



CIVIL SERVICE BOARD MEETING AGENDA

Date: September 21, 2023

OPEN SESSION 5:30 p.m.

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

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

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

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

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

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

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointments (2)
 - Human Services Department (2)
- b) Approval of Employee Request for Leave of Absence (1)
 - Oakland Public Ethics Department (1)
- c) Approval of Revised Classification Specifications (3)
 - Captain of Fire Department
 - Engineer of Fire Department
 - Clean Community Supervisor

5) OLD BUSINESS:

- a) Approval of August 17, 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 Special Activity Permits Coordinator ACTION

7) **ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 19, 2023. All materials related to agenda items must be submitted by Thursday, October 05, 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: September 21, 2023

TO: The Honorable Civil Service Board **FROM:** Ellaine Reyes (ER)
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 Program Analyst II (SC-Homelessness) to be ratified at Civil Service Board Meeting of September 21, 2023 (*Civil Service ID*)

Attached is a request from the Human Services Department to make a provisional appointment to a Program Analyst II (SC-Homelessness) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst II (SC-Homelessness) is primarily responsible for standing up and supporting a variety of crisis/emergency bed programs. This includes working with a variety of stakeholders including non-profit partners, elected officials, other city departments, and unsheltered individuals to design and implement the programs. The Program Analyst II (SC-Homelessness) provides ongoing support to the nonprofit program operator. Additional tasks include program planning, research, analysis and development; program monitoring; preparing staff reports to the City Council and reports to funders and performing related duties as assigned. The minimum qualifications for Program Analyst II (SC-Homelessness) are: Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and three years of relevant experience in the particular area of program administration.

For this selectively certified vacancy, the following special experience requirements include three years of relevant experience in program administration or service delivery in the areas of homeless prevention, homeless services, or affordable housing.

The selected candidate meets the minimum qualifications of a Program Analyst II (SC-Homelessness). Their education includes possession of a Bachelor's degree in Sociology/Anthropology and Mandarin Chinese. Their experience includes over 3 years of relevant experience in program administration or service delivery in the areas of homeless prevention, homeless services, or 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 is open from August 17, 2023 to September 7, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst II (SC-Homelessness) vacancy in the Human Services Department beginning on September 16, 2023 and ending on or before January 14, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: September 21, 2023

AREA REQUESTED

POSITION: Program Analyst II (SC-Homelessness)

DEPARTMENT: Human Services Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 11/03/25

DATE PERSONNEL REQUISITION RECEIVED: 8/03/23

CURRENT STATUS OF EXAMINATION: Job Announcement 8/17/23 – 9/7/23

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy from the 4 vacancies the department has currently. The requisition requesting a provisional appointment was approved on August 3, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

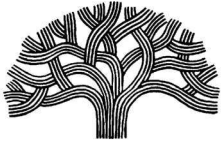
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Attachments:

Selective Certification Approved Form

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: September 21, 2023

TO: The Honorable Civil Service Board **FROM:** **Amber Allen (AA)**
Assistant HR 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 **Program Analyst II** to be ratified at Civil Service Board Meeting of September 21, 2023 (Civil Service ID)

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

A Program Analyst II is primarily responsible for performing program planning, research, analysis and development; writing grant proposals and submitting applications; implementing and monitoring programs; preparing reports and drafting proposed programs; performing needs assessment; providing assistance to community organizations, district boards and citizen advisory bodies; providing lead direction to assigned staff; and performing related duties as assigned. The minimum qualifications for Program Analyst II are: Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university, and three years of relevant experience in the particular area of program administration.

The selected candidate meets the minimum qualifications of a Program Analyst II. Their education includes Public Health/Nursing and their experience includes over 3 years of relevant experience in program administration in the areas of health case management services.

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 is TBD.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst II vacancy in the Human Services Department beginning on August 21, 2023 and ending on or before December 19, 2023.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: September 21, 2023

AREA REQUESTED

POSITION: Program Analyst II

DEPARTMENT: Human Services Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 03/04/24

DATE PERSONNEL REQUISITION RECEIVED: 08/25/23

CURRENT STATUS OF EXAMINATION: Job Announcement Posting TBD (Currently working on posting)

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy from the 3 current vacancies the department currently has. The requisition requesting a provisional appointment was approved on August 25, 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: Not an Oakland Resident
- Current Employment Status Current City of Oakland employee



MEMORANDUM

DATE: September 21, 2023

TO: The Honorable Civil Service Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of one (1) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Doran, Suzanne	Ethics Analyst III	Oakland Public Ethics Department	September 16, 2023- September 15, 2024	CSR 8.0(c)
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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 Suzanne DoranEmployee's ID 23078Today's Date 8/29/23Department/Division Public Ethics CommissionEmployee Job Title Ethics Analyst III☒Request: 364

No. of Days or Hours

☒

Days

☐

Hours

Select Days or Hours

From 9/16/23To 9/15/2024

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.

Suzanne Doran 8/29/23

Employee's Signature

Date

Civil Service Board Approval

Date

Nicolas Heidorn

Nicolas Heidorn (Aug 31, 2023 17:05 PDT)

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.



MEMORANDUM

DATE: September 21, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specifications for Captain of Fire Department and Engineer of Fire Department

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed revision of the **Captain of Fire Department** and **Engineer of Fire Department** classification specifications. They were established in March 2009 and last revised in December 2011.

In advance of upcoming selection processes to fill positions in these sworn classifications, Human Resources Management collaborated with OFD to ensure that the classification specifications align correctly with the Local 55 Memorandum of Understanding (MOU) and all applicable regulations, including the Office of the California State Fire Marshal (OSFM). Additional sworn fire classifications are currently under review and will be submitted for review and approval in the coming months. Captain and Engineer are the most urgent because of MOU-mandated timelines for conducting promotional recruitments.

The following proposed changes are intended to update and modernize the job descriptions to better capture the requirements and assigned duties:

1. Refine the Definition and Distinguishing Characteristics sections.
2. Update a variety of task statements under the Examples of Duties section.
3. Add several new and clarifying statements to the Knowledge and Abilities section.
4. Overhaul the Minimum Qualifications section to ensure that Education and Experience align with the MOU requirements and OSFM regulations.
5. Update the names of various certifications in the License/Certification section and include the required Task Book per OSFM.

There are fifty-eight (58) Captain of Fire positions of which forty-eight (48) are filled and ten (10) are vacant. There are eighty-eight (88) Engineer of Fire positions of which seventy-one (71) are filled and seventeen (17) are vacant. The revised classification specifications will be used to initiate the upcoming recruitment and selection processes.

The International Association of Fire Fighters (IAFF, Local 55) was notified of the proposed revisions in August 2023. A meeting between City and union representatives was not necessary.

