



CIVIL SERVICE BOARD MEETING AGENDA

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

1) PUBLIC COMMENT:

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

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

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.

5) OLD BUSINESS:

a) Approval of May 18, 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:

- There is no new business this month.

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, 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, 2nd floor
Oakland, CA 94612

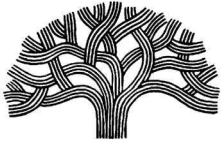


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: July 20, 2023

TO: The Honorable Civil Service Board

FROM: Cynthia Ng (CN)
Senior Human Resource Analyst

THROUGH: Mark Love, Interim 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 **Housing Development Coordinator III** to be ratified at Civil Service Board Meeting of July 20, 2023 (*Civil Service ID*)

Attached is a request from the Housing & Community Development Department to make a provisional appointment to a Housing Development Coordinator III vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Housing Development Coordinator III is primarily responsible for coordinating the development and implementation of housing development and emergency housing projects and programs; drafting and negotiating complex legal documents; drafting ordinances and resolutions for the City Council and Oakland Redevelopment Agency; and training and providing lead direction over assigned staff. The minimum qualifications for Housing Development Coordinator III are: Bachelor's degree from an accredited college or university in city planning, public policy, public administration, business administration, or closely related field and four years of progressively responsible work experience in public or private housing or real estate development, including specific experience with development and finance of affordable housing. A Master's degree is desirable.

The selected candidate meets the minimum qualifications of a Housing Development Coordinator III. Their experience includes a Master's degree in Business Administration – Finance and over 5 years of experience in development and financing of affordable housing.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on June 26, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Housing Development Coordinator III vacancy in the Housing & Community Development Department beginning on July 8, 2023 and ending on or before November 3, 2023.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 20, 2023

AREA REQUESTED

POSITION: Housing Development Coordinator III
DEPARTMENT: Housing & Community Development Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 04/27/2022.
DATE PERSONNEL REQUISITION RECEIVED: 05/05/2023.
CURRENT STATUS OF EXAMINATION: The job announcement was opened on 06/26/2023.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting a provisional appointment was approved on 05/19/2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

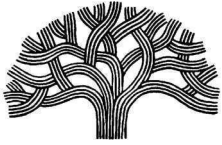
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

The impact if the request is not approved is that the department will not be able to manage the ERAP program for the City, including policies to comply with State and Federal requirements.

Attachments:

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*



CITY OF OAKLAND

MEMORANDUM

DATE: July 20, 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 July 20, 2023 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 three (3) years of clerical experience in the human resources field completing similar duties.

The Recruitment team is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120-days. The application period has already closed and HRM staff are in the process of screening applications.

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 July 10, 2023 and ending on or before November 7, 2023.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 20, 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 screening the applications and conducting the exam.

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.

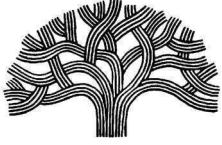
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

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: Oakland Resident
- Current Employment Status: Not a current City of Oakland employee



CITY OF OAKLAND

MEMORANDUM

DATE: 20 July 2023

TO: The Honorable Civil Service Board **FROM:** **Jose Merlos (JM)**
Human Resource Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of **Administrative Assistant II** to be ratified at Civil Service Board Meeting of 20th of July 2023 (Civil Service ID)

Attached is a request from the Oakland Fire Department to make a provisional appointment to a 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 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 Fire Department beginning on (10 June 2023) and ending on or before (November 7, 2023).

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 20, 2023

AREA REQUESTED

POSITION: Administrative Assistant II
DEPARTMENT: Oakland Fire Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 03/03/2023
DATE PERSONNEL REQUISITION RECEIVED: 05/30/2023
CURRENT STATUS OF EXAMINATION: The job announcement closed on May 30, 2023, and the exam has yet to be administered.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on June 28, 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):

If this position is not approved there will not be any support for the development and maintenance of emergency mitigation, response, and recovery plans, and inventory while participating in county and regional planning and preparedness activities. Approving this position will allow us to focus on higher-level duties that will assist when activating the EOC for emergencies and planned events; ensure proper processes and procedures for efficient communication within and across City departments during emergencies

