



## SPECIAL 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

**Date: October 20, 2021**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

---

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

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, Assistant HR Director/Staff to the Board  
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

### PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84527834668?pwd=dVcxSC8yME85RSsveGJydUpzb2Jvdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- Webinar ID: 845 2783 4668 (Note: Password: “CSB1021” may be required to connect.)**
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 845 2783 4668 Passcode: 5733959**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the

meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: [https://support.zoom.us/hc/en-us/articles/205566129 - Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar).

- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: [https://support.zoom.us/hc/en-us/articles/201362663 - Joining-a-meeting-by-phone](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone).

If you have any questions, please email Greg Preece, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## **OPEN SESSION AGENDA**

### **ROLL CALL**

#### **1) PUBLIC COMMENT:**

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

#### **2) APPROVAL OF THE OCTOBER 20, 2021 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA** ACTION

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

- Cancellation of November 18, 2021 Civil Service Board Meeting

#### **4) CONSENT CALENDAR:** ACTION

##### a) Approval of Provisional Appointments (0)

- There are no provisionals this month.

##### b) Approval of Employee Requests for Leave of Absence (5)

- Human Resources Management Department (1)
- Human Services Department (1)
- Oakland Police Department (1)
- Oakland Public Library (2)

## c) Approval of Revised Classification Specifications (5)

- Library Aide, Library Assistant, and Library Assistant, Senior
- Manager, Support Services
- Recreation Leader II, PPT

**5) OLD BUSINESS:**

- a) Approval of September 16, 2021 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items ACTION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION  
*There is no update available this month.*
- e) Update regarding Measure Q Hiring Efforts INFORMATION

**6) NEW BUSINESS:**

- a) Approval of New Classification Specification for Community Review Police Agency (CPRA) Attorney ACTION
- b) Approval of New Classification Specification for Benefits Supervisor ACTION
- c) Quarterly Update per Section 3.04 (f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Specification Revisions Currently Under Review INFORMATION

**7) OPEN FORUM****CLOSED SESSION AGENDA****ROLL CALL**

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

**1) Personnel Matter for Public Employee: Review of the Hearing Officer's Findings for Civil Service Board Case No OPD-2020-AP01 (L. Winer)**

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

**OPEN SESSION AGENDA**

**2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

**3) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, December 16, 2021. All materials related to agenda items must be submitted by Thursday, December 2, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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

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

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

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



# MEMORANDUM

---

**DATE:** October 20, 2021

**TO:** The Honorable Civil Service Board

**FROM:** Greg Preece, Assistant HR Director / Staff to the Board

**THROUGH:** Ian Appleyard, HRM Director / Secretary to the Board

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

---

HRM is in receipt of five (5) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

| <b>Employee Name</b> | <b>Classification</b>          | <b>Department</b>                     | <b>Leave Duration</b>                | <b>Category</b> |
|----------------------|--------------------------------|---------------------------------------|--------------------------------------|-----------------|
| Morales, Mary        | Human Resource Analyst, Senior | Human Resources Management Department | September 13, 2021 – October 1, 2021 | CSR 8.07 (c)    |
| Castillo, Blanca     | Head Start Instructor          | Human Services Department             | April 15, 2021 – October 31, 2021    | CSR 8.07 (c)    |
| Garcia, Elizabeth    | Police Records Specialist      | Oakland Police Department             | October 18, 2021 – October 17, 2022  | CSR 8.07 (c)    |
| Bonifacio, Ashley    | Librarian II                   | Oakland Public Library                | April 1, 2022 – April 30, 2022       | CSR 8.07 (c)    |
| Ortiz, Ana           | Library Aide                   | Oakland Public Library                | November 9, 2021 – November 12, 2021 | 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 Mary Morales Employee's ID 23999 Today's Date 9-8-21

Department/Division HRM-Recruitment Employee Job Title Sr. HR Analyst

Request: 15  Days  Hours From 9-13-21 To 10-1-21  
No. of Days or Hours Select Days or Hours

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

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

\* Additional Information

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

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

Mary Morales 9-8-21  
 Employee's Signature Date

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

\_\_\_\_\_  
 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 Blanca Castillo Employee's ID 19481 Today's Date 9/15/21

