



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: August 17, 2023**

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

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

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

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

The following options may be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2lIT1RDZFFpQT09>

**Meeting ID: 869 0003 5016 Passcode: CSB2023**

One tap mobile

+16694449171,,86900035016#,,, \*6922601# US

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

**Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation**

• Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US

**Webinar ID: 869 0003 5016 Passcode: 6922601**

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

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) PUBLIC COMMENT:

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

**2) APPROVAL OF THE AUGUST 17, 2023 CIVIL SERVICE BOARD MEETING AGENDA** ACTION

**3) UPDATES, SECRETARY TO THE BOARD** INFORMATION

**4) CONSENT CALENDAR:** ACTION

a) Approval of Provisional Appointments (5)

- Human Resources Management Department (1)
- Human Services Department (4)

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

- Oakland Economic and Workforce Development Department (1)
- Oakland Public Library Department (2)

c) Approval of Revised Classification Specifications

- There are no revised classifications specifications this month.

**5) OLD BUSINESS:**

a) Approval of July 20, 2023 Civil Service Board Meeting Minutes ACTION

b) Determination of Schedule of Outstanding Board Items INFORMATION

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

**6) NEW BUSINESS:**

a) Approval of New Classification for Triangle Incident Response Coordinator ACTION

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

## 7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 21, 2023. All materials related to agenda items must be submitted by Thursday, September 07, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612

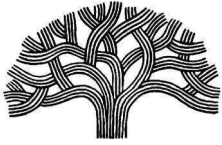


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov) or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

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](mailto:civilservice@oaklandca.gov)

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



CITY OF OAKLAND

# MEMORANDUM

---

**DATE:** August 17, 2023

**TO:** The Honorable Civil Service Board      **FROM:** Briana Wong  
Human Resource Analyst

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

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

**SUBJECT:** Request for Provisional Appointment in Classification of Human Resource Clerk to be ratified at Civil Service Board Meeting of August 17, 2023 (*Civil Service ID*)

---

Attached is a request from the Human Resources Management Department to make a provisional appointment to a Human Resource Clerk vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Human Resource Clerk will perform a variety of complex clerical and administrative duties in support of the Human Resources Management Department, including to organize and maintain confidential personnel records and files; process personnel related forms; respond to inquiries from the public and internal staff concerning confidential information; process purchase orders and monitor the supply budget; and perform related duties as assigned.

**Education:**

High school diploma or equivalent. An Associate's Degree from an accredited college or university in human resources, business administration, public administration or related field is desirable.

**Experience:**

One (1) year of progressively responsible clerical/administrative work experience including public contact situations and preparing and processing confidential human resources forms, reports, correspondence, and information.

The selected candidate meets the minimum qualifications of a Human Resource Clerk. Their experience includes a high school diploma and over four (4) years of clerical experience in the human resources field completing similar duties.

The Recruitment team is in the process of completing the Civil Service Examination to permanently fill this vacancy within 120-days. The application period has already closed and HRM staff are processing the results of the examination to establish an eligible list.

I recommend that the Civil Service Board ratify the provisional appointment to this Human Resource Clerk vacancy in the Human Resources Management Department beginning on December 4, 2023 and ending on or before November 7, 2023.



**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 17, 2023

**AREA REQUESTED**

POSITION: Human Resource Clerk

DEPARTMENT: Human Resources Management Department

APPOINTMENT DURATION: 120 days

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** n/a

**DATE PERSONNEL REQUISITION RECEIVED:** June 28, 2023

**CURRENT STATUS OF EXAMINATION:** HRM is working on processing results from the examination

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved and HRM has initiated the recruitment. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Human Resource Clerk is needed to maintain confidential personnel records and files, process personnel forms, and respond to inquiries from the public and internal City of Oakland staff.

Other Alternatives Explored and Eliminated:

Temporary Agency.

---

---

---

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

Not having this vacancy filled while an eligibility list is established would hamper the Human Resources Management Department's ability to provide front counter services and other support functions to the public and other City of Oakland departments.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

# MEMORANDUM

---

**DATE:** *July 20, 2023*

**TO:** The Honorable Civil Service Board      **FROM:** *Melissa Davis (MD)*  
*Human Resource Analyst*

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

**THROUGH:** Tina Pruett & Amber Lytle, Human Resources Managers

**SUBJECT:** Request for Provisional Appointment in Classification of **Administrative Assistant II** to be ratified at Civil Service Board Meeting of August 17, 2023 **(Civil Service ID)**

---

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

An Administrative Assistant II is primarily responsible for clerical and administrative support to division managers and other management staff; supervises assigned clerical staff; and performs related duties as assigned. The minimum qualifications for Administrative Assistant II are: Equivalent to the completion of the twelfth grade. Business or other college course work is desirable and two years of experience comparable to Administrative Assistant I in the City of Oakland.

The selected candidate meets the minimum qualifications of an Administrative Assistant II. Their education is equivalent to some college education in Human Services and their experience includes completion of 12th grade or equivalent over 2 years' experience comparable to the Administrative Assistant I in the City of Oakland.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closed May 30th, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Administrative Assistant II vacancy in the Human Services Department beginning on July 8, 2023 and ending on or before November 5, 2023.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 17, 2023

**AREA REQUESTED**

POSITION: Administrative Assistant II  
DEPARTMENT: Human Services Department  
APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** 5/28/2024  
**DATE PERSONNEL REQUISITION RECEIVED:** 6/2/2023  
**CURRENT STATUS OF EXAMINATION:** In process. Multiple-Choice Exam 7/11/23-7/18/23

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy from the three vacancies the departments has currently. The requisition requesting a provisional appointment was approved on June 16, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

---

---

---

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

---

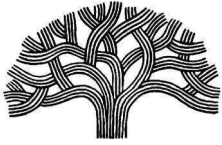
---

---

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Non-Oakland Resident
- Current Employment Status: Current City of Oakland employee



CITY OF OAKLAND

# MEMORANDUM

**DATE:** *August 17, 2023*

**TO:** The Honorable Civil Service Board

**FROM:** *Melissa Davis (MD)*  
*Human Resource Analyst*

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

**THROUGH:** Tina Pruett & Amber Lytle, Human Resources Managers

**SUBJECT:** Request for Provisional Appointment in Classification of **Administrative Assistant II** to be ratified at Civil Service Board Meeting of August 17, 2023 **(Civil Service ID)**

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

An Administrative Assistant II is primarily responsible for clerical and administrative support to division managers and other management staff; supervises assigned clerical staff; and performs related duties as assigned. The minimum qualifications for Administrative Assistant II are: Equivalent to the completion of the twelfth grade. Business or other college course work is desirable and two years of experience comparable to Administrative Assistant I in the City of Oakland.