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



MEMORANDUM

DATE: July 20, 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 six (6) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Golden, Robert	Office Asst. II	Oakland Fire Department	May 12, 2023- July 03, 2023	CSR 8.07 (c)
Dieu, Kevin	Police Evidence Technician	Oakland Police Department	June 12, 2023- June 12, 2024	CSR 8.07 (c)
Jordan, Andy	Library Aide	Oakland Public Library Department	May 15, 2023- July 31, 2023	CSR 8.07(c)
Sutter, Veronica	Librarian I	Oakland Public Library Department	July 22, 2023- August 02, 2023	CSR 8.07 (c)
Wu, Anna	Library Assistant	Oakland Public Library Department	June 27, 2023- July 07, 2023	CSR 8.07 (c)
Beitia, Gildo	Street Maintenance Leader	Oakland Public Works Department	April 13, 2023- August 13, 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 Robert Golden Employee's ID 25615 Today's Date 5/31/2023

Department/Division Fire Dept. / FPB Employee Job Title Office Assistant II

Request: 37 Days Hours From 5/12/23 To 7/3/23
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave FCL, FDN
(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.

RG _____ 5/31/2023
 Employee's Signature Date

 Civil Service Board Approval Date

Danora Conroy _____ 6/13/2023
 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 Dieu, Kevin Employee's ID 21425 Today's Date 08JUN23

Department/Division Police Dept/Patrol Employee Job Title Police Evidence Tech

Request: 365 Days Hours From 12JUN23 To 12JUN24
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Keep Health Benefits?	Other	
FCL	4 mos*	Yes	No	Comb. of paid & unpaid leave	
FDN	5 days	Yes	Yes	Family death leave (paid) exhausted	
MNP	1 year	Yes	No	For military training and service	
SLV	1 year	Yes	No	Sick leave (paid) exhausted	
ANP	1 year	Yes	No	Miscellaneous leave (no pay)	
PNP	1 year	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] 08JUN23
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 6/12/23
Department Head Approval Date

City Manager Approval Date

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



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 ANDY J. JORDAN Employee's ID 6530 Today's Date 5/9/2023

Department/Division Temescal Employee Job Title Library Aide PPT

Request: 78 Days Hours From 5/15/23 To 7/31/23
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] 5/9/23
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/9/23
 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 Veronica Sutter Employee's ID 20411 Today's Date 5/6/23

Department/Division Library Employee Job Title Librarian I

Request: 8 Days Hours From July 22nd To Aug. 2nd

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

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

* Additional Information

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

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

Veronica Sutter 5/6/23
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/22/2023
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 Anna Wu Employee's ID 17842 Today's Date 5/16/2023

Department/Division OPL Employee Job Title Library Assistant

Request: 6 Days Hours From 6/27/23 To 7/7/23
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave PDL
(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] 5/16/2023
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 6/21/23
 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 Gildo Beitia Employee's ID 7709 Today's Date 4/12/23

Department/Division Drainage Employee Job Title Maintenance leader

Request: 124 Days Hours From 4/13 To 8/13
No. of Days or Hours Select Days or Hours

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

Gildo Beitia 4/13/23
Employee's Signature ucc 1-308 Date

Civil Service Board Approval Date

[Signature] May 15, 2023
Department Head Approval Date

Elizabeth Lake May 16, 2023
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: May 18, 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; Brooke Levin (Absent); Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, 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
Yasmin Macariola, Attorney to the Board

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 MAY 18, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45201 A motion was made by Member Williams and seconded by Member Brown to approve the May 18, 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: Levin

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no Provisional Appointments this month.
- b) Approval of Employee Requests for Leave of Absence (5)
- Oakland Public Library Department (5)
- c) Approval of Revised Classification Specifications (2)
- Park Supervisor I
 - Community Intervention Specialist (MACRO)

45202 A motion was made by Member Brown and seconded by Member Williams to approve the May 18, 2023 Consent Calendar.

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

5) OLD BUSINESS:

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

45203 A motion was made by Member Brown and seconded by Member Williams to approve the April 20, 2023 Regular Meeting Minutes with a correction that there is no Item 5 listed on the Agenda.

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

- 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.

45204 A motion was made by Member Brown and seconded by Member Williams to adjourn the Open Session.

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

45205 A motion was made by Member Brown and seconded by Member Williams to open the Closed Session.

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

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1:

1) Personnel Matter for Public Employee: 6.04 – Appeal of Probationary Release: HRM-2023-AP01

The decision of the Board is to sustain the City’s position in this matter. The Board did not find that the appellant met his burden of proof based on Rule 6.06 A to C or 6.07 B and based on that the Board is sustaining the action taken by the City. The decision on this case was unanimous by the Board.

2) Personnel Matter for Public Employee: 9.07- Medical Separation: Port-2023-AP01

In a unanimous vote, the Board sustains action taken by the Port and denies the appeal pursuant to Port Personnel rule 9 section 9.08. The Board had a motion to not accept the additional evidence.

45206 A motion was made by Vice Chair Baranco and seconded by Member Williams to not accept the additional evidence.

Votes: Board Member Ayes: 6 – Hudson-Harmon, Baranco, Brown, Williams.

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

3) Personnel Matter for Public Employee: 6.04- Appeal of Probationary Release: Port-2023-AP02

In a vote of 3 to deny the appeal and 1 to grant the appeal, the final decision is to deny the appeal and sustain the action by the Port.

Due to having 1 vote that differs, the 3 to deny the appeal are Member Hudson-Harmon, Brown and Williams and the 1 to grant is Member Baranco.

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

45207 A motion was made by Vice Chair Baranco and seconded by Member Williams to adjourn the Closed Session.

Votes: Board Member Ayes: 6 – Hudson-Harmon, Baranco, Brown, Williams.
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin

OPEN SESSION AGENDA

45208 A motion was made by Member Williams and seconded by Vice Chair Baranco to return to Open Session

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

7) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Chair Hudson-Harmon reported that during Closed Session the Civil Service Board took the action of sustaining action taken by the City’s decision regarding the probationary release and dismissal in Personnel Matter: HRM-2023-AP01. Chair Hudson-Harmon also reported that during Closed Session the Civil Service Board took the action of denying the appeal and upholding the Port’s decision regarding the probationary release and dismissal in Personnel Matter Port-

2023-AP01 and Port 2023-AP02. The Board also denies the appeal and took motion to not accept the additional evidence.

8) OPEN FORUM

No speakers

9) ADJOURNMENT

45209 A motion was made by Member Williams and seconded by Member Brown to adjourn the meeting.

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 15, 2023. All materials related to agenda items must be submitted by Thursday, June 1, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

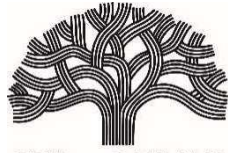


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

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

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



CITY OF OAKLAND

STAFF REPORT

DATE: July 20, 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 May 18, 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-four (94) employees were in the TCSE (16), TCSE/Annuitant (31), and ELDE (47) categories as of pay period ending June 30, 2023. Of the those, zero (0) 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-four (94) temporary assignments, there is zero (0) reported as out of compliance with Rule 5.06.

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 June 30, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

CIVIL SERVICE BOARD
JULY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (15)								
ANIMAL SERVICES	Huang	Tracy	62111-Animal Services	9/17/2022	TCSE	176	Provide support to the department	COMPLIANT
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CPRA	McBride	Dominique	66311- Inspector General	2/18/2023	ELDE		Assist the IG in strategic planning development, staff training, project priorities and OIG management	COMPLIANT
FINANCE	Quintanilla	Jennifer	08121 - Finance and Management: Payroll	10/3/2022	TCSE	171.5	Assist department with data entry	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	8/22/2022	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
HCD	Tran	Joseph	89929-Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621-Oakland Paratransit for the Elderly and Disabled Unit	5/14/2022	ELDE		Assist with providing training and program orientation to seniors	COMPLIANT
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE/Annuitant	839.5	Clean, maintain, check and inspect City vehicles/Deliver vehicles for	COMPLIANT
PLANNING AND BUILDING	Chen	QiaoFeng	84111 - Admin: Planning, Building & Neighborhood Preserv	2/4/2023	ELDE		Provides administrative support	COMPLIANT
POLICE	Marshall	LaRajia	106510-Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Snowden	Sarah	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Taflya	Aleksandr	102610 -Criminalistics Unit	2/5/2022	TCSE	720	Providing support in Crim Lab Firearms Unit	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111-Public Ethics Commission	5/14/2022	TCSE	243.5	Assist with creating digital campaign	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70111 - Violence Prevention Administration	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
NEW THIS PERIOD (11)								
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Reviewing and processing payment requests from City departments. Communicating with City staff to	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
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE		Perform preliminary review of allegations to recommend course of action, recommend scene timing	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
ITD	Ibrahim	Mamadou	46341-Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
ITD	Wei	Mingyi	46341 - Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
POLICE	Averiett	Cydney	103242 - Records & Warrants	5/13/2023	ELDE		Support for account receivable and payable activities. Processes invoices and provide support to	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	41	Call taker, Dispatching and working service channel	COMPLIANT
PUBLIC ETHICS COMMISSION	Micheels	Garrett	65111 - Public Ethics Commission	5/27/2023	ELDE		Assist Enforcement Chief with invest	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
COMPLIANT (83)								
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	Smith	Jallah 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		Assist Communications and Media Division	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/2020	TCSE/Annuitant	681	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	781	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Morris	Shayleen	66311 - Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	650.5	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	495	Serves as project manager for public improvements projects	COMPLIANT