Department/Division HSD/ Head Start Employee Job Title Early Childhood Instructor

Request:                       Days  Hours From 4/15/21 To 10/31/21  
No. of Days or Hours                      Select Days or Hours

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

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

\* Additional Information

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

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

approved via telephone

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*Anna Beddy* \_\_\_\_\_ 9/15/21  
 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 Elizabeth Garcia Employee's ID 22291 Today's Date 10/12/2021

Department/Division BFO 2 Admin Employee Job Title Police Records

Request: 365  Days  Hours Specialist From 10/18/21 To 10/17/22  
No. of Days/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]  
 Employee's Signature 10/11/21  
 Date

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

[Signature]  
 Department Head Approval 10/12/21  
 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 Ashley Bonifacio Employee's ID 22258 Today's Date 9/15/21

Department/Division Library Employee Job Title Librarian II

Request: 22  Days  Hours From 4/1 To 4/30  
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.

Ashley Bonifacio 9/16/21  
Employee's Signature Date

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

\_\_\_\_\_  
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.

Print Form



# Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Ana Ortiz

Employee's ID 23961

Today's Date 9/17/21

Department/Division Library

Employee Job Title Library Aide

Request: 3  
No. of Days or Hours

Days  Hours  
Select Days or Hours

From 11/09/21 To 11/12/21

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.

[Signature] 9/17/21  
Employee's Signature Date

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

[Signature] 9/21/21  
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.



CITY OF OAKLAND

## MEMORANDUM

---

**DATE:** October 20, 2021

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

**THROUGH:** Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specifications for Library Aide, Library Assistant, and Library Assistant, Senior

---

Based upon a classification review at the request of the Oakland Public Library (OPL), staff has proposed revision of the **Library Aide, Library Assistant, and Library Assistant, Senior** classifications. The classification specifications were approved in February 1993 and have not been revised since that time.

A variety of revisions are proposed to ensure that the three descriptions have been modernized and are consistent with operational needs:

- Enhance the Definition sections by specifying the range of possible duties and accurately reflecting how the positions function within the department.
- Refine the Distinguishing Characteristics sections and specify the reporting structures.
- Revise the Examples of Duties to reflect the scope and variety of work to be performed.
- Update the Knowledge and Abilities sections to reflect all necessary skillsets for this role, including current technology.
- In the Experience sections on Library Assistant and Library Assistant, Senior, describe various patterns of qualification.
- In the License Or Certificate sections on Library Assistant and Library Assistant, Senior, add possession of a Library Information Technology certificate as highly desirable.
- Update language and formatting to be consistent with the current classification specification template.

There are multiple vacancies in all three classifications, including full-time, permanent part-time, and part-time positions. The approved classification specifications will be used to initiate the upcoming recruitment and selection processes.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise the three OPL classifications in March 2021. City and union representatives discussed the items at monthly meetings from March to September. In a lengthy but collaborative process, representatives explored various concerns and discussed explanations and potential solutions. Minor amendments were made to all three classification specifications and mutually agreed to by the City and Local 1021 during the course of discussion. On September 10, 2021, the union confirmed via email that there were no remaining objections to the Library Assistant, Senior

**CIVIL SERVICE BOARD**

Subject: Library Aide, Library Assistant, and Library Assistant, Senior – Revised Specification Approval

Date: October 20, 2021

Page 2

---

proposed revisions. At a meeting on September 27, 2021, Local 1021 representatives verbally agreed to the revised classifications for Library Aide and Library Assistant that included final amendments from earlier in the month. The use of volunteers remains a concern to union members but will be explored outside of the classification specification revision process.

Additionally, the Port does not operate library services. Therefore, classifications specifically designed in support of library services have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Library Aide, Library Assistant, and Library Assistant, Senior** as proposed.

**Attachments:** Proposed revised Library Aide, Library Assistant, and Library Assistant, Senior classification specifications



# LIBRARY AIDE

DRAFT

Class Code: AP221 FTE  
AP222 PPT  
SS138 PT

Civil Service Classified

## DEFINITION

Under immediate supervision in the Oakland Public Library Department, To performs a wide variety of ~~general library~~ customer service and clerical ~~dutiestasks~~ in support of library operations and services; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is an entry level, a-library support classification whose incumbents perform basic customer service, routine ~~circulation procedures, sorting and shelving,~~ and repetitive tasks including sorting and shelving, and basic clerical duties in support of an assigned library service, function or program. This classification is distinguished from the next level Library Assistant in that the incumbent of the latter performs technical, paraprofessional, and administrative work that is varied and complex, requiring considerable discretion and independent judgment.