CIVIL SERVICE BOARD

Subject: Captain of Fire Department and Engineer of Fire Department Classification Specification Approval

Date: September 21, 2023

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In an email dated August 29, 2023, the union conveyed that there are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Captain of Fire Department** and **Engineer of Fire Department** as proposed.

Attachments: Proposed Revised Captain of Fire Department and Engineer of Fire Department classification specifications.



DRAFT

CAPTAIN OF FIRE DEPARTMENT

Class Code: PS103 FTE

Class Code: PSI04 FTE

Civil Service Classified

Civil Service Classified

DEFINITION

Under general direction in the Oakland Fire Department (OFD), is responsible for general oversight of all shifts at a fire station, and has command responsibilities at the scene of an emergency in the absence of a Battalion Chief. A Captain may also supervise a major functional area of the OFD, such as Training Administration and dispatchFire Communications. In addition to line supervision at emergencies, the Captain overseesimplements inspections and, performsfacilitates and/or directs pre-fire planning and equipment and/or facilities maintenance; provides in-service training; oversees records management and community relations; enforces discipline, rules, and regulations; fulfills other management duties at the fire station level; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a sworn, public safety officer classification responsible for supervision of a fire station. ~~The Captain of Fire exercises independent judgment in interpreting and enforcing policies of the Oakland Fire Department. The Captain~~ This classification is distinguished from Lieutenant of Fire in that the Captain has decision-making authority over the Lieutenant. The Captain is further distinguished from Battalion Chief in that Captains are responsible for a single station, whereas Battalion Chiefs are responsible for the entire district, and the Battalion Chief is a member of the Senior Staff. The Captain assumes iIncident eCommand in the absence of the Battalion Chief (or higher ranking officer).

~~The Captain~~ Incumbents receives direction from a Battalion Chief and exercises supervision over Lieutenants, Engineers, Firefighter/Paramedics, and Firefighters.

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

Plan, organize, and direct the activities of station personnel; ensure operational readiness.

Supervise, train, counsel, discipline and evaluate station personnel. Mediate disputes among personnel. Provide specific guidance or disciplinary action to resolve disputes and ensure operational readiness.

Oversee compliance with the Citywide performance evaluation program to one hundred percent participation and success rate.

Complete required department documentation and record keeping in accordance with policy.

Review subordinates' work for accuracy and completeness to ensure compliance with department regulations and policy.

Assume iIncident eCommand in the absence of the Battalion Chief; direct activities of company

personnel; request and direct activities of any additional resources. Perform size-up, evaluate safety concerns, develop tactics, and coordinate actions with other companies and agencies when necessary.

Direct activities of personnel to collect information at an emergency scene.

Use knowledge of fire behavior, basic chemistry, and materials to synthesize and evaluate information concerning cause and origin of fire.

Work closely with other commanding officers to promote overall Department readiness.

Oversee implementation of special projects to improve the Department's operation.

Monitor and ensure station and apparatus cleanliness, orderliness, operation, health and safety, and other maintenance needs as a part of the annual station inspection program.

Participate in all phases of the annual physical exam program (Sports care) and the Departmental physical agility program.

Train and develop subordinate officers; serve as mentor to subordinate staff to promote their professional development; iIdentify training needs of station personnel; provide or coordinate recurring training programs.

Educate the public using tact and diplomacy.

Coordinate the Commercial Inspection pProgram and the department Public Education pProgram; conduct fire safety inspections.

Support supervisor as needed and requested.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current strategies, tactics, methods, techniques, and equipment used for effective fire service operations.
- Fire Science and the Incident Command System (ICS).
- Fire ground tactical and strategic principles.
- Applicable laws, ordinances, and regulations relating to; emergency medical services, commercial and vegetation management inspections, rapid intervention crew, and staffing requirements.
- Departmental administrative and operational procedures.
- Strategic planning.
- OFD resources and conditions; external resources provided through mutual aid.
- Oakland city geography, map correspondence, and jurisdiction boundaries.
- Leadership principles.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices.

Ability to:

- Oversee and direct daily operations and staffing of a fire station.
- Perform and direct operations dealing with emergency incidents, using appropriate resources to achieve tactical and strategic objectives.

- Establish a presence of authority; make command decisions.
- Provide aid in situations of critical stress management.
- Clarify, explain, and adhere to Department policies, procedures, and goals.
- Analyze problems, make ~~judgments and~~ sound decisions.
- Apply ~~judgment and~~ knowledge of ~~Oakland Fire Department~~ OFD philosophy, short and long-term objectives, resources, policies, procedures, and professional standards to plan and organize activities.
- Motivate personnel to perform the highest level of service at all times.
- Maintain composure during stressful emergency situations.
- Ensure accurate utilization of the Incident Command System (ICS).
- ~~Remain a~~ Adaptable and be flexible to changing conditions and priorities.
- ~~Remain-Show~~ sensitivity to those contacted in the performance of duties.
- ~~Employ~~ Utilize knowledge and interpersonal skills to quickly obtain essential information ~~from other personnel.~~
- Use ~~vehicle apparatus~~ radio, ~~pager~~ Mobile Data Terminal (MDT) or cellular telephone to verbally or electronically communicate with the Dispatch Center, other stations, and personnel, employing knowledge of OFD and regional radio procedures and policies ~~broadcast codes~~, City geography, and most expedient routes to emergency sites.
- Manage time effectively.
- Demonstrate effective teamwork and cooperation with fire station staff.
- Supervise, train, and evaluate personnel; effectively instruct OFD members in practices, policies, and guidelines as set forth by the Department or accepted industry standards.
- Physically perform firefighting activities when needed.
- Utilize computer systems and software applications ~~Use a personal computer for word processing.~~
- Prepare written correspondence ~~(memos, letters)~~ and reports.
- Make presentations to large groups.
- Communicate effectively in both oral and written form.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- ~~Perform and direct operations dealing with emergency incidents, using appropriate resources to achieve tactical and strategic objectives.~~ Uphold and exercise departmental values of care, compassion, professionalism, and equity in service delivery.

MINIMUM QUALIFICATIONS

~~Any combination of~~ The position requires the following education, ~~and~~ experience, and qualifications: that is equivalent to the following minimum qualifications is acceptable.

Education:

High school diploma or Equivalent to the completion of the twelfth grade. Acceptable written evidence of completion of all requirements for certification as Fire Officer or the equivalent/replacement Company Officer through the Office of the California State Fire Marshal (per Local 55 MOU Section 4.8.6 Examination Eligibility).

Experience:

Completion of ~~two (2) years~~ twenty-four (24) months of service as an ~~Oakland~~ OFD

Lieutenant of Fire ~~Department~~.

