



CIVIL SERVICE BOARD MEETING AGENDA

Date: December 21, 2023

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD: Mark Love, Interim HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Tech/ /Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

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Webinar ID: 869 0003 5016 Passcode: 6922601

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE DECEMBER 21, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Summary information regarding staffing report

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointment (2)
 - Human Services Department (2)
- b) Approval of Employee Requests for Leave of Absence (3)
 - Department of Transportation (1)
 - Oakland Public Library (1)
 - Human Resources Management (1)
- c) Approval of Revised Classification Specifications (0)
 - There are no classification specifications this month.

5) OLD BUSINESS:

- a) Approval of November, 30, 2023 Special Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specification for
Home Base Specialist

ACTION

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 18, 2024. All materials related to agenda items must be submitted by Thursday, January 04, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



City of Oakland

Staffing Report

December 12, 2023

Finance and Management Committee

Human Resources Management



Agenda:

Vacancy rates

(Encumbered, frozen, and budget vacancy factor)

Regional vacancy rates

Strategies

New technology

Recent hiring activity

Workforce analysis



Citywide Vacancies

Citywide Vacancy Summary			
Type	All Positions	Vacant	% Vacant
Total Sworn	1180.00	89.00	7.54%
Total Miscellaneous	3105.11	700.31	22.55%
Total	4285.11	789.31	18.42%

*Excludes Encumbered and Frozen Vacancies



Frozen Positions

226.05 Frozen positions not included in the vacancy numbers

Encumbered Positions

136.06 Encumbered positions not included in the vacancy numbers

Budgeted Vacancy Factor

FY 2023/24 Budgeted Vacancy Factor

- Negative percentage applied to all positions
- 4-8% for most departments
- Higher rate for larger departments

Regional Vacancy Rates

Table 6: Regional Vacancy Rates September 2023

	San Jose	SF	Berk	Concord	Hayward	Fremont	Richmond	Vallejo	Oakland
Current Budgeted FTE	6,803	35,254.84	1,823.08	418	966	1,019	742	N/A	4,285.11
Vacancy Rate	13.46%	11.03%	12.93%	8.85%	17.08%	14.72%	17.52%	N/A	18.42%
Regional Vacancy Rates May 2023									
Vacancy Rate	14.41%	12.47%	18.68%	11.30%	12.82%	12.76%	19.01%	N/A	19.17%
Regional Vacancy Rates December 2022									
Vacancy Rate	15.21%	13.27%	17.85%	11.63%	14.16%	12.56%	20.19%	26.75%	19.79%
Regional Vacancy Rates May 2022									
Vacancy Rate	13.20%	NA	16.21%	13.69%	14.80%	11.49%	16.15%	28.48%	19.23%

¹¹ The City & County of San Francisco submitted revised current and historical numbers based on “an improved methodology to more accurately report vacancy data.”

Strategies

■ Fill HRM positions:

- December 2022: HRM staff numbered 41 with 19 dedicated to recruitment
- May 2023: HRM staff 49 with 27 dedicated to recruitment
- December 2023: HRM staff 46 with 25 dedicated to recruitment
- Six vacant positions under recruitment

■ From Stakeholder analysis:

- New job announcement
- Integrated testing software
- Streamlining the planning process
- Reducing and eliminating redundant approvals
- New project management software to better track “time to hire”

Strategies (continued)

- Community-focused hiring:
 - Continue to partner with EWD and the Oakland Forward Program
 - Expand job fair presence and marketing material
- New Technology:
 - Integrated Testing Software
 - New project management software
 - Video interview platforms
 - E-offer letters
- Continuous Process Improvement

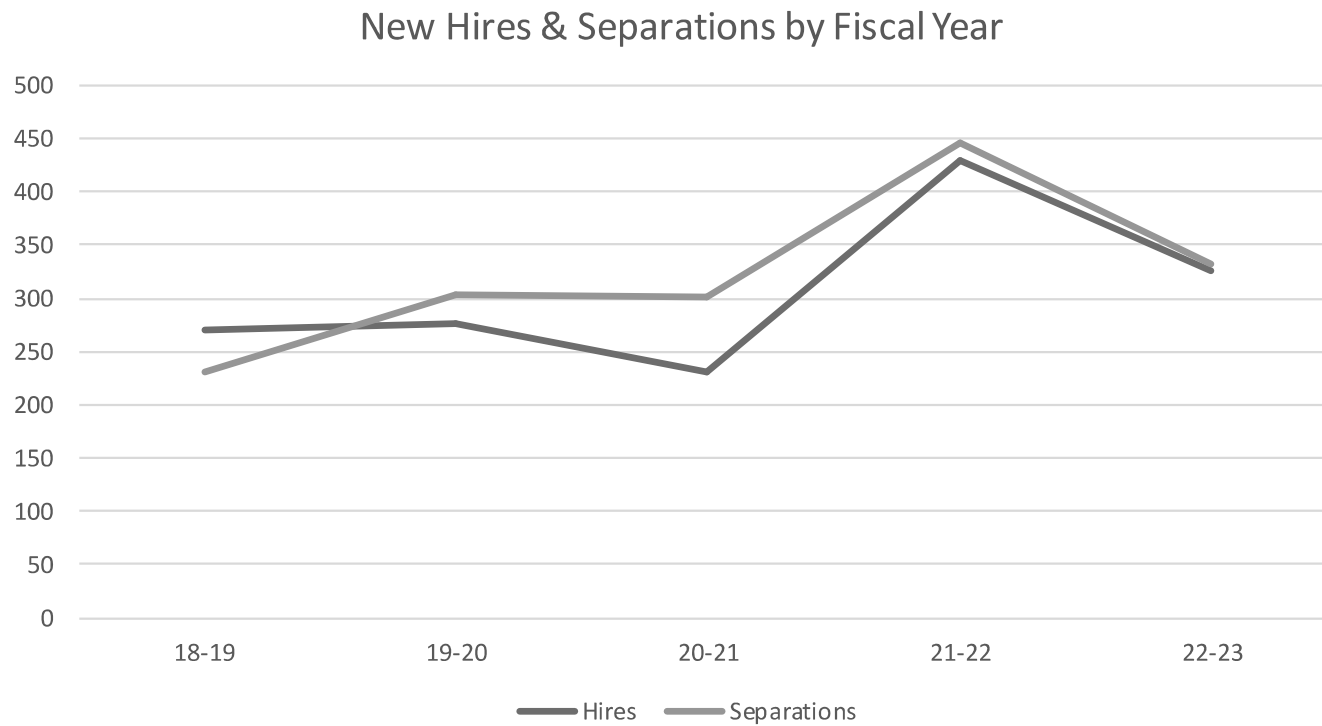
Challenges:

- National and regional market conditions
 - Unemployment rate historically low
 - US: 3.8%; California: 4.6%; Oakland-Fremont-Hayward area: 4.5%
- Non-responsive candidates from aging eligible lists
- The Great Resignation
 - Nov 2021 to September 2023: 4 million quits every month
- Outlook: The labor market continues to be competitive



Workforce analysis:

Separations Continue to outpace hires



Workforce analysis (continued):

