



REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

Date: December 15, 2022

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
Tina Pruett, Human Resources Manager/Staff to the Board
Malia McPherson, Attorney to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical 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/89018528878?pwd=NWJxbi9tOC9sOHRqVGVSbGpQbWxDZz09>

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: 890 1852 8878 (Note: Password: "Passcode: CSB1215" 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: 890 1852 8878 Passcode: 7623298

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 Ian Appleyard, Human Resources Director at IAppleyard@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 DECEMBER 15, 2022 CIVIL SERVICE BOARD ACTION MEETING AGENDA

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- Response to Board’s questions regarding passage of Measure X

4) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointments (0)

- There are no provisional appointments this month.

b) Approval of Employee Requests for Leave of Absence (4)

- Economic & Workforce Development Department (1)
- Oakland Public Library (3)

c) Approval of Revised Classification Specifications (2)

- Recycling Program Specialist III (formerly Recycling Specialist, Senior)
- Recycling Program Manager (formerly Solid Waste/Recycling Program Supervisor)

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of October 20, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes | ACTION |
| b) Approval of October 20, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes | ACTION |
| c) Determination of Schedule of Outstanding Board Items | ACTION |
| 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) Quarterly Update Regarding Measure Q Hiring Efforts | INFORMATION |

There is no information available this month.

6) NEW BUSINESS:

- | | |
|---|--------|
| a) Approval of New Classification Specification for Rent Adjustment Program Assistant | 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: 6.04 – Appeal of Probationary Release: PORT-2022-AP02 (P. Charles)

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**8) REPORT OF ACTIONS TAKEN IN CLOSED SESSION****9) 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 19, 2023. All materials related to agenda items must be submitted by Thursday, January 5, 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
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: December 15, 2022

TO: The Honorable Civil Service Board

FROM: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Li, Hui-Chang	Urban Economic Coordinator	Employment & Workforce Development Department	December 12, 2022 – April 03, 2023	CSR 8.07 (c)
Nguyen, Linda	Librarian II	Oakland Public Library	June 08, 2023- June 23, 2023	CSR 8.07 (c)
Hubilla, Robin	Library Aide	Oakland Public Library	December 01, 2022- December 04, 2022	CSR 8.07 (c)
Ortiz, Ana	Library Assistant	Oakland Public Library	January 15, 2023- January 18, 2023	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 _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

I Request: **112 days** Days Hours From **Dec 12** To **April 3, 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.

Hui Chang Li

Employee's Signature _____ Date _____

Civil Service Board Approval _____ Date _____

[Signature]

Department Head Approval _____ Date 12/1/2022

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 Linda Nguyen Employee's ID 22416 Today's Date 11/23/22

Department/Division Library Employee Job Title Librarian II

Request: 10 Days Hours From 6/8/23 To 6/23/23
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)

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.

Linda Nguyen
Employee's Signature Date 11/23/22

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 12/6/22

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 Robin Hubilla Employee's ID 26435 Today's Date 10/31/22

Department/Division OPL Employee Job Title Library Aide

Request: _____ Days Hours From 12/1/22 To 12/4/22
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.

Robin Hubilla 10/31/22
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] _____
 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 Ana Ortiz Employee's ID 23961 Today's Date 11/3/22

Department/Division Library Employee Job Title Library Assistant

Request: 4 Days Hours From 01/15/23 To 01/18/23
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.

Ana Ortiz
 Employee's Signature _____ Date 11/3/22

 Civil Service Board Approval Date

[Signature]
 Department Head Approval _____ Date 11/3/22

 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: December 15, 2022

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

THROUGH: Tina Pruett, Human Resources Manager

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

SUBJECT: Approval of Revised Classification Specifications for Recycling Program Specialist III and Recycling Program Manager (formerly titled Recycling Specialist, Senior and Solid Waste/Recycling Program Supervisor, respectively)

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revision of the **Recycling Program Specialist III** (formerly titled Recycling Specialist, Senior) and **Recycling Program Manager** (formerly titled Solid Waste/Recycling Program Supervisor) classification specifications. These classifications were established in December 1993 and September 2014, respectively, and have not been revised since that time.

