operations management, development, planning, construction, housing or zoning code compliance, enforcement, inspection services, engineering services, permit processing, plan check review, or hazard safety programs including program administration, policy development, and project management

## LICENSE OR CERTIFICATE

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.

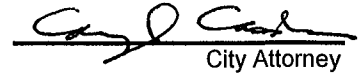
## OTHER REQUIREMENTS

None required.

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

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

  
City Attorney

2018 OCT 10 AM 10:32

## RESOLUTION No. C.M.S.

Introduced by Councilmember # 87395

### RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF ASSISTANT DIRECTOR, PLANNING AND BUILDING FROM THE OPERATION OF CIVIL SERVICE

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

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

**WHEREAS**, the Assistant Director, Planning and Building is an expert level classification responsible for approving policies and ensuring compliance while governing multiple program areas having major impact on the attainment of the goals of the City; and

**WHEREAS**, the Assistant Director, Planning and Building is an executive manager with overall responsibility for daily operations in the Planning and Building Department's bureaus, is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities are broad and complex, and the individual in this classification must deal with challenging, sensitive, and confidential matters; and

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

**RESOLVED**, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Assistant Director, Planning and Building be exempted from the requirements of civil service; and be it



**FURTHER RESOLVED**, that the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA, OCT 30 2018

**PASSED BY THE FOLLOWING VOTE:**

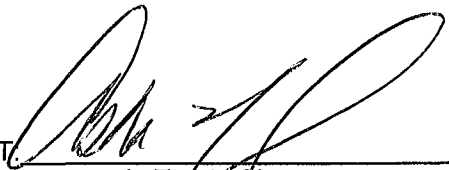
AYES - ~~██████~~, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, AND PRESIDENT REID →

NOES - ∅

ABSENT - ∅

ABSTENTION - ∅

Excused - Broderick - 1

ATTEST   
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California



# *STAFF REPORT*

**DATE:** January 17, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Human Resources Manager

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

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in October (for quarter end September 30, 2018). 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 December 31, 2018. During this reporting period, four (4) studies were completed, two (2) studies were canceled, and six (6) new studies were received. There are currently nineteen (19) active classification studies.

### **EXPLANATION OF DELAYS**

Seven (7) active studies have passed the one-year mark:

- Contract Compliance Officer
- Librarian II
- Contract Compliance Officer, Senior
- Program Analyst I
- Program Analyst I
- Librarian, Supervising
- Accountant II

The delays were initially due to competing demands and resource allocation issues. However, as time progressed, the delays grew because each case contains complexities that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. Despite these considerations, HRM has declared that all overdue studies are the clear priority and must be completed as early in 2019 as possible. The Department remains committed to eliminating the backlog altogether.

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: January 17, 2019

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The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow due to the learning curve but we have achieved incremental gains this quarter. Building capacity among staff is still the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

Note: Two overdue studies were completed during this quarter – Administrative Assistant II (received November 8, 2017) and Tax Auditor II (received November 14, 2017). Staff could not be assigned until they were trained on the process but the studies were concluded within a few months once underway.

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2018, showing a total of ninety-seven (97) classifications: during this reporting period there were twelve (12) classification revisions or creations completed and approved by the Civil Service Board and one (1) classification specification review was canceled; there are four (4) classifications being advanced by HRM to the Board for the January 17, 2019, meeting; an additional fifteen (15) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are forty-nine (49) classification specification reviews assigned and under review by analysts; and there are an additional sixteen (16) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	13
Scheduled to CSB for Approval	4
Under Review for Scheduling of Meet & Confer with Representative Union	15
Assigned to Analyst for Review	49
Pending for Assignment	16
<b>TOTAL</b>	<b>97</b>

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

Attachment A – Classification Studies (Desk Audits) as of December 31, 2018

Attachment B – Classification Specifications under review as of December 31, 2018