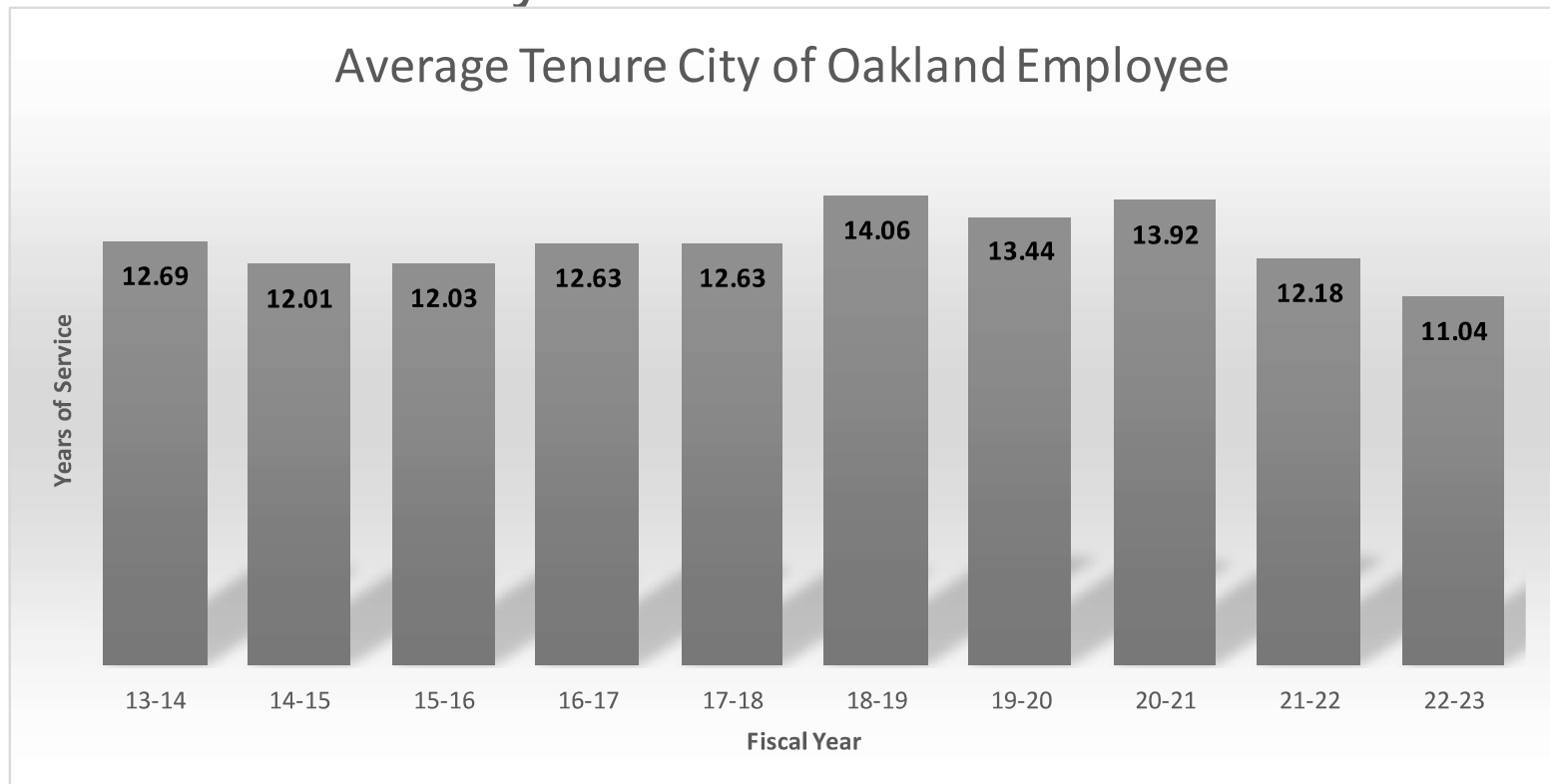
- Separations were slightly lower in FY 22-23 than the 21-22, but equivalent to 7.7% of the total budgeted FTE for the City

Table 7: Reasons for Separations

FY	Resign	Retire	Other	Total
22-23	201	84	48	333
21-22	242	135	69	446
20-21	140	123	39	302
19-20	146	96	61	303
18-19	111	78	41	230
17-18	117	110	34	261
16-17	106	131	39	276
15-16	98	113	36	247
14-15	80	108	43	231
13-14	73	100	33	206

Workforce analysis (continued):

- Employee tenure:
 - 6.8 years national average public sector
 - Oakland: 11.04 years

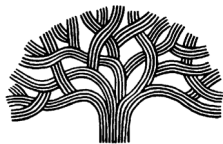


Workforce analysis (continued):

- FY 22-23 saw 327 new permanent hires
- The 22-23 budget deleted 62.35 FTE
- Between hires made and the reduction in budgeted FTE, the vacancy rate fell from 19.17% in May to 18.42% in October.
- 60.32% of vacancies filled in FY 22-23 were filled with existing City staff, thus creating a new vacancy, meaning that 60% of positions filled did not impact the vacancy rate.

Summary:

- Vacancy rate is trending downward
- Oakland tracks with regional jurisdictions
- HRM staffing improving
- High competition for public sector talent
- Reduced applications (nationally and regionally)
- Separations continue to outpaces hires
- Employee tenure – better than the national average, but lower than historically seen for Oakland



CITY OF OAKLAND

MEMORANDUM

DATE: *December 21, 2023*

TO: The Honorable Civil Service Board **FROM:** *Alyssa Carnagey (AEC)*
Assistant Human Resources Analyst

THROUGH: Mark Love, Acting Director of Human Resources Management
Secretary to the Board

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

SUBJECT: Request for Provisional Appointment in Classification of **Accountant III** to be ratified at Civil Service Board Meeting of December 21, 2023 (*Civil Service ID*)

Attached is a request from the Human Services Department to make a provisional appointment to an Accountant III vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Accountant III is primarily responsible for solving complex accounting and auditing problems; designing and maintaining accounting systems; preparing financial statements and reports; providing liaison with other departments; and training and directing assigned staff.

The minimum qualifications for Accountant III are the following:

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

Experience: Three (3) years of professional accounting experience. Governmental accounting experience desired.

The selected candidate meets the minimum qualifications of an Accountant III. Their experience includes a Bachelor's Degree in Accounting and an Associate's Degree in Business Administration. The candidate has over three (3) years of professional accounting experience, including one (1) year of desired governmental accounting experience.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open November 29, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Accountant III vacancy in the Human Services Department beginning on November 27, 2023 and ending on or before March 26, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: December 21, 2023

AREA REQUESTED

POSITION: Accountant III

DEPARTMENT: Human Services Department

APPOINTMENT DURATION: 11/27/2023-3/26/2024

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: June 23, 2023

DATE PERSONNEL REQUISITION RECEIVED: October 12, 2023

CURRENT STATUS OF EXAMINATION: Job Announcement Open from 11/29/2023 through 12/17/2023

JUSTIFICATION:

Reason Needed:

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

Other Alternatives Explored and Eliminated:

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

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

I recommend that the Civil Service Board ratify the provisional appointment to this Family Services Specialist vacancy in the Human Services Department beginning on November 26, 2023 and ending on or before March 25, 2024.