## SUPERVISION RECEIVED AND EXERCISED

Incumbents Rreceives immediate supervision from a Senior Library Assistant ~~paraprofessional~~ or professional staff.

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

Answer basic customer questions in person, by phone, and electronically regarding materials, services, and policies; refer more complex questions, research or service needs to appropriate staff.

Register ~~borrowers and issue library cards.~~ Assist in creating user accounts, issuing library cards, checking materials in and out, using the computer system, completing cash transactions, and providing effective customer service.

Provide general assistance to on-going library programs; arrange and set up materials and promotions; assist with opening and closing of library facilities and library neatness and organization; help load and unload materials from library vehicles.

Circulate and process library materials. Empty book drops; retrieve, sort, distribute, and maintain order of a variety of materials in the library.

Participate in acquisition and preparation of library materials for collections. May include receiving, processing, and assisting with cataloging or invoicing.

Read shelves for correct order of books; place books and other material on shelves in proper alphabetical or numerical sequence; discard materials as instructed.

Sort and prepare books and other library materials for distribution between branch libraries and units; pack or unpack interdepartmental mail or other library materials.

Utilizese and contribute to the help maintainenance of records in on-line data-bases (for example, customer records). Enter, access, verify, and update information.

~~Retrieve materials from book drops, shelves and storage areas.~~

~~Maintain public area, shelving and storage area~~ Perform a variety of routine duties to support operations, including filing, basic mending and laminating of materials, preparing records and basic reports, and inventorying and maintaining office and related supplies.

~~Pack or unpack interdepartmental mail or other library materials; distribute mail and library materials.~~

~~If assigned, drive or ride~~ Library Bookmobile or a City vehicle.

~~Print library notices and prepare them for mailing~~ Perform related duties as assigned.

## **QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- Basic filing and organization principles.
- Oral and written communication skills.
- Basic mathematics.
- Record maintenance.
- Principles and practices of customer service.
- Principles and practices of social justice.
- Computer systems and software applications including library databases.

Ability to:

- Alphabetize and organize materials in numerical order.
- Move large amounts of books from shelves, floors, bins, and carts.
- Answer basic questions, research or service needs from patrons and direct more complex issues to appropriate staff.
- Stand for prolonged periods, use proper techniques to safely lift up to thirty (30) pounds, and perform tasks requiring physical agility.
- Learn library organization and procedures.
- Utilize general office equipment.
- Learn to deal tactfully and communicate effectively with individuals from a wide variety of backgrounds public and staff per Library training.
- Communicate effectively in both oral and written form.
- Learn to remain calm in and diffuse stressful situations.
- Drive or ride ~~Bookmobile or a~~ City vehicle in certain assignments, if assigned.
- Perform routine mathematical calculations; make cash and point-of-sale (POS) transactions.
- Perform repetitive duties and ~~perform~~ a variety of work involving with frequent interruptions and changes in schedules.
- Utilize computer systems and software applications; enter, access, and retrieve records and information using current computer technology.
- Follow oral and written directions in a detail-oriented manner.
- Establish and maintain effective working relationships with public and staff.

## **EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS**

~~Any combination of experience and education that would likely provide the required knowledge~~

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

**Education:**

High school diploma or Equivalent ~~to the completion of the twelfth grade.~~

**Experience:**

None required.

**LICENSE OR CERTIFICATE**

None required.

Possession of a valid California Driver's License will be required if assigned to drive ~~the~~  
Bookmobile City vehicle.