OPW is in the process of revamping the existing Recycling Specialist classification series. The entry and journey level classifications were addressed first, and revisions were approved by the Board in April 2022. Revisions to the supervisory and management classifications in the series were initiated over the summer and recently concluded.

A variety of edits are necessary to update the description:

- Refine the Definition sections to ensure alignment.
- Update the Distinguishing Characteristics sections to include proper descriptive language and the correct classification titles and reporting structures.
- In the Examples of Duties sections, add language to create uniformity across the classifications.
- Expand the Knowledge and Abilities sections to create consistency.
- In the Education section of the Minimum Qualifications, broaden the list of relevant Bachelor's degrees. In the Experience section, add clarifying language to better communicate qualifying backgrounds.
- Update formatting to align with the existing classification specification template.

Additionally, title changes are recommended. The supervisory level classification titled Recycling Specialist, Senior will be retitled to Recycling Program Specialist III. The management level classification titled Solid Waste/Recycling Program Supervisor will be retitled to Recycling Program Manager. Both title changes will better represent the programmatic responsibilities and supervisory/management levels as part of operations and service delivery in this classification series.

CIVIL SERVICE BOARD

Subject: Recycling Program Specialist III and Recycling Program Manager Classification Specification Approval

Date: December 15, 2022

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No vacancies exist at either level. The approved classification specifications will be used for recruitment and selection processes as vacancies arise in the future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met over several months from August to December 2022 to discuss the proposed revisions. The parties collaborated on minor language adjustments on both descriptions. In an email dated December 8, 2022, the union conveyed that there were no objections to the proposed revisions.

The salary ordinance amendment to formally change the classification titles in 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 revised classification specifications of **Recycling Program Specialist III** (formerly titled Recycling Specialist, Senior) and **Recycling Program Manager** (formerly titled Solid Waste/Recycling Program Supervisor) as proposed.

Attachment: Proposed Revised Recycling Specialist III and Recycling Program Manager classification specifications.



DRAFT

~~SENIOR~~ RECYCLING PROGRAM SPECIALIST III

Class Code: PP141 FTE

Civil Service Classified

DEFINITION

Under direction in the Oakland Public Works Department, To plans, develops, and coordinates a variety of solid waste reduction and recycling programs for the City of Oakland; to assists in negotiating and monitoring of contracts; to performs research and analysis of programs and prepares technical reports; to provides technical support to Environmental Affairs Commission and technical assistance to local recyclers, schools, residents and businesses; and to trains, and supervises, and evaluates staff; and performs other related duties as assigned.

~~SUPERVISION RECEIVED AND EXERCISED~~ DISTINGUISHING CHARACTERISTICS

This is the supervisory level classification in the Recycling Program Specialist series. This classification is distinguished from the higher level Recycling Program Manager in that incumbent of the latter is responsible for managing the City's solid waste and recycling programs. It is further distinguished from the lower level Recycling Program Specialist II in that the latter is responsible for an entire project life cycle of specialized projects that are large and complex in scope but does not supervise staff.

The incumbent R receives general supervision from the Administrative Services Manager I, Recycling Program Manager and E exercises general supervision over Recycling Program Specialists I and II and other technical and/or administrative support staff.

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

Oversee the daily operations of the recycling program including assigned staff.

Plan, design, and implement new and revised programs, systems, procedures, and operational methods of waste reduction, recycling, and resource recovery.

Oversee the collection of research of waste reduction and recycling information; prepare complex staff reports.

Administer grant programs; oversee research, identification, and preparation of proposals for potential funding sources for department projects including grants; develop and monitor required procedures.

Develop request for proposals; analyze and review proposals.

Assist in negotiating contracts with contractors; assist in the administration and monitoring of contracts.

~~Supervise and/or conduct solid waste assessments of businesses; prepare detailed reports and recommendations for waste diversion.~~

Coordinate presentations on recycling and solid waste services, and household hazardous waste

diversion, and proper disposal, to groups comprised of community members, residents, merchants, businesses and/or civic associations.