CITY OF OAKLAND

MEMORANDUM

DATE: December 21, 2023

TO: The Honorable Civil Service Board

FROM: Daryl Look
Senior Human Resources Analyst

THROUGH: Mark Love, Acting Director of Human Resources Management
Secretary to the Board

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

SUBJECT: Request for Provisional Appointment in Classification of Family Services Specialist to be ratified at Civil Service Board Meeting of December 21, 2023 (*Civil Service ID*)

Attached is a request from the Human Services Department to make a provisional appointment to a Family Services Specialist vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Family Services Specialist is primarily responsible for planning, implementation and coordination of all family services activities at the centers, family child care homes, and in the home-based program option; coordinates services for families across service areas, inclusive of health, recruitment /enrollment /attendance, mental health, and disabilities; assists families in setting and achieving individual and family goals; serves as a liaison to link families with appropriate community resources, and assists with or locates assistance in crisis; promotes family engagement and understanding of outcomes and school readiness The minimum qualifications for Family Services Specialist are:

Education: A Bachelor's degree from an accredited college or university in early childhood education, elementary education, social work, human services, counseling, public health, a health profession or a related field with a minimum of twelve (12) Early Childhood Education units.

Experience: One (1) year of experience in coordinating or implementing health, social or education services to low-income families. Previous experience providing support and referral services to Head Start/Early Head Start families in bilingual communities is highly desirable.

The selected candidate meets the minimum qualifications of a Family Services Specialist. Their experience with several organizations includes extensive experience establishing and maintaining outreach and recruitment and ensuring enrollment of eligible children, determining eligibility, case management for eligible families, making home visits to families, and acting as a liaison and advocate for children and families.

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

OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: December 21, 2023

AREA REQUESTED

POSITION: Family Services Specialist
DEPARTMENT: Human Services Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A – New classification developed

DATE PERSONNEL REQUISITION RECEIVED: June 23, 20223

CURRENT STATUS OF EXAMINATION: Initial Planning Stages. Announcement targeted for posting in mid-December, 2023.

JUSTIFICATION:

Reason Needed: This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was approved on November 21, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated: Consideration was given for allowing the position to go unfilled until an eligibility list could be established. However, the work to be completed is considered to be critical and urgent and could not wait until completion of a recruitment and examination.

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

This position is responsible for planning, implementation and coordination of all family services activities at the centers, family child care homes, and in the home-based program option; coordinates services for families across service areas, inclusive of health, recruitment /enrollment /attendance, mental health, and disabilities; assists families in setting and achieving individual and family goals; serves as a liaison to link families with appropriate community resources, and assists with or locates assistance in crisis; promotes family engagement and understanding of outcomes and school readiness.

If the position is not filled, critical job duties would not be performed, and critical services would not be provided to Oakland residents.

Attachments:

New Family Services Specialist Classification Specification

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications
- Current Residency Status: Not an Oakland Resident
- Current Employment Status: Current City of Oakland employee



MEMORANDUM

DATE: December 21, 2023

TO: The Honorable Civil Service Board

FROM: Mark Love, Interim HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

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

Lopez, Manuel	Transportation Planner	Department of Transportation	November 27, 2023- December 08, 2023	CSR 8.0(c)
Ortiz, Ana	Library Assistant	Oakland Public Library Department	January 21, 2024- January 31, 2024	CSR 8.0 (c)
Garcia, Samadhi	Human Resources Clerk	Human Resources Management Department	December 11, 2023- April 09, 2023	CSR 8.0 (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 Manuel Lopez Employee's ID 27700 Today's Date 11/14/2023

Department/Division OakDOT/Parking & Mobility Employee Job Title Transportation Planner

☒ Request: 10 ☒ Days ☐ Hours From 11/27/2023 To 12/8/2023
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.

Manuel Lopez
Employee's Signature

11/14/2023
Date

Civil Service Board Approval

Date

Fred Kelley
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 Ana OrtizEmployee's ID 23961Today's Date 11/30/23Department/Division LibraryEmployee Job Title Library Assistant☒Request: 10

No. of Days or Hours

☒

Days

☐

Hours

Select Days or Hours

From 1/21/24To 1/31/24

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.

Employee's Signature11/30/23
Date

Civil Service Board Approval

Date

Department Head Approval11/30/23
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 ☐ SLV - Sick Leave (no pay)
☐ FDN - Family Death (no pay) ☒ ANP - Miscellaneous (no pay)
☐ MNP - Military Leave (no pay) ☐ Maternity Leave (no pay)

Employee's Name SAMADHI GARCIA Employee's ID 27633 Today's Date 12/11/23

Department/Division HRM Employee Job Title HR CLERK

☒ Request: 120 DAYS ☒ Days ☐ Hours From 12.11.23 To 04.09.23.
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)

TO ACCEPT AN INTERIM APPOINTMENT TO AN EXEMPT CLASS.

Comparison of Different Leave Types

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

* Additional Information

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

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

[Signature] 12.11.23
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 12/12/23
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.



SPECIAL CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: November 30, 2023

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD: Mark Love, Interim HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board
Meeti Sudame, Attorney to the Board

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+16699006833,,86900035016#,,, *6922601# US (San Jose)

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Find your local number: <https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2lIT1RDZFFpQT09>

OPEN SESSION AGENDA

ROLL CALL

Note: Chairperson Hudson-Harmon called the meeting to order.

1) PUBLIC COMMENT:

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

Public comments expressed by two speakers.

2) APPROVAL OF THE NOVEMBER 30, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45228 Member Williams motioned to approve the November, 30, 2023 Service Board Meeting Agenda, seconded by Member Brown.

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Cordial introduction of Ayana Smith, new Staff to the Board
- Updates by Amber Lyttle on the OPD Rapid Hiring event for Police Communications Operator and Police Communications Dispatcher.
- Updates on Job Fairs and Community Events

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (1)

- Housing and Community Development Department

b) Approval of Employee Requests for Leave of Absence (8)

- Finance Department (1)
- Department of Transportation (1)
- Housing and Community Development Department (2)
- Oakland Parks, Recreation and Youth Development Department (2)
- Oakland Public Library Department (1)
- Office of the City Attorney (1)
- Oakland Police Department (1)

c) Approval of Revised Classification Specifications

- Marine Sports Program Coordinator.

45229 Vice Chair Baranco motioned to amend the memo for the provisional appointment of Administrative Analyst II, seconded by Member Williams.

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

45230 Member Williams motioned to approve November 30th, 2023 consent calendar, seconded by Member Brown.

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

5) OLD BUSINESS:

- a) Approval of October 26, 2023 Civil Service Board Meeting Minutes ACTION

45231 Vice Chair Baranco motioned to approve the October 26th 2023 Special Civil Service Board meeting minutes, Seconded by Member Williams.

