



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

Date: June 16, 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
Malia McPherson, Attorney to the Board
Marijess De Guzman, Human Resource Clerk/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/86174985112?pwd=TVNiZ3pmdFViQ29RTEtmK3g4azZnUT09> 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: 861 7498 5112 (Note: Password: "Passcode: CSB616" 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: 861 7498 5112 Passcode: 378863

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 JUNE 16, 2022 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of the Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361 | |
| b) Approval of Provisional Appointments (0) | |
| • There are no provisional appointments this month. | |

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

- Oakland Finance Department (1)
- Oakland Public Library (1)
- Oakland Police Department (1)
- Department of Transportation (1)

d) Approval of Revised Classification specifications (1)

- Executive Director, Public Ethics Commission

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of May 19, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes | ACTION |
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Update on Common Class Study | INFORMATION |
| <i>There is no update available this month.</i> | |
| e) Quarterly Update Regarding Measure Q Hiring Efforts | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|--------|
| a) Approval of New Classification Specification for Inspector General Program and Performance Audit Manager | ACTION |
|---|--------|

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 21, 2022. All materials related to agenda items must be submitted by Thursday, July 7, 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:

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

OAKLAND CIVIL SERVICE BOARD

RESOLUTION NO. _____

ADOPT A RESOLUTION RENEWING AND CONTINUING THE CIVIL SERVICE BOARD'S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE CIVIL SERVICE BOARD WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. *See* <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. *See* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. *See* <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19

symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that are not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on October 20, 2021, the Civil Service Board adopted a Resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the Civil Service Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the Civil Service Board renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the Civil Service Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the Civil Service Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Civil Service Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.



MEMORANDUM

DATE: June 16, 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.

Herbelin, Sarah	Management Assistant	Finance Department	May 14, 2022 – February 13, 2023	CSR 8.07 (c)
Thomas, Christy	Librarian II	Oakland Public Library	June 22, 2022- August 06, 2022	CSR 8.07 (c)
Ogunlana, Shola	Police Evidence Technician	Oakland Police Department	August 01, 2022 – June 01, 2023	CSR 8.07 (c)
Pond-Danchik, Noel	Transportation Planner II	Department of Transportation	January 01, 2023 – December 31, 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 Sarah Herbelin Employee's ID 15322 Today's Date 5/6/22

Department/Division Finance Employee Job Title Management Assistant to Assistant to the Director

Request: All Days Hours From 5/14/22 To 2/13/23
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.

Sarah Herbelin 5/6/2022
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] May 10, 2022
 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.



Amended 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)
- Paternity Leave (no pay)

Employee's Name Christy Thomas Employee's ID 14457 Today's Date 5/17/22

Department/Division Library Employee Job Title Librarian II

I Request: 8 Days Hours From 6/22/22 To 8/6/22*
No. of Days or Hours Select Days or Hours

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

* 6/22/22 - 6/24/22, 6/29/22, 7/31/22 - 8/6/22 (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)
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.

CTT 5/17/22
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/20/22
 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 AGUNLANA, SHOLA Employee's ID 22418 Today's Date 25 APR 22

Department/Division PATROL Employee Job Title POLICE EVIDENCE TECHNICIAN

Request: 304 Days Hours From AUGUST 1, 2022 to JUNE 1, 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)

Request	Approved	Days	Hours	Reason	Comments

*** Additional Information**

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

[Signature] 25 APR 22
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 16 May 22
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)
- Maternity Leave (no pay)

Employee's Name Noel Pond-Danchik Employee's ID 23686 Today's Date 5/24/22

Department/Division Transportation Employee Job Title Transportation Planner II

I Request: 365 Days Hours From Jan 1, 2023 To Dec 31, 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 Differant 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

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

Noel Pond-Danchik Digitally signed by Noel Pond-Danchik
Date: 2022.04.14 16:37:52 -07'00'
Employee's Signature _____ Date Apr 14, 2022


Department Head Approval _____ Date 5/16/2022

Civil Service Board Approval Date

City Manager Approval Date

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



CITY OF OAKLAND

MEMORANDUM

DATE: June 10, 2022

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

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

SUBJECT: Approval of Revised Classification Specification for Executive Director, Public Ethics Commission

Based upon a classification review at the request of the Public Ethics Commission, staff has proposed revision of the **Executive Director, Public Ethics Commission** classification. It was established in July 2015 and has not been revised since that time.