**SPECIAL-OTHER REQUIREMENTS**

Proficiency in a foreign language may be required.

|   |   |                         |       |
|---|---|-------------------------|-------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |   |                         |       |
| Established:  | 02/25/1993  | CSB Resolution #:       | 44279 |
| Exempted:   | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: |       |
| Revision Date:                                      | / /   | CSB Resolution #:       |       |
| Re-titled Date:                                     | / /   | CSB Resolution #:       |       |
| (Previous title(s):                                 | )   |                         |       |



DRAFT

## LIBRARY ASSISTANT

Class Code: AP223 FTE

Civil Service Classified

### DEFINITION

Under general supervision in the Oakland Public Library Department, To performs a variety of paraprofessional and technical library support duties including assisting in the operation of a branch library or specialized program or service within a library department; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a ~~paraprofessional~~ technical classification in the Library Assistant series whose incumbents perform ~~a variety of routine to moderate technical, customer service, administrative and/or paraprofessional, library duties which include check in and check out of materials, registering borrowers, input of data in system and assisting patrons in use of library support activities, including circulation, reference, cataloging, services to adults, children and teen services, computer services, program support services, and support of community outreach and public engagement to ensure equitable delivery of library services to all people.~~ This classification is distinguished from the higher-level Senior Library Assistant in that the incumbent of the latter performs duties of a higher complexity and supervises paraprofessional and administrative staff. It is further distinguished from the lower-level Library Aide in that the latter performs general and more routine administrative and facility support tasks. This classification is further distinguished from the higher classification of Librarian I in that the latter is the entry level of the professional Librarian series which may be responsible for a service, program, or library branch.

### SUPERVISION RECEIVED AND EXERCISED

Incumbents Rreceives general supervision from ~~professional~~ Librarian staff or other management staff; and Mmay receive technical direction from Senior Library Assistants. May provide lead technical direction to Library Aides, administrative clerical staff or volunteers.

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

Assist customers with information needs in person, by phone, and electronically in an assigned library or program; answer basic questions using online library catalog, the internet, and electronic resources and refer more complex questions, research or service needs to appropriate staff; provide basic readers advisory.

Provide effective and engaging customer service to customers by helping them locate items, create new accounts, access their account, use library services/equipment/technology, check out and return items, place hold requests, and use online resources; assist with resolving basic problems and refer complaints to the appropriate supervisor or resource.

Register borrowers and issue library cards; circulate library materials; collect library fines and determine waivers for fines; clear patron's record for returned overdue materials Assist in the development, coordination, and delivery of library services and programs to best meet community needs; create program and marketing materials and prepare social media postings with library



~~programming; attend and participate in a variety of meetings, workshops and training sessions.~~

~~Utilize and contribute to the maintenance of accurate on-line data base.~~ Utilize library specific software and equipment, citywide software applications, video conferencing, collaborative documents and file sharing platforms, social media, email, and cloud storage.

~~Process and circulate library materials, hold requests and gather statistics as assigned; prepare reports.~~

~~Assist patrons in the use of the Public Access catalog, indexes and other library services and search for library materials.~~

~~Answer simple reference questions and provide basic readers advisory in person and by telephone.~~

Learn Library policies, rules, and procedures; communicate, interpret, and enforce policies and procedures to customers.

~~Draft and prepare library publicity.~~

Pack and unpack interdepartmental mail or other library materials; distribute mail and library materials; place orders; receive and check invoices of library materials.

Gather, examine, evaluate, and track data; develop and prepare forms and reports; maintain accuracy of records.

~~Assist with Literacy Program activities and train literacy tutors.~~

~~May Drive or ride Bookmobile or in a City vehicle.~~

Provide assistance with Opening and closing a library facility following normal business hours, securing library equipment, arranging rooms, and contributing to overall library neatness and organization.

Provide clerical-administrative and technical support as needed.

~~Perform related duties as assigned.~~

## **QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- Oral and written communication skills.
- Catalog, organizational, and reference systems.
- Filing and records management.
- Basic mathematics.
- Principles and practices of customer service.
- Principles and practices of social justice.
- Computer systems and software applications including library databases.

Ability to:

- Communicate effectively in both oral and written form.
- ~~Type accurately, operate office equipment, use keyboard and enter data into computer.~~
- Learn new procedures and assignments.
- Answer basic questions, research or service needs from patrons and direct more complex

issues to appropriate staff.