Perform as city liaison to local, state, and federal waste reduction and recycling programs.

Provide analysis of federal, state, and local legislation to address waste reduction and recycling issues.

Develop and maintain computer systems and application.

Supervise, train, and evaluate assigned staff; prioritize and assign work.

Develop and monitor a budget. ____

Prepare general or technical reports, correspondence, agendas, and minutes.

May provide staff assistance to citizen advisory bodies, committees, and commissions; may attend meetings of community organizations, district boards, and other groups relating to the development and implementation of programs.

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Local, state, and federal rules and regulations pertaining to collection, disposal, and reduction of municipal solid waste.
- The principles and practices of implementing and maintaining integrated-recycling and solid waste management systems.
- The principles and practices of program development and implementation.
- Public contact and community relations.
- Recycling market and recycled products procurement procedures.
- Principles and practices of negotiating and monitoring of contracts.
- Development, monitoring, and administration of grant programs.
- Computer systems and software applications.
- Principles and practices of supervision, training, and performance management.

Ability to:

- Supervise, train, and evaluate staff; motivate staff and manage performance.
- Develop, coordinate, ~~and~~ implement, and evaluate waste reduction and recycling programs.
- Analyze rules, regulations, and legislation; identify alternatives and provide recommendations.
- Maintain database(s) and provide detailed technical reports.
- Develop services for community members, residents, and businesses; provide presentations to community members/resident groups, merchant and civic associations, and businesses.
- Communicate effectively in both oral and written form.
- Prepare clear and concise reports, correspondence, and other written materials.
- Work effectively as part of a team to accomplish program goals and objectives.

- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

~~EXPERIENCE AND EDUCATION~~ MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree with a major in ~~E~~environmental ~~S~~science/studies, ~~S~~olid-~~W~~waste ~~M~~management, ~~P~~ublic or ~~B~~usiness ~~A~~administration; or a ~~c~~losely-related field.

Experience:

Four (4) years of progressively responsible experience in planning, organizing, developing, and implementing recycling and solid-waste management programs and/or environmental related programs and projects. Previous lead or supervisory experience is highly desirable.

LICENSE OR CERTIFICATE

~~Possession of a valid California Driver's License. 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.~~

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	12/23/1993	CSB Resolution #:	44298
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):)		



SOLID WASTE/RECYCLING PROGRAM MANAGERSUPERVISOR

Class Code: PP146 FTE

Civil Service Classified

DEFINITION

Under direction in the Oakland Public Works Department, manages ~~coordinates~~ the City's Solid Waste and Recycling programs; manages solid waste and recycling franchises and contracts; promotes recycling and solid waste reduction programs; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a ~~first-line supervisory management~~ classification in the Recycling Program Specialist series. ~~The incumbent~~ performs a variety of duties pertaining to solid waste reduction and recycling programs, including management of the franchises and contractors that provide solid waste, organics, and recycling collection services to all the residences and businesses in Oakland. This classification is distinguished from the lower level Recycling Program Specialist III in that the latter is a supervisor who oversees staff but does not manage the City's solid waste and recycling programs.

The incumbent receives general supervision from the Environmental Services Manager and exercises general supervision over Recycling Specialist I/II/III~~professional~~, technical, and ~~clerical~~ administrative staff.

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

Direct ~~Solid Waste/R~~ecycling program operations including budget preparation and administration and personnel supervision and oversight.

Assess and recommend solid waste programs and policies for City Council and eExecutive review.

Develop, implement, and evaluate solid waste management and recycling programs as mandated by regulations including the following: the California Integrated Waste Management Act, the Short-Lived Climate Pollutant Reduction Act, County and City ordinances, and City of Oakland policies.

Procure, Negotiate, and manage franchise agreements.

Prepare grant application packages and administer grants.

Procure professional services including writing contract specifications, issuing requests for proposals, accepting bids, evaluating bids, and awarding contracts.