The selected candidate meets the minimum qualifications of an Administrative Assistant II. Their education is equivalent to some college education in Human Services and their experience includes completion of 12th grade or equivalent over 2 years' experience comparable to the Administrative Assistant I in the City of Oakland.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closed May 30th, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Administrative Assistant II vacancy in the Human Services Department beginning on July 8, 2023 and ending on or before November 5, 2023.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 17, 2023

**AREA REQUESTED**

POSITION: Administrative Assistant II  
DEPARTMENT: Human Services Department  
APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** 5/28/2024  
**DATE PERSONNEL REQUISITION RECEIVED:** 6/2/2023  
**CURRENT STATUS OF EXAMINATION:** In process. Multiple-Choice Exam 7/11/23-7/18/23

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy from the three vacancies the departments has currently. The requisition requesting a provisional appointment was approved on June 16, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

---

---

---

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

---

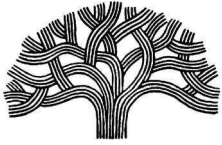
---

---

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Non-Oakland Resident
- Current Employment Status: Current City of Oakland employee



CITY OF OAKLAND

# MEMORANDUM

---

**DATE:** *August 17, 2023*

**TO:** The Honorable Civil Service Board                      **FROM:** *Melissa Davis (MD)*  
*Human Resources Analyst*

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

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

**SUBJECT:** Request for Provisional Appointment in Classification of **Early Childhood Education Manager** to be ratified at Civil Service Board Meeting of August 17, 2023 (Civil Service ID)

---

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

An Early Childhood Education Manager is responsible for planning, implementing, and overseeing the service area of education to ensure that a comprehensive program is designed to meet the needs of children and their families through various design options such as center- based and home-based and complies with federal Head Start, state, and local regulations; works with City of Oakland Head Start partners and Early Learning staff in developing, coordinating, and assessing the child development program; provides interpretation of Federal and State regulations and policies; develops and implements staff development plans and training needs; supervises, trains, and evaluates assigned staff.

The minimum qualifications for Early Childhood Education Manager are following:

**Education:**

A Bachelor's degree in early childhood education or a related field with equivalent coursework in early childhood education. A Master's degree is desirable.

**Experience:**

Three (3) years of progressively responsible program administration and management experience, including at least one (1) year of supervisory experience. Must possess previous teaching experience in an education setting. Previous experience interfacing with data systems, data analytics, and data-driven decision-making is highly desirable. Other desirable experience includes Management Information System (MIS) development and implementation and/or applying results-based accountability tools.

The selected candidate meets the minimum qualifications of an Early Childhood Education Manager. Their experience includes a Bachelor's and a Master's Degree in Early Childhood Education. The candidate has over three years of progressively responsible program administration and management experience, including

at least one (1) year of supervisory experience. Candidate possesses previous teaching experience in an education setting.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open August 21, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Early Childhood Education Manager vacancy in the Human Services Department beginning on August 5, 2023 and ending on or before December 1, 2023.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 17, 2023

**AREA REQUESTED**

POSITION: Early Childhood Education Manager  
DEPARTMENT: Human Services Department  
APPOINTMENT DURATION: 8/5/2023-12/1/2023

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A, Class Spec established in January 2023  
**DATE PERSONNEL REQUISITION RECEIVED:** July 5, 2023  
**CURRENT STATUS OF EXAMINATION:** Pending Job Announcement

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was approved on July 13, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

---

---

---

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

---

---

---

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Oakland Resident
- Current Employment Status: Current City of Oakland employee





CITY OF OAKLAND

# MEMORANDUM

---

**DATE:** *August 17, 2023*

**TO:** The Honorable Civil Service Board                      **FROM:** *Melissa Davis (MD)*  
*Human Resources Analyst*

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

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

**SUBJECT:** Request for Provisional Appointment in Classification of **Head Start Program Operations Manager** to be ratified at Civil Service Board Meeting of August 17, 2023 (Civil Service ID)

---

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

A Head Start Program Operations Manager is primarily responsible for planning, implementing, and overseeing program operations including: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Health, Family & Community Engagement Services (wrap-around services); data systems; and Ongoing Monitoring and Continuous Quality Improvement (CQI).

The minimum qualifications for Head Start Program Operations Manager are following:

**Education:** A Bachelor's degree from an accredited college or university in education, public health, family administration services, social work, child development, human services or a related field is required. A Master's degree is highly desirable.

**Experience:** Three (3) years of progressively responsible program administration and management experience associated with educational, social services, and/or family development, including at least one (1) year of supervisory or management experience. Previous experience interfacing with data systems, data analytics, data-driven decision-making, and/or fiscal management/administration is highly desirable. Other desirable experience includes Management Information System (MIS) development and implementation and/or applying results-based accountability tools. A Master's Degree may substitute for up to two (2) years of experience but at least one (1) year of supervisory experience is required.