LICENSE OR CERTIFICATE

Must Possession of a valid California Class "C" or higher driver's license throughout the tenure of employment. Must maintain Firefighter certification through the ~~Oakland Fire Department~~, including medical clearance, and any other DMV and/or Department-required endorsements.

Must Possession of a current Emergency Medical Technician (EMT-I) license/certification, or higher, that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

Must Possession of a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (CPR) such as BLS for Healthcare Providers throughout the tenure of employment.

A unit member promoted to the rank of Captain of Fire Department must possess or successfully complete an Office of the State Fire Marshal Company Officer Task Book within six (6) months of date of appointment. Note: Efforts to begin completing the Task Book may be initiated prior to promotion in accordance with Office of the California State Fire Marshal guidelines but must be fulfilled within six (6) months of promoting to Captain.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation.

~~Acceptable written evidence of meeting all requirements for certification as Fire Company Officer through the Office of the California State Fire Marshal. (A candidate may not be considered for appointment to the classification of Lieutenant of Fire Department until they have provided acceptable written evidence of completion of all requirements for this certification.)~~

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 03/12/2009 CSB Resolution #: 44529 Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: 12/08/2011 CSB Resolution #: 44536
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



ENGINEER OF FIRE DEPARTMENT

DRAFT

Class Code: PS118 FTE
Class Code: PS119 FTE

Civil Service Classified
Civil Service Classified

DEFINITION

Under general supervision in the Oakland Fire Department (OFD), drives fire apparatus in emergency and non-emergency situations; operates fire engine pumps; directs and assists in the laying of hose; configures valves, connections, and auxiliary pumping equipment; works in conjunction with other engineers during tandem operations; maintains apparatus and equipment in proper condition; maintains detailed knowledge of topography, street conditions, and water supply; performs firefighter duties when pump is not in operation at a fire; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized journey level classification. Incumbents are expected to perform the full range of duties with little or no supervision. This classification is distinguished from the next higher-level classifications of ~~Company Officer~~, Captain of Fire and Lieutenant of Fire in that these classifications directs the activities of an engine or truck company. It is further distinguished from the lower-level classifications of Firefighter/ Paramedic and Firefighter, ~~in that which are responsible for the latter's primary functions is that of~~ fighting fires and providing emergency medical service.

The incumbent receives supervision from Lieutenant of Fire, Captain of Fire, and Emergency Medical Services (EMS) Coordinator and May provide technical or functional direction to Firefighter/ Paramedics and Firefighters.

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

Maintain firefighting apparatus to ensure proper operation according to department guidelines; inspect apparatus when coming on duty and after fire operations; complete checklists, forms and tags related to the maintenance of fire apparatus.

Check levels of fuel, oil, transmission fluid, radiator fluid, booster tank water, battery fluid, etc.; insureensure that they are filled as needed; check engine for loose belts, exposed or loose wires, oil leakage and cable wear; check oil, temperatures, amp and pressure gauges while engine is running at idle; check prime pump oil; test lights, sirens, air brakes, and air pressure of tires.

Inventory and check condition of equipment assigned to apparatus; locate, identify, and inventory tools and equipment used during emergencies, using checklist or knowledge of equipment and storage locations; restore equipment to proper place or replace equipment on apparatus as needed.

Maintain equipment under all conditions; send equipment needing major repairs to the proper service facility by completing appropriate forms and notifying the company officer and/or appropriate service facility contact.

Inspect, test and maintain fire hoses before and after use; direct the reloading of hoses, nozzles, and other equipment on apparatus; inspect charged hose lines and remove kinks, take up slack, and tighten leaking couplings.

Drive and position the apparatus in a safe and legal manner under all types of conditions (normal driving, training and emergency response); drive best response route under emergency conditions to ensure a rapid and safe arrival on scene; assist company officer in determining the best location of the apparatus at the scene for rapid and effective response and adequate water supply; stabilize apparatus using wheel chocks.

Assist in making proper hose lays and connections to insure a rapid, effective response and adequate water supply; connect suction hose to water supply from the hydrant (manually and with hand tools) in order to begin pumping operations; engage pump to supply water at fire scene; operate throttle and relief valve or pressure regulator; monitor temperature, pressure, vacuum, and tachometer gauge to provide necessary volume and pressure.

Determine static and residual pressure comparisons (by viewing the appropriate gauges) to ensure an effective water supply at a fire scene; set pump controls and engine rpm to supply water at required volume and pressure for effective fire containment; observe operating condition of engine to ensure safe and effective water delivery according to agency guidelines and equipment specifications.

Supply various combinations of hose lines and nozzles, taking into account hydraulic factors, to ensure an effective water supply at a fire scene; advise officer on whether or not additional lines may be supplied, or additional pressure can be provided to meet fire containment needs; set up a drafting operation by manipulating the appropriate hoses and apparatus equipment to provide an effective water supply.

Study and comprehend city water system, sprinkler system, and wet and dry standpipe systems, including their locations and functions to facilitate delivery of water supply during fire operations; study and update company maps showing response routes, hydrants, mains and available water pressures.

Perform related firefighting work (rescue, equipment handling) in conjunction with other company members to aid operations at an emergency scene; perform emergency first aid and resuscitation with injured persons to stabilize them until they can receive appropriate medical attention; assist other company members in providing the best suppression techniques for hazardous materials incidents, Rapid Intervention Crew, Confined Space and ICS.

Attend and participate in regular training sessions with company, station or department; attend critique and discussion sessions following fires and other emergencies; train potential engineers in all facets of the job ~~in order~~ to improve company performance.

Communicate with dispatcher and other fire vehicles by operating mobile and/or~~two-way and~~ portable radio.

Coordinate and rapidly perform a series of complex operations involving the use of arms, hands and legs; use physical strength to manipulate heavy hose for drafting; employ upper body to lift and leg strength to move an adult of average weight; use sense of sight, touch, hearing and smell to monitor operation of equipment.

Perform duties of acting company officer in the officer's absence, as assigned; develop and present

training curriculum for firefighters, as assigned.

Keep officer informed of any conditions required their attention (e.g., changing conditions at a fire scene).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Function, operation, inventory, and proper maintenance of fire-fighting apparatus and auxiliary equipment.
- Theory and generally accepted procedures related to fire system hydraulics and pumping, including an understanding of weights, measures and capacities necessary to compute pressures and hose lengths.
- Techniques used to produce effective fire streams and the capability of apparatus and equipment to deliver effective fire streams.
- Water systems, sprinkler systems, and wet and dry standpipe systems, including their locations, functions, and capabilities.
- Modern fire suppression, fire prevention and emergency medical services principles, procedures, techniques and equipment.
- Applicable laws, ordinances, departmental standard operating procedures, regulations, emergency medical services, hazardous materials, rapid intervention crew, confined space and ICS.
- Topography of areas, city streets, and major traffic and fire hazards.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices.

