



CIVIL SERVICE BOARD MEETING AGENDA

Date: September 16, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: **Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Malia McPherson, Attorney to the Board**

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/83312451719?pwd=aENKdEV3ZTlsN0pVdDdnMXVzdWIQZz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

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

Webinar ID: 833 1245 1719 Passcode: 848247

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

COMMENT:

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

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

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

If you have any questions, please email Greg Preece, Assistant Human Resources Director at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE SEPTEMBER 16, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (0)

- There are no provisionals this month.

b) Approval of Employee Requests for Leave of Absence (11)

- Human Resources Management Department (1)
- Human Services Department (1)
- Oakland Fire Department (1)
- Oakland Public Library (2)
- Planning & Building Department (5)
- Housing & Community Development Department (1)

c) Approval of Revised Classification Specifications (1)

- Parking Meter Collection Supervisor (formerly Parking Meter Collector Supervisor)

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of May 20, 2021 Civil Service Board Meeting Minutes | ACTION |
| b) Approval of July 15, 2021 Civil Service Board Meeting Minutes | ACTION |
| c) Determination of Schedule of Outstanding Board Items | INFORMATION |
| d) 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 |
| e) Update on Common Class Study | ACTION |
| f) Update regarding Measure Q Hiring Efforts | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|--------|
| a) Approval of New Classification Specifications for Emergency Medical Technician and Community Intervention Specialist | ACTION |
| b) Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual Including the Addition of Zero Tolerance Language | ACTION |

7) OPEN FORUM**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:

1) Personnel Matter for Public Employee: 10.03 – Appeal of Disciplinary Action: PBD-2021-AP01 (T. Picot)

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

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

3) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 21, 2021. All materials related to agenda items must be submitted by Thursday, October 7, 2021. 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



MEMORANDUM

DATE: September 16, 2021

TO: The Honorable Civil Service Board

FROM: Greg Preece, Assistant HR Director / 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 eleven (11) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Morales, Mary	Human Resource Analyst, Senior	Human Resources Management Department	August 16, 2021 – September 2, 2021	CSR 8.07 (c)
Chimezie, Eunice	Head Start Instructor	Human Services Department	July 31, 2021 – July 30, 2022	CSR 8.07 (c)
Logan, Erik	Battalion Chief of Fire	Oakland Fire Department	May 29, 2021 – Indefinite	CSR 8.07 (c)
Bourget, Annette	Library Assistant	Oakland Public Library	August 21, 2021 – January 22, 2022	CSR 8.07 (c)
Chang, Youjin	Library Assistant	Oakland Public Library	August 14, 2021 – August 27, 2021	CSR 8.07 (c)
Janvier, Mia	Project Manager	Planning & Building	November 18, 2021 – November 30, 2021	CSR 8.07 (c)
Janvier, Mia	Project Manager	Planning & Building	January 21, 2022 – January 28, 2022	CSR 8.07 (c)

CIVIL SERVICE BOARD

Subject: Request for Leave of Absence

Date: September 16, 2021

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Employee Name	Classification	Department	Leave Duration	Category
Janvier, Mia	Project Manager	Planning & Building	March 21, 2022 – March 28, 2022	CSR 8.07 (c)
Janvier, Mia	Project Manager	Planning & Building	June 13, 2022 – June 24, 2022	CSR 8.07 (c)
Janvier, Mia	Project Manager	Planning & Building	November 18, 2022 – November 30, 2022	CSR 8.07 (c)
Lothlen, Brittini	Administrative Assistant I	Housing & Community Development	September 6, 2021 – September 2, 2022	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- 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 Mary Morales Employee's ID 23999 Today's Date 8-5-21

Department/Division HRM/Recruitment, Classification & Benefits Employee Job Title Sr. HR Analyst

Request: 14 Days Hours From 8/16/21 To 9/2/21
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.

Mary Morales 8-5-21
 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.



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 _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

I Request: 365 Days Hours From _____ To July 30, 2022
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types

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

* Additional Information

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

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

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Employee's Signature _____ Date _____

Civil Service Board Approval _____ Date _____

Ara Bedj
 Department Head Approval _____ Date 8/3/21

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 Erik N. Logan Employee's ID 6549 Today's Date 5/18/21

Department/Division Fire Department Employee Job Title Battalion Chief of Fire

Request: _____ Days Hours From 5/29/21 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] _____
 Employee's Signature Date 5/18/21

 Civil Service Board Approval Date

[Signature] _____
 Department Head Approval Date 6/3/21

 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 Annette Bourget Employee's ID 20979 Today's Date 07/20/21

Department/Division Library Employee Job Title Library Assistant

Request: Days Hours From 08/21/21 To 1/22/22
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

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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.

Annette M. Bourget
Digitally signed by Annette M. Bourget
 Date: 2021.07.21 10:11:12 -0700
07/21/21
 Employee's Signature Date

 Civil Service Board Approval Date

Tabitha Williams for Jamie Turbak

 Department Head Approval Date 7/29/21

 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 Youjin Chang Employee's ID 21280 Today's Date 7/24/2021

Department/Division Library Employee Job Title Library Assistant

Request: 29 Days Hours From 8/14/2021 To 8/27/2021
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
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.


 Employee's Signature 7/24/2021
 Date

 Civil Service Board Approval Date


 Department Head Approval 7/26/2021
 Date

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Mia Janvier Employee's ID 23033 Today's Date 08-18-2021

Department/Division Planning & Building Employee Job Title Project Manager

Request: 37.5 Days Hours From 11/18/2021 To 11/30/2021
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
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

* Additional Information

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

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Mia Janvier Digitally signed by Mia Janvier
Date: 2021.08.14 13:45:17
+07'00'

rvsd 8/18/2021

Employee's Signature

Date

Civil Service Board Approval

Date



8/18/2021

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

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- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Mia Janvier Employee's ID 23033 Today's Date 08-18-2021

Department/Division Planning & Building Employee Job Title Project Manager

Request: 37.5 Days Hours From 01/21/2022 To 01/28/2022
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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SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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Mia Janvier Digitally signed by Mia Janvier
Date: 2021.06.14 13:45:17
+0700

rvsd 8/18/2021

Employee's Signature

Date

Civil Service Board Approval

Date



Department Head Approval

Date

8/20/2021

City Manager Approval

Date

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- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Mia Janvier Employee's ID 23033 Today's Date 08-18-2021

Department/Division Planning & Building Employee Job Title Project Manager

Request: 37.5 Days Hours From 03/21/2022 To 03/28/2022
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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SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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Mia Janvier Digitally signed by Mia Janvier
Date: 2021.06.14 13:45:17
-07'00'

rvsd 8/18/2021

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

Date

8/18/21

City Manager Approval

Date

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Unpaid Leave of Absence

Leave Type:

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

Employee's Name Mia Janvier Employee's ID 23033 Today's Date 08-18-2021

Department/Division Planning & Building Employee Job Title Project Manager

Request: 75.0 Days Hours From 06/13/2022 To 06/24/2022
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
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**

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Mia Janvier Digitally signed by Mia Janvier
Date: 2021.06.14 13:45:17 -0700

rvsd 8/18/2021

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

Date

City Manager Approval

Date

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Unpaid Leave of Absence

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- Parental Leave (no pay)

Employee's Name Mia Janvier Employee's ID 23033 Today's Date 08-18-2021

Department/Division Planning & Building Employee Job Title Project Manager

Request: 37.5 Days Hours From 11/18/2022 To 11/30/2022
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
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MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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*** Additional Information**

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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.