The selected candidate meets the minimum qualifications of a Head Start Program Operations Manager. Their experience includes a Bachelor's Degree in Nutrition and a Master's Degree in Food Policy and Applied Nutrition, including coursework in Early Childhood Education. The candidate has over three years of progressively responsible program administration and management experience associated with educational, social services, and/or family development, including at least one (1) year of supervisory or management experience.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open August 21, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Head Start Program Operations Manager vacancy in the Human Services Department beginning on August 5, 2023 and ending on or before December 1, 2023.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 17, 2023

**AREA REQUESTED**

POSITION: *Head Start Program Operations Manager*

DEPARTMENT: *Human Services Department*

APPOINTMENT DURATION: 8/5/2023-12/1/2023

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A, Class Spec established in February 2023

**DATE PERSONNEL REQUISITION RECEIVED:** July 5, 2023

**CURRENT STATUS OF EXAMINATION:** Pending Job Announcement

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was approved on July 13, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

---

---

---

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

---

---

---

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



# MEMORANDUM

---

**DATE:** August 17, 2023

**TO:** The Honorable Civil Service Board

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

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

---

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

Li, Hui Chang	Urban Economic Coordinator	Economic & Workforce Development Department	July 24, 2023- November 12, 2023	CSR 8.07 (c)
McKellar, Sharon	Supervising Librarian	Oakland Public Library Department	August 01, 2023- August 04, 2023	CSR 8.07 (c)
McLean, Emily	Librarian I	Oakland Public Library Department	December 01, 2023- February 29, 2024	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 Hui-Chang Li Employee's ID 18138 Today's Date 7/11/2023

Department/Division EWD/PPD Employee Job Title Urban Economic Coordinator

Request: 112  Days  Hours From 7/24/2023 To 11/12/2023  
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.

Digitally signed by HuiChang Li Date: 2023.07.11 13:49:45 -07'00'  
**HuiChang Li** 7/11/2023  
 Employee's Signature Date

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

  
 \_\_\_\_\_  
 Department Head Approval 7/11/23  
 Date

\_\_\_\_\_  
 City Manager Approval Date

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



# Unpaid Leave of Absence

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 Sharon McKellar Employee's ID 14453 Today's Date 7/17/23

Department/Division Library Employee Job Title Supervising Librarian

Request: 4  Days  Hours From 8/1/23 To 8/4/23  
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.

[Signature] 7/17/23  
Employee's Signature Date

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

[Signature] 7/17/23  
Department Head Approval Date

\_\_\_\_\_  
City Manager Approval Date

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



# 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 Emily McLean Employee's ID 25032 Today's Date 7/19/23

Department/Division Library Employee Job Title Librarian I PPT

Request: 91  Days  Hours From Dec 1st, 2023 To Feb 29th, 2024  
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.

[Signature] 7/19/23  
Employee's Signature Date

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

[Signature] 7/20/23  
Department Head Approval Date

\_\_\_\_\_  
City Manager Approval Date

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





## CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: July 20, 2023**

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

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

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

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

The following options may be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2lIT1RDZFFpQT09>

**Meeting ID: 869 0003 5016 Passcode: CSB2023**

One tap mobile

+16694449171,,86900035016#,,,\*6922601# US

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

**Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation**

• Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US

**Webinar ID: 869 0003 5016 Passcode: 6922601**

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

### OPEN SESSION AGENDA

#### ROLL CALL

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

#### 1) PUBLIC COMMENT:



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

No speakers

**2) APPROVAL OF THE JULY 20, 2023 CIVIL SERVICE BOARD  
MEETING AGENDA** ACTION

**45210 A motion was made by Member Williams and seconded by Member Brown to  
approve the July 20, 2023 Civil Service Board Meeting Agenda.**

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

**3) UPDATES, SECRETARY TO THE BOARD** INFORMATION

- Summary information regarding staffing report to City Council in June 2023
- Process mapping project update

**4) CONSENT CALENDAR:** ACTION

a) Approval of Provisional Appointments (3)

- Housing and Community Development Department
- Human Resources Management Department
- Oakland Fire Department

b) Approval of Employee Requests for Leave of Absence (6)

- Oakland Fire Department (1)
- Oakland Police Department (1)
- Oakland Public Library Department (3)
- Oakland Public Works Department (1)

c) Approval of Revised Classification Specifications

- There are no revised classifications specifications this month.

**45211 A motion was made by Member Brown and seconded by Member  
Williams to approve the July 20, 2023 Consent Calendar.**

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

**5) OLD BUSINESS:**

- a) Approval of May 18, 2023 Civil Service Board Meeting Minutes ACTION

**45212a A motion was made by Vice Chair Baranco and seconded by Member Brown to approve the May 18, 2023 Regular Meeting Minutes with corrections under the motion listed on the Closed Agenda items.**

Votes: Board Member Ayes: – None  
 Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: None

**45212b A motion was made by Member Brown and seconded by Vice Chair Baranco to approve the amended May 18, 2023 Regular Meeting Minutes.**

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

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

**6) NEW BUSINESS:**

- There is no new business this month.

**7) ADJOURNMENT**

**45213 A motion was made by Vice Chair Baranco and seconded by Member Williams to adjourn the meeting.**

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 17, 2023. All materials related to agenda items must be submitted by Thursday, August 3, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612



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

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

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](mailto:civilservice@oaklandca.gov)

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



**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
 PENDING LIST – August 17, 2023**

**1. OPEN**

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

**2. OTHER PENDING ITEMS**

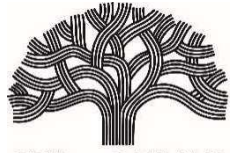
Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	Withdrawn 2/21/2023	Referred to Hearing Officer
HRM-2023-AP01	Human Resources Analyst	Human Resources Management Department	6.04- Appeal of Probationary Release	05/18/2023	
PORT-2023-AP01	Port Delivery Person	Port of Oakland	9.07- Medical Separation	05/18/2023	
PORT-2023-AP02	Administrative Specialist	Port of Oakland	6.04- Appeal of Probationary Release	05/18/2023	

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

# STAFF REPORT

**DATE:** August 17, 2023

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Mark Love, Interim Human Resources Director & Secretary to the Board