Ability to:

- Drive, maneuver, and position fire apparatus in a safe, legal, and effective manner under all types of conditions in emergency and non-emergency situations; drive fire service vehicles in accordance with the California Vehicle Code and OFD-regulations.
- Utilize knowledge of hydraulic factors to successfully supply various combinations of hose lines and nozzles during fire suppression activities.
- Supply an adequate water supply in emergencies by taking into account such factors as pump and nozzle pressure, hose function, hose elevation, and weather conditions.
- Operate pumping equipment in a safe and timely manner and to pump from draft or a hydrant.
- Maintain apparatus and auxiliary equipment; identify and troubleshoot mechanical problems and inform city mechanics of any emergency conditions; check and test all mechanical systems.
- Identify and understand problems, recognize relevant information, and to make informed decisions by analyzing information in a timely and appropriate manner; consider the consequences of decisions and to involve a supervisor in the decision-making process when appropriate.
- Work effectively as a team with company members and to interact appropriately with the public in emergency and non-emergency situations.
- Communicate effectively and persuasively in both oral and written format under stressful conditions; remain calm during emergencies.

- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Anticipate potential problems and develop strategies for solving problems.
- Maintain records and prepare reports.
- Perform work requiring good physical condition.
- Utilize computer systems and software applications.

MINIMUM QUALIFICATIONS

~~Any combination of~~ The position requires the following education, and experience, and qualifications: that is equivalent to the following minimum qualifications is acceptable.

Education:

High school diploma or Equivalent to the completion of the twelfth grade. Acceptable written evidence of completion of all requirements for certification as Fire Apparatus Driver/Operator I or the equivalent/replacement certification as Fire Apparatus Driver/Operator Pump Apparatus through the Office of the California State Fire Marshal (per Local 55 MOU Section 4.8.6 Examination Eligibility).

Experience:

Completion of ~~three (3) years~~ thirty-six (36) months as an Oakland Firefighter or Firefighter/Paramedic ~~and acceptable written evidence of completion of all requirements for certification as Fire Apparatus Drive/Operator I through the Office of the California State Fire Marshal.~~

LICENSE OR CERTIFICATE

~~Must Possession of~~ a valid California Class “C” or higher driver's license throughout the tenure of employment. Must maintain Firefighter certification through ~~the Oakland Fire Department,~~ including medical clearance, and any other DMV and/or Department-required endorsements.

~~Must Possession of~~ a current Emergency Medical Technician (EMT-~~I~~) license/certification or higher that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

~~Must Possession of~~ a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (BLS for Healthcare Provider) or (CPR/AED including Adult and Pediatric BLS) throughout the tenure of employment.

A unit member promoted to the rank of Engineer of Fire must successfully complete an Office of the State Fire Marshal required Fire Apparatus Driver/Operator Pump Apparatus Task Book within thirty (30) months of date of appointment. Note: Efforts to begin completing the Task Book may be initiated prior to promotion in accordance with Office of the California State Fire Marshal guidelines but must be fulfilled within 30 months of promoting to Engineer of Fire.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation.

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.~~

~~While performing the duties of this job, the employee is frequently required to sit, stand, and walk; talk and hear; use hands and fingers to handle or operate objects, tools, or controls; reach with hands and arms; climb ladders; maintain balance; stoop, kneel, crouch, or crawl; use sense of sight, touch, hearing and smell to monitor operation of equipment; use physical strength to manipulate heavy hose; use upper body to lift and leg strength to move more than 100 pounds.~~

Must be physically capable of performing all tasks required of an Oakland Firefighter, including rigorous activities associated with emergency operations, and meet California Department of Motor Vehicle visual acuity standards necessary to maintain the required licenses.

Vision must be 20/20 corrected or uncorrected with both eyes with an acceptable level of color vision.

Bilingual skills are highly desirable.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 03/12/2009 CSB Resolution #: 44528 Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: 12/08/2011 CSB Resolution #: 44536

Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s): (Engineer of Fire)



MEMORANDUM

DATE: September 21, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Clean Community Supervisor

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed minor revisions to the **Clean Community Supervisor** classification specification. It was established in September 2018, based on a working draft that had been used for decades, and has not been revised since that time.

In reviewing the Minimum Qualifications during the examination planning process, it became apparent that the language as written may prevent some qualified employees from competing in the selection process. As currently stated, the Experience section requires backgrounds in “**public works construction and maintenance.**” Since not all operational areas in OPW would allow employees to gain maintenance and construction experience, the proposed revision is to replace “and” with “**or**.” This will help advance the City’s equity goals by ensuring that artificial barriers are not present in the classification specification and allowing a broader applicant pool to compete for this promotional opportunity.

There is one vacant position. The revised description will be used to initiate the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in August 2023 to discuss the proposed revisions, and they expressed support for the change. In an email dated August 29, 2023, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specification of **Clean Community Supervisor** as proposed.

Attachment: Proposed Revised Clean Community Supervisor classification specification.



DRAFT

CLEAN COMMUNITY SUPERVISOR

Class Code: SC116

Civil Service Classified

DEFINITION

Under general direction in the Oakland Public Works [\(OPW\)](#) Department, organizes, manages, and directs the work of the Illegal Dumping Program to eradicate illegal dumping, educate the public, and enforce relevant local and state codes; addresses problem locations that attract abandoned waste, improves the lack of oversight in the affected areas, and establishes an on-going campaign to facilitate sustainable communities and environments by reducing blight; prepares short and long range plans; supervises and trains assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-level supervisor classification. The incumbent oversees the Illegal Dumping Program and is responsible for working with Public Works crews and the community to reduce illegal dumping and blight in the community.

The incumbent receives direction from an Assistant Director, Public Works Agency, and exercises general supervision over Environmental Enforcement Officers, and provides lead direction to assigned professional, administrative, and maintenance staff.

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

Supervise a staff of Environmental Enforcement Officers; prepare long-range plans and formulate strategies; establish priorities; partner with other city departments, public and private groups, professional groups, merchants and special business districts, community stewards, and citizens to explain or coordinate efforts to combat illegal dumping.

Oversee the Illegal Dumping Program and execute a collective effort to enhance the City's appearance, encourage business and property owners' compliance with disposal programs, and enforce environmental safety; plan and coordinate beautification projects with volunteers to deter abandoned waste; work with Business Improvement Districts.

Promote proper disposal of unwanted items by providing education, public awareness, and technical assistance to residences, businesses, and organizations; organize and speak to a wide variety of community groups at events such as town hall meetings, community workshops, and festivals.