Minor edits are necessary to update the description. The most significant change involves replacing references to the old “Deputy Chief, Public Ethics Commission” title with the new “Enforcement Chief, Public Ethics Commission” title. The rest of the classification specification content remains unchanged.

The current incumbent is leaving, and one vacancy will exist. The approved classification specification will be used for the exempt hiring process to appoint a new incumbent.

The classification is not represented. Therefore, it was not necessary to seek input from the union regarding the revisions.

Staff recommends that the Civil Service Board approve the revised classification specification of **Executive Director, Public Ethics Commission** as proposed.

Attachment: Proposed Revised Executive Director, Public Ethics Commission classification specification.



EXECUTIVE DIRECTOR, PUBLIC ETHICS COMMISSION

DRAFT

Class Code: EM261 FTE

Exempt

DEFINITION

Under general direction of the Public Ethics Commission (PEC), plans, organizes, and directs the activities of the PEC staff; implements PEC directives and manages the daily operations of the PEC; develops policies and procedures; supervises, trains, and evaluates staff; represents the PEC in meetings before elected officials, City staff, the public and other city and state bodies; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This executive management level position is responsible for overseeing the entire operations of the PEC. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the ~~Deputy Director~~Enforcement Chief, Public Ethics Commission, which is responsible for overseeing major functions of the PEC's enforcement program including audits and investigations.

The incumbent receives general direction from the Public Ethics Commission, and exercises supervision over the ~~Deputy Director~~Enforcement Chief, Public Ethics Commission, and all other subordinate staff including Ethics Investigators and Ethics Analysts and other professional, technical and clerical staff.

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

Provide highly responsible and complex executive level direction to the execution of the mission of the Public Ethics Commission.

Develop and implement policies, programs, and activities related to the administration and enforcement of the laws within the PEC's jurisdiction, including the following: Oakland Campaign Finance Reform Act, Limited Public Financing Act, Government Ethics Act, Sunshine Ordinance, and Lobbyist Registration Act.

Oversee all PEC operations, including the filing of disclosure statements required by state and local laws, the preparation of advice and opinions regarding laws within the PEC's jurisdiction, investigations, audits and enforcement of those laws, and the development of educational programs and materials.

Advise Commission members regarding laws, policies, and procedures, and review and recommend legislative changes to the laws under the PEC's jurisdiction.

Prepare budget reports and requests, maintain fiscal controls, manage the PEC's budget and advocate for budget needs.

Prepare or review reports to the City Administrator, City Council or other departments or commissions; work closely with Council and other public and private groups to coordinate plans or communicate about proposed projects.

Supervise, train, develop and evaluate subordinate staff; inspire and lead staff to achieve the PEC's objectives.

Plan and manage public hearings and represent the PEC before other local, state, and community organizations.

Establish and maintain collaborative relationships with Commissioners, public officials, City staff, other departments and organizations, media, and the general public in the performance of assigned duties.

Receive and direct all external communications on behalf of the PEC, including communications with the media, public officials, other government agencies, and the public.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws, ordinances, and acts pertaining to the conduct of public servants, candidates, lobbyists, and other PEC clients; California Political Reform Act; Oakland Campaign Reform Act; Oakland Sunshine Ordinance; Oakland Government Ethics Act; related federal, state, and local codes; and the City Charter.
- Principles, practices and techniques of conducting an investigation, including performing interviews, research and data analysis, report writing, and developing objective recommendations.
- Public and community relations and the development and implementation of education, outreach, and engagement programs.
- Strategic planning to achieve organizational goals and objectives.
- Budget development and administration.
- Administrative principles and methods including program and policy development and implementation and employee supervision.
- Best practices, policies, legislation, and innovations in campaign finance, government ethics or transparency laws and systems.
- Computer systems and applications.

Ability to:

- Conduct strategic planning and goal setting, prioritize activities, innovate systems, manage change and measure results of an organization.
- Interpret rules, laws and regulations and terminology pertaining to campaign finance, transparency, and ethics laws.
- Communicate effectively orally and in writing; make presentations to both large and small groups; prepare thorough written documents.
- Exercise judgment, initiative, thoroughness, tact, courtesy and discretion in dealing with other departments, City officials, outside agencies and the public.