Prepare general or technical agenda reports, correspondence, agendas, and minutes to the City Council.

Serve as a liaison to other ~~C~~city, ~~C~~county, ~~R~~regional, and ~~S~~state, and agencies; private agencies and; contractors and vendors.

Develop and monitor a program budget.

Promote recycling and waste reduction to businesses and residents of Oakland and within the City of Oakland operations.

May provide staff assistance to citizen advisory bodies, committees, and commissions; may attend meetings of community organizations, district boards, and other groups relating to the development and implementation of programs.

Supervise, train, and evaluate assigned staff; prioritize and assign work.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Recycling and sSolid waste management and recycling programs.
- Federal, state, and local rules and regulations pertaining to collection, disposal, and reduction of municipal solid waste.
- Principles and methods of project management.
- Methods of program development and administration.
- Report preparation and statistical analysis.
- Principles and methods of supervision, training, ~~and~~ evaluation, and performance management.
- Budget and grant administration.
- Procurement of professional services.
- Public contact and community relations~~public speaking.~~
- ~~Computer systems and software applications.~~
- Federal, state, and local laws pertaining to solid waste management and recycling.

Ability to:

- Oversee the development and administration of solid waste reduction and recycling programs.
- Perform detailed and accurate analyses of solid waste management and recycling needs.
- Communicate effectively in both orally and in written form.
- Prepare complex, clear, and concise reports, correspondence, and presentation materials.
- Develop, implement, and evaluate programs including goals, objectives, and policies.
- Prepare, negotiate, and administer contract packages for professional services and franchise agreements for solid waste, organics, and recycling collection services.
- Develop and monitor a program budget.
- Supervise, train, and evaluate staff; motivate staff and manage performance.

- Work effectively as part of a team to accomplish program goals and objectives.
- Utilize computer systems and software applications.
- 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:

Bachelor's degree from an accredited college or university in environmental sciences/studies, (solid) waste management, public policy, public or business administration or a related field. A Master's degree in a related field is desirable.

Experience:

Four (4) years of increasingly responsible experience in overseeing, planning, and implementing (solid) waste management and recycling programs and/or environmental programs and projects including at least one (1) year of supervisory experience.

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.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 9/18/2014 CSB Resolution #: 44741 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: n/a CSB Resolution #: 00000
Re-titled Date: n/a CSB Resolution #: Salary Ordinance #:

(Previous title(s): n/a)



SPECIAL 5:15 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: October 20, 2022

Open Session: 5:15 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Malia McPherson, Attorney to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical 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/86714976425?pwd=ZVpCOWNJUKFramY2b05tQjR1alh3UT09> 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: 867 1497 6425 (Note: Password: CSB1020 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: 867 1497 6425 Passcode: 7744737

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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 Ian Appleyard, Human Resources Director at IAppleyard@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) REVIEW AND TAKE POSSIBLE ACTION ON A RESOLUTION ACTION (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

45156 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the Resolution. The motion passed.

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

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

3) OPEN FORUM

4) ADJOURNMENT

45157 A motion was made by Member Williams and seconded by Member Baranco to adjourn the special meeting.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Brown

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 17, 2022. All materials related to agenda items must be submitted by Thursday, November 3, 2022. 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
civilservice@oaklandca.gov



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REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: October 20, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
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If you have any questions, please email Ian Appleyard, Human Resources Director at IAppleyard@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 OCTOBER 20, 2022 CIVIL SERVICE BOARD ACTION MEETING AGENDA

45158 A motion was made by Member Baranco and seconded by Member Williams to approve the October 20, 2022 Civil Service Board Meeting Agenda.

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Discuss November 17, 2022 Civil Service Board Meeting Date/Conflicts ACTION

45159 A motion was made by Vice Chair Martinez and seconded by Member Williams to cancel the November 17, 2022 City of Oakland Civil Service Board Meeting and resume on December 15, 2022 at 5:30 PM

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

45160 A follow-up motion was made by Member Levin and seconded by Member Williams to start at 5:15 versus 5:30 to have a special meeting on December 15, 2022.