- Utilize general office equipment.
- Direct the work of Library support and volunteer staff.
- Drive or ride ~~Bookmobile or in a~~ City vehicle in certain assignments.
- Follow oral and written directions.
- Deal tactfully and effectively with individuals from a wide variety of backgrounds; remain calm in and diffuse stressful situations.
- Interpret and apply policies and procedures within established guidelines.
- Utilize computer systems and software applications; enter, access, and retrieve information using current computer technology.
- Use proper techniques to safely lift up to thirty (30) pounds ~~in certain assignments.~~
- Establish and maintain effective working relationships with those contacted in the performance of duties.

### **EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS**

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

#### **Education:**

~~Bachelor's degree from an accredited college or university. Two years of full-time experience may be substituted for two years of college.~~

#### **Experience:**

~~None required.~~ **Education and Experience:**

Qualifying education and experience must equal a total of four years (full-time) which may be satisfied by one of the following options (or the equivalent):

A Bachelor's degree or four (4) years of full-time coursework from an accredited college or university.

OR

An Associate's degree or two (2) years of full-time coursework ~~or Library Information/Technology Certificate~~ from an accredited college or university AND two (2) years of experience performing technical, customer service, administrative, and/or paraprofessional support duties in a library setting.

OR

Four (4) years of experience performing technical, customer service, administrative, and/or paraprofessional support duties in a library setting.

### **LICENSE OR CERTIFICATE**

~~None required.~~

Possession of a valid California Driver's License will be required if assigned to drive ~~the~~

Bookmobile a City vehicle.

Possession of a Library Information Technology certificate is highly desirable.

**SPECIAL OTHER REQUIREMENTS**

Proficiency in a foreign language may be required.

|   |   |                         |       |                     |
|---|---|-------------------------|-------|---------------------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |   |                         |       |                     |
| Established:  | 02/25/1993  | CSB Resolution #:       | 44279 | Salary Ordinance #: |
| Exempted:   | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: |       |                     |
| Revision Date:                                      | / /   | CSB Resolution #:       |       |                     |
| Re-titled Date:                                     | / /   | CSB Resolution #:       |       | Salary Ordinance #: |
| (Previous title(s):                                 | )   |                         |       |                     |



DRAFT

## LIBRARY ASSISTANT, SENIOR

Class Code: AP224 FTE  
AP225 PPT  
AP226 PT

Civil Service Classified

### DEFINITION

Under general supervision in the Oakland Public Library, ~~To~~ performs a variety of technical service support library duties in a specialized library service system-wide service/function (i.e., circulation, reference, cataloging, acquisitions, computer services or Adult and Youth Services); or the delivery of library programs (i.e., Tool Lending or Adult Literacy); ~~which includes implementing library programs and directing paraprofessionals and other support staff;~~ and to assist in the operation of a large branch library or library department or ~~be in charge of~~ oversees the daily operations of a small branch library or a library work unit of the library; supervises and trains staff; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced journey level, paraprofessional classification in the Library Assistant series, whose incumbents perform more complex tasks than the Library Assistant classification and work independently within generally established policies and procedures. Incumbents develop and coordinate a special library program, and train and supervise ~~direct~~ other paraprofessionals and direct volunteers assigned to the specialized program. This classification is distinguished from Librarian I in that the incumbents of the latter are professional librarians. It is further distinguished from the lower level Library Assistant who does not supervise staff.

### SUPERVISION RECEIVED AND EXERCISED

Incumbents ~~R~~receives general supervision from a Senior Librarian or Supervising Librarian; and ~~M~~may receive lead direction from Librarian I and/or II. May provide technical direction to or supervise other paraprofessional and administrative/clerical staff.

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

Assist Librarian staff with the operation of a branch library or the delivery of a specialized program or service or oversee the operation of a small branch library or a unit of the Main Library.

Plan, prioritize, and direct the work of staff assigned to a variety of paraprofessional and administrative duties in support of the library system.

Register borrowers and issue library cards; circulate library materials; collect library fines and determine waivers for fines; clear patron's record for returned overdue materials. Assist customers with creating new accounts, accessing accounts, checking out and returning items, and other computer needs such as email, saving documents, searching the Internet, using computer databases, and accessing library resources on electronic devices; troubleshoot, document, and report computer problems.

Provide customers with instruction and education on how to utilize library resources such as online databases; and the online library catalog; assist customers by answering questions and addressing

library service needs.