Assist with maintaining the City's website; expand outreach efforts and ensure materials are available in multiple languages; educate and engage residents and the business community to increase public awareness through marketing and social media.

Assist with coordination of clean-up programs; organize meetings and conduct recruitment from merchant associations, businesses, inter-agency organizations, neighborhood groups, volunteer organizations, schools, and other City departments to assist with program efforts.

Assist with training and educating business owners and residents on the complexities of illegal dumping, litter, hazardous material, mattresses, e-waste, composting, recycling, sufficient solid waste receptacles, encroachment on public right of ways, how to properly dispose of items, how

to report abandoned waste, and other related issues.

Supervise enforcement operations of applicable municipal and penal codes, fines issued and collected, Administrative Citation Appeals, Vehicle Warning Notices, Hauler Notifications, and Sidewalk Encroachment Notices.

Assist with developing, implementing, and accessing automated systems and databases for recordkeeping and reporting of data.

Provide staff assistance to citizen advisory bodies, committees, and commissions; prepare and present reports to City Council; respond to inquiries and requests.

Assist in developing program goals, objectives, policies, and procedures for effective eradication, education, and enforcement.

Prepare and analyze reports, as needed.

Work with City departments and the community in identifying, surveying, evaluating, planning, and implementing programs that will result in sustainable neighborhoods.

May provide input regarding the negotiation, administration, and monitoring of professional services agreements and contracts with local non-profit agencies.


Review materials and remain current regarding developments in the areas of illegal dumping and proper disposal of items.

Act as a liaison to special districts, non-profit agencies, and local, state, and federal illegal dumping programs.

Assist with developing and monitoring a program budget.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Project management.
-  Methods and equipment used in eradication, education, and enforcement of illegal dumping.
- Principles of supervision, training, and evaluation.
- Public contact and public speaking principles.
- Report preparation.
- Computer systems and software applications.
- Budget development and administration; contract administration.

Ability to:

- Communicate effectively both orally and in writing.
- Coordinate projects with staff businesses, residents, community groups, and other stakeholders.
- Prepare, analyze, and present reports.
- Access databases and automated systems for reporting and preparing reports.
- Provide leadership and direction; supervise and train employees.
- Communicate effectively with individuals from diverse backgrounds.
- Handle sensitive matters with tact and diplomacy; defuse hostile situations.

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

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's Degree from an accredited college or university in public administration, organizational development, environmental studies or a related field, is highly desirable.

Experience:

Three (3) years of progressively responsible experience in public works construction or and maintenance. Previous lead or supervisory experience is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License will be required through duration of employment.

Completion of the American Public Works Associations (APWA) Public Works Institute Modules 1-4 is highly desirable.

OTHER REQUIREMENTS

Proficiency in a foreign language may be required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 9/20/2018 CSB Resolution #: 44906 Salary Ordinance #:
Exempted: Y ☐ N ☒ Exemption Resolution #:

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

(Previous title(s):)



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

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=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

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=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

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 AUGUST 17, 2023 CIVIL SERVICE BOARD MEETING AGENDA**ACTION**

45214 A motion was made by Member Williams and seconded by Member Brown to approve the August 17, 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****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.

45215 A motion was made by Member Brown and seconded by Vice Chair Baranco to approve the August 17, 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 July 20, 2023 Civil Service Board Meeting Minutes ACTION

45216 A motion was made by Member Williams and seconded by Vice Chair Baranco to approve the July 20, 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:

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

45217 A motion was made by Member Brown and seconded by Vice Chair Baranco to approve the New Classification Specification for Triangle Incident Response Coordinator

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

- 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**

45218 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: None

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, 2nd floor
Oakland, CA 94612