- Serve with integrity, avoiding the appearance of bias or favoritism toward any party; clearly identify actual or potential conflicts of interest that might affect the fair performance of one's duties.
- Inspire, supervise, train, develop and evaluate assigned professional, technical and clerical staff.
- Administer the budget.
- Use a personal computer and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

A Bachelor’s Degree from an accredited college or university in public or business administration, public policy, political science, law or a related field. Possession of a Juris Doctor or Master’s degree is highly desirable.

Experience:

Five years (5) of progressively responsible professional experience in public administration, public policy, complaint investigation, litigation, legal advisory support or related area including two years in a supervisory or management capacity. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	07/16/2015	CSB Resolution #:	44772
Exempted:	Yes	Exemption Resolution #:	13321
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s):)		



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

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Webinar ID: 841 9380 0932 (Note: Password: “Passcode: CSB519” may be required to connect.)

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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 MAY 19, 2022 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45126 A motion was made by Member Williams and seconded by Member Brown to approve the May 19, 2022 Civil Service Board Meeting Agenda.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

- a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of The Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using

Teleconferencing In Accordance With California Government Code
Section 54953(e), A Provision Of AB-361

b) Approval of Provisional Appointments (0)

- There are no provisional appointments this month.

c) Approval of Employee Requests for Leave of Absence (5)

- Oakland Police Department (2)
- Oakland Public Library (3)

d) Approval of Revised Classification specifications (0)

- There are no revised classifications specifications this month.

45127 A motion was made by Member Levin and seconded by Member Williams to approve the May 19, 2022 Consent Calendar.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon

5) OLD BUSINESS:

- a) Approval of April 21, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION

45128 A motion was made by Member Brown and seconded by Member Williams to approve the April 21, 2022 Special Meeting Minutes.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Williams

Board Member Noes: None

Board Member Abstentions: Levin

Board Members Absent: Hudson-Harmon

- b) Approval of April 21, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

45129 A motion was made by Member Williams and Member Brown to approve the April 21, 2022 Regular Meeting Minutes.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Williams

Board Member Noes: None

Board Member Abstentions: Levin

Board Members Absent: Hudson-Harmon

c) Determination of Schedule of Outstanding Board Items

45130 A motion was made by Member Levin and seconded by Member Williams to adopt the pending list that is in the scheduling calendar with the specific items discussed.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon

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

e) Update on Common Class Study INFORMATION

There is no update available this month.

6) NEW BUSINESS:

a) Approval of New Classification Specification for Deputy Chief of Fire Department ACTION

45131 A motion was made by Member Brown and seconded by Member Williams to approve the new classification specification for Deputy Chief of Fire Department

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon

- b) Approval of New Classification Specifications for Inspector General Program and Performance Auditor and Inspector General Policy Analyst ACTION

45132 A motion was made by Member Levin and seconded by Member Baranco to approve the new classification specification for Inspector General Program and Performance Auditor and Inspector General Policy Analyst

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Levin, Williams

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

7) OPEN FORUM

8) ADJOURNMENT

45133 A motion was made by Member Williams and seconded by Member Brown to adjourn the meeting.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Levin, Williams

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 16, 2022. All materials related to agenda items must be submitted by Thursday, June 2, 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:

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

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/departments/departments-of-human-resources-management>



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – June 16, 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
OPW-2022-AP01	Gardener II	Oakland Public Works	6.04 – Appeal of Probationary Release	July 21, 2022	Rescheduled to July 21, 2022
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
PORT-2022-AP01	Custodian	Port of Oakland	6.05- Removal or Demotion of Employee During the Probationary Period	TBD	Pending

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: June 16, 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 May 19, 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 seventy nine (79) employees were in the TCSE (12), TCSE/Annuitant (19), and ELDE (48) categories as of pay period ending May 13, 2022. Of the those, three (3) 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 seventy nine (79) temporary assignments, there are three (3) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: June 16, 2022