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	CAO	Contract Compliance Officer	11/7/2016			Yes	Anticipated completion the week of 1/14/19,
2	LIBRARY	Librarian II	3/7/2017			Yes	Anticipated completion the week of 1/14/19,
3	CAO	Contract Compliance Officer, Senior	3/16/2017			Yes	Anticipated completion the week of 1/14/19,
4	OFD	Program Analyst I	5/9/2017			Yes	Anticipated completion the week of 1/28/19,
5	EWD	Program Analyst I	10/10/2017			Yes	Anticipated completion the week of 1/7/19,
6	LIBRARY	Librarian, Supervising	10/25/2017			Yes	Anticipated completion the week of 1/28/19,
7	OPW	Administrative Assistant II	11/8/2017	12/31/2018	418	Yes	Completed.
8	FINANCE	Tax Auditor II	11/14/2017	11/30/2018	381	Yes	Completed.
9	HSD	Accountant II	12/21/2017			Yes	In progress.
10	EWD	Program Analyst II	12/21/2017	12/21/2018	365	No	Completed.
11	FINANCE	Cashier	4/9/2018			No	In progress.
12	CAO	Contract Compliance Officer	5/1/2018			No	In progress.
13	OPD	Police Services Technician II	5/29/2018			No	In progress.
14	EWD	City Administrator Analyst	6/18/2018	12/15/2018	n/a	No	Canceled; employer no longer in job class.
15	PBD	Business Analyst IV	7/19/2018			No	Pending assignment.
16	FINANCE	Financial Analyst	8/6/2018	12/10/2018	n/a	No	Canceled; withdrawn by employee.
17	FINANCE	Budget & Operations Analyst III	8/6/2018	12/31/2018	147	No	Completed.
18	ITD	Information Systems Specialist II	9/20/2018			No	Pending assignment.
19	OPW	Administrative Assistant II	9/27/2018			No	Pending assignment.
20	FINANCE	Financial Analyst, Principal	10/19/2018			No	New assignment.
21	OPD	Police Services Technician II	10/24/2018			No	New assignment.
22	FINANCE	Accountant III	11/5/2018			No	New assignment.
23	FINANCE	Investment Officer	11/26/2018			No	New assignment.
24	EWD	Program Analyst II	11/30/2018			No	New assignment.
25	FINANCE	Office Assistant II	12/11/2018			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (13)</b>					
SC103	CAO	Animal Control Supervisor	UH1	SPEC REVISION	Approved at 10/18/18 CSB Meeting
TR140	OPW	Gardener Crew Leader	SC1	SPEC REVISION	Approved at 10/18/18 CSB Meeting
TR142	OPW	Gardener II	SC1	SPEC REVISION	Approved at 10/18/18 CSB Meeting
TR162	OPW	Park Equipment Operator	SC1	SPEC REVISION	Approved at 10/18/18 CSB Meeting
TBD	DOT	Transportation Planner I	TBD	NEW SPEC	Approved at 10/18/18 CSB Meeting
TBD	DOT	Transportation Planner II	TBD	NEW SPEC	Approved at 10/18/18 CSB Meeting
TBD	DOT	Transportation Planner III	TBD	NEW SPEC	Approved at 10/18/18 CSB Meeting
PS140	OFD	Fire Marshal, Assistant (Sworn)	FQ1	SPEC REVISION	Approved at 11/15/18 CSB Meeting
EM143	PBD	Deputy Director - Building Official	UM1	SPEC REVISION	Approved at 11/15/18 CSB Meeting
AP308	EWD	Real Estate Agent	TF1	SPEC REVISION	Approved at 11/15/18 CSB Meeting
SC124	OPW	Construction & Maintenance Supervisor I	UH1	SPEC REVISION	Approved at 11/15/18 CSB Meeting
MA112	OPW	Construction & Maintenance Supervisor II	UH1	SPEC REVISION	Approved at 11/15/18 CSB Meeting
PS170	OPD	Police Property Specialist	SC1	SPEC REVISION	Canceled by department 10/15/18
<b>SCHEDULED (4)</b>					
SC193	OPW	Park Supervisor I	UH1	SPEC REVISION	Scheduled for 1/17/19 CSB Meeting (rolled over from 12/20/18 meeting)
SC229	OPW	Tree Supervisor I	UH1	SPEC REVISION	Scheduled for 1/17/19 CSB Meeting (rolled over from 12/20/18 meeting)
TBD	PBD	Assistant Director of Planning & Building	TBD	NEW SPEC	Scheduled for 1/17/19 CSB Meeting (rolled over from 12/20/18 meeting)
EM262	PEC	Deputy Director, Public Ethics Commission	U31	SPEC REVISION	Scheduled for 1/17/19 CSB Meeting (rolled over from 12/20/18 meeting)
<b>PENDING MEET &amp; CONFER (15)</b>					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Met with Local 1021 on 11/19; 12/17 was canceled; scheduled to meet 1/28
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Met with Local 1021 on 11/19; 12/17 was canceled; scheduled to meet 1/28
AP144	CPRA	Complaint Investigator III	TW1	SPEC REVISION	In progress with Local 21
TBD	CITYWIDE	Courier	TBD	NEW SPEC	Met with Local 1021 on 11/19; 12/17 was canceled; scheduled to meet 1/28
ET122	CITYWIDE	Engineer, Transportation	TF1	SPEC REVISION	Finalizing drafts with department for January Local 21 meeting
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	Department is taking off hold status; will resume meeting with Local 1021 regarding class spec

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
MA148	OFD	Fire Marshal, Assistant (Non-Sworn)	UM2	SPEC REVISION	Met with Local 21 on 12/13; pending response from union
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Finalizing draft with department for January Local 21 meeting
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Finalizing draft with department for January Local 21 meeting
EM185	HCDD	Manager, Housing Development	UM1	SPEC REVISION	For 10/18/18 Local 21 meeting; pending City Council resolution approval; then to CSB
EM201	EWD	Manager, Real Property Asset (Real Estate Services)	UM2	SPEC REVISION	Met with Local 21 on 12/13; pending response from union
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
TBD	OPW	Sign Technician II	TBD	NEW SPEC	For 10/19/18 Local 1021 meeting; discussion has ended
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	For 10/19/18 Local 1021 meeting; discussion has ended
<b>IN PROGRESS (49)</b>					
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
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 review
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
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
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	PEC	Ethics Analyst III	TBD	NEW SPEC	Drafting new class spec
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Inspection Supervisor	TBD	NEW SPEC	Drafting new class spec
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
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Drafting new class spec
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	DOT	Manager, Transportation Bureau	TBD	NEW SPEC	Drafting new class spec
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Finalizing proposed spec revisions with department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
ET131	PBD	Permit Technician II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
SC202	PBD	Process Coordinator III	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	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
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR178	OPW	Stationary Engineer	SB1	SPEC REVISION	In initial discussion with department about assignment
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
<b>PENDING ASSIGNMENT (16)</b>					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment



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CLASS	DEPT	TITLE	REP	TYPE	NOTES
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
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Pending analyst assignment
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
EM242	CAO	Inspector General	UK1	NEW SPEC	Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department