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

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

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

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



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

1. OPEN

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

09/21/2023



STAFF REPORT

DATE: September 21, 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 August 17, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred twenty-five (125) employees were in the TCSE (19), TCSE/Annuitant (31), and ELDE (75) categories as of pay period ending September 08, 2023. Of the those, three (3) 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 one hundred twenty-five (125) temporary assignments, there are three (3) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: September 21, 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 September 08, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (12)								
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
ECONOMIC & WORKFORCE DEVELOPMENT	Acebo	Regina	85511 - Cultural Arts & Marketing	1/22/2022	TCSE	23	Continue to administer the neighborhood voices- festival	COMPLIANT
FINANCE	Gebreysus	Helena Giday	08121 - Finance and Management: Payroll	2/4/2023	TCSE	142.5	Provides assistance to Payroll dept.	COMPLIANT
FINANCE	Fong	Douglas	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Lu	Jason	08721 - Treasury Operations Unit	12/24/2022	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
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to families to use for	COMPLIANT
MAYOR	Poblete	Pati	01111 - Mayor - Administration Unit	4/8/2023	TCSE		manage, advise and facilitate all communications for the Mayor's office	COMPLIANT
PLANNING AND BUILDING	Dhamidharka	Anita Shirish	84111 - Admin: Planning, Building & Neighborhood Preserv	12/10/2022	ELDE		Administrative support	COMPLIANT
PLANNING AND BUILDING	Khatoon	Alia	Neighborhood Preserv	2/18/2023	ELDE		Assist with System Configuration	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/20/2022	ELDE		Prepare long-range plans in coordination with other agencies	COMPLIANT
PUBLIC ETHICS COMMISSION	Micheels	Garrett	65111 - Public Ethics Commission	5/27/2023	ELDE		Assist Enforcement Chief with invest	COMPLIANT
NEW THIS PERIOD (13)								
CITY ATTORNEY	Collins	Justin	04111 - City Attorney Administration Unit	8/5/2023	ELDE		Draft legal documents, including discovery, pre trial/trial documents. Compile, organize, summarize and review materials submitted through	COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	8/19/2023	ELDE		Draft legal documents, including discovery, pre trial/trial documents. Compile, organize, summarize and	COMPLIANT
DEPT. OF TRANSPORTATION	Calderon	Kristel	35121 - DOT Fiscal Services	8/5/2023	ELDE		Accounts Payable and Receivables functions. Grants billing, reconciliation of deposits, deposit of	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/2023	TCSE	41	Advising staff on term sheet negotiations for a few projects such as Third and East Hill & others	COMPLIANT
HUMAN SERVICES	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the	COMPLIANT
HUMAN SERVICES	Hampton	Janell	75631 - Senior Center Unit	9/2/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the	COMPLIANT
HUMAN SERVICES	Li	Qingxing	75231 - Multipurpose Senior Service Program Un	8/5/2023	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs	COMPLIANT
HUMAN SERVICES	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
POLICE	Fuller	Amber	106510 - Fiscal Services	10/15/2022	ELDE		Tracking and maintenance of grants; solicit grant opportunities; work on backlog of grant	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE	6	Background investigations	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Charles	Kevin	30652 - Landscape Maintenance	8/5/2023	TCSE	150	Plan, assign, and supervise gardening and maintenance work in and around city parks. Prepare daily	COMPLIANT
VIOLENCE PREVENTION	Corona Orellana	Ashley	70211 - Oakland Unite	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
VIOLENCE PREVENTION	Salvador	Yvonne	70211 - Oakland Unite	8/19/2023	ELDE		Case management support, administer intake and assessment to inform a case plan and work with	COMPLIANT
COMPLIANT (109)								
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	Huff	VaShone	02141 - Homelessness	2/4/2023	ELDE		Coordinate Volunteers for the Homelessness Division, and assess needs and opportunities	COMPLIANT
CITY ADMINISTRATOR	Logan	Lisa	02151 - City Administrator Call Center	5/13/2023	ELDE		Supervise and train Public Service Representatives. Ensures daily operations are up to date. Oversees	COMPLIANT
CITY ADMINISTRATOR	Martinez	Gabriel	02151 - City Administrator Call Center	12/10/2022	ELDE		Assist 311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Oladeji	Segun Kunle	02111 - City Administrator: Administration Unit	7/8/2023	TCSE	283.5	Point of contact of Summer food vendors, sites and monitors, attending advisory board meetings	COMPLIANT
CITY ADMINISTRATOR	Smith	Jallah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tacruz	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	132	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	76.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE		Provide administrative support to City Council	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	192	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	82	Serves as project manager for public improvements projects	COMPLIANT
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE	234	Perform preliminary review of allegations to recommend course of action, recommend case timing	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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 TRANSPORTATION	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	5/13/2023	ELDE		Engage the community in complex project design and policy decisions. Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Assist in the Great Streets Division during process of hiring and on-	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	167.5	Oversee receipt and assignment complaints and investigations to subordinate staff assist in	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Berens	Matthew	67211 - Workplace Standards	6/10/2023	ELDE		Receive and review certification application for complete and accurate information, work with	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Jack	Christina	67411 - Compliance	6/10/2023	ELDE		Assist in the special event permitting policies approved by City Council	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Luna Torio	Kathleen	85611 - Special Activities	11/12/2022	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Nguyen	Hang Thanh	08721 - Treasury Operations Unit	12/10/2022	ELDE		Reviewing and processing payment requests from City departments. Communicating with City staff to	COMPLIANT
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Temporary assistance to complete Capital projects and end of year	COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/2018	TCSE/ Annuitant	180.0	Providing support to Fire dept.	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	4/17/2023	ELDE		Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	0	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
FIRE	Skilern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	0	Reviewing and assisting with preparation of staff reports to	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	185.5	Provide support to the department Facilitates extensive interaction with Mayor, Council, community leaders	COMPLIANT
HCD	Jackson	Brittni L.	89969 - Residential Rent Arbitration	2/4/2023	ELDE		Recruitment support for HSD	COMPLIANT
HCD	Leshin	Maryann	Development	11/26/2022	Annuitant	155	Perform functional administrative duties for the department	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	133	Supervise Early Childhood Center Directors in day-to-day center	COMPLIANT
HUMAN SERVICES	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/2023	ELDE		Direct and oversee the smooth delivery of lunch and snack program	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Install and repair signs, masonry, playground hardware and other	COMPLIANT
HUMAN SERVICES	Cooke	James	78241- Year Round Lunch Program Unit	6/12/2021	TCSE	143	perform short and long range planning for CHS. Plan directm	COMPLIANT
HUMAN SERVICES	Echevaria	Rosalio	78231 - HS Classroom & Seasonal	2/4/2023	ELDE		supervise and evaluate subordinate	COMPLIANT
HUMAN SERVICES	Falls	C'Mone	78411 - Community Housing Services	5/13/2023	ELDE			