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

---

## SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the July 20, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of ninety-nine (99) employees were in the TCSE (17), TCSE/Annuitant (31), and ELDE (51) categories as of pay period ending July 28, 2023. 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-nine (99) temporary assignments, there is one (1) reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: August 17, 2023

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending July 28, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (2)</b>								
CPRA	Morris	Shayleen	66311 - Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
POLICE	Miles	Esandra Kay	101130 - Office of the Inspector General	12/24/2022	ELDE		Completing overdue Public Records Request to become compliant	COMPLIANT
<b>NEW THIS PERIOD (7)</b>								
CITY ADMINISTRATOR	Oladeji	Segun Kunle	02111 - City Administrator: Administration Unit	7/8/2023	TCSE	73.5	Point of contact of Summer food vendors, sites and monitors, <del>attending advisory board meetings</del>	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Berens	Matthew	67211 - Workplace Standards	6/10/2023	ELDE		Oversee receipt and assignment complaints and investigations to subordinate staff, assist in	COMPLIANT
DEPT. OF TRANSPORTATION	Lee	LaMejonna	35247- Mobility Management	7/8/2023	ELDE		Assisting with OPD tows, scofflaw, Vehicle Encampment and Abandoned Vehicle	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Jack	Christina	67411 - Compliance	6/10/2023	ELDE		application for complete and accurate information, work with certification applicants to provide	COMPLIANT
HUMAN SERVICES	LaMichhane	Margaret	78231- HS Classroom & Seasonal	6/10/2023	ELDE		Provide support to the department	COMPLIANT
PLANNING AND BUILDING	Ramirez	Andrea	84229- Zoning	6/10/2023	ELDE		respond to applicant/resident requests, attend staff meetings and board and commission hearings	COMPLIANT
PUBLIC WORKS	Williams	Tedd	30673- Graffiti Abatement & Rapid Response	6/10/2023	ELDE		Facility security assistant	COMPLIANT
<b>COMPLIANT (91)</b>								
CITY ATTORNEY	Rupani	Seema	04411 - Affirmative Litigation	3/18/2023	ELDE		Work on litigation, legislation and policy work related to advancing racial, environmental and economic	COMPLIANT
CITY ADMINISTRATOR	Carney	Patrice Lorraine	02151 - City Administrator Call Center	1/21/2023	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Enslow	Michael	02112-Communications & Media	6/10/2023	ELDE		Support the migration of the website to a new content management system	COMPLIANT
CITY ADMINISTRATOR	Smith	Jalilah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tcruz	Rudi A	02112 - Communications & Media	1/21/2023	TCSE	0	Assist Communications and Media Division	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/2020	TCSE/Annuitant	57	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	24.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	96	Develop and monitor maintenance management program	COMPLIANT
DEPT. OF TRANSPORTATION	Evans	Alexander	35231 - Street Lighting Admin	4/15/2023	ELDE		Prepare City reports and educate local elected officials on the teams legislative items	COMPLIANT
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 - Structures & Emergency Response	1/7/2023	TCE/Annuitant	22.5	Serves as project manager for public improvements projects	COMPLIANT
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE	81	Perform preliminary review of allegations to recommend course of action	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	69	Assist in the Great Streets Division during process of hiring and onboarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Acebo	Regina	85511 - Cultural Arts & Marketing	1/22/2022	TCSE	23	Continue to administer the neighborhood voices- festival	COMPLIANT
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	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Fong	Douglas	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gebreyesus	Helena Giday	08121 - Finance and Management: Payroll	2/4/2023	TCSE	142.5	Provides assistance to Payroll dept.	COMPLIANT
FINANCE	Lu	Jason	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Nguyen	Hang Thanh	08721 - Treasury Operations Unit	12/10/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Randolph	Camille	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Reviewing and processing payment requests from City departments. Communicating with City staff to	COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/2018	TCSE/Annuitant	60.0	Temporary assistance to complete Capital projects and end of year financial reconciliations	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	4/17/2023	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/Annuitant	0	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire	COMPLIANT
FIRE	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	0	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT



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

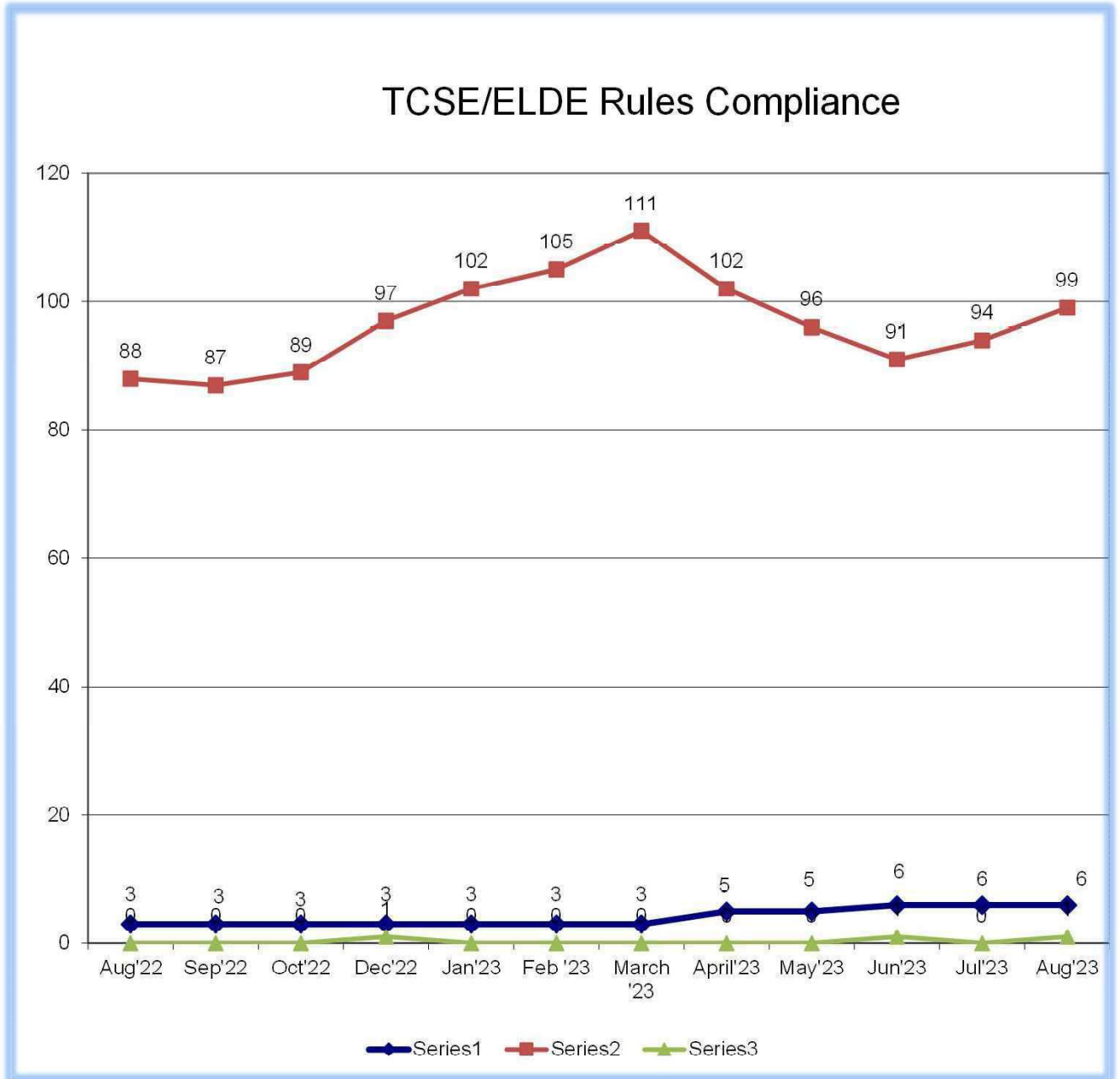
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	68.5	Reviewing and assisting with preparation of staff reports	COMPLIANT
HCD	Leshin	Maryann	Development	11/26/2022	Annuitant	47	Facilitates extensive interaction with Mayor, Council, community leaders	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/Annuitant	48	Recruitment support for HSD	COMPLIANT
HUMAN SERVICES	Cooke	James	78241- Year Round Lunch Program Unit	6/12/2021	TCSE	91	Direct and oversee the smooth delivery of lunch and snack program for all intensive care units	COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE	0	building and support to individuals living in homeless environments	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	0	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE/Annuitant	90	Provide specialized assistance and/or work direction in a wide	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	90	implementation of program strategies	COMPLIANT
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE/Annuitant	0	teach and/or lead program and classes in field of expertise	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Nino Ignacio	Norma	78232- HS Central Office Administration	6/10/2023	ELDE		Acts as program leader, including the planning and implementation of programs	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	0	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	50	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/Annuitant	0	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
ITD	Ibrahim	Mamadou	46341-Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	Annuitant	28	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE	35	Coordinate delivery of intensive services.	COMPLIANT
ITD	Wei	Mingyi	46341- Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
MAYOR	Poblete	Pati	01111 - Mayor - Administration Unit	4/8/2023	TCSE		manage, service and facilitate all communications for the Mayor's	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE/Annuitant	60	Assist department in processing accounts payable invoices	COMPLIANT
PLANNING AND BUILDING	Dhamidharka	Anita Shirish	84111 - Admin: Planning, Building & Neighborhood Preserv	12/10/2022	ELDE		Administrative support	COMPLIANT
PLANNING AND BUILDING	Gunari	Luke Charles	84229- Zoning	3/18/2023	ELDE		Permitting and schedule	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE/Annuitant	28.5	Respond to inspection questions from permit infor and permit questions portal	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PLANNING AND BUILDING	Khatoon	Alia	Neighborhood Preserv	2/18/2023	ELDE		Assist with System Configuration	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	Neighborhood Preserv	10/29/2022	TCSE/Annuitant	110	Develop policy and procedures for permit and fiscal operations payable activities. Processes invoices and provide support to administrative duties.	COMPLIANT
POLICE	Averiett	Cydney	103242 - Records & Warrants	5/13/2023	ELDE		Complete public records request	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Completing overdue Public Records request	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Administrative support	COMPLIANT
POLICE	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Harris	Regina	103310- Communications Unit	3/19/2022	TCSE/Annuitant	0	Background Investigations	COMPLIANT
POLICE	Hicks	Mark	106610- Background & Recruiting	3/18/2023	TCE/Annuitant	35	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/Annuitant	81	Appraisals	COMPLIANT
POLICE	Kong-Sanders	Kiley Racquel	103242 - Records & Warrants	2/4/2023	ELDE		Per MOU Agreement; TCSE/Annuitant supporting OPD	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	70	wellness program for OPD employees	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		Call taker, Dispatching and working service channel	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	38.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	59.5	Provide Administrative support	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Background Investigations	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	0	Background Investigations	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	0	Prepare long-range plans in coordination with other agencies	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/20/2022	ELDE		Assist Enforcement Chief with invest	COMPLIANT
PUBLIC ETHICS COMMISSION	Micheels	Garrett	65111 - Public Ethics Commission	5/27/2023	ELDE		Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	152	Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Direct and monitor the city's design and construction project	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE/Annuitant	0	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	0	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE/Annuitant	150	Provide assistance in managing Public Works dept	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	Annuitant	0	Project manage sewer and storm drainage capital projects and stormwater permit compliance projects	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	135		COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Loman	Alexius	30557 - Facilities: Structural	4/29/2023	TCSE	157	Provide administrative support to dept.	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/1/2023	ELDE		Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	33	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 - Violence Prevention Administration	10/12/2022	ELDE		Assist department with program planning, research, analysis and development	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholanda	70111 - Violence Prevention Administration	3/18/2023	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 - Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 - Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management. Administer intake and assessment and work with client on case plan completion	COMPLIANT
VIOLENCE PREVENTION	Romero	Jennifer	70211 - Oakland Unite	5/27/2023	ELDE		Monitor case management loads, ho	COMPLIANT
VIOLENCE PREVENTION	Summers	Jeremy	70211-Oakland Unite	6/10/2023	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT
<b>NON-COMPLIANT (1)</b>								
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects.  <b>Comment:</b> Recruitment process is in progress. ELDE assignment will conclude as soon as the position is filled in the next 1-2 months	NON-COMPLIANT



\*\*\* The November 2022 meeting was canceled.