CIVIL SERVICE BOARD
JULY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

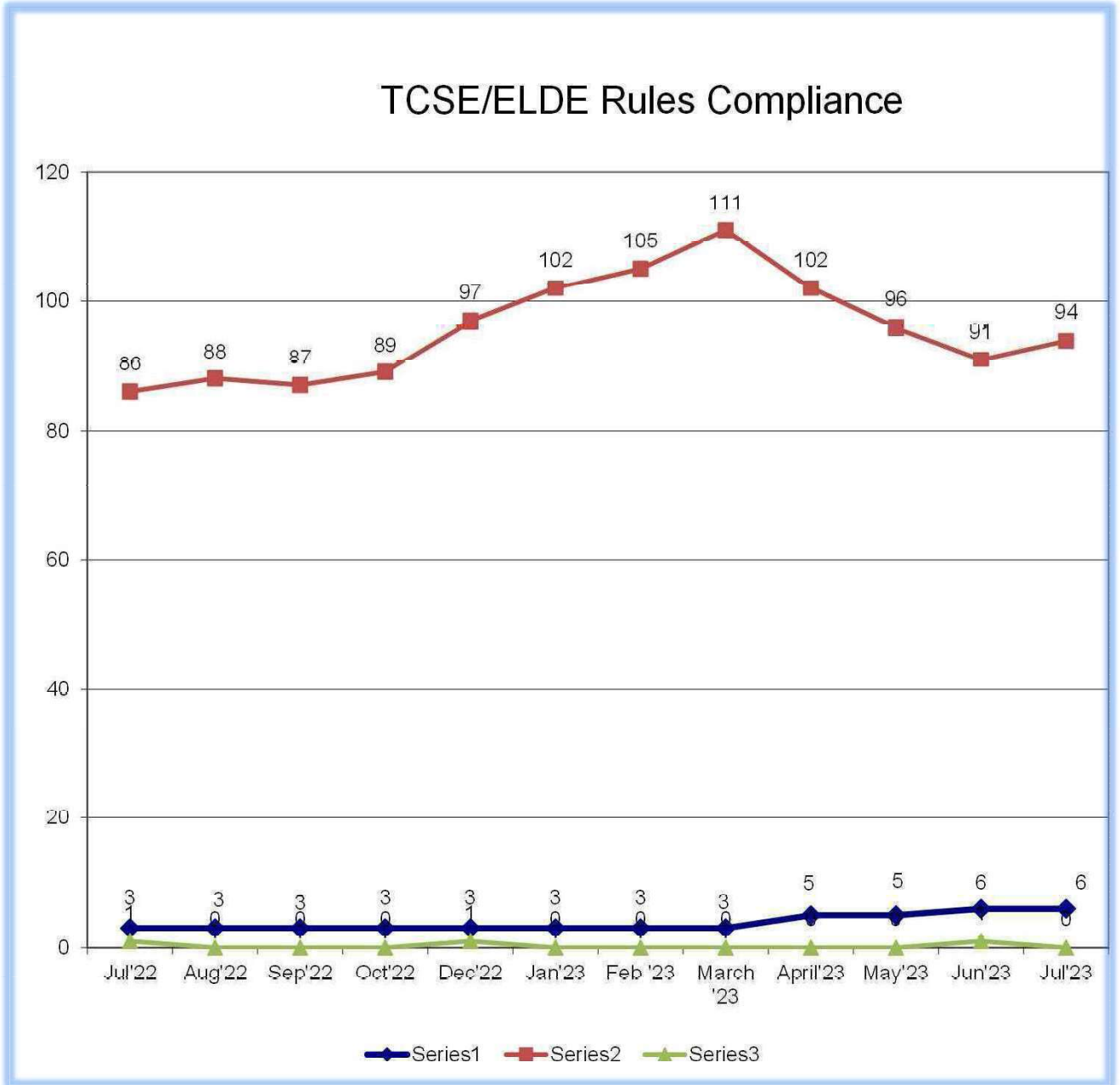
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/Annuitant	792.5	Assist in the Great Streets Division during process of hiring and on-	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Acebo	Regina	85511 - Cultural Arts & Marketing	1/22/2022	TCSE	601	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	Gebreysus	Helena Giday	08121 - Finance and Management: Payroll	2/4/2023	TCSE	683.5	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	Treglow	Donna	08222 - General Ledger	6/18/2018	TCSE/Annuitant	893.0	Temporary assistance to complete Capital projects and end of year	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	74	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire	COMPLIANT
FIRE	Skilern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	957	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	230.5	preparation of staff reports to Facilitates extensive interaction with Mayor Council community leaders	COMPLIANT
HCD	Leshin	Maryann	Development	11/26/2022	Annuitant	462.5	Recruitment support for HSD	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	Annuitant	672.5	Recruitment support for HSD	COMPLIANT
HUMAN SERVICES	Cooke	James	78241 - Year Round Lunch Program Unit	6/12/2021	TCSE	390		COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE	0	Provide intensive relationship building and support to individuals	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	901.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE/Annuitant	794.75	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	624.01	implementation of program strategies	COMPLIANT
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE/Annuitant	209.5	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