Mia Janvier Digitally signed by Mia Janvier
Date: 2021.08.14 13:45:17 -0700

rvsd 8/18/2021

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.



Unpaid Leave of Absence

Print Form

Leave Type:

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

Employee's Name Brittni Lothlen Employee's ID 25455 Today's Date 8/26/21

Department/Division Housing and Community Development Department Employee Job Title Administrative Assistant 1

Request: 260 Days Days Hours From 9/6/21 To 9/2/22
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.

Brittni Lothlen 8/26/21
Employee's Signature Date

Civil Service Board Approval Date

Shola Olatoye 9/1/21
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.



CITY OF OAKLAND

MEMORANDUM

DATE: September 16, 2021

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 Parking Meter Collection Supervisor (formerly titled Parking Meter Collector Supervisor)

Based upon a classification review at the request of the Department of Transportation (DOT), staff has proposed revisions to the **Parking Meter Collection Supervisor** classification. The classification specification was established in April 1993 and revised in March 2018.

The meter collection function is moving from the Finance Department to DOT as part of a recent reorganization. Only a few minor revisions are proposed. The name of the department is changing from Finance to DOT. The Distinguishing Characteristics section is being enhanced to describe what separates the supervisor from the manager and meter collection staff. The new reporting structure has been defined. Lastly, there is small change in the title to better refer to the position's job function; "Collection" will be used instead of "Collector."

There is one filled position. The revised classification specification will be used in recruitment and selection processes to fill future vacancies.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified in July 2021 of the proposal to revise and re-title this classification. City and union representatives met in July and August 2021 to discuss the potential impacts of these minor revisions. In an email dated August 19, 2021, the union conveyed that there were no objections to the proposed revisions.

Additionally, this classification was not included in the "Common Class" Project. Comparable services are not performed by the Port of Oakland.

Staff recommends that the Civil Service Board approve the revised and re-titled classification specification of **Parking Meter Collection Supervisor** as proposed.

Attachment: Proposed revised Parking Meter Collection Supervisor classification specification.



DRAFT

PARKING METER COLLECTION ~~OR~~ SUPERVISOR

Class Code: SC195 FTE

Civil Service Classified

DEFINITION

Under direction in the ~~Finance~~ Department of Transportation (DOT), supervises the daily collection of parking meter revenues (coins, credit cards, and web/mobile phone based payments); maintains accurate records; prepares clear and concise reports used for revenue collection and operations analysis; supervises related contracts; oversees daily revenue collection deposits and conducts collection audits to confirm coin sorting counts, coin bagging, and revenue deposits; prepares and monitors the section budget; responds to inquiries from the public; uses computerized meter collection routing information program systems; ~~schedules routes for assigned staff; trains, supervises, and evaluates assigned staff; and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification which oversees collection operations. This classification is distinguished from the higher-level Project Manager II ~~Revenue & Tax Administrator~~ in that the incumbent of the latter is responsible for managing, organizing, and directing the daily operations of the ~~bureau~~ division. It is further distinguished from the lower-level Parking Meter Collector in that the latter collects, sorts, and counts money and other payment collected from City parking meters.

The incumbent receives direction from the ~~Revenue & Tax Administrator~~ Project Manager II or other management staff designee, and exercises general direction over Parking Meter Collectors.

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

Plan, assign, supervise, and direct the daily operation of the collection of coins from parking meters on all routes.

Program daily parking meter collection routes using computerized meter collection routing information program systems; plan, program and adjust meter vault keys based on daily collection volume.

Select, train, schedule, supervise and evaluate subordinate staff.

Supervise daily coin sorting, counting, and bagging, and confirm daily bank deposits of parking meter monies.

Complete deposit slips and coin collection audits ~~on a daily basis~~; prepare reports showing money collected and out-of-order meters per route.

Prepare formal and ad hoc reports as needed; prepare section status reports regarding operational performances and programs, and for revenue collections, financial data analysis and section personnel.

Develop and revise parking policies and procedures to maintain customer satisfaction and parking availability; implement and monitor the effectiveness of policies and procedures by establishing performance measures, score cards, metrics, and benchmarks.

Supervise and inspect routes of Parking Meter Collectors on a regular basis.

Generate periodic reports from multiple parking meter management systems; review ~~for~~ the accuracy of meter collections routes by reconciling parking management system data queries; conduct data analysis to identify operational and/or financial anomalies and potential operational efficiencies; report the results and propose corrective action with alternatives and solutions.

Handle citizen complaints and provide accurate and timely answers to questions from the public regarding parking meters.

Order supplies and parts needed for the section to maintain office equipment and machinery.

Coordinate with other departments for parking meter repair, meter head replacements, removal, and installations of new parking meters.

Prepare and maintain records and reports.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Parking meter collection policies and procedures.
- City of Oakland geography and street system.
- Mathematics and basic statistics.
- Records maintenance and reporting.
- Training practices and procedures.
- Public contact and community relations.
- Principles of supervision and development.
- Budget development and administration.
- Computer systems and software applications including automated financial systems.

Ability to:

- Operate meter and coin collecting equipment.
- Perform arithmetic computations and statistical analysis.
- Work independently and set priorities.
- Communicate effectively in both oral and written form.
- Maintain accurate records; prepare clear, concise reports.
- Identify problems, collect information, and formulate solutions.
- Motivate staff to meet unit goals and foster a collaborative team environment.
- Utilize computer systems and software applications including word-processing, database, and spreadsheet operations and automated financial systems.
- Assist with budget preparation and administration.
- Supervise, train, and evaluate assigned staff.
- Establish and maintain effective work relationships with internal and external customers 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:

High school diploma or equivalent. An Associate's degree or higher degree is desirable.

Experience:

Three (3) years of experience in revenue or parking meter collection. Experience providing lead direction is desirable. Experience with electronic parking meters is desirable.

LICENSE OR CERTIFICATE

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 who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 04/22/1993 CSB Resolution #: 44280 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: 03/15/2018 CSB Resolution #: 44882

Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: May 20, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Vice Chair, Christopher Johnson; Lauren Baranco; Michael Brown, Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Sally Nguyen, Counsel to the Board
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link:
<https://us02web.zoom.us/j/83068877684?pwd=ekZlN294ZEhRVUVMjdJbDQyZFI0UT09>
at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 830 6887 7684 (Note: Password: "CSB520" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time:
Dial (for higher quality, dial a number based on your current location):

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

Webinar ID: 830 6887 7684 Passcode: 426862

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

COMMENT:

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

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If you have any questions, please email Greg Preece, Assistant Human Resources Director, at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE MAY 20, 2021 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45051 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the May 20, 2021 Civil Service Board Agenda. The motion passed.

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

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

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- a) Introduction of new Board Member and acknowledgement of outgoing Board Members for their service to the City of Oakland.
- b) Update on the city’s re-opening plan.

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointments (0)
 - There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (0)
 - There are no leave of absence requests this month.
- c) Approval of Revised Classification Specifications (3)
 - ~~Engineer, Assistant I and Engineer, Assistant II~~
 - Human Resource Operations Technician

45052 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to remove approval of Engineer, Assistant I and Engineer, Assistant II from the Consent Calendar and to approve the remaining Consent Calendar. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

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

45053 A motion was made by Member Martinez and seconded by Member Brown for the approval of Engineer, Assistant I and Engineer, Assistant II class specs after discussion with staff about the changes. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

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

5) OLD BUSINESS:

- a) Approval of April 15, 2021 Civil Service Board Meeting Minutes

ACTION

45054 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the April 15, 2021 Civil Service Board Meeting Minutes. The motion passed.