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending May 13, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (0)								
NEW THIS PERIOD (7)								
CITY CLERK	Abney	Michelle	03121 - City Clerk Unit	4/30/2022	TCSE		Assist with audits and make recommendations for forward	COMPLIANT
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE		Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE		Assist with Equipment Services unit	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
COMPLIANT (69)								
ANIMAL SERVICES	Park	Lauren	62111 - Oakland Animal Services	7/25/2020	TCSE	740	Additional Veterinarian Assistance	COMPLIANT
CITY ADMINISTRATOR	Riskier	Tina	02112 - Communications & Media	2/19/2022	ELDE		Providing support to digital communications unit	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	653.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Chiu	James	04111 - City Attorney Administration Unit	1/22/2022	ELDE		Administrative and fiscal assistance	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	603	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	491	Temporary assistance to complete AC Transit Bus Rapid Transit	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)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	532	Temporary assistance to assist in the Civil Districts Division during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	579.5	Assist with EWD Project Implementation	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Tran	Vy	85111 - Admin: Economic & Workforce Dev	12/11/2021	ELDE		Budget support and tracking	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	355	temporary project to develop Oracle Business Intelligence Applications	COMPLIANT

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

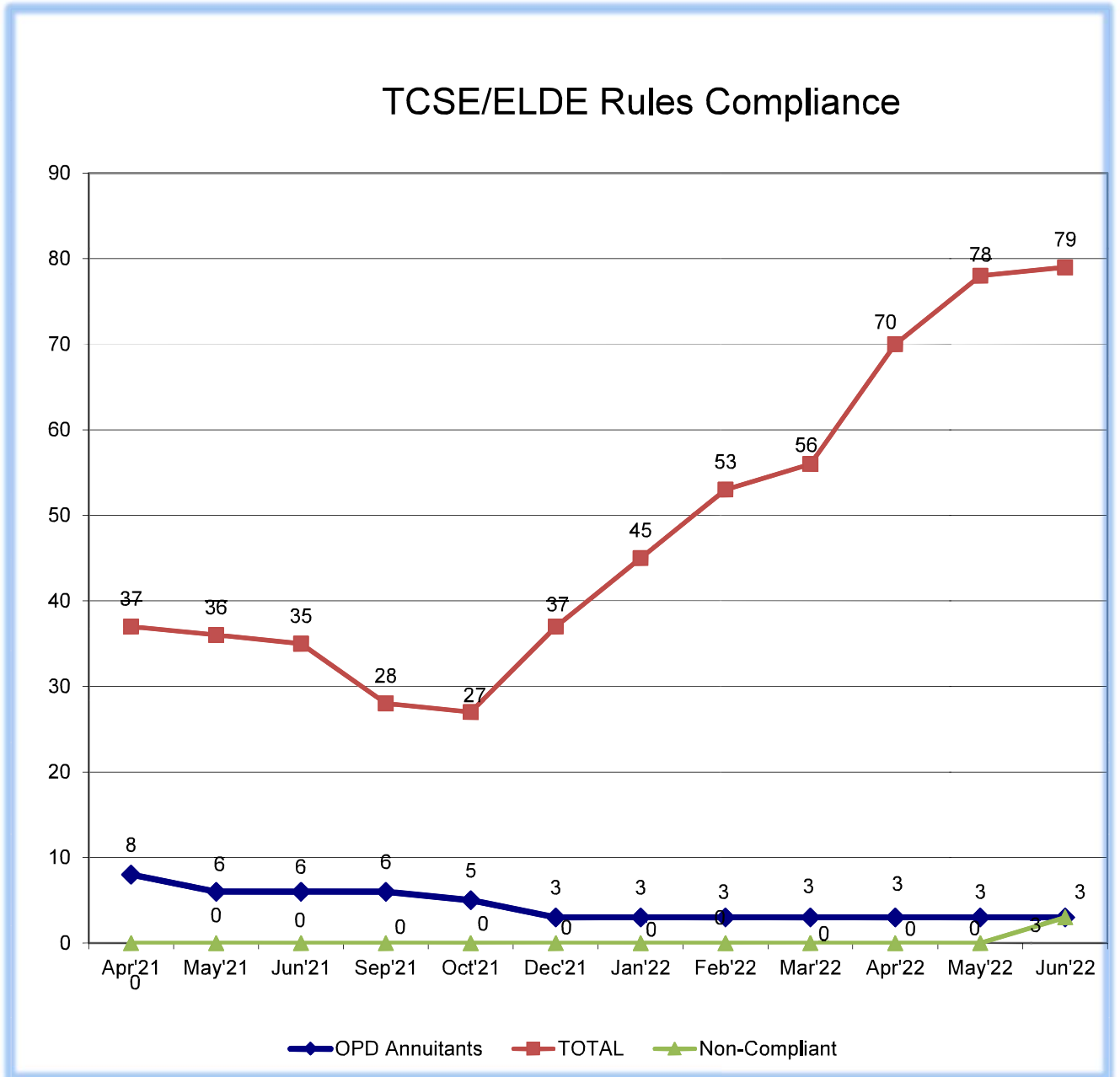
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Sacks	Brandy	08751 - Retirement	3/19/2022	TCSE	299	Provide support to Retirement dept. to manage retiree medical programs	COMPLIANT
FINANCE	Tran	Vy	08222 - General Ledger	12/11/2021	ELDE		Grants management functions	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	723.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	469	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	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	Boreham	Christopher	20914 - MACRO	3/19/2022	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	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	Grant	Linda Janette	20914-MACRO	4/16/2022	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
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	56	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	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	Snypes	Julie Kayleen	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HCD	Erickson	Karen	08919 - Admin: Housing & Community Development	1/22/2022	TCSE	538.5	Emergency Rental Assistance Program Support	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	890	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
HCD	Lothlen	Brittini	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide database support.	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Assistance with Rent Registry Database	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	290.5	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	Fong	Linda	75241 - Senior Companion Program Unit	10/30/2021	ELDE		Assistance in Senior Center Development and Operations	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	930.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	939	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provide support to Community Housing	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	755	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	172	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	300	Assist with implementing Policy	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	960.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	5/29/2021	ELDE		Assisting with NSA-related tasks and projects.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	683	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	755	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	276.5	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
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/2/2022	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	169	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	510.5	Assistance in the OPW Training Program	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	8	Providing assistance to construction supervisor unit	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
NON-COMPLIANT (3)								
POLICE	Beckman	Carlo	102140 - Research, Planning, & Crime Analysis	5/17/2021	ELDE		Support that will maintain compliance	NON-COMPLIANT
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim service	NON-COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/17/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	NON-COMPLIANT