# MEMORANDUM

---

**DATE:** August 17, 2023

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

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

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

**SUBJECT:** Approval of New Classification Specification for Triangle Incident Response  
Coordinator

---

Based upon a classification review requested by the Department of Violence Prevention (DVP), Human Resources Management (HRM) has proposed the creation of a new classification specification for **Triangle Incident Response Coordinator**.

DVP was established in 2017 and focuses on violence prevention and intervention, outreach/education, and life coaching strategies to improve conditions for members of the community. Prior to 2017, there was a division in the Human Services Department (HSD) that performed more limited, violence prevention outreach services. Since that time, efforts have been underway to build out the department, and this progress continues with each budget cycle as additional positions are being allotted. DVP historically relied on existing HSD classifications but it has become clear that DVP-specific classifications are necessary to ensure appropriate delivery of services. The department is in a rapid growth mode and has been utilizing temporary positions, which is not sustainable. HRM and DVP are currently developing multiple classifications to encompass the critical work of DVP.

While many new classifications are necessary, they are being created in stages. The focus earlier this year was on the management structure for the Direct Service Unit (responsible for case management, referrals, and resources related to housing, employment, and other support services, for example). Therefore, the new Violence Prevention Services Manager and Violence Prevention Services Supervisor positions were established. At this time, the focus is on coordinator and planner functions. Additional classifications will be routed to the Civil Service Board later this year.

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

Administers with Oakland's Triangle Incident Response (TIR) approach to reduce retaliatory violence, reduce levels of trauma experienced by impacted individuals, and improve relations between community and government partners; and performs related duties as assigned. TIR provides a 24/7 real time response to incidents involving shootings with injuries and/or homicides. TIR partners consist of internal DVP direct service staff, violence interrupter staff who are contracted by community-based organizations (CBOs), and law enforcement. The TIR is activated in response to all forms of violence, including gang-related and gender-based violence (GBV).

**CIVIL SERVICE BOARD**

Subject: Triangle Incident Response Coordinator Classification Specification Approval

Date: August 17, 2023

Page 2

---

The budget already contains a placeholder position, which will be converted once the new classification is fully established. The approved description will be used for an 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 item in monthly meetings beginning in March 2023. Minor edits were made by mutual agreement over the course of those meetings. Simultaneously, discussions occurred with HRM's Employee Relations staff to ensure callback provisions from the memorandum of understanding would apply given the 24/7 nature of this position. The union sent an email in August 2023 stating that there are no objections to the proposed new classification.

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

Staff recommends that the Civil Service Board approve the proposed new **Triangle Incident Response Coordinator** classification specification.

**Attachment:** New Triangle Incident Response Coordinator classification specification.



**DRAFT**

# **TRIANGLE INCIDENT RESPONSE COORDINATOR**

**Class Code: XXXXX FTE**

**Civil Service Classified**

---

## **DEFINITION**

Under general direction in the Department of Violence Prevention (DVP), administers with Oakland's Triangle Incident Response (TIR) approach to reduce retaliatory violence, reduce levels of trauma experienced by impacted individuals, and improve relations between community and government partners; and performs related duties as assigned. TIR provides a 24/7 real time response to incidents involving shootings with injuries and/or homicides. TIR partners consist of internal DVP direct service staff, violence interrupter staff who are contracted by community-based organizations (CBOs), and law enforcement. The TIR is activated in response to all forms of violence, including group/network-related and gender-based violence (GBV).

## **DISTINGUISHING CHARACTERISTICS**

This is a supervisory level classification with responsibility for coordinating and documenting services, providing information, and supervising staff involved in the TIR. This classification is distinguished from the higher-level Violence Prevention Services Manager in that incumbent of the latter exercises direction over and manages professional, technical, and administrative staff in a division. It is further distinguished from lower level staff providing violence interruption and family support services in that the former is responsible for overseeing TIR staff, activating triangle partners, and coordinating activities and other TIR partners (at the crime scene).

The incumbent receives general supervision from a Violence Prevention Services Manager and exercises supervision over assigned Case Manager and violence interrupter staff.

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

Activate response to notifications from Police Dispatch on a 24-hour basis in response to notification of shootings involving injury and homicide by deploying to community crime scenes and/or hospital as deemed appropriate; may report on-scene, as required.

Coordinate crime scene activities between CBO-contracted violence interrupters, DVP staff, and law enforcement.

Coordinate and perform assessments to determine whether the shooting involving injury and/or homicide is associated with group/network, individuals who are affiliated with certain areas, and/or gender-based violence.

Coordinate and perform assessment of each incident to determine the potential for retaliation as low, medium, or high.

Participate in mediation activities, when appropriate, to address concerns and provide conflict resolution to prevent another act of violence (retaliation).

Facilitate the flow of information from law enforcement to violence interrupters.

Ensure that violence interrupter staff adhere to the departmental operating procedures, crime scene protocols, and professional code of conduct to provide consistent performance.

Ensure that an action plan is developed and implemented by the triangle partners within a two-week period immediately following the incident and communicated to the case management staff; when applicable, involve GBV staff to connect with GBV-funded agencies and provide information to the case management staff.

Ensure that the family and or significant others at the crime scene are provided emotional support to navigate the layers of support needs at the crime scene.

Serve as a bridge in the flow of information from law enforcement that is deemed relevant in reducing the level of stress and trauma to family members and/or significant others.