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

Board Member Noes: None
 Board Member Abstentions: Brown
 Board Members Absent: Levin, Williams

- b) Determination of Schedule of Outstanding Board Items - ACTION
 Request for extension to present findings in Appeal # OPD-2020-AP01 to the August 19, 2021 meeting

45055 A motion was made by Member Brown and seconded by Member Martinez to approve the extension request for Appeal #OPD-2020-AP01. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

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

- 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
- e) City Council Zero Tolerance Policy Legislation INFORMATION
- f) Update regarding Measure Q Hiring Efforts INFORMATION

6) NEW BUSINESS:

- a) Approval of Request for Exemption from Civil Service of the Classification of Police Officer Trainee ACTION

45056 A motion was made by Member Hudson-Harmon and seconded by Member Brown to approve the Exemption request for the Police Officer Trainee classification. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

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

b) Election of Board Members as Chair and Vice Chair

ACTION

45057 A motion was made by Member Martinez and seconded by Member Baranco to nominate Member Hudson-Harmon for Chair, which was accepted by Member Hudson-Harmon. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Martinez.

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

45058 A motion was made by Member Brown and seconded by Member Baranco to nominate Member Martinez for Vice-Chair, which was accepted by Member Martinez. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Hudson-Harmon.

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

7) OPEN FORUM

8) ADJOURNMENT

45059 A motion was made by Vice Chair-Elect Martinez and seconded by Member Baranco to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 17, 2021. All materials related to agenda items must be submitted by Thursday, June 3, 2021. 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.

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



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: July 15, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon (excused); Vice Chair, Carmen Martinez; Lauren Baranco (excused); Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board (Excused)
Greg Preece, Assistant HR Director/Staff to the Board
Malia McPherson, Attorney to the Board

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84050839067?pwd=WWtjMXNGTlcvbU5BTkd5OUh2bXo5QT09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 840 5083 9067 (Note: Password: "CSB715" may be required to connect.)
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COMMENT:

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If you have any questions, please email Greg Preece, Assistant Director of Human Resources at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE JULY 15, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45064 A motion was made by Member Williams and seconded by Member Brown to approve the July 15, 2021 Civil Service Board Meeting Agenda with the modification of taking Item 6a out-of-order immediately after the Consent Calendar. The motion passed.

Votes: Board Member Ayes: 4 – Martinez, Brown, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon, Baranco

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointments (0)
 - There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (3)
 - Human Resources Management Department (1)
 - Oakland Public Library (1)
 - Planning & Building Department (1)
- c) Approval of Revised Classification Specifications (0)
 - There are no classification specifications this month.

45065 A motion was made by Member Brown and seconded by Member Williams to approve the July 15, 2021 Consent Calendar. The motion passed.

Votes: Board Member Ayes: 4 – Martinez, Brown, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon, Baranco

5) OLD BUSINESS:

- a) Approval of May 20, 2021 Civil Service Board Meeting Minutes

ACTION

There was not a quorum of members at this meeting who were present at the May 20, 2021 meeting to pass this item. The item will be continued to the August 19, 2021 meeting.

- b) Approval of June 17, 2021 Civil Service Board Meeting Minutes

ACTION

45067 A motion was made by Member Williams and seconded by Member Levin to approve the June 17, 2021 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Martinez, Brown, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon, Baranco

- c) Determination of Schedule of Outstanding Board Items ACTION

45068 A motion was made by Member Brown and seconded by Member Williams to approve the request from the Oakland City Attorney's Office and the Appellant to continue the Hearing Officer's Report for Appeal OPD-2020-AP01 to the September 16, 2021 meeting. The motion passed.

Votes: Board Member Ayes: 4 – Martinez, Brown, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon, Baranco

- d) 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

There is no report available this month.

- e) Update on Common Class Study INFORMATION

There is no update this month.

- f) Civil Service Rule Policy Update INFORMATION

There is no update this month.

- g) Update Regarding Measure Q Hiring Efforts INFORMATION

- h) Hiring Process Discussion – Staffing Report and Recruitment & Hiring Process INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specifications for Custom Application Developer III and Oracle Application Developer III ACTION

**This item was moved to after the Consent Calendar*

45066 A motion was made by Member Levin and seconded by Member Williams to approve the New Classification Specifications for Custom Application Developer III and Oracle Application Developer III. The motion passed.

Votes: Board Member Ayes: 4 – Martinez, Brown, Levin, Williams.

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

- b) Quarterly Update per Section 3.04 (f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specification Revisions Currently Under Review INFORMATION

7) OPEN FORUM

8) ADJOURNMENT

45069 A motion was made by Member Williams and seconded by Member Levin to adjourn. The motion passed.

Votes: Board Member Ayes: 4 – Martinez, Brown, Levin, Williams.

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 19, 2021. All materials related to agenda items must be submitted by Thursday, August 5, 2021. 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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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 – SEPTEMBER 16, 2021**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	N/A	Outside hearing officer assigned
PBD-2021-AP01	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	September 16, 2021	Hearing is scheduled
HSD-2021-AP01	Program Analyst I	Human Services Department	3.04 (e) – Appeal to Board Regarding Changes in Classification	October 21, 2021	Hearing is scheduled

2. OTHER PENDING ITEMS

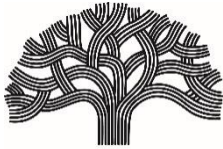
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: September 16, 2021

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Assistant Human Resources Director & Staff to the Board

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

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

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 17, 2021 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of twenty-eight (28) employees were in the TCSE (4), TCSE/Annuitant (17), and ELDE (7) categories as of pay period ending August 20, 2021. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the twenty-eight (28) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: September 16, 2021

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RECOMMENDATION

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

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

Attachments:

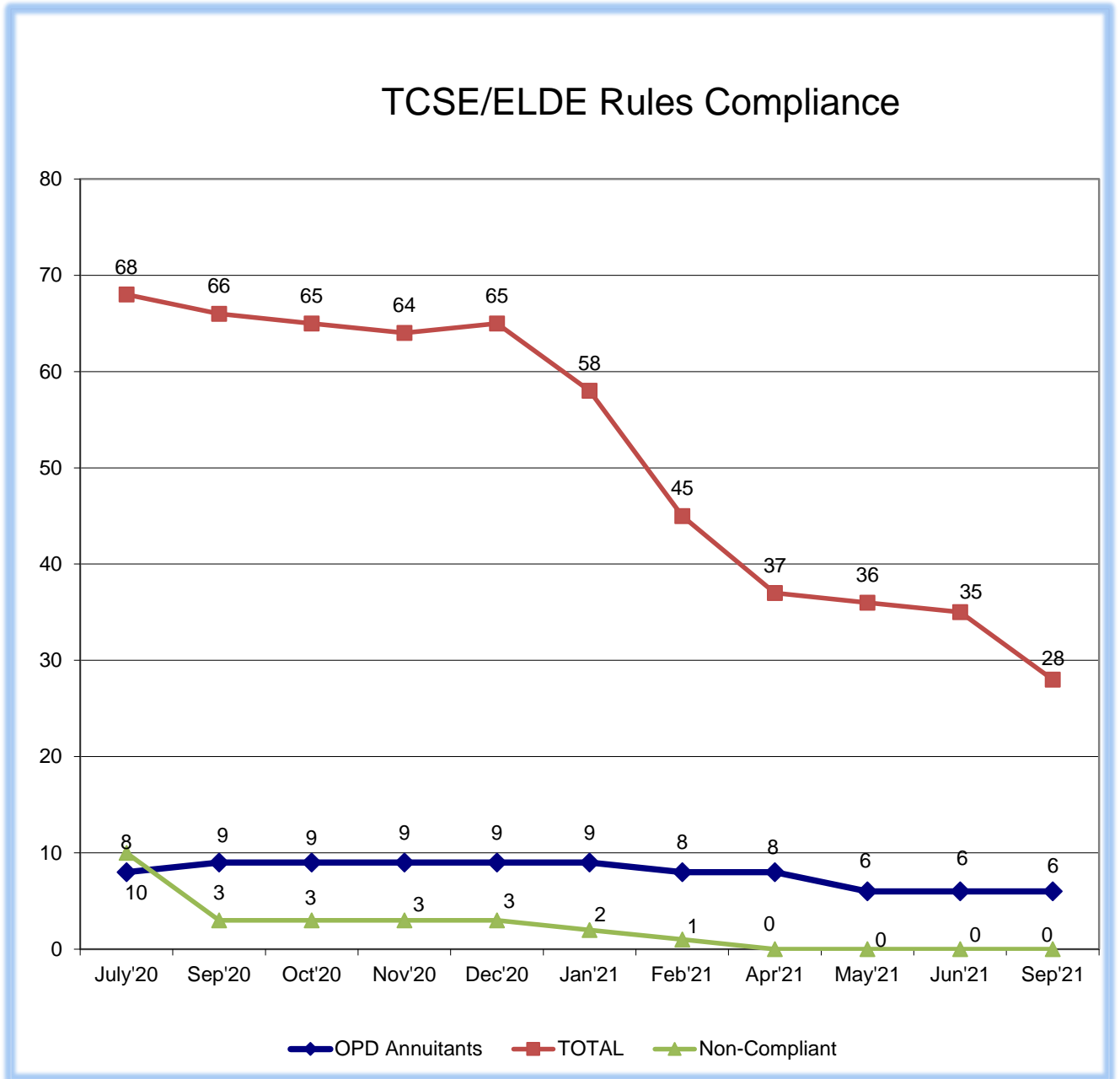
- A. TCSE/ELDE Report: For Payroll Period Ending August 20, 2021.
- B. TCSE/ELDE Compliance Trend Chart.

CIVIL SERVICE BOARD
September 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (0)								
NEW THIS PERIOD (0)								
COMPLIANT (28)								
CITY ADMINISTRATOR	Park	Lauren	02491 - Oakland Animal Services	7/25/2020	TCSE	136	Additional Veterinarian Assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	103	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	96	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE	285	Temporary assistance at Chief of Staff while recruitment process commences.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	136	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	121	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	130	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Hatcher, Jr.	Lucius	08222 - General Ledger	12/14/2019	TCSE/ Annuitant	0	Temporary assistance with special projects and essential functions in Finance Department.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	84.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	9/6/2019	TCSE/ Annuitant	0	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	12	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Santos	Grace	20110 - Fire Chief Unit	1/25/2021	ELDE		Temporary Admin Support to Fire Chief to cover LOA	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	270	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
HUMAN SERVICES	Cutter-Kim	Jessica	75631 - Senior Center unit	4/5/2021	ELDE		Assistance within Senior Centers and Service Deliveries while planning recruitments for permanent positions.	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	235	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Taylor	Shelley	78235 - HS Central Office Administration	11/28/2020	ELDE		Manage Head Start Hiring processes and ensuring all staff are in compliance with HS regs	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
POLICE	Beckman	Carlo	102140 - Research, Planning, & Crime Analysis	5/17/2021	ELDE		Support that will maintain compliance with the NSA by completing a strategic plan and writing policies for OPD	COMPLIANT

CIVIL SERVICE BOARD
September 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	170	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	63	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	98	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/5/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
NON-COMPLIANT (0)								



**There were no reports at the August 2020, March 2021, July 2021, or August 2021 meetings



CITY OF OAKLAND

STAFF REPORT

DATE: September 16, 2021

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Assistant Director of Human Resources

THROUGH: Ian Appleyard, Director of Human Resources

SUBJECT: Informational Report Regarding City/Port Common Classifications Study

At the October 15, 2020 Civil Service Board Meeting, Koff & Associates “Koff”, the consulting firm retained by the Port of Oakland to conduct an analysis of City and Port classifications as it relates to the determination of Common Classes, presented its final findings to the Board.

As the Board is aware, Appendix B of the City of Oakland Civil Service Board Personnel Manual identifies classifications currently deemed “common” between the City and the Port. Common Classifications are relevant in the event of Layoff Procedures, as specified in Section 9.02 of the Personnel Manual. Additionally, those in Common Classifications may apply for consideration to transfer to another appointing authority. Appendix B currently lists thirteen Common Classifications. The Koff study concluded there are approximately 84 classifications that the City and Port should review for consideration to determine if Appendix B should be expanded.

Staff from the Port and City Human Resources Departments met to discuss the logistical considerations of expanding the list of common classifications. Below is an initial list of concerns:

- The Port’s pay ranges can be as high as 40% greater than the City for the same or similar classifications. According to Civil Service Rule 3.02 – Definition of Classification Plan, positions are grouped into classifications that have similar requirements as to training, experience, knowledge, skill, and ability, and same rates of pay. Given the wide disparity in rates of pay, both the City and Port staff believe the positions, and therefore the classifications, are not common.
- If more classifications were considered common, there would be a massive loss of City talent as City employees would routinely fill Port positions. This would have significant impact on the City’s ability to deliver vital public services.
- There are technological barriers because the two entities have separate applicant hiring systems. The processing of requisitions, job announcements, examination plans, applications, departmental communications, testing and hiring would be need to be rebuilt, which would require significant staff and monetary resources.
- The two entities have separate Human Resources Departments that conduct separate recruitments and examinations that result in separate Eligible Lists. Determining the level of administrative responsibility for common classifications recruitments would be administratively burdensome and laden with conflict. Most likely the City would run more recruitments but employees will likely choose the Port for employment because of the higher rate of pay.

CIVIL SERVICE BOARD

Subject: Information Report Regarding the City/Port Common Classifications Study

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- While both entities abide by Oakland Civil Service Rules that provide a uniform process for classification, recruitment and examinations, the two entities have separate labor agreements that have different classification, recruitment and examination requirements. For instance, some City entry level recruitments require a full internal promotional process before an external recruitment process can begin. This would need to be reconciled through coordinated bargaining, which is expensive, time consuming and also laden with conflict.

Options for the Board

- a) Leave the Current System In Place – The Board could take no action and leave the current system in place as specified within the Civil Service Rules. This system has been through the meet and confer process and has been in place for more than ten years.
- b) Maintain a Common Class System only for Layoff Procedures – This would allow current Port and City employees in common classifications to move between the Port and the City during layoff procedures based on seniority and the provisions specified in Section 9.02 of the Civil Service Rules. Each entity would continue with its own hiring processes and employees would not be eligible for non-layoff transfers.
- c) Maintain a Common Class only for Transfers – This would allow current Port and City employees in common classifications to transfer between the Port and the City; however, in the event of layoffs, seniority would only be considered within the entity to which the employee is assigned.
- d) Determine All Classifications are Distinct – Each entity would maintain its own classification system and persons interested in working for either agency would have to apply directly for positions of interest.

