



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: July 18, 2019**

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

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; 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 JULY 18, 2019 CIVIL SERVICE BOARD MEETING AGENDA** ACTION

**4) CONSENT CALENDAR:** ACTION

a) Approval of Employee Requests for Leave of Absence

- Library
- Oakland Police Department

**5) OLD BUSINESS:**

a) Approval of June 20, 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

## 6) NEW BUSINESS:

a) Approval of New Classification Specification for Buyer, Senior ACTION

b) Quarterly Report per Section 3.04 of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of All Classification Specifications Revisions Currently Under Review INFORMATION

## 7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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



# MEMORANDUM

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**DATE:** July 18, 2019

**TO:** The Honorable Civil Service Board

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

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

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

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

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
Holmgren, Ronald	Captain of Police	Police Department	June 14, 2019 – Open	CRS 8.07 (c)(v) Exempt Position
Jordan, Andy	Library Aide, PPT	Library	July 7, 2019 – July 31, 2019	CSR 8.07 (c)(iii) Personal Business
Vaughn, Sharon	Library Assistant	Library	July 19, 2019 – December 13, 2019	CSR 8.07 (c)(iii) Personal Business

**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 Roland Holmgren Employee's ID 191 Today's Date 14 Jun 19

Department/Division Oakland Police Dept. Employee Job Title Captain of Police

Request: indefinite  Days  Hours From 15 Jul 19 To indefinite  
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave N/A

(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

\* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

[Signature] 14 Jun 19  
Employee's Signature Date

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

[Signature] 14 June '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.



# 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 Jordan, Andy J Employee's ID 6530 Today's Date 06/17/2019

Department/Division OPL / Temescal Employee Job Title Library Aide, PPT

Request: 3  Days  Hours From 07/27/19 To 07/31/19  
No. of Days or Hours Select Days or Hours

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

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
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[Signature] 6/17/19  
Employee's Signature Date

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

[Signature] 6/18/19  
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.

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



# Unpaid Leave of Absence

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

Employee's Name Sharon Vaughn Employee's ID 11464 Today's Date June 7, 2019

Department/Division OPL Employee Job Title Library Assistant

Request: 12  Days  Hours From July 19 To December 13, 2019  
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave MN  
(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
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Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Sharon Vaughn 6/7/19  
Employee's Signature Date

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

\_\_\_\_\_  
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.

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ADMINISTRATIVE INSTRUCTION 511

Voluntary Time-Off Without Pay (VTN)

OPL

Department Name

I request 15 full workdays of Voluntary Leave Without Pay during the period of  
(number of days)

July 1 - December 31 or

January 1 - June 30

Date(s) of Leave: July 12 - December 13, 2019 (specific dates attached)

Employee Name: Sharon Vaughn  
(please print)

Employee Job Title: Library Assistant

Employee Signature: Sharon Vaughn Date: May 31, 2019

APPROVAL BY: Jimmie Dean Date: 6/4/19  
Immediate Supervisor

APPROVED BY: [Signature] Date: 6/5/19  
Department Head

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
City Administrator\*\*

**Once the Request for VTN is approved, employees may not cancel or otherwise withdraw his/her VTN days.**

\*\* Required for leave periods exceeding fifteen (15) workdays (but up to sixty (60) days) per fiscal year.



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date: June 20, 2019**

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

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

**BOARD MEMBERS:** Chair, Andrea Gourdine (Arrived 5:40); Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin (Absent); Carmen Martinez (Absent); 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: Vice Chair Johnson 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 JUNE 20, 2019 CIVIL SERVICE BOARD MEETING AGENDA:**

**44935 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the June 20, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez



**4) CONSENT CALENDAR:**

## a) Approval of Employee Requests for Leave of Absence

- City Attorney
- Human Services
- Library

**44936 A motion was made by Vice Chairman Johnson and seconded by Board Member Hudson-Harmon to approve the Consent Calendar: Employee Requests for Leave of Absence. The motion passed unanimously.**

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

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

**5) OLD BUSINESS:**

## a) Approval of May 16, 2019 Civil Service Board Meeting Minutes

**44937 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the May 16, 2019 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Baranco, Johnson, Williams

Board Member Noes: None  
Board Member Abstentions: Hudson-Harmon  
Board Members Absent: Levin, Martinez

## 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: Board directed staff to continue researching the point-factor analysis approach to the common classifications between the City and the Port. Inclusion of salaries can be determined by staff in their analysis.

**6) NEW BUSINESS:**

## a) Approval of New Classification Specification for Accounting Analyst, Principal

**44938 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the New Classification Specification for Accounting Analyst, Principal. The motion passed unanimously.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

## b) 3.04 (e) Appeal to the Board of Classification Study Results for Program Analyst I (OFD-2019-AP01, M. Johnson)

- Employee currently classified as a Program Analyst I, appealing denial of request to be reclassified.

**44939 A motion was made by Vice Chairman Johnson and seconded by Board Member Hudson-Harmon to deny the Appeal of Classification Study results for Program Analyst I and uphold the findings of the Personnel Director. The motion passed unanimously.**

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

**(7 ADJOURNMENT)**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 18, 2019. All materials related to agenda items must be submitted by Thursday, July 4, 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:

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Oakland, CA 94612  
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**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – July 18, 2019**

**1. OPEN**

<b>Case Number</b>	<b>Classification</b>	<b>Dept.</b>	<b>Action Pending</b>	<b>Hearing Date</b>	<b>Notes/Next Steps</b>
PBD-2019-AP01	Process Coordinator II	Planning & Building	4.0 – Appeal of Recruitment & Examination Process	August 15, 2019	
CAO-2019-AP02	Contract & Compliance Officer	Contract & Compliance	3.04(e) Appeal to Board Regarding Changes in Classification	September 19, 2019	

**2. OTHER PENDING ITEMS**

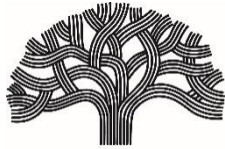
<b>Date Requested</b>	<b>Subject</b>	<b>Report From</b>	<b>Date Due</b>

**3. CLOSED**

<b>Case Number</b>	<b>Classification</b>	<b>Dept.</b>	<b>Action Pending</b>	<b>Date Received</b>	<b>Notes</b>

**4. UNDER REVIEW**

<b>Case Number</b>	<b>Classification</b>	<b>Dept.</b>	<b>Action Pending</b>	<b>Action Date</b>	<b>Notes</b>



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** July 18, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

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

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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the June 20, 2019 meeting that referenced data as of May 17, 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 June 14, 2019, there are a total of eighty-nine (89) employees in the TCSE (23), TCSE/Annuitant (32), and ELDE (34) categories. Six (6) assignments were closed, and eight (8) new assignments were added. Of the total, there are (0) assignments reported as non-compliant with Rule 5.06.