Identify all family members and/or significant others who may potentially escalate retaliation and include them as a part of the two-week follow up action plan.

Monitor case management staff to ensure coordination with other City departments as post-incident efforts are developed and implemented.

Actively participate in capacity building training for violence interrupters, outreach workers, community engagement efforts, and Neighborhood Councils (NCs).

Provide on-scene coaching and modeling to DVP staff to enhance crime scene navigation and effectiveness; orient staff about crime scene logistics and visits as part of training.

Perform outreach and education to promote community awareness on the role of violence interruption, the triangle incident response, and crime scene protocols.

Identify community engagement team members from neighborhoods with the highest rates of gun violence; mentor and supervise teams to establish peace keeping agreements between blood-related families who are on opposite ends of turf conflict.

On a weekly basis, provide a brief written summary of actions taken on each deployment of triangle partners to the Chief of Violence Prevention.

Submit brief, written summaries on each deployment within an hour of completing a scene assessment.

Ensure that data entries on each deployment are entered into the DVP database; provide information on incident responses for council agenda reports including numbers of deployments.

Supervise, train, and evaluate staff; make recommendations about hiring decisions.

Operate a motor vehicle in the performance of assigned duties.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Oakland's Triangle Incident Response (TIR) Program to reduce retaliatory violence, reduce levels of trauma experienced by impacted individuals, and improve relations between community and government partners.
- Strong familiarity with Oakland and surrounding cities pertaining to group/network-related or gender-based violence, demographics, culture, and communities most impacted by



violence.

- Techniques and strategies for working with diverse and high-risk populations and individuals.
- Best practices in violence reduction, prevention, and interruption.
- Principles and best practices in the field of intervention, with emphasis on public health, trauma informed, harm-reducing, restorative approaches towards community healing, engagement, and empowerment.
- Principles and techniques of interviewing, assessment, and information collection.
- Public contact and community engagement techniques that foster collaborative community exchanges.
- Available health and wellness resources in the City, county, and state.
- Coaching and counseling techniques.
- Guidelines including the triangle response manual, crime scene protocols, and professional code of conduct.
- Reports and recordkeeping.
- General office practices, including operation of standard office equipment.
- Principles and practices of supervision and training.
- Basic computer systems and software applications, electronic equipment, and other electronic mobile devices to perform data entry and recordkeeping.

Ability to:

- Utilize violence prevention and intervention strategies including administering the Triangle Incident Response (TIR) approach.
- Supervise, train, and evaluate assigned staff.
- Effectively interact and coordinate efforts with a variety of individuals, communities, and public/private agencies, including public school officials, law enforcement, community-based and/or nonprofit organizations, and other city, county, state, and federal agencies.
- Relate to the needs of a diverse community using a trauma-informed approach.
- Assess an individual's mental, social, and functional status; engage individuals in the problem-solving process, as needed.
- Work effectively in an environment of competing, urgent priorities while subject to community scrutiny.
- Interact appropriately with the community in emergency and non-emergency situations; treat all persons with empathy, tact, dignity, and respect.
- Perform under difficult and stressful conditions and manage confrontations with community members who may be or become hostile.
- Recognize relevant information and make informed decisions by analyzing information in a timely and appropriate manner.
- Exercise sound independent judgment within general policy guidelines.
- Safely operate a motor vehicle.
- Arrive at call locations in a timely manner.
- Express thoughts in a clear, understandable, and respectful manner.
- Communicate effectively and persuasively in both oral and written format with individuals from diverse ethnic and socio-economic backgrounds; speak in large and small group settings; intervene on behalf of a community member.
- Maintain accurate, up-to-date, and time-sensitive records; prepare clear and concise reports and other written materials; maintain confidentiality of information.

- Perform data entry and use computer systems and software applications such as Microsoft Word and Outlook and case management platforms; operate electronic mobile devices.
- Establish and maintain effective working relationships with those contacted in the course of work.

**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. Possession of an Associate’s degree from an accredited college or university with coursework in counseling, social services, or a related field is highly desirable.

**Experience:**

Four (4) years of relevant experience in providing and/or administering violence prevention and intervention program services, including one (1) year of lead direction or supervisory experience. Personal or familial lived experience with detention/incarceration, group/network violence, gender-based violence, gun violence, mental health conditions, alcohol, substance abuse, and/or being unhoused is highly desirable. Experience in public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention is desirable. Experience working with Oakland community members is highly desirable.

**LICENSE OR CERTIFICATE**

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver’s License while employed.

**OTHER REQUIREMENTS**

Must be twenty-one (21) years of age or older.

Will be required to work irregular hours, nights, and weekends.

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



CITY OF OAKLAND

# STAFF REPORT

**DATE:** August 17, 2023

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Tina Pruett, Human Resources Manager

**THROUGH:** Mark Love, Interim Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April 2023 (for quarter end March 31, 2023). This report also provides an update on classification specifications that are currently under review.

## ***Classification Studies***

Attachment A is a report of all outstanding classification studies for the quarter ending on June 30, 2023. During this reporting period, five (5) studies were completed, two (2) studies were canceled, and three (3) new studies were received. There are currently fourteen (14) active classification studies, six (6) of which are overdue.

## **EXPLANATION OF DELAYS**

The following 10 studies have passed the one-year mark:

- Administrative Services Manager I (OFD) – ***Expected completion by 8/31/2023***
- Public Service Representative (PBD) – ***Expected completion by 8/31/2023***
- Public Service Representative (PBD) – ***Completed 4/17/2023***
- Administrative Assistant II (OPW) – ***Completed 5/26/2023***
- Administrative Assistant II (OPW) – ***Completed 5/26/2023***
- Public Service Representative (OAS) – ***Canceled 5/1/2023***
- Police Services Technician II (OPD) – ***Expected completion by 8/31/2023***
- Police Services Technician II (OPD) – ***Expected completion by 8/31/2023***
- Administrative Assistant II (OPW) – ***Expected completion by 8/31/2023***
- Program Analyst I (OPW) – ***Assigned, in early stages.***

The delays are mostly attributed to staff availability. Due to vacancies, existing staff faced competing priorities including a sustained uptick in the number of classification specification reviews. Human Resources Management (HRM) hired nearly a dozen new employees in the first quarter of 2023, in addition to making a few internal promotions. Training is on-going as the new

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: August 17, 2023

and promoted employees perform their duties and take on new assignments. It continues to be an exciting time, and we expect to see returns on these investments in the coming quarters this year. HRM intends to resolve currently overdue classification studies in the current quarter and will focus on completing other studies that will roll overdue soon.