Staff support and recommends the first option: Leave the current system in place.

Any proposed changes to the existing agreed upon Personnel Rules necessitates the City and Port to meet and confer with the impacted bargaining units

For questions regarding this report, please contact Greg Preece, Assistant Director of Human Resources at (510) 238-3112 or gpreece@oaklandca.gov.

Measure Q Hiring Progress Tracker

September 16, 2021 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	1	Yes	Filled (8.7.21)
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	Filled (March 2021)
HSD	Program Analyst II	0.5	0	No	Select Certification in Homelessness. Recruitment is open.
OPW	Custodian	2	0	No	Written exam has been completed. DHRM is finalizing pass point and establishing Eligibility List.
OPW	Assistant Engineer I	1	0	No	Recruitment assigned to an Analyst
OPW	Administrative Assistant II	1	1	Yes	Filled (2.26.2021)
OPW	Construction & Maintenance Mechanic	2	1	Yes	One filled, will need to look at list but likely a new recruitment is needed.
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	4	Yes	Four of seven positions filled. Department considering acting assignments as new recruitment will be needed for remaining vacancies
OPW	Gardener II	15	15	Yes	Filled (7.8.2021)
OPW	Painter	2	1	Yes	2 candidates preboarding.
OPW	Park Equipment Operator	2	0	No	Recruitment planning in progress. Posting scheduled to open 9/20/21 and close 10/4/21.
OPW	Park Supervisor I	2	0	No	Posting closed 9/2 with CPS. Greg Preece reviewing the applications and creating a spreadsheet for further discussion and next steps. Most of the 36 applicants didn't meet the supervisor course requirement.
OPW	Park Supervisor II	1	1	Yes	Filled (7.8.2021)
OPW	Tree Worker (formerly Tree Worker Driver)	1	0	No	Department is scheduled to interview 9/15/21, 1 name on the down fill list.
OPW	Tree Trimmer	1	0	Yes	This recruitment will re-run when its priority number comes up.



CITY OF OAKLAND

MEMORANDUM

DATE: August 19, 2021

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

THROUGH: Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

SUBJECT: Approval of New Classification Specifications for Emergency Medical
Technician and Community Intervention Specialist

Based upon a classification review requested by the Oakland Fire Department (OFD), Human Resources Management (HRM) has proposed the creation of two new classification specifications for **Emergency Medical Technician (EMT)** and **Community Intervention Specialist (CIS)**.

These new classifications will support the Mobile Assistance Community Responders of Oakland (MACRO) Program, which is one of the Oakland City Council's priorities. The recently adopted budget authorized funding for several positions to be allocated in OFD during the next two years. An EMT and CIS will comprise two-person crews that are dispatched in response to low-level emergency and non-emergency calls to provide basic life support and referrals for service to individuals who are exhibiting distress. The use of MACRO crews is intended to shift response from the Oakland Police Department, when applicable.

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

Participates as a member of a Mobile Assistance Community Responders of Oakland (MACRO) crew, performs Basic Life Support and low-level emergency and non-emergency medical care, serves as first responder to non-violent low-level calls for service that require basic emergency medical services including situations involving mental health crises, de-escalation, referral to services and performs related duties as assigned.

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

Participates as a member of a Mobile Assistance Community Responders of Oakland (MACRO) crew, assists the Emergency Medical Technician with basic life support, serves as a liaison between health/social services and the community, responds to low-level emergency and non-emergency calls to provide assistance to individuals who may be experiencing mental health crises or demonstrating other immediate needs, advocates for the community, provides referrals to a variety of health and wellness services, and performs related duties as assigned.

The City Council has allocated funding in the budget. EMT and CIS positions will be created once the new classifications are formally established. Exempt Limited Duration Employees (in temporary classifications) will be hired to staff these roles as the MACRO Program rolls out. The

CIVIL SERVICE BOARD

Subject: Emergency Medical Technician & Community Intervention Specialist Classification Specifications

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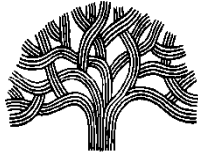
new classification specifications will be used for the recruitment and selection processes once the new classifications are created and the required legislative processes have concluded.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create these new classifications. City and SEIU representatives discussed the items at meetings in June and July 2021. Thorough discussion ensued and the parties mutually agreed to amendments to the language in both drafts. The union sent email messages on August 6th and August 10th stating that there are no objections to the proposed new classifications. Residual concerns pertain to the proposed salary rates for both classifications; additional meetings between the City and Union are being scheduled to resolve the final proposed pay rates.

The salary ordinance amendment to formally add the classifications to the City's Salary Schedule will be scheduled for the Finance and Management Committee in October 2021. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Emergency Medical Technician** and **Community Intervention Specialist** classification specifications.

Attachments: Proposed new Emergency Medical Technician and Community Intervention Specialist classification specifications.



EMERGENCY MEDICAL TECHNICIAN

CITY OF OAKLAND

Class Code: PSXXX FTE

Class Code: PSXXX PPT

Class Code: PSXXX PT

Civil Service Classified

Civil Service Classified

Exempt

DEFINITION

Under general supervision in the Oakland Fire Department (OFD), participates as a member of a Mobile Assistance Community Responders of Oakland (MACRO) crew, performs Basic Life Support and low-level emergency and non-emergency medical care, serves as first responder to non-violent low-level calls for service that require basic emergency medical services including situations involving mental health incidents, de-escalation, referral to services and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a technical, non-sworn classification. Incumbents are required to provide basic life support, medical care and treatment, and/or other assistance as necessary in addition to utilizing public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention. This classification is distinguished from the higher level sworn Firefighter/Emergency Medical Technician in that the latter is responsible for fire suppression operations in addition to providing emergency medical response.

Incumbents receive supervision from the MACRO Program Manager or other management staff and may receive medical direction from the Fire Division Manager over Medical Services

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

Respond to low-level emergency and non-emergency calls to provide basic emergency medical services, harm reduction, community referral social services, and potentially transport client to a variety of settings that do not include hospital or detention facilities; assist with crisis management; deescalate tense situations.

Provide emergency medical services with full knowledge of the Alameda County and California State Emergency Medical Technician (EMT) protocols.

Initiate contact with client and assess needs on-scene; establish and prioritize necessary medical procedures as well as other referral services as warranted to address short-term health and emotional needs.

Treat clients with courtesy firmness; maintain patient dignity while using effective customer service.

Provide EMT-I level of basic emergency medical care and treatment that may include basic vital checks to determine appropriate level of necessary medical care; coordinate efforts with other

emergency responders on the scene; don appropriate protective equipment according to medical protocols.

Communicate with treatment center personnel to provide information about patient needs and the medical situation, arrange reception of patient or receive additional medical instruction related to on-scene treatment of patient.

Operate City vehicle to respond to low-level emergency non-emergency incidents as dispatched; maintain awareness of Oakland geography; utilize maps and traffic navigation platforms to report to call locations in a timely manner.

Operate radio and other communication equipment and electronic mobile devices.

Document incidents, complete reports and records, maintain other applicable logs and records, and perform data entry as needed; maintain medical information in a confidential manner in accordance with privacy regulations.

Document client/patient care, drug inventories, company records, journals, training records and other Oakland Fire Department administrative and documentation procedures using computers, the internet, email, department forms, and various software tools provided by the Oakland Fire Department.

Maintain and inspect equipment, supplies, and personal safety gear; perform regular equipment checks and inventories; properly secure medical equipment including Basic Life Support and resuscitator equipment and replace medical supplies per Oakland Fire Department policy.

Attend classes and training in emergency medical procedures, behavioral health training, City policies and procedures, and related subjects.

Attend community meetings, staff meetings, and training.

Promote public education, community-based counseling, social support, and advocacy; participate in community engagement and outreach activities.

Maintain effective community relations by using empathy, patience, tact, and courtesy when dealing with and delivering services to the community.

Employ upper body to lift and leg strength to move an adult of average weight; and use sense of sight, touch, and hearing to monitor operation of equipment.

Cultivate, foster, and maintain positive working relationships with managers, supervisors, and employees.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic emergency medical services and patient assessment principles, procedures, techniques and equipment.
- Basic Life Support Emergency Care at the EMT-I level.
- Alameda County and California State EMT protocols.
- Cardio-Pulmonary Resuscitation (CPR).
- Patient moving procedures.

- Oakland's diverse communities, including intersections between a variety of demographic, social dynamic, and community issues.
- Principles and best practices in the field of intervention, with emphasis on public health, trauma informed, harm-reducing, restorative approaches towards community healing, engagement, and empowerment.
- Public contact and community engagement techniques that foster collaborative community exchanges.
- Available health and wellness resources in the City, county, and state.
- Applicable laws, ordinances, departmental standard operating procedures, and regulations.
- Vehicle communication equipment.
- Local geography and the use of maps and traffic navigation platforms.
- Basic math and grammar.
- Reports and forms designed to maintain company operations.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices

Ability to:

- Perform under stressful and difficult conditions and manage confrontations with community members who may be hostile.
- Relate to the needs of a diverse community using a trauma-informed approach.
- Work effectively as part of a MACRO crew with minimal supervision in an environment of competing, urgent priorities, and community scrutiny.
- Interact appropriately with the public in emergency and non-emergency situations; treat all persons with empathy, tact, dignity, and respect.
- Apply principles and procedures to solve practical problems.
- Recognize relevant information and make informed decisions by analyzing information in a timely and appropriate manner.
- Consider the consequences of decisions and involve a supervisor in the decision making process when appropriate.
- Exercise sound independent judgment within general policy guidelines.
- Safely operate vehicle and equipment.
- Utilize maps and traffic navigation platforms to arrive at call locations in a timely manner.
- Read and write the English language.
- Coordinate efforts with other emergency responders on scene.
- Express thoughts in a clear, understandable, and respectful manner.
- Administer basic emergency medical services at the Emergency Medical Technician I (EMT-I) level and CPR.
- Apply and adhere to Alameda County and California State EMT protocols.
- Assess a patient's physical condition.
- Prepare clear and concise reports, records and other written materials; maintain patient confidentiality and uphold privacy regulations.
- Perform data entry and use computer systems and software applications such as Microsoft Word and Outlook; operate electronic equipment and other electronic mobile devices.
- Establish and maintain effective working relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent.

Experience:

None required. Previous experience delivering emergency medical services and/or working for an ambulance company is desirable. Experience working with Oakland community members is highly desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a valid California Class “C” issued by DMV throughout the tenure of employment.

Must possess a current Basic Emergency Medical Technician license/certification that meets the standards of the California Emergency Medical Services Authority and be able to obtain and maintain accreditation in the Alameda County Emergency Medical Services (EMS) District throughout the tenure of employment.

Must possess a current Alameda County EMS Agency approved certification for Cardiopulmonary Resuscitation (CPR) Basic Life Support (BLS for Health Care Provider) throughout the tenure of employment.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation.

Must be a U.S. citizen or legally authorized to work in the United States.

Must have an acceptable driving record.

Must be physically capable of performing all required tasks, including rigorous activities associated with emergency operations, and meet California Department of Motor Vehicle visual acuity standards necessary to maintain the required licenses. Fitness will initially be determined by ability to pass a medical evaluation.

Vision must be 20/20 corrected or uncorrected with both eyes with an acceptable level of color vision.

May be required to wear a uniform when on duty and out in the field.

Bilingual skills are highly desirable.

Must be willing to work irregular hours including nights and weekends.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: / / CSB Resolution #:
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



COMMUNITY INTERVENTION SPECIALIST

Class Code: PPXXX FTE

Class Code: PPXXX PPT

Class Code: PPXXX PT

Civil Service Classified

Civil Service Classified

Exempt

DEFINITION

Under general supervision in the Oakland Fire Department (OFD), participates as a member of a Mobile Assistance Community Responders of Oakland (MACRO) crew, partners with the Emergency Medical Technician with administering basic life support and performs basic first responder aid in support, serves as a liaison between health/social services and the community, responds to low-level emergency and non-emergency calls to provide assistance to individuals who may be experiencing mental health incident or demonstrating other immediate needs, advocates for the community, provides referrals to a variety of health and wellness services, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Incumbents are responsible for utilizing public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention. Incumbents perform work requiring the exercise of sound judgment in assessing members of the community, carrying out appropriate responses, and making referrals to the appropriate services. This classification is distinguished from the Emergency Medical Technician in that the latter is responsible for providing basic life support.

Incumbents receive supervision from MACRO Program Manager and may receive direction from the Fire Division Manager who oversees Medical Services.

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

Respond to low-level emergency and non-emergency calls to serve as a liaison between health/social services and the community; assist with crisis management; deescalate tense situations.

Interact with individuals in a respectful and dignified manner using a culturally competent and trauma-informed approach; establish trust; seek answers to questions to better understand the situation.

Assess each situation quickly and thoroughly; determine the best course of care for the individual to meet short-term health and emotional needs in conjunction with other MACRO crew members.

Provide referrals to health and wellness services and other suitable agencies; acknowledge and help to address health disparities in Oakland's community by advocating for individuals in arranging health and wellness services and follow-up appointments.

Establish and maintain contacts with community-based service organizations and resources; collaborate with City and County partners to align efforts and sustain a network of intervention services and violence prevention; may provide feedback regarding testimony and reporting out to advisory councils, commissions, and boards.

Drive a City vehicle to respond to low-level emergency and non-emergency incidents as dispatched; maintain awareness of Oakland geography; utilize maps and traffic navigation platforms to report to call locations in a timely manner.

Operate radio and other communication equipment and electronic mobile devices.

Document all observations and actions using program-specific forms and standards; complete reports and records; perform data entry as needed; maintain confidentiality of information.

Maintain effective community relations by using empathy, patience, tact, and courtesy when serving and delivering services to the community.

Attend community meetings, staff meetings, and training.

Promote community education, community-based counseling, social support, and advocacy; participate in outreach activities.

Cultivate, foster, and maintain positive working relationships among crew members and with those contacted in the performance of duties, including co-workers and supervisory staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oakland's diverse communities, including intersections between a variety of demographic, social dynamic, and community issues.
- Principles and best practices in the field of intervention, with emphasis on public health, trauma informed, harm-reducing, restorative approaches towards community healing, engagement, and empowerment.
- Principles and techniques of interviewing and (diagnostic) assessment.
- Public contact and community engagement techniques that foster collaborative community exchanges.
- Available health and wellness resources in the City, county, and state.
- Interviewing and counseling techniques.
- Applicable laws, ordinances, departmental standard operating procedures, and regulations.
- Vehicle communication equipment.
- Local geography and the use of maps and traffic navigation platforms.
- Reports and recordkeeping.
- Basic computer systems and software applications, electronic equipment, and other electronic mobile devices to perform data entry and recordkeeping.

Ability to:

- Relate to the needs of a diverse community using a trauma-informed approach.
- Assess an individual's mental, social, and functional status; engage individuals in the problem-solving process, as applicable.
- Work effectively as part of a MACRO crew with minimal supervision in an environment of competing, urgent priorities, and community scrutiny.
- Interact appropriately with the community in emergency and non-emergency situations; treat all persons with empathy, tact, dignity, and respect.
- Coordinate efforts with other first responders on scene.
- Perform under difficult and stressful conditions and manage confrontations with community members who may be or become hostile.

- Recognize relevant information and make informed decisions by analyzing information in a timely and appropriate manner.
- Consider the consequences of decisions and involve a supervisor in the decision-making process when appropriate.
- Exercise sound independent judgment within general policy guidelines.
- Safely operate a City vehicle.
- Utilize maps and traffic navigation platforms to arrive at call locations in a timely manner.
- Read and write the English language.
- Express thoughts in a clear, understandable, and respectful manner.
- Communicate effectively and persuasively in both oral and written format with individuals from diverse ethnic and socio-economic backgrounds; speak in large and small group settings; intervene on behalf of a community member.
- Maintain accurate and up-to-date records.
- Prepare clear and concise reports, records, and other written materials; maintain confidentiality of information.
- Perform data entry and use computer systems and software applications such as Microsoft Word and Outlook; operate electronic equipment and other electronic mobile devices.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent. Accredited coursework or a degree in social work, sociology, counseling, psychology, gerontology, health services, human services or related field is desirable.

Experience:

Two (2) years of experience serving in an advocacy/outreach/support role, providing referral services, and engaging heavily with the community. Personal or familial lived experience with mental health conditions, alcohol or other substance abuse, houselessness, detention/incarceration and/or violence is highly desirable. Experience in public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention is desirable. Experience working with Oakland community members is highly desirable.

LICENSE OR CERTIFICATE

Possession of a Community Health Worker (CHW) certification must be obtained during the probationary period and maintained during employment.

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a valid California Class “C” issued by DMV throughout the tenure of employment.

Possession of a Cardiopulmonary Resuscitation Certificate (CPR), Automatic External Defibrillator (AED), and First Aid trained by the end of the probationary period.

OTHER REQUIREMENTS

Candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

Must be a U.S. citizen or legally authorized to work in the United States.

Must have an acceptable driving record.

May be required to wear a uniform when on duty and out in the field.

Bilingual skills are highly desirable.

Must be willing to work irregular hours including nights and weekends.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established	/ /	CSB Resolution #:	Salary Ordinance #:
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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):)		



MEMORANDUM

DATE: August 19, 2021

TO: The Honorable Civil Service Board **FROM:** Ian Appleyard,
Director of Human Resources

SUBJECT: Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual
Including the Addition of Zero Tolerance Language

On June 16, 2020, the City Council adopted Resolution No. [88167](#) C.M.S., which established a Zero Tolerance Policy for racist practice, behaviors and actions in the City of Oakland. Included within the resolution was a request directed to the Civil Service Board **“urging the Civil Service Commission, pursuant to its jurisdiction, to adopt rules requiring the disqualification of any applicant for employment for specified reasons, including but not limited to the uniformed ranks of the Oakland Police Department.”**

After receiving additional information from the City Council and upon review of existing policy, the Civil Service Board voted at its March 18, 2021 meeting directing Staff to revise the Personnel Manual to include Zero Tolerance language. The proposed addition of this language is included for review within the attached proposed revisions to the City of Oakland Civil Service Board Personnel Manual.

The opportunity to revise the Personnel Manual does not often occur and, as such, Staff has included additional revisions that are considered mostly non-controversial but necessary in accordance with current practices within the City. These proposed changes include:

- Section 1.01 – Addition of the term “Interim Appointment”
- Section 3.03 – Provides for Interim Appointments
- Section 4.15 – Eliminates a discrepancy between the Personnel Manual and language contained within some of the Memorandums of Understanding (MOU) with the City’s Bargaining Units as it relates to determining seniority credit on examinations for permanent employees.
- Section 10.04 & 10.05 – Updates current technology and practices for Hearings by the Board and when an outside Hearing Officer is used.
- Appendix A – Provides for the use of an Interim Appointment.

Upon approval by the Board, Staff will notice and, if requested, meet with the City’s Labor Groups to finalize these proposed revisions.

Questions regarding this report may be directed to Greg Preece, Assistant Director of Human Resources at (510) 238-3112.

Attachment: Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual

CIVIL SERVICE BOARD

Subject: Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual

Date: August 19, 2021

INTRODUCTION

This Personnel Manual sets forth Personnel Rules of the Civil Service Board (hereafter “Rules”) which generally describe the employment relationship between the City of Oakland and its employees. These Rules apply to all City and Port of Oakland employees, except where otherwise indicated in these Rules, or where an applicable Memorandum of Understanding (“MOU”) specifically conflicts with a Rule, in which case the MOU provision shall govern. The competitive civil service consists of all employees who are not in positions exempted by action of the Civil Service Board or exempted by section 902 of the City Charter as it may be amended.

These Rules were established to conform with and be complementary to the City Charter. In cases of conflict between a Rule and the City Charter, the Charter shall prevail.

No person shall be discriminated against in any aspect of employment, including but not limited to, recruitment, examination, hiring, promotion and discipline, on the basis of race, color, religion/religious creed, marital status, national origin/ancestry, gender, gender identity, pregnancy, sexual orientation, physical or mental disability, medical condition, AIDS/HIV status, military or veteran status, age, citizenship or on any other status protected by federal, state or local law. *The City of Oakland has a zero-tolerance policy for any applicant or employee who exhibits racist practices, behaviors, or actions.*

Section 1.01 – Glossary of Terms.

The words and terms described in this section, to the extent that they are used in these Rules and elsewhere in documents relating to Civil Service processes, unless the context otherwise requires, shall have the following meanings:

(letter) Interim Appointment: a temporary appointment to an exempt position.

Section 3.03 - Title of Positions. The class title of a position shall be used to designate such position in all budgets, payrolls, and other official records in connection with all personnel transactions. No employee shall be appointed, employed or paid under any title or position other than that to which he/she was appointed, except in cases of acting pay *or interim appointments.*

Section 4.15 – Seniority Credit for Permanent Employees. Seniority credit shall be given on the final examination score for permanent employees who compete in examinations so long as the employee’s overall rating is at least “fully effective” or equivalent in the most recent performance appraisal leading up to the date of the examination. In addition, an employee shall have maintained a record clear of any disciplinary action (excluding reprimands) for a period of one year prior to the date of examination. To receive this credit, employees must be in permanent status at the time of *application and* examination, on an approved leave of absence, or on a reinstatement list. Credit shall be calculated as of the date of the *job announcement examination* as provided below. If examination administration exceeds one day or if there are multiple examination stages, the last date of examination administration will be used to determine permanent status and to calculate seniority credit.

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Section 10.04 - Procedures for Hearings by the Board. In the event that the Board decides to hear the appeal itself, the following procedures shall apply:

A hearing date will be set after the appeal is initially received by the Secretary to the Board. The request for appeal must contain the following items: (1) Cover sheet, including appellant's name, address, and telephone number; name, title, address, telephone number of appellant's representative, if any (Representative's telephone number will suffice in the absence of appellant's number); (2) A list of available days for hearing dates; (3) An estimate of the number of hours required for case presentation.

Appellant representatives and the City Attorney must provide two (2) complete hearing packets to the Board's secretary by at least one week prior to the scheduled hearing.

Appellant's failure to provide such information may, at the Board's discretion, result in the rescheduling of the hearing. Packets must include the following items: (1) A chronology of events; (2) An agreed upon Statement of Facts; and (3) Statement of Facts in Dispute.

The City Attorney shall also present to the Board a copy of the Notice of Intent to Impose Discipline, and Notice of Discipline with accompanying materials. In the event the City Attorney and the Appellant's representative are unable to meet on the above items, the Appellant's representative must submit their version of the facts at least one week prior to the hearing.

The City Attorney and the Appellant's representative are required to meet at least one hour prior to the hearing to finalize exhibit packets which must include the following: (1) A list of exhibits, if any; (2) Pre-marked exhibits (if any exhibits are to be submitted).

Additional exhibits may be submitted during the hearing, if they were not available to a party prior to the hearing.

No documents submitted to the Board for consideration shall be considered public records, unless consented to by all parties or otherwise required by law.

The hearing may be continued for good reason beyond the date originally scheduled or recessed to a future date agreeable to the Board and the parties. However, if a continuance is requested by the appellant or her/his representative, and the Board shall later sustain the appeal, the Board may rule that the appellant shall receive no back pay for the period of time during which such continuance was granted.

Hearings shall be closed to the public unless the appellant requests a public hearing in writing. In the event that a hearing is public, upon motion of a directly interested party, the Board may exclude from the hearing room any witnesses not at the time under examination, except that a party to the proceeding and her/his counsel cannot be excluded.

Hearings shall be ~~tape recorded~~ *transcribed by a certified court reporter*. Copies of the ~~tape transcripts~~ will be available to the appellant, if desired, for no charge. Transcripts of the ~~taped~~ proceedings will be available upon request at the requesting parties' expense. Board subpoenas will be issued upon the request of either party. Subpoenas may be secured by contacting the Secretary to the Board.

The Board shall convene the hearing, receive evidence through testimony and documents and make findings of fact and conclusions about the discipline. Technical rules of evidence shall not apply. However, all testimony and exhibits must be relevant to the issues in contention, and the Board may exclude any evidence which it deems to be irrelevant. The Board shall consider and rule on any objection by either party. Closing arguments shall be oral; provided, however that either party may elect to submit a

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closing brief. Briefs are to be submitted to the Board within a time set by the Board. Briefs submitted after the deadline shall not be considered by the Board.

The Board will make no assumptions of innocence or guilt. The Board will be guided in its decision by the weight of the evidence as it appears to it at the hearing.

The Board has the power to sustain, overrule, reduce or, consistent with due process, modify the discipline, award back pay and determine the extent of back pay to be awarded, if any, based on the circumstances, and take any other appropriate action. The Board's determination will be issued in writing, within thirty (30) working days of the conclusion of the hearing, unless post-hearing briefs are to be submitted, in which case the Board's determination will be issued within thirty (30) working days of timely receipt of the post-hearing briefs. Copies of the Board's determination shall be forwarded to the appellant and her/his representative, City Attorney's Officer and the affected City department. The Board may request that either or both parties present proposed findings of fact and conclusions of law within ten (10) working days of the Board's determination. The opposing party shall have the right to agree or object to the proposed findings. The Board's decision shall be the final decision of the City but is reviewable by writ of mandamus in accordance with applicable law.

Section 10.05 - Procedures for Hearing by a Hearing Officer. In the event that an appeal is to be heard by a Hearing Officer, the following procedures shall apply:

(a) Hearing Officer Selection and Authority.

The Hearing Officer shall be selected by the Board in accordance with selection procedures established by the Board which ensure that the Hearing Officer is independent, neutral and unbiased.

Hearings shall be closed to the public. The costs of the Hearing Officer shall be borne by the City. Hearings shall be ~~tape-recorded~~ *transcribed by a certified court reporter*. Copies of the ~~tape transcripts~~ *transcripts* will be available to the appellant, if desired, for no charge. Transcripts of the ~~taped~~ proceedings will be available upon request at the requesting parties' expense.

The Hearing Officer shall have the authority to convene the hearing, receive evidence through testimony and documents and to make findings of fact and conclusions about the discipline. Closing arguments shall be oral; provided, however that either party may elect to submit a closing brief following the presentation of closing arguments. ~~Briefs are to be submitted to the Hearing Officer within twenty (20) calendar days of the close of the hearing. Briefs submitted after the deadline shall not be considered by the Hearing Officer. Briefs shall be submitted to the Hearing Officer by the date agreed upon by the parties, and approved by the Hearing Officer. The Hearing Officer shall have the authority to grant continuances of the deadline for briefs.~~

The Hearing Officer shall render written findings and recommendations to the Board within thirty (30) calendar days of the close of the hearing. If post-hearing briefs are submitted, the recommendation shall be submitted to the Board within thirty (30) calendar days after timely receipt of the brief(s).

The Hearing Officer shall provide the Board the following documents, which shall constitute the official hearing record: (1) A summation page delineating the case name; issue; brief summary of the case; and her/his recommendation; (2) a complete written report documenting the findings;

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(3) any documentary evidence, written motions and briefs submitted; (4) ~~the cassette tape(s) transcripts~~ of the hearing.

(b) Civil Service Board Responsibilities.

After receiving a Hearing Officer's recommendation, the Board Secretary shall schedule the case for the next available Board meeting. The Board will make every effort to schedule a case within thirty (30) days of receiving the Hearing Officer's recommendation.

In reviewing a decision, the Board shall review the hearing record, ~~and may review the recording of the hearing including any transcripts of the hearing~~. The Board may accept or reject the Hearing Officer's recommendation. The Board has the power to sustain, overrule, reduce or, consistent with due process, modify the original discipline, award back pay and determine the extent of back pay to be awarded, if any, based on the circumstances, and take any other appropriate action.

The Board's determination will be issued in writing, within ten (10) working days of the conclusion of the Board's review of the Hearing Officer's recommendation. Copies of the Board's determination and the recommendation of the Hearing Officer shall be forwarded to the appellant and her/his representative, the City Attorney's Office and the affected City department. The Board's determination shall be the final decision of the City but is reviewable by writ of mandamus in accordance with applicable law.

APPENDIX A - GUIDELINES FOR FILLING VACANCIES

All vacancies in authorized, non-sworn, classified and exempt positions shall be filled according to the following guidelines:

1. If a permanent vacancy occurs in an exempt position:
 - a. The duties may be reallocated among existing positions; or
 - b. The position may be left open; or
 - c. The position may be filled by appointment.
2. If a temporary vacancy or absence occurs in an exempt position:
 - a. The duties of the position may be reallocated temporarily among other positions; or
 - b. The position may be left open for the duration of the temporary vacancy or absence; or
 - c. The position may be filled by assignment of a current employee on an "acting" *or* "interim" basis in accordance with pertinent Memorandum of Understanding and administrative policy; or
 - d. The position may be filled by a Temporary Contract Service Employee or an Exempt Limited Duration Employee.