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

*** The November 2021 meeting was canceled.

Exhibit A – Measure Q Hiring Progress Tracker, Updated 05/25/2022

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	0	Yes	Referrals sent to department to review and schedule interviews.
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	Filled (March 2021)
OPW	Custodian	5	2	No	2 FTE started 2/5/22, 3 FTE (6TPT) The department is moving forward with 3 full time hires, not 6 TPT hires.
OPW	Assistant Engineer I	1	0	No	Interviews scheduled for 05.31.2022
OPW	Administrative Assistant II	1	1	Yes	Filled (2.26.2021)
OPW	Construction & Maintenance Mechar	2	2	Yes	Filled (10.30.21) On Hold (11.13.21- one position on hold. Employee is currently on leave- department is trying to rescind offer)
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	7	Yes	3 Filled 4.30.22
OPW	Gardener II	15	15	Yes	Filled (5 filled 6.12.2021, 5 filled 7.24.2021, 3 filled 8.7.2021, 2 filled 8.21.2021)
OPW	Painter	2	2	Yes	Filled 3.19.22
OPW	Park Attendant, PT (NEW)	0.5	0.5	Yes	Filled (D. Mabon effective 11.13.21)
OPW	Park Equipment Operator	2	2	No	Filled 1.22.22 (K. Wilkerson and R.Armstrong)
OPW	Park Supervisor I	2	1	No	One of the remaining MQ positions will be filled as of 4.30.22. The other position was offered and then declined, new recruitment underway.
OPW	Park Supervisor II	1	0	No	Filled (K. Charles effective 6.26.21)-There is a requisition to hire/replace K. Charles underway.
OPW	Tree Worker (formerly Tree Worker I)	1	1	No	Filled (E. Rodriguez effective 11.13.21)
OPW	Tree Trimmer	1	0	Yes	The Division submitted an add/delete to convert Tree Trimmer positions to Tree Workers. Proposal included in the midcycle budget.



CITY OF OAKLAND

MEMORANDUM

DATE: June 16, 2022

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

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

SUBJECT: Approval of New Classification Specification for Inspector General Program and
Performance Audit Manager

Based upon a classification review requested by the Office of the Inspector General (OIG), staff has proposed the creation of a new classification specification for **Inspector General Program and Performance Audit Manager**.

This new classification is being created to support the independent OIG, which is led by the Inspector General. The mission of the OIG, in relation to the Oakland Police Commission, is to ensure that the Police Department is performing to the highest standards and complying with policies and constitutional policing practices. Further, OIG focuses on how the City of Oakland is handling police misconduct by reviewing the work and efforts of the Community Police Review Agency (CPRA) in addition to the Police Department's efforts to address and comply with federal reforms.

There is now a critical need to staff up this office. The structure has been developed, and multiple policy and auditor-level classifications to support and carry out the mission of the OIG must be established. In short, all classifications will have varying responsibility for reviewing and analyzing Oakland Police Department (OPD) and CPRA investigations, policies, operations, and procedures; they will also assist with and/or make related recommendations to the Inspector General and Oakland Police Commission. Two classifications were advanced to the Civil Service Board last month, and one additional manager classification is being advanced at this meeting.

A summary of the duties that are expected to be performed by the new management level **Inspector General Program and Performance Audit Manager** classification is provided below:

Manages and oversees the day to day functions for the police performance audit unit including reviews of operations, procedures, and investigations performed by the Oakland Police Department's (OPD) Internal Affairs Division and Community Police Review Agency (CPRA) and the conduct of performance audits of OPD operations and systems; assists staff with and performs police performance audit functions; analyzes complex police and police-related practices and operations, either individually or as a member of an audit team; makes policy recommendations for consideration; conducts management reviews; conducts surveys to collect and interpret data; develops and implements procedures for performance audits; prepares formal reports of audit findings and recommendations to increase/improve policy efficiency, effectiveness, compliance, etc.;

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works closely with staff and management of audited units to obtain accurate and complete information and to promote their understanding and acceptance of audit findings and recommendations; develops and conducts staff training programs; reviews audits completed by OPD and outside consultants, trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

This position is expected to be added as part of mid-year budget adjustments that will be adopted by the end of June. This approved description will be used to initiate the upcoming recruitment and selection process.

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 draft at meetings in February, March, and April 2022. Both parties collaborated on clarifying language to refine the draft and ensure clarity of duties. The union verbally communicated agreement regarding the updated draft at the meeting on April 18, 2022. The union sent an email on May 12, 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 is being scheduled for the Finance and Management Committee on June 27, 2022. Two readings by City Council in July will follow.

Staff recommends that the Civil Service Board approve the new classification specification for **Inspector General Program and Performance Audit Manager** as proposed.

Attachment: Proposed New Inspector General Program and Performance Audit Manager classification specification.



DRAFT

INSPECTOR GENERAL PROGRAM AND PERFORMANCE AUDIT MANAGER

Class Code: MAXXX FTE

Exempt

DEFINITION

Under direction in the Oakland Police Commission's Office of the Inspector General, manages and oversees the day to day functions for the police performance audit unit including reviews of operations, procedures, and investigations performed by the Oakland Police Department's (OPD) Internal Affairs Division and Community Police Review Agency (CPRA) and the conduct of performance audits of OPD operations and systems; assists staff with and performs police performance audit functions; analyzes complex police and police-related practices and operations, either individually or as a member of an audit team; makes policy recommendations for consideration; conducts management reviews; conducts surveys to collect and interpret data; develops and implements procedures for performance audits; prepares formal reports of audit findings and recommendations to increase/improve policy efficiency, effectiveness, compliance, etc.; works closely with staff and management of audited units to obtain accurate and complete information and to promote their understanding and acceptance of audit findings and recommendations; develops and conducts staff training programs; reviews audits completed by OPD and outside consultants, trains, evaluates, and supervises assigned staff; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a management level classification responsible for overseeing daily operations of assigned staff in addition to conducting objective reviews and analysis of programmatic functions. In order to preserve objectivity in the audit function, incumbents shall be assigned to manage the Inspector General's audit unit. Additionally, incumbents provide recommendations, which may enable OPD's units and the CPRA to better reach their established performance measures, tasks, and objectives, that will also align with national best practices. Incumbents are responsible for overseeing, planning, and conducting complex police performance, program, and fiscal audits. Incumbents must clearly and concisely convey information regarding actual and predicted performance outcomes and recommendations. Incumbents are expected to exercise considerable discretion and autonomy in the performance of the assigned duties and work with a minimum of supervision in a wide variety of sensitive situations. This classification is distinguished from the lower level Inspector General Performance Auditor in that the manager plans and completes the most complex audits in addition to supervising assigned staff.

Incumbents receive general direction from the Inspector General and supervises professional, paraprofessional, and administrative support staff as assigned.

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

Conduct impartial and objective audits of police performance measures in accordance with the

City Charter and ordinances or as requested by the Oakland Police Commission; evaluate actual versus predicted outcomes; recommend functional and operational changes needed to align with national best practices, to continue compliance with the Negotiated Settlement Agreement, and to meet or exceed performance measures.

Assist with defining the objectives and scope of an audit or subsection thereof; analyze policy compliance criteria and design audit matrices and instruments.

Collect the necessary data through interviews, observations, and other appropriate research methods; analyze and evaluate data.

Assist in the strategic planning of conducting independent police audits and reviews.

Conduct operational and functional audits of programs and projects; perform preliminary surveys and fieldwork; and analyze efficiency and effectiveness measures.

Develop, update, and implement standards and procedures for conducting police performance audits and financial audits in relation to optimal use of City funds.

Prepare comprehensive verbal and written reports; recommend short and long range actions necessary to achieve objectives and goals; evaluate departmental controls; and identify areas of risks.

Prepare various charts, flow diagrams, and graphic presentations for oral and written reports.

Develop and maintain positive and collaborative relationships with departmental representatives, the Police Commission, City Administrator, and City Council members and their staff.

Maintain written documentation of all findings, documentary evidence, interviews, and supporting information; assist departmental staff in implementing recommendations.

Conduct statistical analyses and performance evaluations of the Community Police Review Agency and OPD in accordance with the City Charter.

Track the progress of OPD personnel via the current performance reporting matrix program and monitor compliance with all tasks associated with personnel assessments.

Conduct data system audits to verify the accuracy of exported data and analyses.

Supervise, train, and evaluate assigned staff; assist in coordinating and conducting staff training; assign staff audits and program reviews; assist in the development and administration of staff performance evaluations.

Drive a vehicle as necessary to conduct audits, attend meetings, and report to critical incidents.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Management principles, program planning, quantitative and qualitative analysis, and budgeting and management control systems; data analytics.
- Principles, practices, methods, and equipment of law enforcement.
- Principles and practices of performance auditing.
- Principles and practices of public administration, accounting, and auditing, including Generally Accepted Government Auditing Standards (GAGAS).
- Performance evaluation systems, program evaluation, and performance and procedural

analysis.

- Principles and techniques of persuasive oral and written reports and the effective presentation of recommendations.
- Principles and practices of supervision, performance management, training, and professional development.
- Organizational structures and the relationship between staff, tasks, and budget, particularly as applicable to local government entities.
- Project planning and project management principles.
- Personal computer applications including word processing, spreadsheet, and business intelligence software applications; basic accounting and budgeting applications.
- Investigative methods and techniques.
- Report writing techniques that are consistent with best practices for auditing and/or investigations.

Ability to:

- Evaluate and apply management principles, program planning, quantitative and qualitative performance analysis, and budgeting and management control systems.
- Establish rapport with all City staff who are the subject of audits, reviews, investigations or inspections.
- Maintain credibility, integrity, and impartiality throughout the audit process.
- Conduct impartial, objective performance audits; reduce complex issues to their most basic form; identify causes of unsatisfactory performance; develop sound, logical, fact-based conclusions; formulate reasonable and achievable recommendations with available resources.
- Understand and apply administrative/operational policies, practices, and procedures; analyze and resolve problems.
- Exercise discretion and work in a highly confidential environment.
- Work independently and establish priorities.
- Supervise, select, motivate, and evaluate staff and provide for their training and professional development.
- Communicate effectively and persuasively in both oral and written form.
- Prepare clear and concise reports, correspondence, and written materials.
- Make verbal presentations to both large and small groups.
- Establish and maintain professional working relationships with staff, elected officials, representatives of other organizations, and the public.

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 criminal justice, business administration, public policy, public administration or a related field. A Master's Degree is highly desirable.

Experience:

Four (4) years of progressively responsible relevant experience in public or business

administration analyzing programs and projects and preparing written recommendations and reports on efficiency and effectiveness measures, including one year of experience in a supervisory or managerial role.

LICENSE OR CERTIFICATE

Successful incumbents in this job are expected to operate automotive vehicles in the performance of the 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

Must pass a thorough background investigation.

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):)		