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

4) CONSENT CALENDAR:

ACTION

a) Provisional Appointments (0)

- There are no provisional appointments this month.

b) Approval of Employee Requests for Leave of Absence (3)

- Oakland Police Department (2)
- Oakland Public Works Department (1)

c) Approval of Revised Classification specifications (2)

- Human Resource(s) Analyst and Human Resource(s) Analyst, Senior

45161 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the October 20, 2022 Consent Calendar.

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

5) OLD BUSINESS:

- a) Approval of September 15, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

45162 A motion was made by Member Baranco and seconded by Vice Chair Martinez to approve the September 15, 2022 Regular Meeting Minutes.

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

- b) Determination of Schedule of Outstanding Board Items ACTION

45163 A motion was made by Member Levin and seconded by Vice Chair Martinez to schedule the hearing for the Port 2022-AP02 to December 15, 2022 meeting.

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

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

7) OPEN FORUM**8) ADJOURNMENT**

45164 A motion was made by Member Williams and seconded by Member Baranco to

adjourn the meeting.

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 17, 2022. All materials related to agenda items must be submitted by Thursday, November 3, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
 PENDING LIST – December 15, 2022**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
PORT-2022-AP02	Custodian	Port of Oakland	6.04 – Appeal of Probationary Release	12/15/2022	Scheduled
FIN-2022-AP01	Payroll Clerk III	Finance	6.04 – Appeal of Probationary Release	1/19/2023	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: December 15, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: 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 October 20, 2022 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 ninety-seven (97) employees were in the TCSE (19), TCSE/Annuitant (18), and ELDE (60) categories as of pay period ending December 02, 2022. Of the those, one (1) assignment is 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 ninety-seven (97) temporary assignments, there is one (1) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: December 15, 2022

Page 2

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 Human Resources Director Ian Appleyard at (510) 238-6450.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending December 02, 2022.
- 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 (3)								
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
FIRE	Grant	Linda Janette	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
POLICE	Wong	Matthew	103242 - Records & Warrants	9/3/2022	ELDE		Support accounts payable activities	COMPLIANT
NEW THIS PERIOD (15)								
ECONOMIC & WORKFORCE DEVELOPMENT	Luna Torio	Kathleen	85611 - Special Activities	11/12/2022	ELDE		Assist in the special event permitting policies approved by City Council	COMPLIANT
FINANCE	Quintanilla	Jennifer	08121 - Finance and Management: Payroll	10/3/2022	TCSE	52.5	Assist department with data entry	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE	101	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	76	Assists in the development and implementation of program strategies	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to Community Housing	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE	92	Respond to inspection questions from permit infor and permit questions portal	COMPLIANT
PLANNING AND BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	10/15/2022	ELDE		Support Permit Services counter	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE	66.25	Develop policy and procedures for permit and fiscal operations.	COMPLIANT
PLANNING AND BUILDING	Vo	Minh	84452 - Inspections: Residential Building	10/15/2022	ELDE		Inspect building and structure for code compliance	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Administrative support	COMPLIANT
POLICE	Lloyd-Trotter	Taryn	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		Develop comprehensive health and wellness program for OPD	COMPLIANT
POLICE	Snowden	Sarah	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 - Violence Prevention Administration	10/12/2022	ELDE		Assist department with program planning, research, analysis and development	COMPLIANT
COMPLIANT (78)								
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	344.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CPRA	Morris	Shayleen	66311 - Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	109	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	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	295	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Acebo	Regina	85511 - Cultural Arts & Marketing	1/22/2022	TCSE	251.5	Continue to administer the neighborhood voices- festival	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	4/2/2022	ELDE		Temporary project to develop Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Sanders	Robert	08121 - Finance and Management: Payroll	10/1/2022	TCSE	80.5	Assist with PERS service credit research and entries (data entry into PERS)	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	320.0	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Cedeno III	Raul	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Duncan Perry	Chiara Delett	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Farinacci-Magee	Kathryn	20914-MACRO	4/4/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Fitzsimmons	Rick David	20914-MACRO	4/2/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hanna	Robert Shaun	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT

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

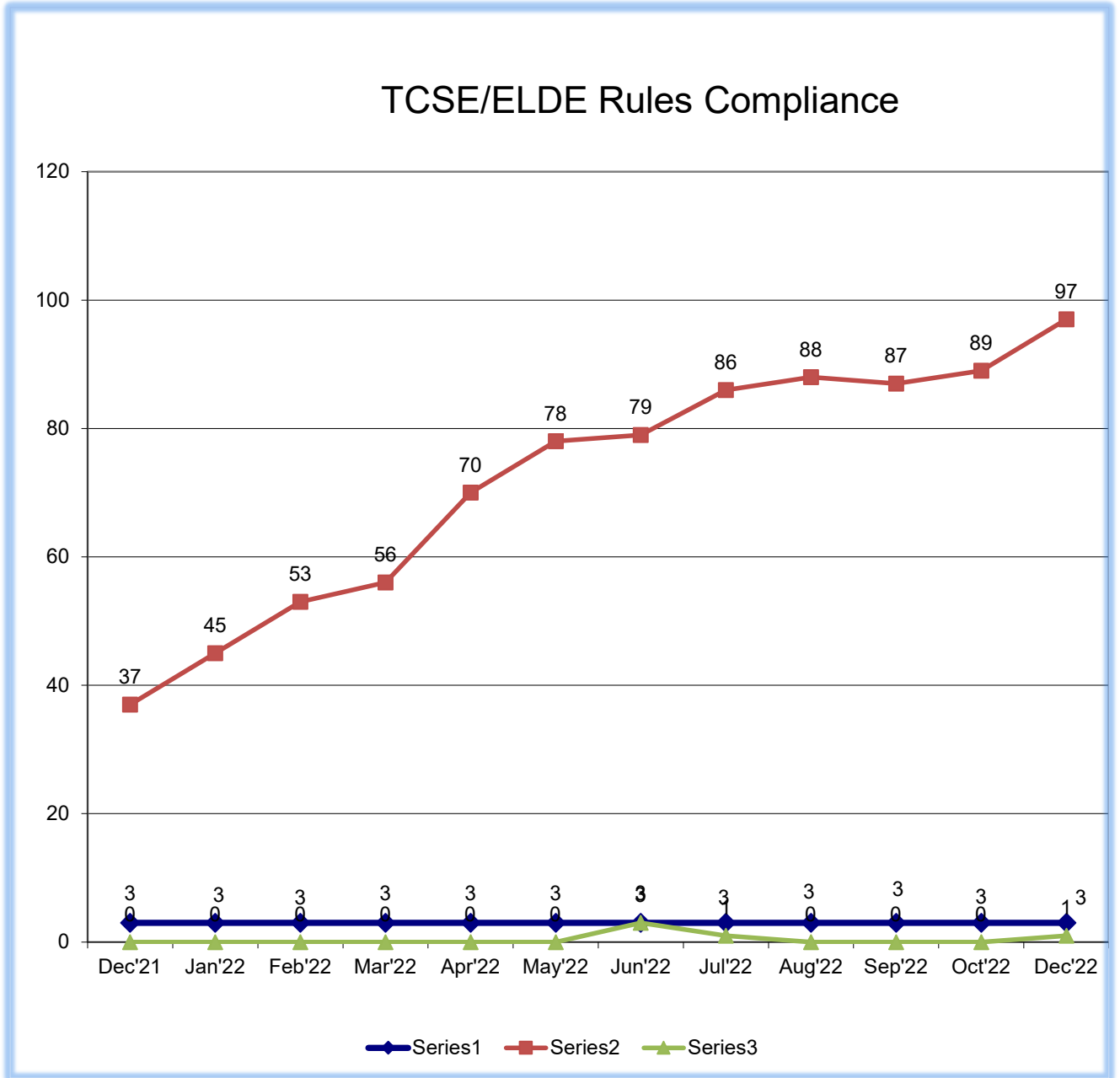
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	44	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	Lam	Ly Ly	20351 - Engineering Unit	8/22/2022	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	427	Renews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
FIRE	Thompson	Michael	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Tran	Tony	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Watson	Emmanuel	20331 - Inspectional Services Unit	5/28/2022	Annuitant	574	Assistant Fire Marshall	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/9/2022	ELDE		Admin support within Rent Arbitration Unit and provide database support	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	8/1/2022	ELDE		Assistance with Rent Registry Database	COMPLIANT
HCD	Tran	Joseph	89929- Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	266	Recruitment support for HSD	COMPLIANT
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		Citywide organizational development and training management while new classification is created	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE		Provide intensive relationship building and support to individuals living in homeless encampments	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	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	489	HS Classroom support	COMPLIANT
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE	197.5	Clean, maintain, check and inspect City vehicles/Deliver vehicles for upkeep and repair as need.Assist Human Services dept.	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	587.5	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to families as needed.	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	399.5	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/ Annuitant	320.7	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621- Oakland Paratransit for the Elderly and Disabled Unit	5/14/2022	ELDE		Assist with providing training and program orientation to seniors	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	364	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	378	Coordinate with City departments and other public agencies in the implementation of the project	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	802.5	Assist with implementing Policy	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	532.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	409	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Marshall	LaRajia	106510- Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	398.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	330	Providing support in Crim Lab Firearms Unit	COMPLIANT
POLICE COMM	Anderson	Leigh	66311- Inspector General	4/16/2022	ELDE		Assist in the strategic planning of conducting independent police audits and reviews	COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311- Inspector General	6/25/2022	ELDE		Administrative Support	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/20/2022	ELDE		Prepare long-range plans in coordination with other agencies and stakeholders re NSA and reforms	COMPLIANT