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2023 showing a total of one hundred-fifteen (115) classifications: during this reporting period, there were three (3) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; zero (0) classifications are being advanced by HRM to the Board for the July 20, 2023 meeting; an additional twenty-five (25) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are seventy-nine (79) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts, including new analysts once they have been sufficiently trained, as part of the overall efforts to increase their knowledge and abilities and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	3
Scheduled to CSB for Approval	0
Under Review for Scheduling of Meet & Confer with Representative Union	25
Assigned to Analyst for Review	79
Pending for Assignment	8
<b>TOTAL</b>	<b>115</b>

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

Attachment A – Classification Studies (Desk Audits) April 1, 2023 – June 30, 2023

Attachment B – Classification Specifications under review April 1, 2023 – June 30, 2023

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OFD	Administrative Services Manager I	11/30/2021			Yes	Final findings to be released in August 2023.
2	PBD	Public Service Representative	1/12/2022			Yes	Final findings to be released in August 2023.
3	PBD	Public Service Representative	1/12/2022	4/17/2023	460	Yes	Completed.
4	OPW	Administrative Assistant II	2/20/2022	5/26/2023	460	Yes	Completed.
5	OPW	Administrative Assistant II	3/1/2022	5/26/2023	451	Yes	Completed.
6	OAS	Public Service Representative	3/31/2022	5/1/2023	N/A	Yes	Canceled; employee transferred out.
7	CAO	Police Services Technician II	4/11/2022			Yes	Final findings to be released in August 2023.
8	CAO	Police Services Technician II	4/11/2022			Yes	Final findings to be released in August 2023.
9	DOT	Administrative Assistant II	4/18/2022			Yes	Final findings to be released in August 2023.
10	HCD	Administrative Assistant I	4/28/2022	4/26/2023	363	No	Completed by consultant.
11	OPW	Program Analyst I	5/8/2022			Yes	Assigned; in early stages.
12	OPW	Program Analyst II	7/29/2022			No	Assigned; in early stages.
13	PBD	Urban Economic Analyst III, PPT	11/1/2022			No	Assigned; in early stages.
14	EWD	Management Assistant	12/13/2022	5/9/2023	147	No	Completed by consultant.
15	EWD	Program Analyst II	12/28/2022	4/3/2023	N/A	No	Canceled; employee promoted.
16	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			No	Pending assignment.
17	OPRYD	Recreation General Supervisor	1/26/2023			No	Pending assignment.
18	OPRYD	Recreation General Supervisor	1/26/2023			No	Pending assignment.
19	PBD	Technical Communications Specialist	5/16/2023			No	New assignment.
20	OPRYD	Recreation Supervisor	5/22/2023			No	New assignment.
21	HSD	Program Analyst II	5/25/2023			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (3)</b>					
AP445	PEC	Ethics Analyst II	TW1	SPEC REVISION	Approved at 4/20/2023 CSB Meeting.
SC193	OPW	Park Supervisor I	UH1	SPEC REVISION	Approved at 5/18/2023 CSB Meeting.
PP186	OFD	Community Intervention Specialist (MACRO)	SC1	SPEC REVISION	Approved at 5/18/2023 CSB Meeting.
<b>SCHEDULED (0)</b>					
<b>PENDING MEET &amp; CONFER (25)</b>					
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	For Local 1021 meeting in August.
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	In progress with Local 21.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	In progress with Local 21.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	In progress with Local 21.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	In progress with Local 21.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	In progress with CMEA.
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	On hold.
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	In progress with Local 1021.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in August.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in August.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in August.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22/21; pending L1021.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In progress with Local 1021.
SC168	HRM	Human Resource Technician, Supervising	UH1	SPEC REVISION	For Local 21 meeting in August.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	In progress with Local 21.
TBD	OFD	MACRO Supervisor	TBD	NEW SPEC	In progress with Local 21.
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	For Local 21 meeting in August.
TBD	CAO	OAK311 Call Center Representative	TBD	NEW SPEC	For Local 1021 meeting in August.
TBD	CAO	OAK311 Call Center Representative, Senior	TBD	NEW SPEC	In progress with Local 21.
TBD	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	In progress with Local 21.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	For Local 1021 meeting in August.
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	For Local 21 meeting in August.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
TBD	DVP	Triangle Incident Response Coordinator	TBD	NEW SPEC	In progress with Local 21.
TBD	DVP	Violence Prevention Program Planner	TBD	NEW SPEC	In progress with Local 21.
<b>IN PROGRESS (79)</b>					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
SC104	OPRYD	Aquatics Program Coordinator	TW1	SPEC REVISION	Preparing proposed spec revisions with departments
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
SC116	OPW	Clean Community Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Drafting new class spec
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Finalizing proposed spec revisions with departments
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	TBD	Data Scientist/Analyst	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire Department	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Reviewing proposed spec revisions from department.
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	OFD	Fire Protection Engineer, Assistant	TBD	NEW SPEC	Drafting new class spec
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
MA127	HRM	Human Resource Analyst, Principal	U31	SPEC REVISION	Preparing proposed spec revisions for department
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	Drafting new class spec
TR168	DOT	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
AP283	PBD	Planning Investigator, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CITYWIDE	Program Manager	TBD	NEW SPEC	Drafting new class spec
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department



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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	Drafting new class spec
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
<b>PENDING ASSIGNMENT (8)</b>					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment