



CIVIL SERVICE BOARD MEETING AGENDA

Date: May 16, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; 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

2) UPDATES, SECRETARY TO THE BOARD

INFORMATION

3) APPROVAL OF THE MAY 16, 2019 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

4) CONSENT CALENDAR:

ACTION

a) Ratification of Provisional Appointments

- Accountant II
- Administrative Services Manager II

b) Approval of Employee Requests for Leave of Absence

- Library Aide, PPT
- Library Assistant, PPT

c) Approval of Revised Classification Specifications

- Accounting Supervisor
- Inspector General
- Reprographics Shop Supervisor

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of April 18, 2019 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 |

CLOSED SESSION AGENDA**ROLL CALL**

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6

1) Personnel Matter for Public Employee: 6.06 Appeal of Removal of Employee During the Probationary Period: OPD-2019-AP01 (A. Sabwa)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

OPEN SESSION AGENDA**1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION****2) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 20, 2019. All materials related to agenda items must be submitted by Thursday, June 6, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



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

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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: May 16, 2019

TO: The Honorable Civil Service Board **FROM:** Alisha Hampton
Human Resource Analyst

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

SUBJECT: Request for Provisional Appointment in Classification of Accountant II to be ratified at Civil Service Board Meeting of May 16, 2019

Attached is a request from the Economic & Workforce Development Department to make a provisional appointment to an Accountant II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Accountant II, under general direction in City Departments, performs moderate to difficult professional accounting and auditing tasks, including the design and preparation of accounting systems; prepares financial and statistical reports; analyzes, examines, interprets, and reconciles City accounting records; and monitors financial records, grants, and contracts; may provide lead direction to assigned staff; and performs related duties as assigned. The minimum qualifications for Accountant II are: Education: A Bachelor's degree from an accredited college or university in accounting, finance, business administration, or a related field, which must have included at least 12 semester or 18 quarter units of coursework from among the following accounting courses: Intermediate Accounting to Advanced Accounting, Governmental Accounting or Auditing. Substitution: Professional accounting experience may substitute for up to two (2) years of the required education on a year-for-year basis, provided that at least 12 semester units or equivalent units in accounting are completed. Experience: Two (2) years of increasingly responsible professional accounting experience that is comparable to an Accountant I in the City of Oakland. Governmental accounting experience desired per the coursework described above.

The selected candidate meets the minimum qualifications of an Accountant II. His experience includes an M.B.A. in Finance and over six years of experience as an Accountant.

Recruitment and Classification has initiated the Pre-recruitment checklist and submitted it to departments with vacancies. As soon as all departments complete their perceptive checklist, the recruitment will be assigned to an analyst to initiate a recruitment.

I recommend that the Civil Service Board ratify the provisional appointment to this Accountant II vacancy in the Economic and Workforce Development beginning on May 6, 2016 and ending on or before September 3, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 16, 2019

AREA REQUESTED

POSITION: Accountant II
DEPARTMENT: Economic & Workforce Development
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: Restricted (3/21/18), Open (7/29/16)
DATE PERSONNEL REQUISITION RECEIVED: 4/19/19
CURRENT STATUS OF EXAMINATION: Pre-recruitment checklist in progress.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Accountant II job specification was approved by the Civil Service Board on March 21, 2019 and is now ready for recruitment. The provisional Accountant II will participate in fiscal activities to bring economic growth to the City of which will result in increased revenue from business tax, sales tax, and property tax revenues.

Other Alternatives Explored and Eliminated:

None.

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

Due to the limited resources in the Economic and Workforce Development, without the provisional Accountant II there would be no staff available to handle the department's Accounting.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: May 16, 2019

TO: The Honorable Civil Service Board **FROM:** Paul Priaulx
Human Resource Analyst

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

SUBJECT: Request for Provisional Appointment in Classification of Administrative Services Manager II to be ratified at Civil Service Board Meeting of May 16, 2019

Attached is a request from the Public Works Department to make a provisional appointment to an Administrative Services Manager II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Administrative Services Manager II is primarily responsible for using a full range of professional, managerial and supervisory skills to plan, direct and coordinate the oversight of one or several administrative areas that may include payroll, personnel, recruitment and selection, labor relations, workers compensation, public records requests, budget development and monitoring, fiscal operations, contract administration, record system maintenance and other administrative functions; provides administrative policy direction to executive management staff; may supervise and train assigned staff; and performs related duties as assigned. The minimum qualifications for the Administrative Services Manager II are: A Bachelor's degree from an accredited college or university in public or business administration, human resources, political science, finance, accounting, or a closely related field. A Master's degree is desirable. Five (5) year of experience performing progressively responsible and complex administrative and managerial duties. Two (2) years of supervisory experience is desirable.

The selected candidate meets the minimum qualifications of an Administrative Services Manager II. Her experience includes the completion of a Bachelor's degree in Economics, and over nine (9) years of experience performing progressively responsible and complex administrative and managerial duties. The candidate also possesses over five (5) years' supervisory experience as well.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on March 11, 2019.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment to this Administrative Services Manager II vacancy in the Public Works Department beginning on March 25, 2019 and ending on or before June 30, 2019.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 16, 2019

AREA REQUESTED

POSITION: Administrative Services Manager II
DEPARTMENT: OPW
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 06/30/2016
DATE PERSONNEL REQUISITION RECEIVED: 1/24/2019
CURRENT STATUS OF EXAMINATION: Pending.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to backfill one (1) current vacancy. The requisition requesting the provisional appointment was approved on 3/15/2019. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

None.

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

The City is in the complex budget process now and OPW will not have critical resources during this period to execute intense timelines and deliverables. The Fiscal Services Division is grossly understaffed with 6.0 FTE vacant positions (and another Accountant II on vacation for 3 weeks) so there is no depth to draw from. Filling this position now is critical to meeting requests in this upcoming budget cycle.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

DATE: May 16, 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

HRM is in receipt of two (2) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Ortiz, Ana	Library Aide, PPT	Library	June 02, 2019 – August 01, 2019	CSR 8.07 (c)(i) Additional Education
Simmons, Mani	Library Assistant, PPT	Library	June 20, 2019 – July 02, 2019	CSR 8.07 (c)(i) Additional Education

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 Ana Ortiz Employee's ID 23961 Today's Date 04/09/2019

Department/Division Public Library Employee Job Title Library Aide, PPT

Request: 200 Days Hours From 06/02/2019 To 08/01/2019
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.

Ana Ortiz
 Employee's Signature Date 4/9/2019

 Civil Service Board Approval Date

[Signature]
 Department Head Approval Date 4/16/19

 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.

Ana Ortiz

4/9/2019

Memo for ANP leave:

I am requesting 2 months of ANP leave. The reason for this is, I will be taking a course outside of the country that lasts 2 months.

A handwritten signature in black ink, appearing to read "Ana Ortiz". The signature is written in a cursive style with a large initial "A" and "O".



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 Mani Simmons

Employee's ID 21765

Today's Date 4/5/19

Department/Division Library

Employee Job Title Library Assistant PPT

Request: 6
No. of Days or Hours

Days Hours
Select Days or Hours

From June 20 To July 2

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?	Keep Health Benefits?	Other	
FCL	4 mo	Yes	No	Depends	Comb of paid & unpaid leave
FDN	5 day	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	Yes	Public health training and services
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.

Mani Simmons 4-9-19
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 4/16/19
Department Head Approval Date

City Manager Approval Date

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

4/11/19

To Whom It May Concern,

I am submitting the attached Unpaid Leave Request (ANP) in order to attend an educational commitment for the attached selected time period.

Thank you,

Mani D Simmons



CITY OF OAKLAND

MEMORANDUM

DATE: May 16, 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 Accounting Supervisor

Based upon a classification review at the request of the Finance Department (ITD), staff has proposed revisions to the **Accounting Supervisor** classification specification. The classification specification was approved in June 1996 and has not been revised since that time.

The Finance Department is requesting a variety of revisions to the classification specification. Many of the changes are cosmetic in nature and just re-state the existing information. The most substantive changes are in the Knowledge and Ability section; outdated information is being deleted and newly relevant references are being added. In the Minimum Qualifications, we are adding desirable experience pertaining to Comprehensive Annual Financial Reports. In the License or Certification section, we are adding that a Certified Public Accountant Certificate is desirable.

There are two vacancies. The approved classification specification will be used to initiate a recruitment and selection process in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives discussed the potential impacts at two meetings in March and April 2019. In an email dated April 25, 2019, the union confirmed that there are no objections to the proposed revisions.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Accounting Supervisor** classification specification.

Attachments: Revised draft Accounting Supervisor classification specification.



ACCOUNTING SUPERVISOR

Class Code: SC101

Civil Service Classified

DEFINITION

Under direction in the Finance Department, To plans, organizes, assigns, directs, reviews, and participates in all citywide general ledger financial accounting functions of a City department, division, or the Oakland Redevelopment Agency; to develops and implements procedures for the general ledger accounting and expenditure of City or Agency funds; to directs the preparation of mandated reports; and to trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification. Incumbents perform a variety of supervisory tasks involving complex governmental-general ledger accounting and reporting. This classification differs from the lower level Accountant III in that the incumbent of the latter may provide either lead direction or supervision and performs complex accounting functions.

SUPERVISION RECEIVED AND EXERCISED

The incumbent rReceives direction from the Controller, Assistant Controller, or other management staff; and Eexercises general supervision over Accountants I, II, and III, Account Clerks, account clerical staff, Accounting Technicians, and assigned clerical staff.

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

- Supervise the preparation, analysis, and maintenance of administrative, fiscal, and operational general ledger accounting records, systems, and reports.
- Direct, review, and participate in accounting for grants, compliance with grant requirements, and draw down of grants.
- Monitor general ledger entries and Financial Management System reports for accuracy and for incorporation of adjustments.
- Direct the preparation of the Comprehensive Annual Financial Report and other special financial reports as mandated by federal, state, and City laws, regulations, or ordinances.

Ensure payment of all properly documented obligations of the City; supervise the issuance and modification of vendor records.

- Ensure that the general ledger is a proper reflection of current financial activities, including propriety of accounts, internal controls, accounting policies, and petty cash controls; ;
- Coordinate and monitor Financial financial Management management System system training with City departments.
- Serve as Provide liaison for financial purposes within the department and with other departments, auditors, vendors, public agencies, and the public.
- Supervise, train, and evaluate subordinate staff.
- Prepare and maintain procedure manuals, records, and reports.

~~Assist in the preparation and administration of a department, division, or agency unit budget. Perform related duties as assigned.~~

~~QUALIFICATIONS~~ **KNOWLEDGE AND ABILITIES**

Knowledge of:

- General and governmental accounting methods, principles, and practices.
- Accounting and budgetary procedures of municipal governments.
- Generally accepted accounting principles.
- Grant fund procedures and requirements.
- ~~Computerized accounting systems.~~
- ~~Budget development and administration.~~
- Principles of supervision and staff development.
- Computer systems and software applications including automated financial/accounting management systems.

Ability to:

- Prepare government-wide and fund accounting statements for municipal governments
- Prepare effective reports and presentations orally and in writing
- Examine and verify financial documents, reports, and transactions
- Analyze, reconcile, and draw conclusions from financial data
- Extract data from and manage ~~Devise and install~~ complex accounting systems ~~and procedures.~~
- Interpret federal and state regulations pertaining to municipal government accounting and grant funds.
- Manage multiple and competing priorities effectively
- ~~Coordinate functions and activities between departments and outside agencies.~~
- ~~Communicate effectively in both oral and written form.~~
- ~~Prepare and administer a division budget.~~
- ~~Maintain accurate records; prepare clear, concise reports.~~
- Supervise, train, and evaluate assigned staff.
- Utilize computer systems and software applications including automated financial/accounting management systems.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

~~EXPERIENCE AND EDUCATION~~ **MINIMUM QUALIFICATIONS**

~~Any combination of experience and education that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:~~

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

Education:

A Bachelor's degree from an accredited college or university in accounting, business administration, or a related field.

Experience:

Four (4) years of experience in governmental accounting, including one year of lead or supervisory ~~or lead~~ experience. Experience in the production of Comprehensive Annual Financial Reports is highly desirable.

LICENSE OR CERTIFICATE

None required.

Possession of a Certified Public Accountant Certificate is desirable.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	06/27/1996	CSB Resolution #:	44358
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Salary Ordinance #:
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CITY OF OAKLAND

MEMORANDUM

DATE: May 16, 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 Inspector General

Based upon a classification review at the request of the City Administrator's Office, Human Resources Management has proposed revisions to the classification specification for **Inspector General**. The classification was originally approved by the Civil Service Board in April 2013. However, the classification was not formally created at that time. Staff is acting now to update the existing classification specification following the formal creation of the classification and its addition to the City's Salary Schedule.

Although the classification has been part of the Classification Plan for nearly six years, it has never been utilized. Recent legislative changes modified elements of the Oakland Municipal Code relating to the Oakland Police Commission, Office of Inspector General (OIG), and Community Police Review Agency. Corresponding revisions are necessary to the classification specification to ensure it is aligned with the updated legislation. Very little content remains from the original document, which has been overhauled to align with the needs of the Oakland Police Commission and the City of Oakland.

There is one vacancy. This updated description will be used for the upcoming recruitment process.

The Confidential Management Employees Association (CMEA) was notified of the proposed classification specification changes. The union confirmed that they have no objections to the proposed revised classification specification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule was approved in March 2019 by the City Council. The classification is now officially available for use as part of the City's Classification Plan.

Additionally, the Port is not subject to an entity such as the Oakland Police Commission. Therefore, classifications created in support of this function have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed revised **Inspector General** classification specification.

Attachments: Proposed revised Inspector General classification specification.



INSPECTOR GENERAL

Class Code: EM242 FTE

Exempt Civil Service

DEFINITION

The Inspector General shall conduct any audit or review of the Oakland Police Department necessary to assess the Oakland Police Department's performance and adherence to constitutional policing practices. The Inspector General shall also conduct any audit or review of the Oakland Police Department's policies and procedures, including any pattern of non-compliance with the foregoing, as necessary or helpful for the Police Commission to fulfill its duties under the City Charter. The incumbent shall be responsible for the day-to-day operations of the Office of the Inspector General (OIG), including but not limited to the supervision and direction of all OIG staff.

~~Under general direction in the City Administrator's Office, uses a full range of technical, professional and management skills to plan, assign, organize and direct the work and resources of professional and administrative staff engaged in the auditing and review of the Oakland Police Department's internal disciplinary, civil litigation and citizen complaint process, procedures and operations; oversee, inspect, conduct management reviews and initiate through and complex audits and investigations of alleged police and employee misconduct, fraud, waste, abuse, mismanagement or abuse of power, policy violations, and/or corruption; interact with and oversee staffs' investigations of the Citizen's Police Review Board (CPRB) the Internal Affairs division of the Oakland Police Department, and all cases originating with the Internal Affairs division of the Oakland Police Department; handle special investigative assignments; train and supervise assigned staff; and perform related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

Inspector General is a management level civilian classification that is hired by the City Administrator. The Police Commission prioritizes the functions and duties of the OIG. The Inspector General is responsible for the day-to-day operations of the OIG. The Inspector General is authorized to observe Executive Force Review Boards, Force Review Boards, and Skelly hearings necessary to fulfill the duties of the position.

- ~~• Inspector General is a management level civilian classification. Pursuant to the Oakland Charter 902(b), this position is exempt from the regulations of the Civil Service Board.~~
- ~~• The single incumbent classification is responsible for conducting audits, management reviews, auditing investigations conducted by the Oakland Police Department, and the CPRBs, and interacting with the Citizen's Police Review Board.~~
- ~~• The incumbent is highly visible and must use discretion, take initiative and operate with independent judgment.~~
- ~~• The position handles sensitive and complex issues and is responsible for the overall management and compliance of the City's internal disciplinary and citizen complaint process related to police matters.~~
- ~~— Receives direction from the City Administrator and provides direction to assigned staff.~~

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

- The Inspector General shall be responsible for the day-to-day operations of the OIG, including but not limited to the supervision and direction of all OIG staff.
- Conduct program and performance audits of all Oakland Police Department functions, including the internal disciplinary system, to identify trends, problems, and solutions; audit Internal Affairs Division investigations to ensure thorough and unbiased adjudication and consistent disciplinary action.
- Conduct and analyze audits on, but not limited to, accuracy of inspections, policy and procedure compliance, police operations, adequacy of procedure/directive/policy/order, and departmental strategies and effects.
- The Inspector General shall be permitted to attend, as an observer, Executive Force Review Board, Force Review Board, and, to the extent permitted by law, Skelly hearings if he or she chooses to do so. The Inspector General shall not have any decision-making authority regarding the specific cases being heard, and shall maintain the confidentiality of the hearings as required by law. The Inspector General shall not be permitted to attend any Executive Force Review Board, Force Review Board, or Skelly hearing until he or she has completed all necessary trainings.
- Prepare an annual report, summarizing the results of the annual reviews of:
 - The Oakland Police Department's processes and procedures for investigating alleged misconduct;
 - The Oakland Police Department's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
 - The Community Police Review Agency's processes and procedures for investigating alleged misconduct;
 - The Community Police Review Agency's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
 - Trends and patterns regarding Oakland Police Department training and education, and the Oakland Police Department's use of any early warning system(s);
 - Training and/or policy issues that arise during the investigations of complaints; and
 - Trends and patterns regarding use of force and Oakland Police Department sworn employee-involved shootings.

This annual report shall be presented to the Police Commission, the Mayor, the City Council's Public Safety Committee, the City Council and to the Chief of Police and shall include, where appropriate, recommendations for changes in the

processes and procedures that were reviewed.

- Monitor and evaluate, on at least an annual basis, the number and percentage of sworn officers who have received in-service training on profiling and implicit bias, procedural justice, de-escalation, diplomacy, situational problem-solving, and work-related stress management, and make recommendations, as appropriate, to the Police Commission regarding changes to the Oakland Police Department's training programs.
- Develop and present a plan to the Police Commission to measure the performance of each element of the Oakland Police Department's discipline process for sworn employees.
- At the discretion of the Police Commission, the Commission may direct the Inspector General to review and comment on all other policies, procedures, customs, and General Orders of the Oakland Police Department.
- ~~• Conduct program and performance audits of all Oakland Police Department functions, including the internal disciplinary system, to identify trends, problems, and solutions; audit Internal Affairs Division investigations to ensure thorough and unbiased adjudication and consistent disciplinary action.~~
- ~~• Conduct and analyze audits on, but not limited to, accuracy of inspections, policy and procedure compliance, police operations, adequacy of procedure/directive/policy/order, and departmental strategies and effects.~~
- ~~• Contribute to and assist with compliance with the Negotiated Settlement Agreement (NSA) toward an OPD that can sustain NSA compliance.~~
- ~~• Review and audit all complaints filed against sworn peace officers; determine whether investigations were conducted fairly and comprehensively and completed within standard time frames; determine whether the final adjudication complies with policies and procedures and the NSA; ensure that documents and records are maintained as required by the NSA.~~
- ~~• Handle special investigative assignments that originated with the CPRB or Internal Affairs.~~
- ~~• Develop reporting and tracking systems to monitor compliance with policies, regulations and relevant legislation and to detect patterns of behavior.~~
- ~~• Review, evaluate, and audit citizen complaint intake procedures to ensure fair and courteous treatment of citizens and timely processing of complaints.~~
- ~~• Review and evaluate reports and investigations prepared by subordinates to ensure that they are conducted according to the policies of the CPRB, Internal Affairs and other OPD staff charges with investigatory responsibilities related to allegations made by citizens, and sworn personnel; ensure that audits are completed according to government auditing standards; write sensitive or complex reports and recommendations regarding at risk behaviors, department performance, and citizen complaints for review by the Board of the CPRB; facilitate the provisions of data and documents; prepare semi-annual report describing the steps taken during the reporting period, to comply with the provisions of the NSA.~~
- ~~• Evaluate litigation to determine the presence of misconduct or excessive force by either civilian or sworn employees; identify whether a connection exists between the Police Department's disciplinary policies and excessive force litigation.~~
- ~~• Establish and maintain communication with the City Attorney's Office on matters of mutual concern such as litigation, excessive force, or misconduct to determine whether revisions in policies or procedures might mitigate legal actions against the City.~~

- ~~Report to the City Administrator and inform the Chief of Police concerning progress toward implementation of, and compliance with, contemporary police practices.~~
- ~~Plan, assign, direct, coordinate and evaluate the work of professional and administrative staff engaged in oversight and auditing activities and the related data input and filing associated with such activities.~~
- ~~Maximize productivity through effective communication and motivation of subordinate employees.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public policy formulation.
- Police Department administration and department organization.
- Data collection and statistical analysis methods including qualitative and quantitative analysis.
- Public relations principles including public speaking and public presentations.
- Advanced personal computer applications particularly spreadsheet and database software.
- Policies and practices of civilian oversight of law enforcement agencies.
- Role of local Boards and Commissions.
- Principles and practices of performance auditing.
- Performance measurement systems and metrics.
- Legal and government auditing practices regarding conducting audits.
- ~~Law enforcement and paramilitary organizations; legal and government auditing practices regarding conducting audits.~~
- ~~The principles and techniques of system analysis and design.~~
- ~~Statistical process control methodologies.~~
- ~~Management theory, administrative systems, qualitative and quantitative analysis methods.~~
- ~~Principles of organizational effectiveness as applied to complex organizations.~~
- ~~Work standardization practices.~~
- ~~Principles and techniques of analysis and design of work systems.~~
- ~~Performance measurement systems.~~
- ~~Principles and techniques of persuasive oral and written reports and the effective presentation of recommendations.~~
- ~~Principles and practices of performance auditing.~~
- ~~Public relations techniques.~~
- ~~Project planning and project management principles.~~
- ~~Methods and techniques for developing and documenting business processes, functions, and procedures.~~
- ~~Procedures and methods for business function testing.~~
- ~~Computer systems and software applications, including report writer.~~
- ~~Quality assurance standards and practices.~~

Ability to:

- Manage and complete complex audit and/or investigations involving allegations of fraud, theft, deception and conspiracy.
 - Conduct impartial, objective performance audits; reduce complex issues to their most basic form; formulate reasonable and achievable recommendations with available resources.
 - Maintain accurate records and files.
 - Design, manage and troubleshoot databases.
 - Interpret rules, laws and regulations pertaining to police conduct.
 - Analyze and compile data.
 - Prepare well-written analytical reports based on findings.
 - Communicate effectively orally and in writing.
 - Make oral presentation to both large and small groups.
 - Maintain confidentiality and handle sensitive situations with tact and diplomacy.
 - Work effectively with employees, elected officials, boards and commissions and the general public.
 - Apply strong analytical skills to use data to identify patterns and trends.
 - Supervise subordinate employees engaged in technical research and analytical activities.
-
- ~~Adhere to the highest ethical and honesty standards.~~
 - ~~Manage and complete complex audit and/or investigations involving allegations of fraud, theft, deception and conspiracy.~~
 - ~~Constructively establish rapport with federal, state, law enforcement agencies, police commanders and manager, and the judiciary.~~
 - ~~Conduct impartial, objective performance audits; reduce complex issues to their most basic form; formulate reasonable and achievable recommendations with available resources.~~
 - ~~Interpret and apply administrative/operational policies, practices and procedures; analyze and resolve problems.~~
 - ~~Be discrete and work in a highly confidential environment.~~
 - ~~Work independently; organize and prioritize work; meet deadlines~~
 - ~~Supervise subordinate employees engaged in technical research and analytical activities.~~
 - ~~Communicate effectively and persuasively in both oral and written form.~~
 - ~~Issue precise, accurate reports, correspondence and written materials; make verbal presentations to both large and small groups.~~
 - ~~Promote understanding and acceptance of audit findings and recommendations.~~
 - ~~Analyze complex business problems and develop appropriate solutions.~~
 - ~~Implement complex business functions, processes and procedures.~~
 - ~~Develop data definitions and business rule specifications and develop supporting documentation.~~
 - ~~Manage complex projects and direct the work of assigned staff.~~
 - ~~Establish and maintain professional working relationships with staff, elected officials, representatives of other organizations and the general public.~~

MINIMUM QUALIFICATIONS

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

qualifications is acceptable. Note: Experience may be substituted for education on a year-for-year basis to allow for less typical patterns of qualification. The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

A Master's degree or Juris Doctorate (J.D.) in public administration, public policy, criminal justice, or a related field from an accredited college or university.

~~A Bachelor's degree from an accredited college or university in law enforcement, criminology, criminal justice, public policy administration, public or business administration or a closely related field.~~

Experience:

Three years of progressively responsible professional experience in investigative, auditing, and public policy work in a relevant field that includes experience with statistics and data collection in a public sector entity. Legal experience and a background in law enforcement policy and practice is desirable.

~~Five (5) years of progressively responsible experience in a public agency at an executive level investigating, interviewing and monitoring law enforcement issues and related public policy matters which may include tenure as an attorney, judge, FBI agent or other law enforcement officer. Previous experience in an Inspector General's Office 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.

~~Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License while employed.~~

OTHER REQUIREMENTS

~~Candidate will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.~~

Must pass a thorough background investigation.

Within ninety (90) days of his or her appointment, the Inspector General shall, at a minimum, receive training described in the City Charter and other related legislation. The Police Commission may propose any additional training it deems necessary for the Inspector General to perform the functions and duties of the OIG.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	04/11/2013	CSB Resolution #:	44622	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> <input checked="" type="checkbox"/> N	Exemption Resolution #:		902(b)
Revision Date:	/ /	CSB Resolution #:		
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):)			



CITY OF OAKLAND

MEMORANDUM

DATE: May 16, 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 Reprographics Shop
Supervisor

Based upon a classification review at the request of the Information Technology Department (ITD), staff has proposed revisions to the **Reprographics Shop Supervisor** classification specification. The classification specification was approved in July 1995 and has not been revised since that time.

ITD requested updates to all classifications in the Reprographics Shop. Meetings are underway with the Service Employees International Union (SEIU, Local 1021) regarding the two subordinate classifications that they represent, which report to the Reprographics Shop Supervisor. All of the classifications require modernization since duplication/reprographic operations have evolved over time due to increasing automation and computerization. That is the primary reason for the changes to the classification specification at this time.

The following proposed changes are intended to update and modernize the job description to better capture the duties that are presently assigned:

1. Include mention of computerized, digital operations in the Definition.
2. Add the Distinguishing Characteristics section for alignment with the current class specification template.
3. Revise existing and add new task statements to cover the assigned work and include references to computers, digital operations, modern technology, and customer service. Also, note that this position may be required to occasionally make deliveries of completed jobs to departments.
4. Add computer, software, and digital techniques to the Knowledge and Ability statements; delete outdated statements.
5. Re-state the Minimum Qualifications; broaden the desirable college coursework to include graphics art/design.
6. Under License and Certificate, communicate that a valid driver's license is required because the incumbent will occasionally deliver jobs to departments.

CIVIL SERVICE BOARD

Subject: Reprographics Shop Supervisor Classification Specification

Date: May 16, 2019

Page 2

There is one filled position. The approved classification specification will be used to initiate future recruitment and selection processes, when needed.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives discussed the potential impacts at two meetings in March and April 2019. In an email dated April 25, 2019, the union confirmed that there are no objections to the proposed revisions.

Additionally, the “common class” status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Reprographics Shop Supervisor** classification specification.

Attachments: Revised draft Reprographics Shop Supervisor classification specification.



DRAFT

REPROGRAPHICS SHOP SUPERVISOR

Class Code: SC212 FTE

Civil Service Classified

DEFINITION

Under direction in the Information Technology Department, To plans, assigns, coordinates and supervises; ~~train and evaluate~~ the work of staff in the preparation and reproduction of a variety of printed materials ~~utilizing offset and digital printing, graphic design, and related print shop equipment, software, and techniques including brochures, bulletins, forms, fliers, documents and newsletters;~~ ~~and to design and prepare materials for printing and duplication for user departments/divisions;~~ researches and writes specifications for outside contracts for in-house printer services and city-wide copier services and supplies; trains and evaluates assigned staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification whose incumbent is responsible for supervision, staffing and operation of the Reprographics unit. This classification is distinguished from the lower level Reprographics Offset Operator in that the incumbent of the latter works independently on print shop processes.

The incumbent Rreceives direction from the Director of Information Technology or other management staff ~~Stores Supervisor or Sergeant of Police;~~ and eExercises general supervision over Reproduction/Offset Supervisors, Reprographicsduction/ Offset Operators, Reprographicsduction Assistants, ~~Police Cadets~~ and other assigned support staff.

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

Assign, supervise, train, and evaluate staff in the preparation and reproduction of a variety of printed materials including carbonless forms, newsletters, fliers, and documents

Promote, monitor, and enforce safety standards; maintain knowledge and awareness of local, federal, and Cal/OSHA regulations, City safety policies and procedures, print shop safety standards, and chemical and hazardous materials handling and disposal.

Consult with and advise department representatives on matters related to print shop services, including clarification and definition of work requests, project requirements, and expectations, cost, guidance and suggestions on design, layout, and other project elements and opportunities to optimize technology to meet or exceed customer objectives ~~format, size, color, paper stock and type of material to be published.~~

Write specifications for outside vendors; work with vendors to assureensure specifications and standards are met, approve final copy from and payment for contracted print jobs.

~~Approve blue line and final copy from outside vendor jobs; approve payment to vendor.~~

Analyze and estimate job costs using print management and estimating software; establish rate schedules.

~~Write~~ Review and revise, if necessary, purchase requisitions for necessary materials and supplies

needed; ~~and participate or direct staff in~~ maintaining the inventory control system for materials and supplies.

Assess, prioritize, and Schedule jobs orders/assignments; plan and oversee assignments workload to ensure compliance with set standards of work production and to meet established deadlines.

Maintain records of work completed; prepare billable work orders for all departments/divisions for in-house and outside reproduction jobs; ~~faesimile~~ and copy machines; ~~and~~ serve as liaison to Accounting and Finance.

Prepare and supervise the preparation of layouts and; impositions, the transferring and saving of electronic files, compositions, photographic negatives and offset and digital printing plates.

~~Provide graphic and design technical expertise to user departments.~~

Use computers and software applications to create graphics and artwork; develop print layouts in accordance with standards and customer requirements.

Maintain confidential work standards, including maintenance schedules, safety standards, and awareness.

Prepare reports of a technical or complex nature.

Assist in the development of the unit budget; monitor budget.

Ensure that staff provides courteous and effective communication and services to City departments and employees.

Research, analyze, and recommend new printing and graphics systems and production techniques to develop and make available new services to Reprographics customers.

Perform job deliveries as needed.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~Principles, techniques~~ Methods, materials, tools, and equipment used for offset and digital reproduction and printing; ~~including offset lithography and spread and choke films.~~
- ~~Principles, techniques, m~~Materials and tools for binding and finishing.
- ~~Principles, techniques, materials and tools used for photographic work including production of separate negatives from colored original art work and halftone negative production.~~
- ~~Principles, t~~Techniques, ~~materials, tools~~ and equipment used in pin register stripping and plate making.
- Principles and practices of organization, management, supervision, and training.
- Modern office equipment, including personal computers.
- Microsoft Office, print management and estimating software, and graphic design software programs (e.g. Adobe Acrobat/Photoshop).
- Safety principles, practices, and procedures.
- Federal, state, and local laws applicable to the storage and disposal of hazardous chemicals.
- Cost estimating for ~~reproduction and~~ printing processes.
- BasieComputerized records management.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Utilize computer systems and software applications including Microsoft Office, print management and estimating software, and graphic art and digital design software programs (e.g., Adobe Acrobat/Photoshop) ~~Operate desk top publishing software.~~
- Communicate effectively in both oral and written form.
- Promote and enforce safe work practices.
- Plan and schedule workload in decentralized shops. ~~Design graphic materials.~~
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

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

Education:

~~High school diploma or equivalent. Bachelor's degree from an accredited college or university in graphic arts, fine arts, or a related field.~~ Some college level course work in graphic arts/design and supervision is highly desirable.

Experience:

Four (4) years of progressively responsible experience in a reproduction/reprographics shop setting. ~~including~~ One year in a lead or supervisory or lead role is desirable.

LICENSE OR CERTIFICATE

~~None required.~~ An incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be an efficient method for traveling to required locations. An individual 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.

~~Civil Service Board: # 44339~~

~~Date Approved: July 27, 1995~~

~~Date Revised:~~

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



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: April 18, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine (Arrived 5:42); Vice Chair, Christopher Johnson (Absent); Lauren Baranco; Yvonne Hudson-Harmon; 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

Note: Acting Chair Hudson-Harmon called the meeting to order.

1) OPEN FORUM:

No speakers

2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates.

3) APPROVAL OF THE APRIL 18, 2019 CIVIL SERVICE BOARD MEETING AGENDA:

44926 A motion was made by Board Member Baranco and seconded by Board Member Williams to approve the April 18, 2019 Civil Service Board Meeting Agenda with an amendment to remove item #1 on the Closed Session Agenda: Personnel Matter for Public Employee: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell). The motion passed unanimously.

Votes: Board Member Ayes: 4 – Baranco, Hudson-Harmon, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Gourdine, Johnson

4) CONSENT CALENDAR:

a) Ratification of Provisional Appointment

- Public Service Representative
- Public Works Maintenance Worker
- Transportation Planner

b) Approval of Employee Requests for Leave of Absence

- Library
- Parks & Recreation
- Public Works

44927 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the Ratification of Provisional Appointments and the Requests for Leave of Absence. The motion passed unanimously.

Votes: Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams

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

5) OLD BUSINESS:

a) Approval of March 21, 2019 Civil Service Board Meeting Minutes

44928 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the March 21, 2019 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Martinez, Williams

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

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

Report received and filed

Note: Chair Gourdine requested a comprehensive analysis of the Port of Los Angeles' management of its classification structure to include a salary range comparison between the Port and the City and policy regarding pay discrepancies; transfer and lay off procedures; and budgetary and bargaining unit considerations.

6) NEW BUSINESS:

- a) Approval of a New Classification Specification for Deputy Chief of Violence Prevention and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

44929 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the New Classification Specification for Deputy Chief of Violence Prevention. The motion passed unanimously.

Votes: Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams

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

44930 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Martinez to approve the Exemption of the Deputy Chief of Violence Prevention classification from the Provisions of Civil Service Pursuant to Charter Section 902(f). The motion passed unanimously.

Votes: Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams

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

- b) Approval of the New Classification Specification for Fire Equipment Technician.

44931 A motion was made by Board Member Williams and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Fire Equipment Technician. The motion passed unanimously.

Votes: Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson

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

Report received and filed.

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

~~1) Personnel Matter for Public Employee: 10.01 Appeal of Disciplinary Action: OCA-2018-AP01 (A. Finnell) - CANCELLED~~

~~Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.~~

2) Personnel Matter for Public Employee: 6.06 Appeal of Removal of Employee During the Probationary Period: CAO-2019-AP01 (M. Pitts)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.

OPEN SESSION AGENDA

3) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- a. In the matter of Personnel Matter for Public Employee: 6.06 Appeal of Removal of Employee during the Probationary Period: CAO-2019-AP01 (M. Pitts), Senior Deputy City Attorney Michelle Myers reported that the Civil Service Board, by unanimous vote, denied the petition to appeal the removal during the probationary period.

Votes: Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Martinez, Williams

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

4) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 16, 2019. All materials related to agenda items must be submitted by Thursday, May 2, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



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

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

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – May 16, 2019**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2019-AP01	Process Coordinator II	Planning & Building	4.0 – Appeal of Recruitment & Examination Process	June 20, 2019	
OPD-2019-AP01	Police Records Specialist	Oakland Police Department	6.06 – Appeal of Removal or Demotion of Employee During the Probationary Period	May 16, 2019	

2. OTHER PENDING ITEMS

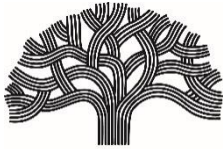
Date Requested	Subject	Report From	Date Due

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: May 16, 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

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 April 18, 2019 meeting that referenced data as of March 22, 2019. 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 April 19, 2019, there are a total of eighty-six (86) employees in the TCSE (20), TCSE/Annuitant (34), and ELDE (32) categories. Seven (7) assignments were closed, and eleven (11) new assignments were added. Of the total, there are zero (0) assignment 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 eighty-six (86) 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 April 19, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of April 19, 2019.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (7)								
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).	SEPARATED
ECON & WORKFORCE	Shahzada	Irfan	85111 - Admin: Economic & Workforce Development	5/5/2018	ELDE		Spec under revision for Accountant II; duties not yet fully defined.	PROVISIONAL
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	12/1/2018	ELDE		Temporary support for Human Resources Operations Tech out on leave.	SEPARATED
FINANCE	Richards	Alexander	08921 - Revenue Audit Unit	3/8/2019	TCSE	191	Temporary assistance to help maintain critical operations in the Parking Citations Assistance Center	SEPARATED
HUMAN SERVICES	Lemos	Jesus	78231 - HS Classroom & Seasonal	10/8/2018	TCSE	957	Temporary, emergency staffing to prepare for upcoming inspections	SEPARATED
PLANNING & BUILDING	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Services	7/30/2018	ELDE		Temporary assistance for the Accela clean-up project.	SEPARATED
POLICE	Smith	Angela	108150 - District 5 Area	10/20/2018	TCSE	825	Temporary staffing to support critical need in the administration of the OPD towing services contract	SEPARATED
NEW THIS PERIOD (11)								
CITY ADMINISTRATOR	Nelson	Meredith	02112 - Communications & Media	4/8/2019	TCSE	60	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Ruelas	Brenda	2113 - Communications & Media	4/20/2019	TCSE	0	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Woodall-Johnson	Marissa	02491 - Oakland Animal Services	4/6/2019	TCSE	0	Temporary relief veterinarian support at the Oakland animal shelter.	COMPLIANT
FINANCE	Austin	Shawntia	08441 - Revenue Collections Unit	4/20/2019	TCSE	0	Temporary assistance to maintain operations in the Liens unit during contract negotiations	COMPLIANT
FINANCE	Ploski	Lily	08111 - Budget & Finance Administration Unit	4/10/2019	TCSE	60	Temporary assignment to provide vital Accounting services to the Finance Department	COMPLIANT
HOUSING & COMMUNITY DEV.	Thompson	Norma	89929 - Housing Development	4/6/2019	TCSE/ Annuitant	40	Temporary 6 month assignment to help train staff as Housing Development Services Manager	COMPLIANT
HUMAN RESOURCES MGMT.	Banks	James	05311 - Employee Labor Relations	4/6/2019	TCSE	65	Temporary assignment to support the City-Wide training program.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	0	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	COMPLIANT
PLANNING & BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Neri	Kevin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Stanley	Brandon	84412 - Admin: Building Inspection	4/7/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
COMPLIANT (75)								
CITY ADMINISTRATOR	Han	Delphina	02491 - Oakland Animal Services	3/9/2019	TCSE	206	Temporary assistance to support the volunteer program in Oakland Animal services	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	109	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	432	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	100	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	457	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	346	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	770	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	827	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	9/24/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	202	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Corona Jr.	Manuel	35214 - Complete Clean Streets	1/26/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	369	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	414	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	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	464	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
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	87	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Duperval	Shela	08421 - Revenue Audit Unit	2/13/2019	TCSE	332	Temporary receptionist assistance during high volume tax renewal season	COMPLIANT
FINANCE	Gomez	Jimena	08741- Treasury Payroll	3/11/2019	ELDE		Temporary assistance with special projects and essential functions in the Payroll unit	COMPLIANT
FINANCE	Gonzales	Christopher	08921 - Parking Citation Assistance Center	2/26/2019	TCSE	261	Temporary assignment to assist with Receptionist duties in the Parking Citations Assistance Center. Recruitment is underway.	COMPLIANT
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	1/26/2019	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	COMPLIANT
FINANCE	Raines-Austin	Helen	08921 - Revenue Audit Unit	3/4/2019	TCSE	230	Temporary assistance to help maintain critical operations in the Parking Citations Assistance Center	COMPLIANT
FINANCE	Smith	Starr	103242 - Parking Citation Assistance Center	1/18/2019	ELDE		Urgent temporary assignment on special projects in support of Public Service Reps	COMPLIANT

**CIVIL SERVICE BOARD
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DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	867	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FIRE	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	638	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	COMPLIANT
FIRE	Hunt	Michael	20110 - Fire Chief Unit	3/23/2019	ELDE		Temporary assignment to support the department on numerous special projects, including coordination of projects between various departments.	COMPLIANT
FIRE	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	530	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE	Morris	Christopher	20611 - Education & Training Administration	12/3/2018	ELDE		Spec under development/revision for Fire Equipment Technician; duties not yet fully defined.	COMPLIANT
FIRE	Theshome	Theodeross	20521 - Budget Unit	5/4/2019	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.	Johnson	Nia	89969 - Residential Rent Arbitration	2/9/2019	ELDE		Temporary, critical support in the operations of the Rent Adjustment Program.	COMPLIANT
HOUSING & COMMUNITY DEV.	Williams	Sandra	89939 - Residential Lending & Rehabilitation	11/3/2018	TCSE	840	Temporary assignment to cover essential duties of former incumbent.	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	432	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	833	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	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	Dennis-Taylor	Lisa	78231 - HS Classroom & Seasonal	8/13/2018	ELDE		Temporary, emergency staffing to prepare for up coming review/inspections.	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	1/2/2019	ELDE		Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	714	Temp assignment to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	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
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
HUMAN SERVICES	Ukagumaoha	Jahswill	78111 - DHS Administration Unit	2/11/2019	ELDE		Temporary funded HEAP Program; implement and administer major housing development and direct outreach to homeless encampments; develop emergency housing programs	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
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	11/5/2018	TCSE	727	Temporary support for staff out on leave.	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

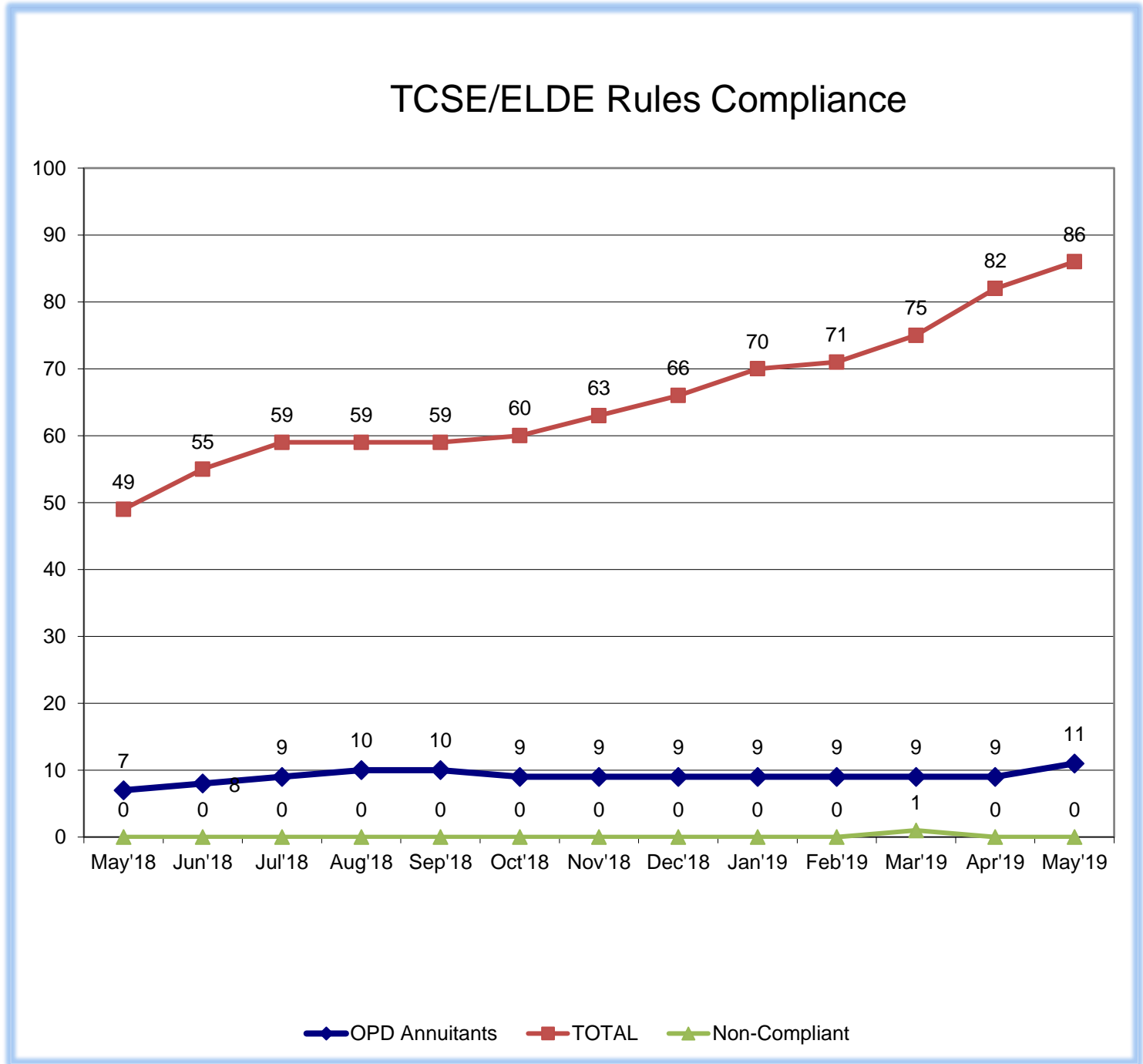
**CIVIL SERVICE BOARD
MAY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	768	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	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	72	Temporary assistance with back-log of inspections.	COMPLIANT
PLANNING & BUILDING	Singh	Randhir	84111 - Admin: Planning, Building & Neighborhood	3/23/2019	ELDE		Temporary project to implement the Electronic Content Management System, including deployment of software and digitization of records.	COMPLIANT
POLICE	Bazile	Luc	106210 - Police Personnel	1/12/2019	ELDE		Temporary, urgent support as departmental Mail Courier; duties not yet fully defined	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	390	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	DeSalvo	Barbara	108630 - Cease Fire	12/31/2018	ELDE		Grant funded temp assistance to develop strategic and sustainable project implementation plans; adopt best practices and policies.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	135	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	350	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	803	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	215	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Long	Jacqueline	108630 - Ceasefire	12/31/2018	ELDE		Temporary assistance to complete the OPD Ceasefire Unit Project	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	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	438	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	80	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Clark	Brazile	30683 - Environmental Services - Environment Remediation	3/9/2019	ELDE		Temporary assignment to the "Environmental Stewardship Team" to help administer Earth Day, Creek To Bay and MLD Days of Service, and special community cleanups.	COMPLIANT
PUBLIC WORKS	Gettone	Jacquelyne	30121 - PWA Fiscal Services	12/15/2018	TCSE	552	Temporary support to assist with multiple complex departmental projects	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design - Date moved to ELDE	8/11/2018	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	1/2/2019	TCSE/ Annuitant	160	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Lew	Mi Kyung	30234 - Facilities Planning & Development	2/23/2019	ELDE		Temporary support with delay or services and assist with back-log of important projects	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Ogbamichael	Lettebrhan	30121 - PWA Admin/Fiscal Services	8/11/2018	TCSE/ Annuitant	914	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	550	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Smith	Ayana	30541 - Equipment Services Administration	3/23/2019	TCSE	147	Temporary assignment to assist in the specialized Equipment Services Unit	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical storm water response services	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit - new date 1/12/2019 s	12/16/2017	TCSE/ Annuitant	286	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT

Non-Compliant (0)





STAFF REPORT

DATE: May 16, 2019

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

SUBJECT: Supplemental Informational Report Regarding City and Port Common Classifications

At its April, 2019 meeting, the Civil Service Board requested the City provide more detailed information that outlines surrounding city - port relationships regarding common classifications, transfer opportunities, and wages, and to provide additional options the Board could consider as it relates to the common classification system currently in-place between the City and the Port. This report provides the supplemental information requested by the Board.

COMPARABLE PORT RELATIONSHIP

The previous comparison analysis submitted to the Board at its April meeting examined the relationship between the City and Port of Long Beach with regard to common classifications, employee transfer opportunities and wage policies. This study is a continuance of that comparison analysis, focusing on the relationship between the City of Los Angeles, the Port of Los Angeles and the Los Angeles Department of Water and Power. Los Angeles was initially eliminated as a comparator agency due to L.A City's multi-faceted relationships with the various departments that operate independently, yet within its governmental structure. However, the Board ultimately determined that an examination of said relationships would be beneficial to understand how the City of Los Angeles and its departments mitigate disparity in pay and the possible impacts on transfer and other opportunities for employees.

Under the jurisdiction of the City of Los Angeles (City) and its Civil Service System are multiple departments, some of which are managed exclusively by the City, and others recognized by City Charter as "proprietary and self-supporting." Proprietary, self-supporting departments generate and control their own resources and may exercise more autonomy in forming internal budgetary processes. The proprietary departments of the City include The Department of Airports; The Harbor Department; the Library Department; the Department of Recreation and Parks; and the Department of Water and Power (LADWP). Roughly sixty percent (60%) of the classification specifications utilized by City and proprietary departments are deemed common classifications, allowing great latitude for employees to transfer between departments. Apart from LADWP, the City transfer process follows a civil service mandated protocol that is nearly identical to that utilized by the City of Oakland and its Port. Non-LADWP City employees who wish to transfer to the LADWP are considered only after the completion of a highly structured, internal bidding processes that is unique to that department. The remaining specifications are either exempt from the provisions of Civil Service or are special skill classifications that are exclusive to the respective department, i.e., Airport Engineer, Helicopter Pilot, Deck Hand, Harbor Master, Librarian, etc.

LADWP consists of three major divisions comprised of multiple units that operate within those divisions. It is the policy of LADWP, as negotiated in the MOU between LADWP and IBEW Local 18, to first consider current LADWP employees when filling non-entry level vacant positions (Exhibits A-C).

Referred to as “step One” bidders, internal candidates who have passed probation in the same civil service class as the vacant position may submit a formal bid for consideration. While bidding eligibility and procedures vary from unit to unit, the hiring unit must consider, at minimum, in class seniority, City and department affirmative action goals, work experience and the general fitness of the employee for the position. In the event that no internal LADWP candidate is selected, the unit may then consider “step 2” bidders, City employees from other City departments listed on transfer, referral or other official lists and finally eligible list candidates who have successfully competed in a civil service examination.

LADWP, as standard practice, aligns its wages and other fringe benefits to be “consistent with those prevailing in the private sector of the economy” and not with other City, public or other civil service comparator agencies (Exhibit D). As well, LADWP employees are represented by IBEW Local 18, a collective bargaining unit separate from the bargaining units that represent other City employees. As a result, there exists unequal compensation in classifications deemed as common to City departments and the LADWP (Exhibit E). City employees transferring to common classes in the LADWP receive pay increases, while LADWP employees transferring to the City will inevitably lose pay.

In the event of city-wide layoffs, the procedure between the City and all its departments is similar to the procedure used between the City of Oakland and the Port of Oakland. Employees with more seniority in a classification may bump employees with less seniority regardless of which agency/department the position is housed (Exhibit F).

For questions regarding this report, please contact Greg Preece, Human Resources Manager, at (510) 238-7334.

Exhibit A

Administrative Manual

Bid Notice - Filling A Position Other Than List of Eligibles

&

Substantially & Equally Qualified



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Bid Notice (Form 03214)

The Bid Notice, Form 03214, shall be used for all formal Department Bids except where another form is specified in a negotiated MOU procedure. Each business unit having a bid must distribute it to assure that it will be posted for the length of time specified in the applicable MOU or bid procedure. The bid notices will be posted on selected bulletin boards so all eligible employees have the opportunity to inspect them regularly.

SUPERVISOR

Prepare a statement of position responsibilities and requirements and work related qualifications on which candidates will be evaluated.

Transmit to the Business Unit Personnel Office.

BUSINESS UNIT PERSONNEL OFFICE

Prepare Form 03214, Bid Notice, referencing applicable MOU.

Determine the length of time needed to prepare, sign and distribute the notice to all appropriate bulletin board locations. Add this time to the MOU posting requirement to determine the "POST UNTIL" date.

Obtain the approval and initials of the Business Unit Director or a designated representative.

Obtain Employee Relations approval for conformance to bidding procedures, if necessary.

Forward the notice to the Business Unit AA/EEO Coordinator.

BUSINESS UNIT AA/EEO COORDINATOR

Check the notice for conformity to Department Affirmative Action/Equal Employment Opportunity guidelines.

Sign the notice and return it to the Business Unit Personnel Office.



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Bid Notice (Form 03214)

BUSINESS UNIT PERSONNEL OFFICE

Determine the number of copies to be distributed and color of paper. Submit a printing request (and labels, if required). Distribute according to the table shown below.

EMPLOYEES RESPONSIBLE FOR POSTING

Post Bid Notice as soon as received.

Remove Bid Notice from bulletin boards the day following the "POST UNTIL" date.

POSTING REQUIREMENTS

Requirements for posting bids are outlined in the appropriate MOUs.

Where no minimum or maximum number of days for posting is stated in an MOU, Bid Notices will be posted for a minimum of seven (7) working days.

Summary of Posting Requirements

Group	Minimum Days	Color
Administrative	7 calendar days	White
Clerical	7 working days	Buff
Load Dispatchers	7 working days	White
Operating, Maintenance & Service	7 working days	Blue
Professional	7 calendar days	Yellow
Security	7 working days	White
Steam Plant & Water Supply	7 working days	Pink
Supervisory Blue Collar	7 working days	Salmon
Supervisory Clerical & Administrative	7 working days	White
Supervisory Professional	7 working days	Goldenrod
Technical	7 calendar days	Green



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Bid Notice (Form 03214)

DISTRIBUTION

ALL BID NOTICES

Hand carry to:

- Employee Relations Office (four copies),
- Personnel Records Office (two copies)
- Employment Services (two copies)

CLERICAL NOTICES

Obtain labels from Administrative Publications. Submit labels with print request for print shop to affix. The label set shows the number of copies required.

Pick up and deliver bundles for distribution as follows:

Bundle +A to Room 1249, PO&M

Bundle +B to Room 1366, General Services

Bundle +C to Room 1466, Aqueduct

Remainder to Mail Room B-5A

PROFESSIONAL AND TECHNICAL NOTICES

Obtain labels from Administrative Publications. Label set indicates copies required for print request. The business unit affixes the labels and delivers to Mail Room, B-5A.

ALL OTHER GROUPS WITH BID PLANS

Use existing procedures in the applicable bid plan so that all eligible employees have the opportunity to inspect the bid notice.



ADMINISTRATIVE MANUAL

Section
**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject
Bid Notice (Form 03214)

Form Code 03214
Bid Notice

Code 03214, Rev. 3/78

LOS ANGELES
DEPARTMENT OF WATER AND POWER
BID NOTICE

C.S. CLASS _____ SALARY RANGE _____

WORKING TITLE _____

DDR NUMBER _____ SUPERVISOR _____

DIVISION _____ WORK UNIT _____

WORK LOCATION _____ WORK SHIFT _____

REFER TO ADMINISTRATIVE PERSONNEL PROCEDURES 111-2 AND 111-7

RESPONSIBILITIES AND REQUIREMENTS OF THE POSITION INCLUDE:

CANDIDATES WILL BE EVALUATED FOR THE FOLLOWING WORK RELATED SKILLS, KNOWLEDGE, ABILITIES AND OTHER QUALIFICATIONS BY INTERVIEW OR OTHER MEANS, AS SPECIFIED:

DEPARTMENT INTERVIEW DATA SHEET MUST BE SUBMITTED TO: _____

ADDRESS/LOCATION _____ PHONE _____

NO LATER THAN 4:00 PM _____, YOU WILL BE NOTIFIED OF YOUR INTERVIEW TIME.

DATE _____ BID NOTICE NUMBER _____ POST UNTIL _____
(PLEASE RECORD BID NOTICE NUMBER ON INTERVIEW DATA SHEET.)

REPRESENTATION UNIT **P W J** SYSTEM REPRESENTATIVE

C.S. CLASS _____ WORKING TITLE _____



ADMINISTRATIVE MANUAL

Section

SELECTION PROCESS

Subject

Substantially Equally Qualified

When candidates for a bid position have been found to be “substantially equally qualified” (SEQ) as defined below, the principal consideration in making the appointment(s) shall be to support the Department’s goal to have women and minorities equitably represented throughout its work force.

The SEQ policy affects only permanent appointments to bid positions that involve an increase in pay level for any of the competing candidates. Temporary assignments of less than six months and civil service appointments from a certification list are not covered by this policy. Any conflict between the SEQ policy and specific provisions of an MOU are resolved through the Employee Relations Business Group.

SEQ applies when underrepresentation (as defined by the Department’s Affirmative Action Plan) occurs at the pay level and all higher levels in the class and in the business unit where the vacancy is to be filled and is determined by your Business Unit Equal Employment Opportunity (EEO) Coordinator. Questions regarding SEQ should be directed to your Business Unit EEO Coordinator or the Department Affirmative Action/EEO.

References:

Selection Interview Handbook

General Manager’s Bulletin No. 79~20, Substantially Equally Qualified, June 6, 1979

Applicable MOUs

DEFINITION

Substantially Equally Qualified - A candidate whose bid evaluation score is within five percentage points of the top-scoring candidate.

-Underrepresentation - Having fewer protected class employees in a job classification than would be reasonably expected by their availability in the City Civilian Labor Force.

METHOD

All bid evaluation scores shall be on a scale of one hundred percent (100%).



ADMINISTRATIVE MANUAL

Section

SELECTION PROCESS

Subject

Substantially Equally Qualified

METHOD (Continued...)

The following three-step method is used to determine which candidates are within five percentage points of the top-scoring candidate:

1. Use the score of the top-scoring candidate,
2. *Subtract* five percentage points,
3. All candidates with the resulting score and higher scores are within five percentage points of the top-scoring candidate:

Example

Step 1	96% Top scoring candidate
Step 2	<u>-5</u>
Step 3	91%

In this example, all candidates with scores of 91 % and higher are within five percentage points of the top-scoring candidate.

LABOR FORCE DISTRIBUTION

The following 1990 census information for the Los Angeles City Civilian Labor Force will be used in determining underrepresentation.

	<u>L A. City Civilian Labor Force (Wa)</u>
Caucasian	49.7
Black	9.7
Spanish-Surname (Hispanic)	31.2
Asian American	9.0
American Indian	0.4
Women	42.8
Men	57.2



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

The Department may fill a vacant position by transferring an employee from one Organization/City department to another Organization/City department (see Note under “Eligibility”) under the following conditions.

References:

City Charter Sections 52, 110(b), and 113

Civil Service Rule 138

Administrative Manual, Sections:

20-05, Appointment Process

20-07, Probation Report (Form 03289)

20-61, Report of Appointment (Form 2762)

20-62, Telephone Information & Personnel Record Report (Form 2069)

20-66, Registration Form—Transfer or Reassignment to Entry-Level Positions

20-67, Request for Transfer (Form Gen. 1 6-8)

20-69, Change of Duties Description Record Number (Form 2346)

80-21, Preparation of Form 723, Termination of Employment

100-10, Return-to-Work Examinations Applicable MOUs

DEFINITIONS

Regular Transfer—The assignment of an employee from one Organization/City department to a vacant position to which the employee may be legally assigned in another Organization/City department.

Tentative Transfer—The assignment, on a trial basis for a maximum of six months, of an employee who has completed a probationary period, from one Organization/City department to a vacant position to which the employee may be legally assigned in another Organization/City department.

ELIGIBILITY

An employee may submit a request for a transfer if:

- The employee has status in, or assignment rights to, the class to which the transfer is requested;
- There is a vacant position in that class in the receiving Organization/City department; and



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

ELIGIBILITY (continued)

The appointing authorities of the employee's present Organization/City department and the receiving Organization/City department indicate approval by signing the transfer form.

Note; Employees who are in an Organization as a result of a functional transfer due to a reorganization may require a formal transfer as defined in this policy, even if moving to another organizational unit within the same Organization.

RESTRICTIONS

An employee cannot be transferred if:

- Employees with greater service in that class and classes of higher rank are being laid off in the employee's present Organization.
- The employee is serving a probationary period and the transfer is to a position in the same class, *unless* the employee's final rank in the examination from which the appointment was received would allow certification of the employee's name on the eligible list

EMPLOYEE ON LEAVE OF ABSENCE

A request for transfer in the same class may be processed for an employee who is on an approved leave of absence or on Workers' Compensation; however, the employee must return from the leave of absence to complete the transfer (refer to Administrative Manual, Section 100-10).

TRANSFER TO ENTRY LEVEL POSITIONS

Before a final selection is made to fill a position, the appointing manager is to give due consideration to employees who have a Registration Form for a transfer or reassignment on file with the Personnel Records Business Team.

Criteria to be considered in determining qualifications include, but are not limited to:



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**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

- Department seniority
- Previous experience
- Training
- Attendance record
- Affirmative action/equal employment opportunities

TENTATIVE TRANSFER

A tentative transfer becomes final if the employee is not returned within six months of the effective date of the appointment

Prior to returning an employee to the former Organization/City department, all of the following must be notified by the appointing authority:

- The employee
- The General Manager of the Personnel Department
- The appointing authority of the Organization/City Department from which the transfer was made

PROBATIONARY PERIOD

If the probationary period is completed prior to the transfer, the employee shall not be required to serve another probationary period in the same Civil Service class.

If an employee transfers to another Organization/City department during the probationary period, the employee must begin a new probationary period.

If the employee was on a protective leave from a former class, the leave is automatically extended until completion of the new probationary period, *unless* the appointing authority notifies the employee, in writing, to the contrary.

APPROVAL REQUIREMENTS

For regular transfers, approval by the receiving Organization/City department is required; approval by the present department is requested by the Department of Water and Power.



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Section

**FILLING A POSTION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

For tentative transfers, approval by the appointing authorities of both departments is required.

STATUS INFORMATION

Questions regarding the status of transfers are to be directed to the Personnel Records Business Team.



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

PROCEDURE

Responsibility

Action

RECEIVING BUSINESS UNIT

Note: Before a selection is made to fill an entry level position, the appointing manager is to give due consideration to employees who have a Registration Form for a transfer or reassignment on file with the Personnel Records Business Team.

1. Complete Form Gen. 16-B, Request for Transfer, Voluntary Reversion or Class Change Under Charter Sec. 108, according to instructions in Administrative Manual, Section 20-67.
2. Transmit the original and three (3) copies to the Personnel Records Business Team.
3. Cross reference the transfer request with the appropriate termination forms for completion when the transfer is final.

PERSONNEL RECORDS BUSINESS TEAM

1. Process the forms, including securing the necessary approvals for transfers between departments.
2. If the transferee is from another City department, transmit Form 2173, General Employment Record (sign-up) Card, to the receiving business unit
3. Notify the business unit(s) of the action taken by the General Manager of the Personnel Department.
4. Forward Form 3289, Probation Report, to the business unit, if required.

RECEIVING BUSINESS UNIT

On the effective date of the transfer, complete the following, or Personnel Management System equivalent



ADMINISTRATIVE MANUAL

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**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

Transfer between Organizations

- Form 2346, Change of Duties Description Record Number (refer to Administrative Manual, Section 20-62)
- Form 2762, Report of Appointment (refer to Administrative Manual, Section 20-61)
- Form 2069, Telephone Information and Personnel Record Report (refer to Administrative Manual, Section 20-62)
- Add the new employee to the basic time reporting document per the *Manual of Procedure and Instructions for Reporting Time* issued by the Manager of Payroll and Timekeeping.

Transfer From Another City Department

- Obtain the approvals of the immediate supervisor, the business unit director, and the assistant general manager/unit manager, or their authorized designees on the sign-up card.
- Transmit the sign-up card to the Manager of Payroll and Timekeeping.

Exhibit B

Memorandum of Understanding

Between

The City of Los Angeles Department of Water and Power

And

Local 18 of the International Brotherhood of Electrical Workers

Bid System

MEMORANDUM
OF
.....
UNDERSTANDING

Between

THE CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER

and

LOCAL 18 OF
THE INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS

Administrative Representation Unit - BID SYSTEM

July 28, 2003

through

September 30, 2005

APPENDIX E

BID SYSTEM

This system is designed to be used in filling positions which have been declared by Management to be vacant and which have a salary range higher than that of the entry-level position in the class.

It is the policy of this Department, to the extent consistent with its most efficient operation, that when a vacancy exists in a non-entry-level position assigned to this Unit, Management will, before certifying the Civil Service eligible list, give consideration to those employees already working in the class in which the vacant position is allocated. The procedure described in this section shall be used to select the best qualified employee when a vacant position is to be filled by means other than certification of the Civil Service list.

In administering this section, due consideration shall be given to System seniority, Department Affirmative Action goals, previous experience, training, attendance record and general suitability of the employee. For purposes of this section, systems shall include: the Water System, Power System and a third system comprised of all other Major Divisions and Administrative Offices and Divisions not included in the Water System or the Power System.

Applicability

This procedure shall be applicable to the filling of all positions included in this Unit except those of a temporary nature and those to be filled because of the temporary absence of the incumbent.

The Plan

Step One - Filling Positions - When a position is to be filled, an announcement of intention to fill such position shall be made seven (7) calendar days in advance of the commencement of interviews and appointments will be made within twenty (20) working days of the close of interviews. Such announcement shall be made on all Association bulletin boards, shall be descriptive of the duties, location and salary of the position and shall be in a form which may reasonably be expected to come to the attention of those employees who are eligible to hold the position by reason of their being in the same Civil Service class as the vacant position and having passed probation in that class. Employees who have not passed probation in that class may submit bids but shall not be considered unless no employees who have passed probation submit bids. Any employee who is

eligible as set forth above and who is interested in occupying such position may signify his/her interest by submitting a bid to the person designated in the bid announcement. Those employees who have submitted bids shall be given first consideration when an individual is selected for the position. Any employee who is selected through this bid procedure to fill a vacant higher-level position shall not be precluded by his/her supervisor from accepting said position.

Step Two - Filling Positions by Certification from Eligible List

In the event that the operation of Step One above does not result in filling a position, and no other employee is otherwise selected, then a request for certification from the Civil Service eligible list may be made to the Personnel Department.

Bidding a Shift - Notwithstanding other provisions of this Section, when a shift position becomes available, it will be opened for bidding in the regular manner and the bid awarded to the bidder with the most seniority in class. Provided, however, that if Management determines that this method of selection will result in the assignment of a bidder who is deficient in training and/or experience, Management may appoint an employee other than the most senior bidder. Should this occur, the Manager making such appointment will provide the affected employee with a written statement of the reason for such action. In the event that there are no bidders for a shift position, Management may assign the employee with the least seniority in class to such position.

Exhibit C

Memorandum of Understanding

Between

The City of Los Angeles Department of Water and Power

And

Local 18 of the International Brotherhood of Electrical Workers

Clerical Unit Bid System

MEMORANDUM
OF
UNDERSTANDING

Between

CITY OF LOS ANGELES

THE LOS ANGELES DEPARTMENT OF
WATER AND POWER

and

LOCAL 18 OF
THE INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS

Clerical Unit - BID SYSTEM

October 1, 2005

through

September 30, 2010

APPENDIX E
CLERICAL BID PROCEDURE

POLICY

To the extent that it is consistent with efficient operation, when filling vacant permanent positions in the Clerical Unit, and before requesting certification from Civil Service eligible lists, consideration shall be given to those employees desiring a change of position, who are working in the class or have assignment rights to the class. In administering the following procedure for selection of the best qualified employees, due consideration shall be given to seniority, previous experience, affirmative action goals, training, attendance records and general suitability.

DEFINITION

Position in the Clerical Unit - are those positions allocated to the Clerical Unit and listed in Appendices A-1, A-2, A-3, and A-4.

Most senior - means the employee with the most time in the class since original regular appointment to a position in the class at the Department of Water and Power, less any continuous physical absence (excluding a break in service) from a position in the class of more than one year except for military leave of absence. In the event of an employee's break in service of less than one year, their seniority shall be the amount of seniority accrued at the date of the break in service. In the event of an employee's break in service of more than one year, their seniority shall be the time in the class since their last regular appointment to a position in the class at the Department of Water and Power, less any continuous physical absence from a position in the class of more than one year.

Notwithstanding the provisions of the above paragraph, an employee who has a break in service of less than five (5) years as a result of a layoff under Charter Section 125, shall have seniority equal to the seniority the employee had accrued in the class at the date of the layoff. In the event of a break in service of more than five (5) years as a result of a layoff under Charter Section 125, their seniority shall be the time in class since their return from layoff, less any

continuous physical absence from a position in the class of more than one year except for military leave of absence.

APPLICABILITY

This procedure shall be applicable to the filling of all positions in the Clerical Unit except entry level positions, those of a temporary nature and those to be filled because of the temporary absence of the incumbent.

ANNOUNCEMENT OF POSITION

When a position having a salary higher than the lowest paid occupied position in the same Civil Service class in a Major Division the Department is to be filled, an announcement of intention to fill such positions shall be made in writing and posted for a minimum of seven (7) working days. Such announcement shall be descriptive of the duties, location, hours, and salary of the position and shall include special skills, knowledge, and abilities, which initially are necessary for appointment to the position. Such announcement shall be in a standard form (Form 03214) and shall be posted in each work location where employees of the affected Civil Service class are assigned.

EMPLOYEE'S BID FOR THE POSITION

Employees who are eligible by reason of their status in the Civil Service class and who are interested in occupying such position shall signify their interest by submitting an Interview Data Sheet (Form 3381) to the office or person designated on the bid announcement.

PROCEDURE - STEP ONE

Filling Positions By Bid

INTERVIEWS OF BIDDERS

Interview from the pool of candidates from within the Department established by the following procedure:

1. If the position(s) to be filled is (are) underrepresented in minorities and/or women (as determined by Division goals), establish the candidate pool as follows:
 - a) If there are ten (10) or fewer eligible bidders for each position, all bidders will be interviewed.

- b) If there are more than ten (10) eligible bidders for each position, establish a list of the most senior bidders to a maximum of nine (9) applicants in excess of the number of positions to be filled.
 - c) Identify the groups that are underrepresented.
 - d) If at least two applicants from the underrepresented groups (minorities and/or women) are on the list as established in (b) above, no further action shall be taken and said list will be the candidate pool for the position to be filled.
 - e) If the list as established in (b) above does not contain at least two candidates from each underrepresented group, add underrepresented bidders by seniority to said list to ensure that there are two applicants in the candidate pool from each underrepresented group.
2. If the position(s) to be filled is (are) not underrepresented in minorities and/or women (as determined by Division goals), establish the candidate pool as follows:

- a) If there are ten (10) or fewer eligible bidders for each position, all bidders will be interviewed.
- b) If there are more than ten (10) eligible bidders for each position, establish a list of the most senior bidders to a maximum of nine (9) applicants in excess of the number of positions to be filled. This list shall be the candidate pool for the position(s) to be filled.

Select from among the three best qualified. If any of the most senior of the three best qualified candidates is not selected, they will be entitled, upon written request within twenty-one (21) calendar days, to a written explanation of the reason or reasons for non-selection.

An employee shall be given at least twenty-four (24) hours notice prior to an interview.

**LIMITS TO
FREQUENCY OF BID
REASSIGNMENTS**

When reassigned or transferred from one position to another under this bid procedure, an employee will not normally be considered for another reassignment or transfer until the employee has served six (6) months in the new position; however, the employee may submit a bid as a Step One bidder.

This six-month tenure requirement may be waived by the Assistant General Manager and/or General Manager.

PROCEDURE - STEP TWO

**SELECTION
FROM AN
ELIGIBLE LIST**

In the event that the operation of Step One above does not result in the filling of a position, then request for certification from the Civil Service eligible list may be made provided that employees on probation in the class may be considered prior to certification from the eligible list, and further provided that no other employee who meets the eligibility requirements set forth herein is otherwise selected. For the purpose of this bid plan, if probationary employees are interviewed, they shall be considered as Step Two bidders.

Upon transfer or reversion from another City Department, an employee shall not transfer or be reassigned under this procedure for six months except that during this time period the General Manager or a designated representative may approve a waiver of this six-month requirement and allow such an employee to be interviewed as a Step Two bidder. After the six-month time period has been completed, such an employee will be considered as Step One bidder.

ADDITIONAL FACTORS

Clerk and Clerk Typist Assignment

The Letter of Agreement signed by the Department of Water and Power and Local 18 of the International Brotherhood of Electrical Works dated September 20, 1999 shall govern the bid rights of incumbent Clerks and Clerk Typists as of that date as well as

appointment and assignment procedures for employees in those classes thereafter.

Senior Clerical Assignment

The Letter of Agreement signed by the Department of Water and Power and Local 18 of the International Brotherhood of Electrical Workers dated November 27, 2000 shall govern the bid rights of incumbent Senior Clerks, Senior Clerk Typists, and Senior Clerk Stenographers as of that date as well as appointment and assignment procedures for employees in those classes thereafter.

For the Customer Service Representative Class Only

Prior to requesting certification of the eligible list, but subsequent to the applicable bid provisions, a communication shall be made to employees occupying positions in clerical classes which are at a level comparable to Customer Service Representative (CSR), which advises them of the opportunity to request a transfer under Charter Section 1014.

Candidates expressing an interest in a Charter Section 1014 transfer shall be considered prior to any candidates from the eligible list. Charter Section 1014 reassignment candidates shall be considered utilizing the same interview process as candidates from the eligible list.

If selected, the Charter Section 1014 transfer will be a tentative transfer, allowing for a period of evaluation similar to a probationary period.

Exhibit D

Administrative Manual

Basic Policy Statement

Employee Relations and Employment Standards



ADMINISTRATIVE MANUAL

SECTION

BASIC POLICY

SUBJECT

Basic Policy Statement

The basic policies of the John Ferraro Building (Department) are based on principles expressed by the citizens of Los Angeles when they originally established the Department as a municipal enterprise in 1902, as reaffirmed in the Charter of 1925, and approved by the Board of Water and Power Commissioners on August 23, 1973.

Reference:

City Charter, Section 377

GOOD WATER AND ELECTRIC SERVICE

We, as a utility owned by and accountable to the citizens of Los Angeles, are dedicated to providing good quality water and adequate and reliable electric service to the people of Los Angeles to meet present and future needs.

SOUND BUSINESS AND ENGINEERING PRACTICES

We strive constantly to employ sound business and modern engineering practices, to provide trained and effective personnel for efficient operations, and to maintain independent and sound financial strength necessary to continue to provide these services.

LOW AND EQUITABLE

We strive always to maintain equitable rates while providing good service at reasonable cost to the public. We establish rates based on the true cost of service provided customers.

CONSERVATION OF NATURAL RESOURCES

We practice and promote conservation of the natural resources placed in our hands.

PUBLIC HEALTH AND PROTECTION

We promote the general public health and work toward its protection by rendering our services with proper regard for health, environmental, and sanitation standards.



ADMINISTRATIVE MANUAL

SECTION

BASIC POLICY

SUBJECT

Basic Policy Statement

PUBLIC ACCOUNTABILITY AND COOPERATION

As an independent department within the structure of City government, we must be responsive and fully accountable to the public and its elected representatives and cooperate with individuals, private businesses, community and other governmental agencies in matters of safety, environmental, human and community needs or public interest related to our services and functions.

EMPLOYEE RELATIONS AND EMPLOYMENT STANDARDS

We endorse the maintenance of good employee relations and working conditions and provide equal employment and advancement opportunities by providing a workplace free from discrimination. Moreover we pay wages and fringe benefits consistent with those prevailing in the private sector of the economy.

Exhibit E

City of Los Angeles and Department of Water and Power

Salary Comparison

**CITY OF LOS ANGELES
MAY 2019 SALARY COMPARISON REPORT**

CITY OF LOS ANGELES	STEP 1	STEP 5	DEPT. OF WATER AND POW	STEP 1	STEP 1%	STEP 5	STEP 5%
Accountant	\$ 49,903	\$ 72,996	Accountant	\$ 72,725	46%	\$ 90,327	24%
Air Conditioning Mechanic, Sup	\$ 103,841	\$ 108,482	Air Conditioning Mechanic, Sup	\$ 127,389	23%	\$ 134,488	24%
Apprentice Machinist	\$ 69,655	\$ 89,544	Apprentice Machinist	\$ 76,463	10%	\$ 98,324	10%
Architect	\$ 89,637	\$ 131,063	Architect	\$ 124,486	39%	\$ 154,658	18%
Building Repairer	\$ 44,411	\$ 64,915	Building Repairer	\$ 72,829	64%	\$ 90,473	39%
Civil Engineer	\$ 89,638	\$ 131,064	Civil Engineer	\$ 130,082	45%	\$ 161,611	23%
Civil Engineer Associate	\$ 89,637	\$ 127,555	Civil Engineer Associate	\$ 109,327	22%	\$ 135,824	6%
Garage Attendant	\$ 38,439	\$ 56,188	Garage Attendant	\$ 54,538	42%	\$ 67,755	21%
Painter	\$ -	\$ 86,620	Painter	\$ -	0%	\$ 99,576	15%
Personnel Analyst	\$ 86,338	\$ 126,198	Personnel Analyst	\$ 106,842	24%	\$ 156,182	24%
Personnel Records Sup	\$ 57,691	\$ 84,334	Personnel Records Sup	\$ 73,080	27%	\$ 90,807	8%
Security Officer	\$ 41,342	\$ 60,405	Security Officer	\$ 42,762	3%	\$ 65,959	9%

Exhibit F

City of Los Angeles Civil Service Board

Rule 8 - Layoffs

RULE 8
LAYOFF*

*See Charter Section 1015

Sec. 8.1. The first person laid off within a class shall be the one in the department in which layoff is being made with the least layoff seniority. The order of layoff of intermittent and limited employees is determined by the appointing authority.

See City Attorney Opinions to the Civil Service Commission, July 24, 1940, and June 23, 1942; to Althea Warren, Library Department, August 12, 1941; to Lloyd Aldrich, Bureau of Engineering, September 19, 1941; to Joseph W. Hawthorne, Civil Service Department, January 9, 1945, November 1, 1945, and August 26, 1947; to Arthur Eldridge, Harbor Department, December 17, 1945; and to the Board of Public Works, September 8, 1948.

Sec. 8.2. If two or more employees have the same layoff seniority, the order of layoff shall be determined by the appointing authority.

Sec. 8.3. The person laid off shall be entitled to displace to a position in a class group in which he/she formerly held a regular appointment and in which there is an employee with less displacement seniority. The employee with the least displacement seniority shall be displaced by the person who is laid off. The employee displaced shall be considered as laid off for the same reason as the person who displaced him/her and shall in the same manner be eligible to displace to a position in a class group in which he/she formerly held a regular position. If two or more employees have the same displacement seniority to a position in a class group, the order of displacement shall be determined by the appointing authority of that class group. (Amended 1-19-59)

See City Attorney Opinion to Bernard J. Caughlin, Harbor Department, June 4, 1957.

Sec. 8.4. An employee may elect to displace in any class and in any department in which he/she has displacement rights or may waive any or all of his/her rights. In the absence of an election by the employee, he/she shall displace in the highest class in which he/she has displacement rights. If he/she has displacement rights in two or more classes at the same level, he/she shall displace in the class in which he/she has the greater displacement seniority. If he/she has displacement rights in his/her highest class in more than one department, he/she shall displace in the department in which he/she has the most displacement seniority. If his/her displacement seniority is equal in two or more classes or departments, he/she shall displace in that class or department in which the employee with the least displacement seniority is working.

See City Attorney Opinion to Burton L. Hunter, Civil Service Department, October 3, 1940.

- Sec. 8.5. All elections and waivers of displacement rights by employees shall be made in writing.
- Sec. 8.6. When a function is transferred from one department to another department, the incumbents of all positions transferred shall remain in the original class group for purposes of layoff and reemployment under Charter Section 1015.
- Sec. 8.7. If because of inclement weather or unforeseen reason, work is temporarily interrupted, it is not necessary that layoff seniority order be followed in assigning employees. The interruption of work must be known to be temporary, the appointing authority must act in good faith, and an employee must not be deprived of his/her rights or gain an advantage with respect to his/her employment in the classified civil service.
- Sec. 8.8. Whenever simultaneous layoffs occur in a class series, the layoff will occur first in the higher class, followed by displacement to the lower class. When displacements in the lower class have been completed, the layoff in the lower class will occur. (Effective 11-16-72)



Compensation Survey Results

- Survey Parameters:
 - Survey universe
 - 10 cities and counties used historically
 - Municipalities, not special districts
 - Alameda County, Berkeley, Concord, Contra Costa County, Fremont, Hayward, Richmond, San Francisco, San Jose & Vallejo
 - Classifications
 - Sample of benchmark classes previously used
 - Journey level
 - Matched based on official job descriptions



Compensation Survey Results

- Survey Parameters:
 - Data points Surveyed
 - Maximum salary
 - ER Retirement costs
 - ER Health and related costs
 - No premiums or OT included
- Outcomes
 - Report both mean and median
 - 5% above or below = within market



SEIU, Local 1021	OAKLAND TO MEAN	OAKLAND TO MEDIAN
Account Clerk II	-0.09%	3.29%
Administrative Assistant I	10.40%	10.82%
Animal Control Officer	-1.20%	4.02%
Auto Equipment Mechanic	9.54%	10.92%
Construction Inspector (field)	-5.84%	-1.62%
Custodian	5.60%	4.73%
Early Head Start Instructor	ISD	
Fire Prevention Bureau Inspector, Civil	ISD	
Heavy Equipment Operator	5.14%	12.02%
Help Desk Specialist	3.05%	1.00%
Librarian II	9.40%	11.79%
Park Attendant	-4.43%	-5.02%
Parking Control Technician	ISD	
Police Services Technician II	-5.72%	1.82%
Public Works Maintenance Worker	1.70%	0.86%
Revenue Assistant	ISD	
Sewer Maintenance Worker	-1.22%	0.09%
Specialty Combination Inspector	6.28%	14.31%

SEIU, Local 1021 Compensation Survey

Analysis:

- 5 well above
- 9 within market

ISD = Insufficient data



IFPTE, Local 21	OAKLAND TO MEAN	OAKLAND TO MEDIAN
Account Clerk III	-1.51%	1.65%
Accountant III	2.85%	2.59%
Administrative Analyst II	-8.84%	-7.63%
Administrative Assistant II	3.01%	6.87%
Case Manager II	ISD	
Criminalist II	ISD	
Deputy City Attorney II	2.29%	2.75%
Deputy City Attorney III	-3.01%	-0.68%
Engineer, Assistant I	1.90%	4.89%
Civil Engineer	2.24%	5.56%
Equipment Supervisor	7.36%	9.49%
Human Resources Analyst	-6.73%	-5.81%
Information Systems Specialist II	6.80%	10.98%
Librarian, Supervising	8.96%	13.55%
Management Assistant	-2.66%	-0.58%
Neighborhood Services Coord	ISD	
Planner II	-6.71%	-4.53%
Public Works Supervisor I	4.74%	7.12%
Real Estate Agent	0.16%	6.74%
Recreation Supervisor	7.88%	14.97%
Urban Economic Analyst II	-8.98%	-4.21%

IFPTE, Local 21 Compensation Survey

Analysis:

- 8 classes above
- 4 classes below
- 8 within market

ISD = Insufficient data