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DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	172.5	Assist with creating digital campaign	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/2/2022	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Dominique	Jalen Sean	30541 - Equipment Services Administration	9/17/2022	TCSE	287	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE/ Annuitant	305.5	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	220	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	0	Providing assistance to construction supervisor unit	COMPLIANT
PUBLIC WORKS	Vargas Jr,	Abel	30541 - Equipment Services Administration	3/5/2022	TCSE/ Annuitant	742.5	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	552	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	10/29/2022	TCSE/ Annuitant	130.5	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Bradford	Harris	70111- Violence Prevention Administration	5/14/2022	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/16/2022	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
NON-COMPLIANT (1)								
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	NON-COMPLIANT



*** The November 2022 meeting was canceled.



CITY OF OAKLAND

MEMORANDUM

DATE: December 15, 2022

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

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

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

SUBJECT: Approval of New Classification Specification for Rent Adjustment Program
Assistant

Based upon a classification review requested by the Housing and Community Development (HCD) Department, Human Resources Management (HRM) has proposed the creation of a new classification specification for **Rent Adjustment Program Assistant**.

The Rent Adjustment Program has grown continuously in recent years, with the addition of extra positions and new responsibilities. It has become apparent that the division lacks administrative support staff possessing specialized knowledge of legal documents and hearing procedures. Adding the new Rent Adjustment Program Assistant classification will ensure that an appropriate level exists in the organization's structure to perform a variety of necessary administrative legal support functions: prepare legal documents; serve as a liaison between Hearing Officers, the Rent Board, and the community; interpret and communicate information regarding the Rent Adjustment Ordinance, rules, regulations, and policies; and provide information to tenants and landlords regarding rent adjustment issues such as regulations and hearing and eviction processes.

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

Performs specialized and responsible legal, technical, and administrative support duties for the Rent Adjustment Program; acts as a liaison and resource for the community related to program policies and procedures; conducts research, compiles data, and prepares reports; and performs related duties as assigned.

There is no placeholder position in the budget. Rather, a new position will be added once the new classification is formally established.

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 discussed the item at meetings in October and December 2022. The union sent an email on December 8, 2022 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 **Rent Adjustment Program Assistant** classification specification.