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

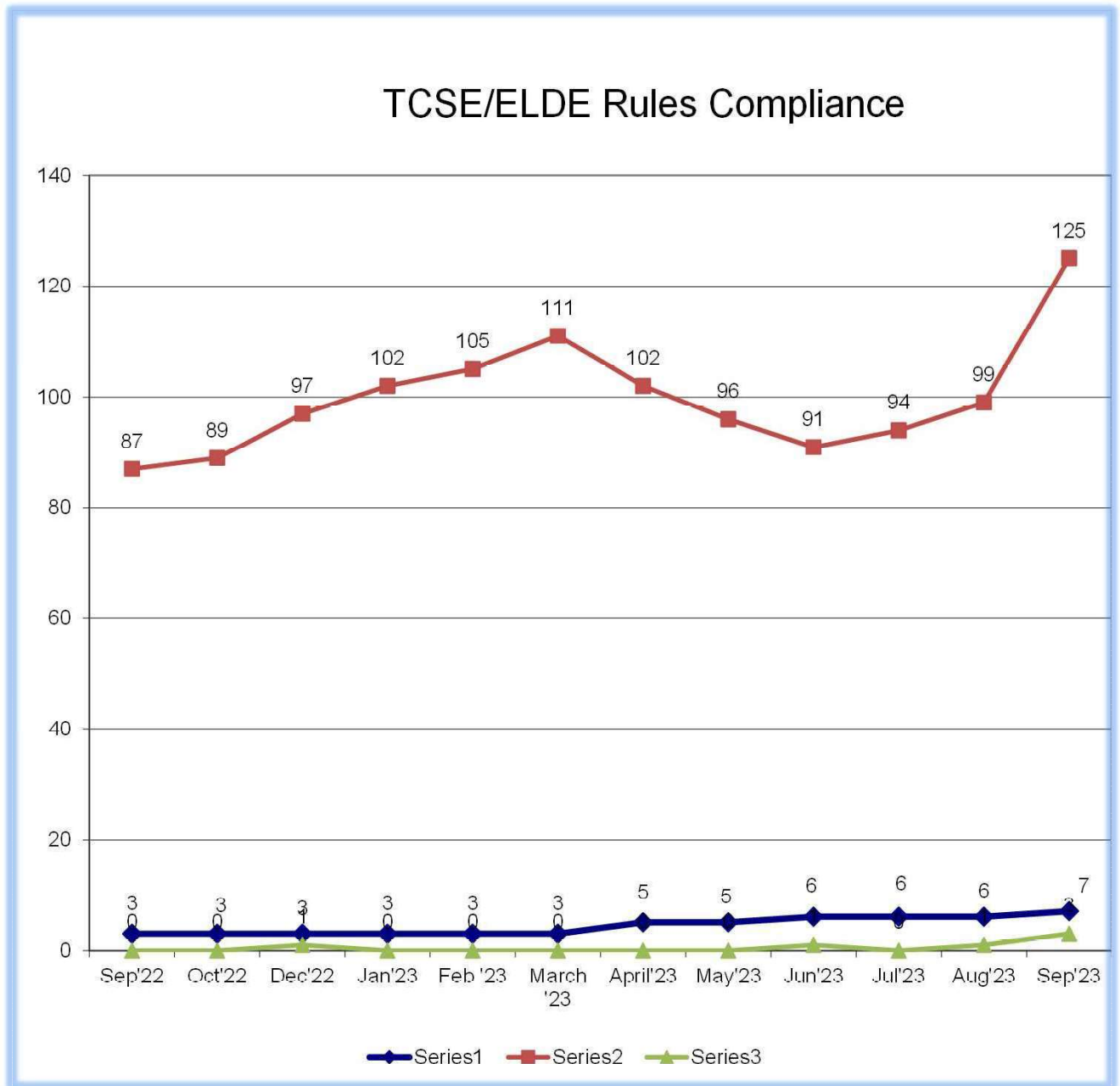
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE	0	Provide intensive relationship building and support to individuals	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	0	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE/Annuitant	225	Provide specialized assistance and/or work direction in a wide implementation of program strategies	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	236	Teach and/or lead program and classes in field of expertise	COMPLIANT
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE/Annuitant	0	Provide support to the department	COMPLIANT
HUMAN SERVICES	LaMichhane	Margaret	78231- HS Classroom & Seasonal	6/10/2023	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Prepare meals and snacks for Head Start Children	COMPLIANT
HUMAN SERVICES	Ly	Sandra	78235 - HS Central Office Administration	4/1/2023	ELDE		Acts as program leader, including the planning and implementation of programs	COMPLIANT
HUMAN SERVICES	Nino Ignacio	Norma	78232- HS Central Office Administration	6/10/2023	ELDE		Assist with Custodian duties	COMPLIANT
HUMAN SERVICES	Padilla	Manuel	75631 - Senior Center Unit	12/10/2022	ELDE		Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	0	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/Annuitant	187	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/Annuitant	0	Develop and coordinate citywide youth leadership program, provide support, training and mentorship	COMPLIANT
HUMAN SERVICES	Tiras	Sara	78251 - Youth Services	12/24/2022	ELDE		Provides clerical support to the department	COMPLIANT
HUMAN SERVICES	Webb	Nyila	78231 - HS Classroom & Seasonal	1/21/23	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs assessments	COMPLIANT
HUMAN SERVICES	Williams	David	78111 - DHS Administration Unit	7/22/2023	ELDE		Monitor contracts to ensure compliance. Acts as program leader, including the planning and	COMPLIANT
HUMAN SERVICES	Williams	Dwight	78361 - CSBG - Admin	4/15/23	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
ITD	Ibrahim	Mamadou	46341-Application Development	6/10/2023	ELDE		Assistance with Police and Fire CAD and Records Management	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	Annuitant	121	Coordinate delivery of intensive services.	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE	88	Managing support and database ETLs. ITD customer service	COMPLIANT
ITD	Wei	Mingyi	46341- Application Development	6/10/2023	ELDE		Write grant proposals and apps review and evaluate for compliance; administer, develop, monitor	COMPLIANT
LIBRARY	Dubois	Sara	61121 - Departmental Operation Unit	2/4/2023	ELDE			

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE/Annuitant	172.5	Assist department in processing accounts payable invoices	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	87	Respond to inspection questions from permit info and permit questions portal	COMPLIANT
PLANNING AND BUILDING	Ramirez	Andrea	84229- Zoning	6/10/2023	ELDE		Review and intake zoning cases, respond to applicant/resident requests, attend staff meetings and develop policy and procedures for permit and fiscal operations	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	Neighborhood Preserv	10/29/2022	TCSE/Annuitant	284.5	Support for account receivable and payable activities. Processes invoices and provide support to	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	40	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	198.5	Appraisals	COMPLIANT
POLICE	Kong-Sanders	Kiley Racquel	103242 - Records & Warrants	2/4/2023	ELDE		Per MOU Agreement; TCSE/ Annuitant supporting OPD wellness program for OPD employees	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	219	Call taker, Dispatching and working service channel	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		Provide administrative support	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	71.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Olivera	Viridiana	103242 - Records & Warrants	11/26/2022	ELDE		Provide Administrative support	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	142	Creating, restoring and editing reports for the vision app. Identifying recommendations for improving the	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Background Investigations	COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	8/19/2023	TCSE	105	Background Investigations	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	6	Create official agency communications to be distributed to	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	7	Provide support to Equipment service unit	COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	1/7/2023	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	392	Direct and monitor the city's design and construction project	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE/Annuitant	0	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	0	Provide assistance in managing Public Works dept	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE/Annuitant	314		
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	Annuitant	0		

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	270	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	373.5	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	Williams	Tedd	30673- Graffiti Abatement & Rapid Response	6/10/2023	ELDE		Facility security assistant	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	79	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	Haywood	Leonard Alfred	70211 - Oakland Unite	6/10/2023	ELDE		Set work priorities, coordinate assignments, monitor daily case mgmt activities	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	Medina	Laura	70111 - Violence Prevention Administration	2/4/2023	ELDE		Coordinate community outreach services to individuals/families at the highest level of risk for gun violence	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 - Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management. Administer intake and assessment and work	COMPLIANT
VIOLENCE PREVENTION	Nieves	Jennifer	70211 - Oakland Unite	2/4/2023	ELDE		Direct and manage direct service unit. Implement a variety of direct service programs, including short	COMPLIANT
VIOLENCE PREVENTION	Payne-Hoover	Madison	70211 - Oakland Unite	5/13/2023	ELDE		Perform administrative and contract support duties to assist our	COMPLIANT
VIOLENCE PREVENTION	Romero	Jennifer	70211 - Oakland Unite	5/27/2023	ELDE		Monitor case management loads, hold case conferences and ensure focus on high-risk clients.	COMPLIANT
VIOLENCE PREVENTION	Summers	Jeremy	70211-Oakland Unite	6/10/2023	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT
NON-COMPLIANT (3)								
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects. Comment: Recruitment process is in progress. ELDE assignment will conclude as soon as the position is filled in the next 1-2 months	NON-COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311 - Inspector General	6/25/2022	ELDE		Manage IGs calendar, conduct administrative tasks independently to include HR and Fiscal 2) Manage	NON-COMPLIANT
VIOLENCE PREVENTION	Teshome	Theodeross	70211 - Oakland Unite	9/3/2022	ELDE		Perform administrative duties in support of program planning	NON-COMPLIANT



*** The November 2022 meeting was canceled.

Data as of PPE September 8, 2023



MEMORANDUM

DATE: September 21, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of New Classification Specification for Special Activity Permits Coordinator

Based upon a classification review requested by the Economic & Workforce Development (EWD) Department, Human Resources Management has proposed the creation of a new classification specification for **Special Activity Permits Coordinator**.