Contribute to and participate in implementing and leading a library program; by constructing, planning, and coordinating materials; assist with promotion of the library, including outreach development; contact schools and community agencies as directed.

Train, ~~direct~~supervise, and assist in the selection of paraprofessional and ~~clerical-administrative~~ staff and direct volunteers assigned to program; evaluate performance and deliver appraisals to applicable individuals; schedule staff to cover shift works.

Respond to inquiries and complaints and interpret and enforce policies and procedures.

Interact with staff from other library units/agencies and/or other agencies and stakeholders outside library system.

Utilize and contribute to ~~the maintenance of~~ accurate on-line bibliographic data-bases.

Process library materials and hold requests.

Gather statistics and prepare reports as assigned. Assist with evaluation of service or program effectiveness and make recommendations about improvements.

~~Assist patrons in the use of the public access catalog, periodical index, and other library services; search for materials.~~

May ~~Place~~ orders, receive, and check invoices of library material.

Respond to requests or referrals from public or agencies.

~~Answer simple reference questions and provide basic readers advisory in person and by telephone.~~

~~Direct clerical functions as assigned; develop and implement office procedures.~~

Assist in the maintenance of library collections.

Open and close a library facility.

Prepare or assist in-with preparing schedules, reports, statistics, contracts, program budget, and grant applications.

Route material orders to selected vendors; communicate with vendors about orders; may pack and unpack interdepartmental mail or other library materials; distribute mail and library materials.

~~Draft and prepare publicity~~Prepare information and marketing materials such as signage, brochures, flyers, and pamphlets for library services, resources, and programs.

Provide technical database support, assistance, training, and end user feedback for library databases.

Monitor customer behavior and foster positive and harmonious interaction and relationships among customer and library staff.

~~Perform reading aloud and storytelling.~~

~~Conduct intake interviews for literacy program and make referrals as needed; train literacy tutors.~~

May ~~Drive or ride Bookmobile or a~~ City vehicle.

~~Perform related duties as assigned.~~

## QUALIFICATIONS KNOWLEDGE AND ABILITIES

### Knowledge of:

- Library procedures, terminology, and resources.
- Catalog, organizational, and reference systems.
- Modern ~~clerical~~ administrative and office procedures; ~~use of keyboard and data entry techniques.~~
- Interpersonal skills; oral and written communication skills.
- Principles and practices of customer service.
- Principles and practices of social justice.
- Record keeping, statistics, and reporting methods.
- Library materials in different subject areas.
- Basic mathematics.
- Computer systems and software applications including library databases.

### Ability to:

- Supervise, train, and ~~D~~irect the work of other paraprofessionals and ~~clerical~~ administrative staff.
- Communicate effectively in both oral and written form.
- Address questions, research or service needs from patrons and direct more complex issues to appropriate staff.
- ~~Type accurately, operate office equipment, use keyboard and enter data on computer.~~ Use office equipment and appropriate technology/productivity tools that are typical in a library setting.
- Learn new procedures and assignments; work independently.
- Maintain online databases.
- Drive ~~or ride Bookmobile or a~~ City vehicle ~~for in~~ certain assignments.
- Follow oral and written directions.
- Deal tactfully and effectively with individuals from a wide variety of backgrounds; remain calm in and diffuse stressful situations.
- Interpret and apply policies and procedures within established guidelines.
- Use proper techniques to safely ~~lift~~ up to thirty (30) pounds ~~in certain assignments.~~
- Utilize computer systems and software applications including library databases.
- Establish and maintain effective working relationships with those contacted in the performance of duties.

## EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

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

### **Education:**

~~A Bachelor's degree from an accredited college or university.~~

### **Experience:**

~~Two years fulltime work experience comparable to that of a Library Assistant in a public~~

~~library.~~

**Education and Experience:**

Three (3) years of full-time coursework from an accredited college or university AND three (3) years of experience performing technical, customer service, administrative and/or paraprofessional support duties in a library setting including (1) year of providing lead direction to staff.

OR

A Bachelor’s degree or four (4) years of full-time coursework from an accredited college or university AND two (2) years of experience performing technical, customer service, administrative and/or paraprofessional support duties in a library setting including (1) year of providing lead direction to staff

OR

An Associate’s degree or two (2) years of full-time coursework from an accredited college or university AND four (4) years of experience performing technical, customer service, administrative and/or paraprofessional support duties in a library setting including (1) year of providing lead direction to staff.