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Perry	Mil Hannah	78231 - HS Classroom & Seasonal	5/14/2022	TCSE	928.5	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to families as needed	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/Annuitant	880	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/Annuitant	320.7	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	Annuitant	854	Assistance with Police FIRE CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	2/18/2023	TCSE	105	Coordinate delivery of intensive services.	COMPLIANT
MAYOR	Poblete	Pati	01111 - Mayor - Administration Unit	4/8/2023	TCSE	412.5	manage, create and update all communications for the Mayor's	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE/Annuitant	493	Assist department in processing accounts payable invoices	COMPLIANT
PLANNING AND BUILDING	Dharnidharka	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	331.5	Respond to inspection questions from permit infor and permit questions portal	COMPLIANT
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	864.25	Develop policy and procedures for permit and fiscal operations	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Completing overdue Public Records request	COMPLIANT
POLICE	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Administrative support	COMPLIANT
POLICE	Harris	Regina	103310 - Communications Unit	3/19/2022	TCSE/Annuitant	41	Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Hicks	Mark Darren	106610 - Background & Recruiting	3/18/2023	TCE/Annuitant	38		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/Annuitant	894.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects	COMPLIANT
POLICE	Kong-Sanders	Kiley Racquel	103242 - Records & Warrants	2/4/2023	ELDE		Appraisals	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	874	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Miles	Esandra Kay	101130 - Office of the Inspector General	12/24/2022	ELDE		Request to become compliant	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		wellness program for OPD employees	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	825.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Provide Administrative support	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	8	Background Investigations	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant		Background Investigations	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/20/2022	ELDE		Prepare long-range plans in coordination with other agencies	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	377	Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682-Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE/Annuitant	278	Direct and monitor the city's design and construction project	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	305.5	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE/Annuitant	643	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	Annuitant	220	Provide assistance in managing Public Works dept	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	465	Project manage sewer and storm drainage capital projects and stormwater permit compliance projects	COMPLIANT
PUBLIC WORKS	Loman	Alexius	30557 - Facilities: Structural	4/29/2023	TCSE	275	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	323.5	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	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT
NON-COMPLIANT (0)								



*** The November 2022 meeting was canceled.