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

- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

6) NEW BUSINESS:

- a) Approval of new classification specification for Mobile Assistant Community Responders of Oakland (MACRO) Supervisor

45232 Vice Chair Baranco motioned to approve new classification specifications for Mobile Assistance Community Responders of Oakland (MACRO) Supervisor, Seconded by Member Williams.

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

Board Member Noes: None

Board Member Abstentions: None

- b) Overview of Statement of Economic Interest Statements also know as Form 700 – City Clerks Office

7) ADJOURNMENT

45233 Vice Chair Baranco motioned to adjourn the meeting, seconded by Member Williams.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, December 21, 2023. All materials related to agenda items must be submitted by Thursday, December 7, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST –December, 21 2023**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer (still pending)
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	7/06/2023-7/11/2023 12/14/2023, 01/30/24 – 02/03/24	Referred to Hearing Officer

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

12/21/2023



STAFF REPORT

DATE: December 21st, 2023

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Mark Love, Interim 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 November 30, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred thirty-eight (130) employees were in the TCSE (18), TCSE/Annuitant (40), and ELDE (72) categories as of pay period ending December 01, 2023. 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 one hundred thirty (130) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: December 21, 2023

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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 Interim Human Resources Director Mark Love at (510) 238-6338.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending December 01, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (1)								
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE/Annuitant	172.5	Assist department in processing accounts payable invoices	COMPLIANT
NEW THIS PERIOD (4)								
OAKLAND PUBLIC WORKS	Andersen	Joseph	30541- Equipment Services Administration	11/25/2023	ELDE		Procure necessary parts for the maintenance and repairs of City owned equipment. Distribute parts to mechanics and service workers as requested. Document parts distributed in FA work order management system. Perform inventory of stocker parts.	COMPLIANT
HUMAN SERVICE	Housheya	Yaser	78235 - HS Central Office Administration	11/11/2023	ELDE		Prepare meals and snacks for Head Start children. Follow Head Start Nutrition Coordinator approved cycle menus. Follow appropriate institutional kitchen policies and procedures. Clean and operate kitchen equipment in accordance with regulations. Carry bulk supplies from the store room to the food preparation area.	COMPLIANT
POLICE	Koehler	Mary	66211-Community Police Review Agency	11/11/2023	ELDE		Investigate complaints filed with the Agency. Interview officers and complainants. Write reports based on the evidence gathered. Gather pertinent evidence material to complaints. Provide assistance to citizens filing complaints with Agency.	COMPLIANT
POLICE	Matz	Madeleine	66211- Community Police Review Agency	11/11/2023	ELDE		Investigate complaints filed with the Agency. Interview officers and complainants. Write reports based on the evidence gathered. Gather pertinent evidence material to complaints. Provide assistance to citizens filing complaints with Agency.	COMPLIANT
COMPLIANT (126)								
CITY ADMINISTRATOR	Carney	Patrice Lorraine	02151 - City Administrator Call Center	1/21/2023	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Enslow	Michael	02112-Communications & Media	6/10/2023	ELDE		Support the migration of the website to a new content management system	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Huff	VaShone	02141 - Homelessness	2/4/2023	ELDE		Coordinate Volunteers for the Homelessness Division, and assess needs, and opportunities. Coordinate volunteer orientation and training regarding City of Oakland. Maintain records of volunteers, placements and related data on computerized data base. Prepare reports demonstrating the collective effort of volunteerism to address homelessness and identify mechanism to increase rapport and community development of volunteer base.	COMPLIANT
CITY ADMINISTRATOR	Logan	Lisa	02151 - City Administrator Call Center	5/13/2023	ELDE		Supervise and train Public Service Representatives. Ensures daily operations are up to date. Oversees system operations and reports problems through resolution	COMPLIANT
CITY ADMINISTRATOR	Martinez	Gabriel	02151 - City Administrator Call Center	12/10/2022	ELDE		Assist 311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Oladeji	Segun Kunle	02111 - City Administrator: Administration Unit	7/8/2023	TCSE	682.5	Point of contact of Summer food vendors, sites and monitors, attending advisory board meetings and subscribing minutes, organizing site visits and retreats, preparing weekly delivery counts for SFSP and maintaining files/online database.	COMPLIANT
CITY ADMINISTRATOR	Smith	Jalilah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tcruz	Rudi A	02112 - Communications & Media	1/21/2023	TCSE	0	Assist Communications and Media Division	COMPLIANT
CITY ATTORNEY	Collins	Justin	04111 - City Attorney Administration Unit	8/5/2023	ELDE		Draft legal documents, including discovery, pre trial/trial documents. Compile, organize, summarize and analyze materials obtained through the pretrial process. Provide paralegal support and strategic support to attorneys through the pre trial/trial process. Communicate with other City departments or other venues to collect documents. Monitor progress of cases/assignment and be proactive.	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
							Draft legal documents, including discovery, pre trial/trial documents. Compile, organize, summarize and analyze materials obtained through the pretrial process. Provide paralegal support and strategic support to attorneys through the pre trial/trial process. Communicate with other City departments or other venues to collect documents. Monitor progress of cases/assignment and be proactive.	
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	8/19/2023	ELDE			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/2020	TCSE/Annuitant	288	Provide support to department	COMPLIANT
							Provide desktop support and on-board new users FUND 1010, conduct training sessions on existing software and create training documentation, maintain desktop related software and hardware and assist IT personnel with other duties as assigned.	
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	10/30/2023	ELDE			COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	153.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
							Oversee current audit work, evaluate the work of audit and administrative staff, represent the City Auditor in a variety of citywide and community matters and assume responsibility for the department's operations in the absence of the City Auditor.	
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	10/28/2023	TCSE/Annuitant			COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/Annuitant		Provide administrative support to City Council	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	440	Develop and monitor maintenance management program	COMPLIANT
							Accounts Payable and Receivables functions. Grants billing, reconciliation of deposits, deposit of payments	
DEPT. OF TRANSPORTATION	Calderon	Kristel	35121 - DOT Fiscal Services	8/5/2023	ELDE			COMPLIANT
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 - Structures & Emergency Response	1/7/2023	TCE/Annuitant	242	Serves as project manager for public improvements projects	COMPLIANT
							Perform preliminary review of allegations to recommend course of action, recommend scope, timing and direction of investigations and draft an investigation plan. Analyze and compile facts and date complaint cases, obtain and examine official documents such as campaign records and disclosure statements. Contact and interview individuals, public servants, members of public, candidates.	
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE/Annuitant	510		COMPLIANT
DEPT. OF TRANSPORTATION	Lee	LaMejonna	35247- Mobility Management	7/8/2023	ELDE		Assisting with OPD tows, scofflaw, Vehicle Encampment and Abandoned Vehicle	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	5/13/2023	ELDE		Engage the community in complex project design and policy decisions. Assist higher level staff to coordinate with consultants on projects and support contracting. Collect, organize, analyze and present transportation-related data. Prepare and submit grant applications. Assist higher level staff with public reports and presentations.	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
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	365.5	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Berens	Matthew	67211 - Workplace Standards	6/10/2023	ELDE		Oversee receipt and assignment complaints and investigations to subordinate staff, assist in coordination of outreach efforts with community partners and stakeholders, collect program performance measures data for reporting purposes, oversee use of complaint software and data entry.	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Jack	Christina	67411 - Compliance	6/10/2023	ELDE		Receive and review certification application for complete and accurate information, work with certification applicants to provide assistance in completing the application, input applications to certification database and maintain directory of certified firms	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/2023	TCSE/Annuitant	173	Advising staff on term sheet negotiations for a few projects such as 73rd and Foothill & others projects where his institutional history will be helpful.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Hillmer	Jens	85221 - Project Implementation: Staffing	9/30/2023	ELDE		Succession planning to train new Real Estate Property Manager in all aspects of job.	COMPLIANT
FINANCE	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Reviewing and processing payment requests from City departments. Communicating with City staff to resolve and correct errors and filing documents.	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	9/16/2023	ELDE		Create a project plan and manage various project tasks for OCI, document test cases and scripts, manage end-user testing cycles, test different components of OCI project as needed and other ad-hoc tasks as assigned by the Finance department	COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/2018	TCSE/ Annuitant	373.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/2023	TCSE/Annuitant		Train new hires, help create an updated payroll manual and job aids. Create recorded video on tasks, help train department payroll clerks and help with testing for Oracle and Success team	COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	10/14/2023	ELDE		Oversee citywide procurement of professional services, goods and services via grants. Supervise 3 contracts unit staff and eight purchasing staff, improve purchasing processes and procedures to promote greater equity and efficiency and prepare reports.	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	4/17/2023	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	39	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	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE/Annuitant	207	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	285.5	Reviewing and assisting with preparation of staff reports to support the dept. activities	COMPLIANT
HCD	Jackson	Brittini L.	89969 - Residential Rent Arbitration	2/4/2023	ELDE		Provide support to the department	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ Annuitant	301	Facilitates extensive interaction with Mayor, Council, community leaders, and other City departments	COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	9/16/2023	ELDE		Hearing officer with the Rent Adjustment Program unit	COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	10/28/2023	ELDE		Plan, organize, manage, participate in and direct the work of the project including the development, successful implementation and quality control aspects of each project	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	257.5	Recruitment support for HSD	COMPLIANT
HUMAN SERVICES	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/2023	ELDE		Perform functional administrative duties for the department	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center operations	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Cooke	James	78241- Year Round Lunch Program Unitq	6/12/2021	TCSE	143	Direct and oversee the smooth delivery of lunch and snack program for all eligible children, receive and sign for delivery of meals, maintain central records and logs according to federal and state guidelines, identify and resolve problems and provide lead direction and training for assigned staff	COMPLIANT
HUMAN SERVICES	Echevaria	Rosalio	78231 - HS Classroom & Seasonal	2/4/2023	ELDE		Install and repair signs, masonry, playground hardware and other equipment, assist journey level crafts people, inspect, service and clean tools, equipment and work area.	COMPLIANT
HUMAN SERVICES	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the public or staff and refer or assist in resolution. Utilize word processors, type, review, edit and proofread a variety of memoranda, correspondence, take messages or refer callers to appropriate persons and provide direction and on-the-job training to assigned personnel	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	0	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hampton	Janell	75631 - Senior Center Unit	9/2/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the public or staff and refer or assist in resolution. Utilize word processors, type, review, edit and proofread a variety of memoranda, correspondence, take messages or refer callers to appropriate persons and provide direction and on-the-job training to assigned personnel	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE/Annuitant	472.5	Provide specialized assistance and/or work direction in a wide variety of general finance ops	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	470	Assists in the development and implementation of program strategies	COMPLIANT
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE/Annuitant	0	Teach and/or lead program and classes in field of expertise	COMPLIANT
HUMAN SERVICES	LaMichhane	Margaret	78231- HS Classroom & Seasonal	6/10/2023	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Li	Qingxing	75231 - Multipurpose Senior Service Program Un	8/5/2023	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs assessments and develop care plans for clients	COMPLIANT
HUMAN SERVICES	Ly	Sandra	78235 - HS Central Office Administration	4/1/2023	ELDE		Prepare meals and snacks for Head Start Children	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Nino Ignacio	Norma	78232- HS Central Office Administration	6/10/2023	ELDE		Acts as program leader, including the planning and implementation of programs,	COMPLIANT
HUMAN SERVICES	Padilla	Manuel	75631 - Senior Center Unit	12/10/2022	ELDE		Assist with Custodian duties	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	0	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/Annuitant	364	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/Annuitant	0	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
HUMAN SERVICES	Tiras	Sara	78251 - Youth Services	12/24/2022	ELDE		Develop and coordinate citywide youth leadership program, provide support, training and mentorship	COMPLIANT
HUMAN SERVICES	Williams	David	78111 - DHS Administration Unit	7/22/2023	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs assessments and develop care plans for clients. Arrange and/or order services as detailed in the care plan. Monitor client status and services by monthly phone calls and quarterly home visits. Develop, maintain and update case management charts and files	COMPLIANT
HUMAN SERVICES	Williams	Dwight	78361 - CSBG - Admin	4/15/23	ELDE		Monitor contracts to ensure compliance. Acts as program leader, including the planning and implementation of programs, preparing budgets, Reviews invoices and recommends payments to contractors and consultants	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Boyd	Marshay	78111 - DHS Administration Unit	9/30/2023	ELDE		Oversee or perform a variety of office administrative tasks	COMPLIANT
HUMAN SERVICES	Eddings	Marquitta	78111 - DHS Administration Unit	9/30/2023	ELDE		Oversee or perform a variety of office administrative tasks	COMPLIANT
HUMAN SERVICES	Rebollo	Martha	78231 - HS Classroom & Seasonal	9/30/2023	TCSE/Annuitant	208.5	Instruct children in basic infant/toddler education concepts, organize/set up developmentally appropriate education and play materials for the classroom/home, assist in planning, organizing and scheduling daily activities at the center.	COMPLIANT
HUMAN SERVICES	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	10/14/2023	TCSE/Annuitant	111	Maintain high quality classroom environments that meet or exceed the national average, plan and organize and schedule daily center activities, assist in planning, organizing and scheduling daily activities at the center.	COMPLIANT
ITD	Ibrahim	Mamadou	46341-Application Development	6/10/2023	ELDE		Managing support and database ETls. ITD customer service	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/Annuitant	207	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE	184	Coordinate delivery of intensive services.	COMPLIANT
ITD	Wei	Mingyi	46341- Application Development	6/10/2023	ELDE		Managing support and database ETls. ITD customer service	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
LIBRARY	Dubois	Sara	61121 - Departmental Operation Unit	2/4/2023	ELDE		Write grant proposals and apps reviewand evaluate for compliance; administer, develop, monitor process. Design, negotiate, administer contracts, conduct site visits, review invoices. Assists citizen advisory board relating to the development and implementation of programs. Act as the departments donations and volunteer coordinator and prepare written materials for public distribution, newsletters and annual reports.	COMPLIANT
PLANNING AND BUILDING	Gunari	Luke Charles	84229- Zoning	3/18/2023	ELDE		Take calls for Planning and Permitting and schedule inspections. Prepare reports and provide telecom assistance	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE/Annuitant	192	Respond to inspection questions from permit infor and permit questions portal	COMPLIANT
PLANNING AND BUILDING	Ramirez	Andrea	84229- Zoning	6/10/2023	ELDE		Review and intake zoning cases, respond to applicant/resident requests, attend staff meetings and board and commission hearings	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE/Annuitant	507.5	Develop policy and procedures for permit and fiscal operations.	COMPLIANT
POLICE	Averiett	Cydney	103242 - Records & Warrants	5/13/2023	ELDE		Support for account receivable and payable activities. Processes invoces and provide support to administrative duties.	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Completing overdue Public Records request	COMPLIANT
POLICE	Harris	Regina	103310- Communications Unit	3/19/2022	TCSE/Annuitant	0	Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Hicks	Mark	106610- Background & Recruiting	3/18/2023	TCE/Annuitant	151	Background Investigations	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/Annuitant	423.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE/Annuitant	188	Background investigations	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	401	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	9/10/2023	ELDE		Assistin developing and administering budget for the Police department and oversee A/P and A/R, audits, budget administration, grants, expenditure tracking and G/L management	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/28/2023	ELDE		Develop comprehensive health and wellness program for OPD employees	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	111	Call taker, Dispatching and working service channel	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	314.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	8/19/2023	TCSE	152	Creating, restoring and editing reports for the vision app. Identifying recommendations for improving the vision database. Designing and testing 2024 Stop data requirements for Vision Tek	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	6	Background Investigations	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	47	Background Investigations	COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	1/7/2023	ELDE		Create official agency communications to be distributed to City Administration/City Council. Organize and Facilitate Community Outreach Events to include educational events and forums	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/21/2023	TCSE	345		COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311 - Inspector General	9/16/23	TCSE		Manage IGs calendar, conduct administrative tasks independently to include HR and Fiscal.	COMPLIANT
PUBLIC ETHICS	Doran	Suzanne	65111 - Public Ethics Commission	9/16/2023	ELDE		Plan, organize, manage and participate in and direct the work of the Democracy Dollars Program, including the development, successful implementation and quality control aspects of the Program.	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	702	Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Charles	Kevin	30652 - Landscape Maintenance	8/5/2023	TCSE	577.5	Plan, assign, and supervise gardening and maintenance work in and around city parks. Prepare daily and weekly work schedules for maintenance crews, inspect assigned areas, ensure safe work practices, provide training in the use of park maintenance equipment, pesticide, review landscape or irrigation plans and provide written comments.	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE/Annuitant	56	Direct and monitor the city's design and construction, project management and maintenance	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	0	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Henry	Nocoasha	30211 - Engineering and Construction - Administration	9/11/2023	ELDE		Review, process and file Notice of Completion, and to complete final balancing contracts to close out projects.	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE/Annuitant	578	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/Annuitant	0	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	607.5	Project manage sewer and storm drainage capital projects and stormwater permit compliance projects	COMPLIANT
PUBLIC WORKS	Loman	Alexius	30557 - Facilities: Structural	4/29/2023	TCSE	808.5	Provide administrative support to dept.	COMPLIANT