Attachments: Proposed new Rent Adjustment Program Assistant classification specification.



DRAFT

RENT ADJUSTMENT PROGRAM ASSISTANT

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under general supervision in the Department of Housing and Community Development (DHCD), performs specialized and responsible legal, technical, and administrative support duties for the Rent Adjustment Program (RAP); acts as a liaison and resource for the community related to program policies and procedures; conducts research, compiles data, and prepares reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level class which performs a variety of duties involving complex legal and administrative support work and community outreach and engagement. Incumbents are expected to work independently and use judgment and skill in the performance of assignments. This class is distinguished from the higher-level Hearing Officer in that the latter is a professional attorney that conducts hearings and renders written decisions relative to the Rent Adjustment Ordinance. This class is further distinguished from the Program Analyst series in that the latter is responsible for specific elements of the program.

The incumbent receives supervision from the Assistant Rent Adjustment Manager or other management staff and lead direction from professional staff.

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

Act as liaison between Hearing Officers, the Rent Board, and the community; interpret and disseminate information regarding the Rent Adjustment Ordinance, rules, regulations, and policies; make referrals to appropriate sources.

Provide information to tenants and landlords regarding rent adjustment issues, including procedures, ordinances, and regulations, hearing and eviction processes, and rights and responsibilities of parties; provide referrals; interpret facts and advise parties of remedies; provide information to staff regarding property status; check database and provide updates.

Assist the community in completing a variety of transactions, including the completion of required forms, receiving payments, filing appeals of administrative decisions, requesting administrative records, and accessing those services that are provided by the Rent Adjustment Program in a manner consistent with applicable law.

Respond to records or information requests within City guidelines, policies, and procedures; maintain a log of information/records released.

Receive and screen visitors and phone calls for the Rent Adjustment Program Manager and program staff.

Transcribe and prepare a variety of complex legal documents including pleadings, decisions, agreements, legal forms, interoffice memoranda, and correspondence; review finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate

English usage.

Organize and maintain various administrative, reference and follow-up files; develop and maintain record-keeping systems; coordinate compliance with the program's retention schedule.

Maintain case files, communicate with parties regarding ongoing cases; provide information to parties regarding the case, the process and procedure, and the timelines. Send documents to the parties that are prepared for hearings; process case specific mail and faxes.

Schedule and maintain appointment and hearing calendars; schedule hearings, conference rooms, and meetings.

Organize and prioritize assignments; meet critical deadlines with minimal supervision.

Utilize computer applications and equipment, including word processing, database systems, recordkeeping and tracking programs, spreadsheets, presentation, and graphics software.

Gather data for studies and surveys and prepare reports.

May attend and take minutes at Rent Adjustment Board meetings; may prepare agenda packets and materials.

May notarize documents.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal Rules of Civil Procedures, California Code of Civil Procedure, Court Rules, and California Style Manual.
- Municipal litigation procedures.
- Legal and general office practices and procedures.
- Record keeping, report preparation, and filing methods.
- Correct English usage including spelling, grammar, and punctuation.
- Legal terminology/vocabulary, legal processes, and formatting of legal documents.
- Basic arithmetic.
- Computer systems and software applications.

Ability to:

- Provide varied and complex administrative assistance to attorneys and other professional staff.
- Use sound judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Maintain organized and accurate daily records, calendaring, and tracking of court dates.
- Act as a resource and provide information about the program to the public.
- Communicate effectively both orally and in writing.
- Type/word process at a net rate of 60 words per minute.
- Utilize computer systems and software applications.
- 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. Legal secretarial, legal assistance or paralegal coursework desirable.

Experience:

Three years of progressively responsible experience performing specialized legal word processing, legal document preparation, and administrative and clerical support duties. Experience providing customer service and performing public contact is desirable.

LICENSE OR CERTIFICATE

A Notary Public license is desirable. Incumbents with a license may be requested to notarize documents as needed.

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

OTHER REQUIREMENTS

None required.

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