The City's special activity permit process has been changing recently and is expected to continue evolving. Different departments have been responsible for different aspects, and the function is now being centralized in EWD. It is necessary to establish a classification to oversee special activity permitting, inspections, and events. In the future, this new classification will be tasked with supervising the new Special Activity Permit Technician positions, which were added to the budget in the last year. Current and future organizational charts have been attached to help convey the needs and changes related to staffing this function of EWD.

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

Coordinates special activity permit applications through to completion; coordinates special activity permit compliance efforts; serves as liaison between applicants and City staff; investigates and resolves problems as they arise; collaborates with other City departments, County, and state agencies regarding permits and compliance; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

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

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification in May 2023. City and union representatives discussed the item at meetings in June and August 2023. The union sent an email on August 29, 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 new classification of **Special Activity Permits Coordinator** as proposed.

Attachments: Proposed New Special Activity Permits Coordinator classification specification
Organizational Charts



SPECIAL ACTIVITY PERMITS COORDINATOR

Class Code: APXXX

Civil Service Classified

DEFINITION

Under direction in the Economic & Workforce Development (EWD) Department, coordinates special activity permit applications through to completion; coordinates special activity permit compliance efforts; serves as liaison between applicants and City staff; investigates and resolves problems as they arise; collaborates with other City departments, County and state agencies regarding permits and compliance; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory classification with responsibility for overseeing the permitting process in the Special Activity Permit Division. The classification is distinguished from the lower level Special Activity Permit Technician, which is a technical, non-supervisory classification for handling the processing of permit.

The incumbent receives general supervision from management staff and provides supervision to Special Activity Permit Technicians and administrative staff as assigned.

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

Coordinate the special activity permit process with City staff, other departments, and other agencies.

Plan and coordinate team review meetings; monitor information for accuracy and compliance.

Interpret relevant codes and regulations, including Oakland Municipal Code Title 5 (Business Taxes, Permits, and Regulations) and Chapter 9.52 (Special Event Permits), to applicants, property owners, advocates, and the public; explain technical provisions and special requirements.

Assist subordinate staff in the resolution of processing problems or complex applications.

Assign initial application review to subordinate staff.

Conduct meetings and workshops to explain the regulatory process and the approval procedure for permits; meet with community groups.

Monitor performance standards and make recommendations for improvements to management staff and Deputy Officials.

Supervise, train, and evaluate assigned staff; provide lead direction and assign and review work.

Lead the Division's responses to special activity permit public records requests and annual master fee adjustments.

Maintain the City website related to special activity permit processes and programs; post Cannabis Commission meeting minutes.

Coordinate compliance efforts, including issuance of cease and desist orders, administrative

citations, and scheduling of administrative hearings.

Oversee public noticing and public hearings required for special activity permits.

Produce periodic public reports regarding special activity permits and related programs.

Communicate with City departments, County and State agencies regarding special activity permit compliance.

Prepare routine correspondence and reports.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Municipal codes and related regulations, including cannabis and special event permit requirements.
- Automated permit management systems.
- Filing and record keeping systems and records maintenance.
- Website content management.
- Principles and practices of supervision and training.
- Computer systems and software applications.

Ability to:

- Supervise, train, and evaluate subordinate staff; provide lead direction and assign and review work.
- Interpret codes and regulations.
- Review permit applications.
- Communicate effectively in both oral and in written form.
- Read, interpret, apply, and explain regulations, policies, and guidelines.
- Handle stressful and sensitive situations with tact and diplomacy.
- Troubleshoot problems and quickly implement effective solutions.
- Respond professionally, effectively, and efficiently to inquiries, complaints, and requests for service from internal staff or the public.
- Maintain and update records.
- Utilize computer systems and software applications including automated permit management systems and other databases.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

An Associate's Degree from an accredited college or university in urban planning, public administration, business administration or related field. A Bachelor's Degree in a related field

is highly desirable.

Experience:

Four (4) years of progressively responsible experience in permit processing involving the interpretation of codes and regulations including at least one (1) year of lead or supervisory experience. Experience performing inspection work is desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established // CSB Resolution #: Salary Ordinance #:

:

Exempted: Y ☐ N ☒ Exemption Resolution #:

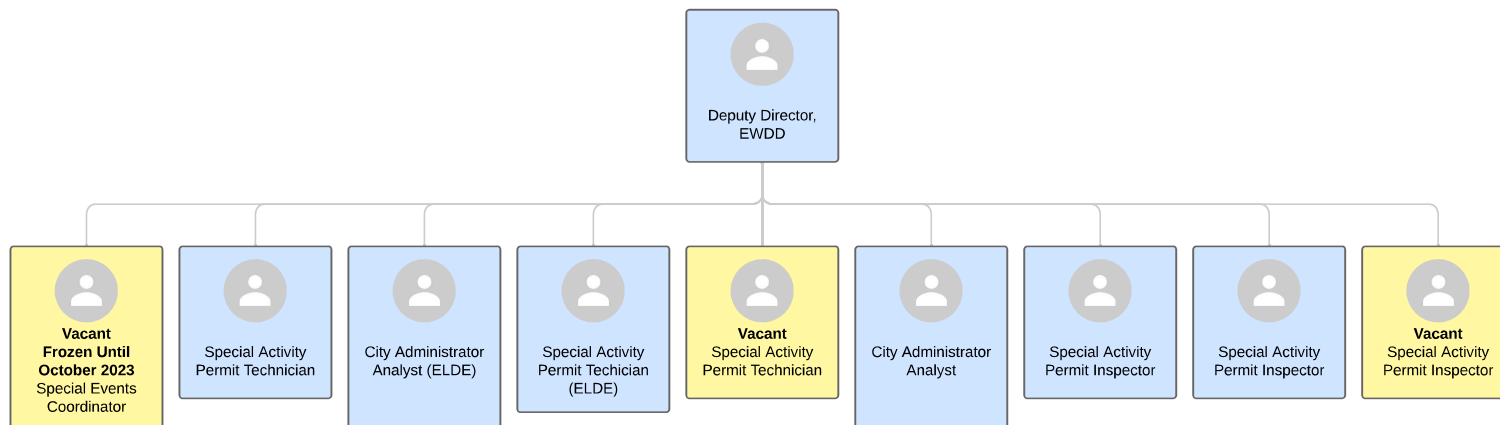
Revision Date: // CSB Resolution #:

Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)

Special Activity Permits Division

greg minor | September 8, 2023



Special Activity Permits Division

Text
greg minor | September 8, 2023