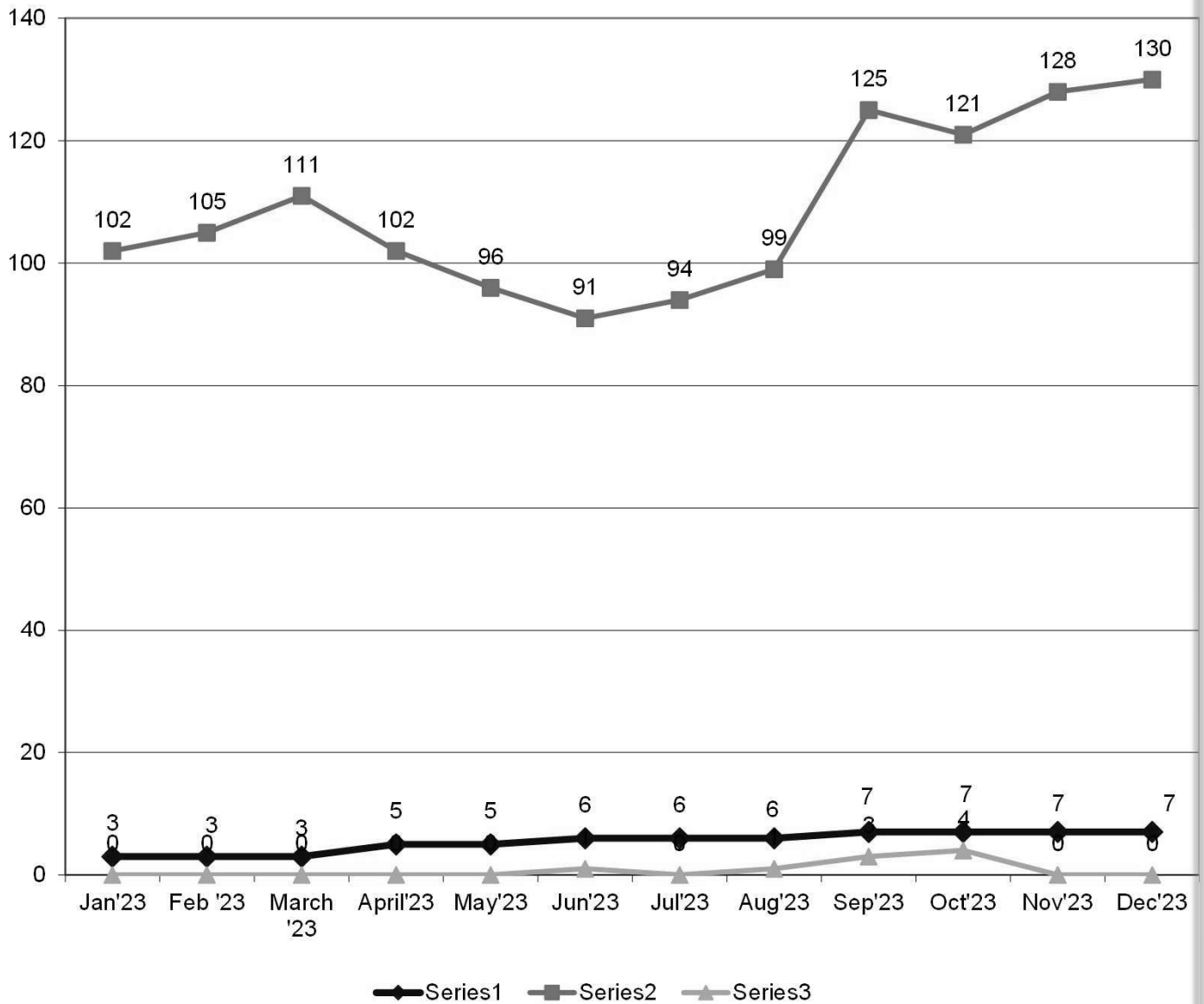
**CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/1/2023	ELDE		Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Williams	Tedd	30673- Graffiti Abatement & Rapid Response	6/10/2023	ELDE		Facility security assistant	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	162	Assistance in the OPW Training Program	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30541 - Equipment Services Administration	10/14/2023	TCSE/Annuitant	75	Seek out and apply for grant funding to comply with zero-emission mandates, assess options available for zero-emission replacement vehicles and equipment, develop 10 year fleet electrification plan and develop grant application plan.	COMPLIANT
PUBLIC WORKS	Weiss	Steven	30111 - Director and Human Resources Unit	10/14/2023	TCSE	133.5	Coordinate interagency projects to ensure Bureau consistency	COMPLIANT
PUBLIC WORKS	Santiago III	Jose	30652 - Landscape Maintenance	10/28/2023	TCSE	152	Direct and assign the work of a crew, schedule vehicle and equipment use, train staff, perform the more complex gardening and horticulture assignments, perform ball field maintenance, prune and trim shrubs, cut and remove weeds, rake and clear ground, mow while treating soil and clear out drain	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 - Violence Prevention Administration	11/11/2023	ELDE		Assist department with program planning, research, analysis and development	COMPLIANT
VIOLENCE PREVENTION	Corona Orellana	Ashley	70211 - Oakland Unite	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard Alfred	70211 - Oakland Unite	6/10/2023	ELDE		Set work priorities, coordinate assignments, monitor daily case mgmt activities	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 - Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Medina	Laura	70111 - Violence Prevention Administration	2/4/2023	ELDE		Coordinate delivery of intensive services to individuals/families at the highest level of risk for gun violence. Work with Direct Service staff and Supervisors on implementation activities, trainings and contracts with outside vendors. Report on grant activities to a variety of stakeholders.	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 - Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management. Administer intake and assessment and work with client on case plan completion	COMPLIANT
VIOLENCE PREVENTION	Nieves	Jennifer	70211 - Oakland Unite	2/4/2023	ELDE		Direct and manage direct service unit. Implement a variety of direct service programs, including short term and long term. Coord and manage work city & county dept. Track deliverables and convey program successes	COMPLIANT
VIOLENCE PREVENTION	Romero	Jennifer	70211 - Oakland Unite	5/27/2023	ELDE		Monitor case management loads, hold case conferences and ensure focus on high-risk clients.	COMPLIANT
VIOLENCE PREVENTION	Summers	Jeremy	70211-Oakland Unite	6/10/2023	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Cox	Natashca	70211 - Oakland Unite	10/14/2023	ELDE		Provide case management support, administer an intake and assessment to inform a case plan and work with the client on case plan completion	COMPLIANT
VIOLENCE PREVENTION	Diaz Vasquez	Alex	70211 - Oakland Unite	10/14/2023	ELDE		Provide case management support, administer an intake and assessment to inform a case plan and work with the client on case plan completion	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT

CIVIL SERVICE BOARD
DECEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
NON-COMPLIANT (0)								

TCSE/ELDE Rules Compliance





MEMORANDUM

DATE: December 21, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

THROUGH: Mark Love, Interim Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specification for Home Base Specialist

Based upon a upon a classification review originally requested by an employee at the Human Services Department (HSD), Human Resources Management (HRM) has proposed the creation of a new classification specification titled **Home Base Specialist**.

The incumbent who oversees the home-based program staff and related service delivery requested a classification study in April 2021, which was completed in April 2022. The findings indicated that a new classification should be established to more fully capture the breadth and depth of work assigned to the position.

In response to the most recent Federal Review that occurred in 2021, the Head Start Program required adjustments to its organizational structure. Additionally, the Head Start Program and Performance Standards are periodically updated, and Head Start Programs must adapt to ensure compliance with all regulations. Given these factors, HSD has been partnering with HRM to establish new classifications to address gaps in program management and service delivery. The Head Start Program lacked a variety of mid-level management positions and other positions possessing specialized knowledge to improve service delivery. Significant progress has been made to create new classifications and facilitate necessary changes. HSD focused their initial efforts on classifications related to the education services and operations areas; more classification changes are coming related to other service areas, including home-based services.

Earlier this year, the Civil Service Board approved new classifications titled Early Childhood Education Manager, Early Learning Specialist, and Head Start Program Operations Manager. The first of two classifications related to the home-based program is on the agenda for approval in December 2023. We expect to route more classifications (new and revised) to the Board for approval in the coming months, including the new classification that reports to this Home Base Specialist.

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

Responsible for the implementation and oversight of home-based program services, ensuring compliance with Head Start program and performance standards, amendments, and federal and state regulations and laws while maintaining confidentiality of children, families, and providers involved in the program; providing administrative services and analytical information needed to ensure effective and efficient operations of the Head Start

CIVIL SERVICE BOARD

Subject: Home Base Specialist Classification Specification

Date: December 21, 2023

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Program; monitoring requirements of the program, which includes entering, interpreting, and assessing data and reporting findings to the supervisor, advisory team, and affected staff; supervising, training, and evaluating assigned staff; and performing related duties as assigned.

The funding for the position is currently available, and it will be converted once the new classification is fully established. The approved description will be used for any future recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives began discussing the item in February 2023. Concerns were discussed to ensure that the description accurately and thoroughly reflects the expectations, roles, and responsibilities under the new structure. Feedback was provided by the union and incorporated into subsequent drafts of the classification specification. Meetings were held in between February 2023 and October 2023 and recently concluded. The union sent an email on December 5, 2023 stating that there are no objections to the proposed new classification.

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

Staff recommends that the Civil Service Board approve the proposed new **Home Base Specialist** classification specification.

Attachments: Proposed new Home Base Specialist classification specification.



HOME BASE SPECIALIST

DRAFT
Nov. 2023

Class Code: PPXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, is responsible for the implementation and oversight of home-based program services, ensuring compliance with Head Start program and performance standards, amendments, and federal and state regulations and laws while maintaining confidentiality of children, families, and providers involved in the program; provides administrative services and analytical information needed to ensure effective and efficient operations of the Head Start Program; monitors requirements of the program, which includes entering, interpreting, and assessing data and reporting findings to the supervisor, advisory team, and affected staff; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification that supervises, guides, and evaluates home-based staff in delivering high quality child development services and ensuring program goals and objectives are met. It is distinguished from the higher-level Head Start Education Manager, which has responsibility for the entire education domain.

The incumbent receives general supervision from the Head Start Education Manager and supervises Home Base Visitors and oversees both grantee and partner operated programs.

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

Supervise, guide, advise, and evaluate home visitors in day-to-day operations; develop and train staff and partners; provide and review staff performance evaluations and create professional development goals; monitor staff and partner adherence to program policies and procedures.

Oversee and develop all home based programs including expectant families and mobile home based services.

Provide leadership and modeling; establish and maintain quality work standards; provide training and technical assistance to Head Start 0-5 staff, parents, and partners.

Monitor performance and compliance through documented staff observations; oversee home-based program services to ensure compliance with Head Start Performance Standards, amendments, and federal and state regulations and laws.

Oversee and administer the Home Based partner contract, including reviewing and approving invoices; ensure services are provided per the contract specifications in compliance with federal, state, and local regulations.

Implement applicable assessments such as the home visiting and environmental rating observations for socializations; provide curriculum training and ensure curriculum fidelity.

Develop and design staffing plans and assignments for all home-based program participants that ensure the cohesion of home-based program staff and the effectiveness of staff's job responsibilities.

Participate in the recruitment of staff, effectively collaborating with Human Resources Management to ensure applicants meet qualifications; ensure thorough onboarding of all new staff according to City and Head Start program requirements.

Develop, evaluate, assess, and implement new and current policies and procedures for the home-based program; design and implement monitoring tools for all home-based program policies and procedures.

Review all local, state, and federal information and share pertinent information with direct supervisor and Head Start management.

Collaborate and establish effective communication with all Head Start 0-5 program areas [Nutrition; Health; Family Engagement; Education; Disabilities/Mental Health; Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Human Resources & Fiscal; Data and Monitoring] to ensure program services are being provided and implemented.

Develop and implement strategic plans to incorporate School Readiness initiatives into program services.

Establish regular onsite presence; work closely with service area managers to ensure service delivery; prepare for and lead parent meetings, attend meetings as needed, plan department events in collaboration with staff.

Continue professional development by attending trainings, workshops and meetings as needed. Ensure that written reports and plans, as required, are adequate, clear, and timely.

Develop, maintain, and implement knowledge of developmentally appropriate and culturally sensitive practices and effective teaching and comprehensive services strategies.

Oversee the implementation of procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings; ensure the correction of quality and compliance issues is managed immediately, or as quickly as possible.

Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, family needs assessments, and education and comprehensive services, to support the program to identify program needs, and develop and implement plans for program improvement.

Ensure child-level assessment data is aggregated and analyzed as required by federal, state, and local regulations, and used with other program data to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services.

Assist management with designing, implementing, and monitoring a system of documenting, collecting, and utilizing data across the home-based program service area for compliance with Head Start, state, and local program regulations.

Maintain adequate record keeping and confidentiality of individual records and reports related to all service areas; ensure timely and accurate reporting of program; generate reports; read, analyze,

and interpret data from child assessments, screening, observation, and fidelity tools to create child and center specific goals; check and review data for completeness, accuracy and conformance with established regulations and procedures; analyze and synthesize data to determine trends and training.

Monitor and ensure family participation using child development and family engagement information to meet established family goals and needs while providing support services.

Responsible for budget and inventory including monitoring, expenditures, and cost control for area for both grantee and partner home-based programs.

Ensure safety policies and procedures are in place, implemented and monitored.

Present and facilitate workshops for staff, parents, and other care-providers of children in the Head Start program.

Operate a motor vehicle in the performance of assigned duties.

May be asked to fill in as needed to meet adult to child licensing ratios, assist with program operations during urgent situations, and maintain safe, center conditions.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local regulations on services to children and social service programs.
- Principles of program planning and implementation.
- Head Start Performance Standards.
- Research-based curriculum.
- Procedures, screenings, and assessments related to early childhood education, family services, and health requirements (e.g., hearing and vision screening and height/weight growth assessments).
- Intake, assessment (vs. interview), and facilitation techniques related to parents and families.
- Communication methods and techniques
- Local community resources and relevant community partners family referrals.
- Standard records management methods.
- Data and ongoing monitoring including collecting, entry, analyzing and organizing data.
- Principles and practices of supervision, training, and development.
- Program administration, planning, and evaluation techniques.
- Contract negotiations and administration.
- Budget development and administration.
- Computer systems and software applications including automated database management systems.
- Social justice (race and equity) principles in early childhood development.
- Coaching principles.

Ability to:

- Plan, organize, direct, and evaluate Head Start and Early Head Start programs in accordance with federal, state, and local regulations as well as program goals and objectives.
- Work with diverse populations including special needs families.

- Complete projects under tight deadlines even when there are competing requirements and changes in assignments.
- Demonstrate flexibility, multi-tasking, and adaptability to a rapidly changing work environment.
- Proactively observe, assess, problem solve, and act quickly to develop and implement solutions responding to the needs of children, families, and staff including site management, staffing needs, and site visits from monitoring agencies.
- Respond appropriately to an emergency or a crisis situation.
- Maintain all assigned workflow and a high level of customer satisfaction in a dynamic working environment.
- Maintain cooperative, tactful, and sensitive working relationships with co-workers, supervisors, families, and the community to work as part of a team and collaborate with colleagues.
- Supervise children and ensure a safe environment including monitoring and responding to events at all times in the socialization and/or classroom, outdoor play areas, and on field trips.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children for more than one (1) hour at a time.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers, and children for at least one (1) hour at a time.
- Carry and bottle feed infants/toddlers for at least one (1) hour at a time.
- Demonstrate a supportive attitude to families.
- Solve problems, utilize effective critical thinking and judgment, and make independent decisions.
- Prepare reports of a technical or evaluative nature; prepare spreadsheets, tables, graphs, and flyers to present information.
- Use all program data to design and deliver strategies for meeting program goals and provide high quality outcomes for all children.
- Monitor and administer a budget.
- Negotiate and administer contracts.
- Communicate effectively orally and in writing.
- Work independently and as part of a group when necessary.
- Computer systems and software applications.
- Establish and maintain effective working relationships with families, staff, and contracted partners.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in early childhood education, special education, public health, psychology or closely related field is required. A Master's Degree is desirable.

Experience:

Three (3) years of progressively responsible work experience in education, early childhood development, mental health, special/exceptional needs, public health or closely related field including services to children, birth to five (5) years of age, including at least one (1) year of supervisory experience. Previous experience interfacing with data systems, data analytics, and data-driven decision-making is highly desirable. Other desirable experience includes Management Information System (MIS) development and implementation and/or applying results-based accountability tools.

Note: A Master's Degree may substitute for up to two (2) years of experience but at least one (1) year of supervisory experience is required.

LICENSE OR CERTIFICATE

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Obtain and maintain throughout the tenure of employment and renew upon expiration, if applicable:

- Pediatric CPR and First Aid certifications within ninety (90) days of hire; and
- Three (3) units of infant/toddler coursework and three (3) Early units supervised field experience in ECE/CD within the probationary period; and
- Certification in Home Based Curriculum within probationary period; and
- Home Visitor Child Development Associate Credential within twelve (12) months of hire.

The following certifications are highly desirable:

- Supervisor or Program Director Child Development Permit
- Home Visitor Rating Scale (HOVRS) Certification
- Family Development Credential

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, have a physical examination including a TB (tuberculosis) screening, obtain required immunizations related to being in a classroom, and provide up to date immunization records (annually or when expired) as required by Child Care Licensing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established	/ /	CSB	Resolution	Salary
:		#:44873		Ordinance #:
Exempted:	Y <input type="checkbox"/>	Exemption		
	N <input type="checkbox"/>	Resolution #:		
Revision	/ /	CSB	Resolution	
Date:		#:		
Re-titled	/ /	CSB	Resolution	Salary
Date:		#:		Ordinance #:
(Previous title(s):)				