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

## **BACKGROUND**

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

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the eighty-nine (89) 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 June 14, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of June 14, 2019.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (6)</b>								
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE	109	Temporary part time Veterinarian to supplement and add capacity to service delivery	SEPARATED
CITY ADMINISTRATOR	Nelson	Meredith	02112 - Communications & Media	4/8/2019	TCSE	197	Temporary project to assist in the development of the City's website and community outreach, etc.	SEPARATED
CITY CLERK	Abney	Michelle	03121 - Office of the Clerk	5/30/2018	TCSE/ Annuitant	798	Temporary support of the Hotel Labor and Youth Services measures.	SEPARATED
HOUSING & COMMUNITY DEV.	Johnson	Nia	89969 - Residential Rent Arbitration	2/9/2019	ELDE		Temporary, critical support in the operations of the Rent Adjustment Program.	SEPARATED
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	960	Temp assignment to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	SEPARATED
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	11/5/2018	TCSE	960	Temporary support for staff out on leave.	SEPARATED
<b>NEW THIS PERIOD (8)</b>								
CITY ADMINISTRATOR	King-Bailey	Colin	65111 - Public Ethics Commission	6/17/2019	TCSE	0	Temporary project to assist with creating digital campaign finance, ethics, and lobbyist data tools for Public Ethics Commission	COMPLIANT
CITY ADMINISTRATOR	Nisperos	Mike	66211 - Community Police Review Agency	5/28/2019	TCSE	0	Temporary Interim Executive Director for CPRA to meet City Charter Section 604.	COMPLIANT
CITY ADMINISTRATOR	Umapathy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	0	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
HOUSING & COMMUNITY DEV.	Brady	Ellen	89969 - Residential Rent Arbitration	6/15/2019	ELDE		Critical assistance with the City's Rent Arbitration program.	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	5/18/2019	TCSE	0	Urgent temporary assistance in the Housing Resource Center	COMPLIANT
HUMAN SERVICES	Kunitz	Judith	78232 - Head Start - Central Office Program	5/18/2019	ELDE		Temporary emergency staffing for Health & Nutrition Coordinator to ensure health & nutrition standards for upcoming school year	COMPLIANT
PUBLIC WORKS	Jones	Sabrina	30131 - Public Works Administration	5/18/2019	ELDE		Temporary project to manage Oakland 311Call center transition to a shared-service model and manage requests from outside agencies	COMPLIANT
PUBLIC WORKS	Rodgers	Bobbie	30112 - Public Works Administration	5/18/2019	TCSE	0	Temporary special projects to support the expansion of the Oakland 311 Call Center	COMPLIANT
<b>COMPLIANT (81)</b>								
CITY ADMINISTRATOR	Han	Delphina	02491 - Oakland Animal Services	3/9/2019	TCSE	506	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
CITY ADMINISTRATOR	Gibson	Mercedes	02112 - Communications & Media	5/4/2019	TCSE	6	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	4/23/2018	TCSE/ Annuitant	512	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Ruelas	Brenda	2113 - Communications & Media	4/20/2019	TCSE	269	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	148	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Woodall-Johnson	Marissa	02491 - Oakland Animal Services	4/6/2019	TCSE	39	Temporary relief veterinarian support at the Oakland animal shelter.	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	748	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	616	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	42	Filling in for Council staff out on leave	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	350	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	559	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	510	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	673	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	Austin	Shawntia	08441 - Revenue Collections Unit	4/20/2019	TCSE	227	Temporary assistance to maintain operations in the Liens unit during contract negotiations	COMPLIANT
FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	931	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Duperval	Shela	08421 - Revenue Audit Unit	2/13/2019	TCSE	598	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	554	Temporary assignment to assist with Receptionist duties in the Parking Citations Assistance Center. Recruitment is underway.	COMPLIANT
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	2/23/2019	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	COMPLIANT
FINANCE	Ploski	Lily	08111 - Budget & Finance Administration Unit	4/10/2019	TCSE	330	Temporary assignment to provide vital Accounting services to the Finance Department	COMPLIANT
FINANCE	Raines-Austin	Helen	08921 - Revenue Audit Unit	3/4/2019	TCSE	431	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  
JULY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	892	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	830	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	723	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.	Thompson	Norma	89929 - Housing Development	4/6/2019	TCSE/ Annuitant	203	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	318	Temporary assignment to support the City-Wide training program.	COMPLIANT
HUMAN RESOURCES MGMT.	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	573	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	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
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/2019	TCSE/ Annuitant	0	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	120	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	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

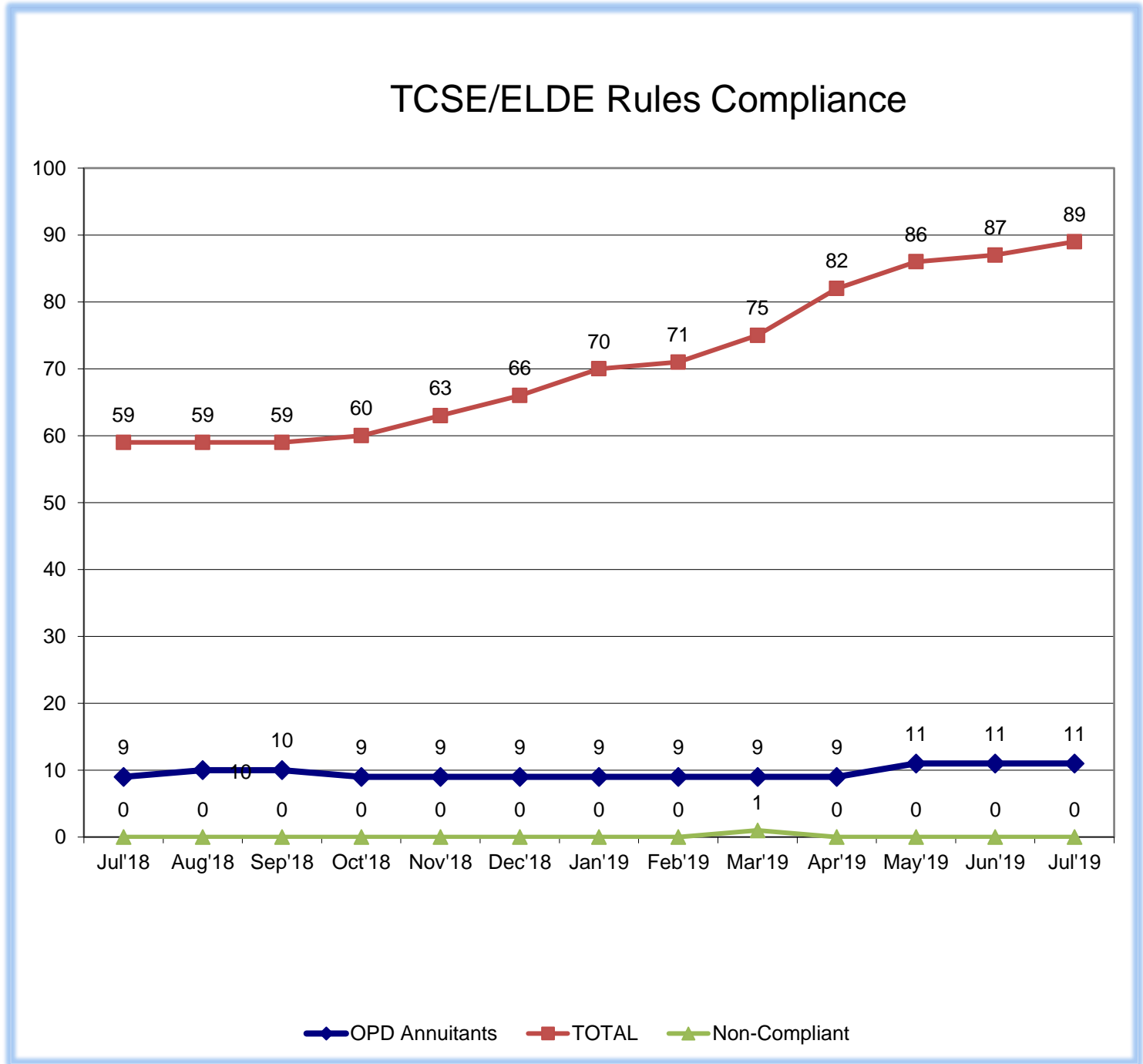
**CIVIL SERVICE BOARD  
JULY 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	905	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Lehmer-Chang	Aaron	84111 - Admin: Planning & Building	6/1/2019	ELDE		Temporary project to support the planning, coordinating, implementation and evaluation of external web publications.	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	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	176	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
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
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	450	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	382	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	913	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	370	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	586	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	Casilang	Chris	30541 - Equipment Services Administration	4/20/2019	TCSE	285	Temporary assistance with excess work load in the Heavy Equipment shop.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	823	Temporary support to assist with multiple complex departmental projects	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/2019	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	463	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
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	425	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	12/16/2017	TCSE/ Annuitant	311	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT

**Non-Compliant (0)**





CITY OF OAKLAND

## MEMORANDUM

**DATE:** July 18, 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 New Classification Specification for Buyer, Senior

Based upon a classification review at the request of the Finance Department, Human Resources Management has proposed the creation of a new classification specification for **Buyer, Senior**.

Finance Department staff has grown increasingly concerned about the lack of a promotional ladder for the City's Buyers. There has been enough attrition over time to warrant serious discussion by the department during recent budget considerations. In light of this information, Finance seeks to establish a new senior level buyer classification to perform a lead role among Buyer staff.

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

The Buyer, Senior assists the Purchasing Supervisor with day-to-day activities related to purchasing; promotes the most effective use of City funds in the acquisition of assigned commodities consistent with the City's Charter and Municipal Code; consults with departments in assessing requirements and developing specifications for the procurement of supplies, materials, and services; and trains and provides lead direction to assigned staff.

One position is being established as part of the FY 2019-2021 approved budget. The new job description will be used for the upcoming recruitment process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specification. Representatives met on May 16<sup>th</sup> and June 27<sup>th</sup>. The union confirmed that they have no objections to the creation of the proposed new classification specification at the meeting on June 27, 2019 and in a follow-up email.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule went to the Finance and Management Committee on June 25, 2019. There will be two readings by City Council on July 9 and 16, 2019.

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 new **Buyer, Senior** classification specification.

**Attachments:** Proposed new Buyer, Senior classification specification.



# SENIOR BUYER

DRAFT to CSB  
07-18-2019

Class Code: XXXXX FTE

Civil Service Classified

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## DEFINITION

Under direction in the Finance Department, assists the Purchasing Supervisor with day-to-day activities related to purchasing; promotes the most effective use of City funds in the acquisition of assigned commodities consistent with the City's Charter and Municipal Code; consults with departments in assessing requirements and developing specifications for the procurement of supplies, materials, and services; trains and provides lead direction to assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is an advanced-journey level classification in the Buyer series, which performs the more complex and technical purchasing assignments and provides lead direction to staff. This classification is distinguished from the higher-level Purchasing Supervisor in that incumbent of the latter has responsibility for day-to-day supervision of the entire purchasing section. It is further distinguished from the lower level Buyer in that the latter works on routine to complex purchasing assignments.

The incumbent receives direction from the Purchasing Supervisor and may provide lead direction to Buyers and administrative staff.

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

Lead, train, and review the work of Purchasing staff involved in the procurement of materials and services for City departments; recommend and assist in the implementation of goals and objectives for the section.

Perform complex purchasing assignments requiring extensive knowledge of technical and specialized commodities and services; simultaneously handle multiple projects and responsibilities.

Analyze requisitions to determine the type of material, supplies or equipment required; confer with user department staff regarding the development of specifications for competitive bid, the make or buy consideration, and for possibilities of substitute products to satisfy City requirements.

Evaluate bids and proposals based on price, quality or performance; prepare and direct the preparation of specifications and requests for formal bids, Requests for Quote (RFQs), and Requests for Proposals (RFPs) for the solicitation of bids from qualified vendors); utilize an automated purchasing system.

Verify the work of assigned employees for accuracy and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

Determine whether bid products or services meet the City's specifications by verifying manufacturer's printed specifications submitted with the bid; ensure that vendors or contractors meet the licensing and insurance requirements of the City.

Discuss and obtain departmental agreement on all socio-economic programs of the City.

Interview sales representatives and maintain library of product catalogues.

Research contracts, vendor files, directories, and other materials to develop sources of supply for products and services.

Prepare reports for management regarding suggested procedures, policies or ordinance changes which result in purchasing efficiency.

Assist new, minority, and small business representatives in understanding the City's bid and contract procedures.

Prepare price and quality comparisons in the evaluation of bids, materials and equipment needs.

Prepare City Council Resolutions, cover letters, and award recommendation statements for City Council agenda.

Analyze market situations, including pricing, product, distribution, and promotional strategies employed by vendors.

Investigate complaints and problems and make recommendations for solutions and/or adjustments.

Maintain contact with other public agency Buyers to exchange specification and bid strategy information.

Establish and maintain positive working relationships with individuals, businesses, vendors and user departments to ensure that programs and activities are responsive to City needs.

Suggest and add to development and implementation of new or improved purchasing procedures, policies or ordinance changes which result in purchasing efficiency.

Maintain knowledge base of new products, current developments in purchasing, and trends in supply chain management.

Orient and train City staff in the use of the automated purchasing module and in related policies and procedures.

May provide input regarding the selection, evaluation, and disciplinary action of employees.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of public purchasing including competitive bidding and formal proposal techniques.
- Applicable federal, state, and local regulations, including sections of the California Government Code and the City of Oakland Charter and Municipal Code.
- Standard price and purchasing reference sources for materials, supplies and services.
- Automated purchasing and materials management information systems and applications.
- Computer systems and software applications.
- Principles and practices of marketing related to large scale purchasing.
- Public contact and community relations.
- Principles and practices of supervision and training.

Ability to:

- Analyze and prepare clear, accurate, concise and often technical reports, specifications, Requests for Quotes, Requests for Proposal, correspondence, and written materials.
- Analyze technical or complex purchasing problems and research sound, independent conclusions
- Analyze and evaluate price proposals, financial reports and other information to determine reasonable prices.
- Interpret federal, state, and local regulations pertaining to purchasing.
- Evaluate and monitor contracts to be sure vendors and supplies comply with terms and conditions of contract.
- Perform mathematic calculations.
- Negotiate and administer a variety of administrative contracts for complex and difficult purchases.
- Work independently and set priorities.
- Communicate effectively with a diverse group.
- Communicate effectively in both oral and written form.
- Utilize computer systems, software applications, and automated purchasing and materials management information systems.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATIONS**

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

**Education:**

A Bachelor's degree from an accredited college or university in business administration, public administration, accounting, supply chain management, logistics, economics or related field.

**Experience:**

Four (4) years of purchasing work experience in industrial, volume or public procurement purchasing.

**LICENSE OR CERTIFICATE**

Certificate as a Purchasing Manager or Certification from the Institute of Supply Management (ISM) or an equivalent organization is highly desirable.

**OTHER REQUIREMENTS**

None required.

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



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



# *STAFF REPORT*

**DATE:** July 18, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

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

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

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April (for quarter end March 31, 2019). This report also provides an update on classification specifications that are currently under review.

### *Classification Studies*

Attachment A is a report of all outstanding classification studies for the quarter ending June 30, 2019. During this reporting period, five (5) studies were completed, one (1) study was canceled, and three (3) new studies were received. There are currently nineteen (19) active classification studies.

### **EXPLANATION OF DELAYS**

Nine (9) active studies have passed the one-year mark:

- Contract Compliance Officer – **completed 4/30/19\***
- Librarian II – **canceled 5/1/19**
- Contract Compliance Officer, Senior – **completed 4/26/19\***
- Program Analyst I – **completed 4/26/19\***
- Librarian, Supervising
- Accountant II – **completed 4/26/19\***
- Cashier
- Contract Compliance Officer
- Police Services Technician

The delays were initially due to competing demands and resource allocation issues. However, as time progressed, the delays grew because each case contains complexities that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study.

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: April 18, 2019

Page 2

Despite these considerations, HRM has renewed its focus on closing out overdue studies and is pleased to have made measurable progress this quarter. \*HRM staff completed four studies and a consultant completed one study, which amounts to closing out 20% of the queue. Four of those studies were overdue, and the canceled study was also in the overdue category. Completing the oldest studies first is the clear priority, and HRM remains committed to eliminating the backlog altogether. Staff expects to continue enlisting assistance from an external consultant to help with addressing the queue as well.

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

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2019 showing a total of one hundred two (102) classifications: during this reporting period there were six (6) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; there is one (1) classification being advanced by HRM to the Board for the July 18, 2019 meeting; an additional twenty-two (22) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-six (56) classification specification reviews assigned and under review by analysts; and there are an additional seventeen (17) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	6
Scheduled to CSB for Approval	1
Under Review for Scheduling of Meet & Confer with Representative Union	22
Assigned to Analyst for Review	56
Pending for Assignment	17
<b>TOTAL</b>	<b>102</b>

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

Attachment A – Classification Studies (Desk Audits) as of June 30, 2019

Attachment B – Classification Specifications under review as of June 30, 2019

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

ATTACHMENT A

	<b>Department</b>	<b>Classification</b>	<b>Date Received</b>	<b>Date Complete</b>	<b>Days Elapsed</b>	<b>Pending 1+ yr?</b>	<b>Status</b>
1	CAO	Contract Compliance Officer	11/7/2016	4/30/2019	904	Yes	Completed.
2	LIBRARY	Librarian II	3/7/2017	5/1/2019	N/A	Yes	Canceled. Employee transferred to new unit.
3	CAO	Contract Compliance Officer, Senior	3/16/2017	4/26/2019	771	Yes	Completed.
4	OFD	Program Analyst I	5/9/2017	4/26/2019	717	Yes	Completed.
5	LIBRARY	Librarian, Supervising	10/25/2017			Yes	Anticipated completion the week of 7/15/19.
6	HSD	Accountant II	12/21/2017	4/26/2019	491	Yes	Completed.
7	FINANCE	Cashier	4/9/2018			Yes	Anticipated completion the week of 7/15/19.
8	CAO	Contract Compliance Officer	5/1/2018			Yes	Anticipated completion the week of 7/1/19.
9	OPD	Police Services Technician II	5/29/2018			Yes	In progress.
10	PBD	Business Analyst IV	7/19/2018			No	Anticipated completion the week of 7/15/19.
11	ITD	Information Systems Specialist II	9/20/2018			No	In progress.
12	OPW	Administrative Assistant II	9/27/2018			No	In progress.
13	OPD	Police Services Technician II	10/24/2018			No	In progress.
14	FINANCE	Accountant III	11/5/2018			No	In progress.
15	FINANCE	Investment Officer	11/26/2018			No	In progress (consultant).
16	EWD	Program Analyst II	11/30/2018			No	In progress (consultant).
17	FINANCE	Office Assistant II	12/11/2018			No	Pending assignment.
18	FINANCE	Investment Officer	1/8/2019			No	In progress (consultant).
19	OPR	Public Service Representative	1/14/2019			No	Pending assignment.
20	OPW	Administrative Assistant I	2/7/2019			No	Pending assignment.
21	OFD	Business Analyst I	2/21/2019			No	Pending assignment.
22	PBD	Administrative Analyst II	3/27/2019	6/28/2019	93	No	Completed (consultant).
23	HSD	Program Analyst II	5/1/2019			No	New assignment.
24	DOT	Program Analyst II	6/5/2019			No	New assignment.
25	ITD	Database Analyst III	6/19/2019			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (6)</b>					
TBD	DVP	Deputy Chief of Violence Prevention	U31	NEW SPEC	Approved at 4/18/19 CSB Meeting.
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	Approved at 4/18/19 CSB Meeting.
SC101	FINANCE	Accounting Supervisor	UH1	SPEC REVISION	Approved at 5/15/19 CSB Meeting.
EM242	CAO	Inspector General	UK1	NEW SPEC	Approved at 5/15/19 CSB Meeting.
SC212	ITD	Reprographics Shop Supervisor	UH1	SPEC REVISION	Approved at 5/15/19 CSB Meeting.
TBD	FINANCE	Accounting Analyst, Principal	UP1	NEW SPEC	Approved at 6/20/19 CSB Meeting.
<b>SCHEDULED (1)</b>					
TBD	FINANCE	Buyer, Senior	TBD	NEW SPEC	For 7/18/19 CSB meeting
<b>PENDING MEET &amp; CONFER (22)</b>					
ET122	CITYWIDE	Engineer, Transportation	TF1	SPEC REVISION	Met with Local 21 on 6/27/19
EM258	CAO	Equal Employment Opportunities Officer	UK1	SPEC REVISION	Finalizing draft with department
TBD	PEC	Ethics Analyst III	TBD	NEW SPEC	Drafting new class spec; for 7/18 L21 mtg
IS122	OFD	Fire Suppression District Inspector	SC1	SPEC REVISION	Met with Local 1021 on 6/17/19
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Met with Local 1021 on 6/17/19
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Drafting new class spec; need union meeting date
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	Drafting new class spec; need union meeting date
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	For 7/18/19 Local 21 meeting
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	For 7/18/19 Local 21 meeting
EM187	ITD	Information Systems Manager II	UM1	SPEC REVISION	Met with Local 21 on 6/27/19
TBD	DOT	Manager, Transportation Bureau	TBD	NEW SPEC	For 4/18/19 Local 21 meeting; again at 5/15 mtg
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec; need union meeting date
AP279	PBD	Planner V	TW1	SPEC REVISION	Met with Local 21 on 6/27/19
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PP131	OPRYD	Recreation Center Director	SC1	SPEC REVISION	Met with Local 1021 on 6/17/19
SS182	ITD	Reproduction Offset/Operator	SD1	SPEC REVISION	Met with Local 1021 on 6/17/19
SS180	ITD	Reproduction Assistant	SD1	SPEC REVISION	Met with Local 1021 on 6/17/19
TBD	OPW	Sign <b>Shop Coordinator</b> Technician II	TBD	NEW SPEC	For 10/19/18 Local 1021 meeting; discussion has ended
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	For 10/19/18 Local 1021 meeting; discussion has ended
TBD	CAO	Veterinary Assistant	TBD	NEW SPEC	Preparing proposed new spec for department review

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TC144	CAO	Veterinary Technician	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
<b>IN PROGRESS (56)</b>					
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TBD	ITD	Application Developer IV	TBD	NEW SPEC	Drafting new class spec
EM113	OFD	Assistant Chief of Fire Department	UU1	NEW SPEC	Preparing proposed spec revisions for department review
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department review
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Inspection Supervisor	TBD	NEW SPEC	Drafting new class spec
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP224	LIBRARY	Library Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
ET131	PBD	Permit Technician II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
SC202	PBD	Process Coordinator III	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
<b>PENDING ASSIGNMENT (17)</b>					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment



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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Pending analyst assignment
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Pending analyst assignment
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department