OR

High school diploma or equivalent AND six (6) years of experience performing technical, customer service, administrative and/or paraprofessional support duties in a library setting including (1) year of providing lead direction to staff.

**LICENSE OR CERTIFICATE**

None required.

Possession of a valid California Driver's License will be required if assigned to drive ~~the~~ Bookmobile City vehicle.

Possession of a Library Information Technology certificate is highly desirable.

**SPECIAL OTHER REQUIREMENTS**

Proficiency in a foreign language may be required.

|   |   |                         |       |
|---|---|-------------------------|-------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |   |                         |       |
| Established:  | 02/25/1993  | CSB Resolution #:       | 44279 |
| Exempted:   | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: |       |
| Revision Date:                                      | / /   | CSB Resolution #:       |       |
| Re-titled Date:                                     | / /   | CSB Resolution #:       |       |
| (Previous title(s):                                 | )   |                         |       |



CITY OF OAKLAND

## MEMORANDUM

---

**DATE:** October 20, 2021

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

**THROUGH:** Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Manager, Support Services

---

Based upon a classification review at the request of the Oakland Department of Transportation (DOT), staff has proposed revision of the **Manager, Support Services** classification. It was established in November 2013 and has not been revised since that time. The classification has historically been utilized only in the Oakland Public Works Department.

A variety of minor revisions are proposed that include:

- Update the Definition and Distinguishing Characteristics sections to reflect which departments will be using the classification.
- Make minor changes to the Examples of Duties.
- Revise the Knowledge and Abilities section to better represent the skills and capabilities that are necessary to perform this work and provide a more accurate picture of the job.
- Update formatting to align with the existing classification specification template.

There is one vacancy in DOT. The approved classification specification will be used to initiate an exempt hiring process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in July and August to discuss the changes. The parties collaborated on minor language changes in the duties and knowledge and abilities sections. In an email dated September 23, 2021, the union conveyed that there were no objections to the proposed revisions.

Additionally, the “Common Class” project is currently underway. This classification was not considered as part of the review and analysis.

Staff recommends that the Civil Service Board approve the revised classification specification of **Manager, Support Services** as proposed.

**Attachment:** Proposed Manager, Support Services classification specification.





## MANAGER, SUPPORT SERVICES

Class Code: MA140 FTE

Exempt

### DEFINITION

Under administrative direction in the [Oakland Public Works \(OPW\) Agency/Department or Oakland Department of Transportation \(DOT\)](#), uses a full range of professional, supervisory and management level skills with responsibility for day to day personnel management, Worker's Compensation, payroll, and labor issues for the [agency](#), department or division as well as direction over assigned staff in Human Resources, Payroll, and Worker's Compensation; supervises and participates in the preparation of complex reports; develops and administers comprehensive policies and procedures; manages labor related matters on behalf of the department; responds to inquiries and advises management on issues of a sensitive and/or confidential nature; trains, [evaluates](#), and supervises assigned staff; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

~~Manager, Support Services~~ [This](#) is a management level classification with responsibility for the overall administration of key administrative functions related to human resources operations, labor, and other related functions within the [agency](#), department or division. The incumbent routinely handles confidential and sensitive matters, works independently with limited supervision and regularly exercises considerable discretion and latitude of judgment in the formulation and development and recommendation of policies and procedures for [the agency](#), department or division. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position has been exempted from the regulations of the Civil Service Board.

This classification is distinguished from the higher-level ~~Manager~~, Agency Administrative [Manager](#) in that incumbent of the latter plans, organizes, manages, and administers the policies of a department or multiple divisions in [the Public Works Agency/OPW or DOT](#). It is further distinguished from the lower-level Support Services Supervisor in that the Manager, Support Services makes operational decisions for the assigned areas or units within a department or division.

The incumbent receives direction from the Agency Administrative Manager, Director, or Assistant Directors and exercises direction over professional, technical and clerical staff, managers, and supervisors in the [agency](#), department or division.

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

Direct and coordinate the daily operation of support services functions; facilitate the development of [agency](#), department or division policies and procedures concerning recruitment, discipline, [Family and Medical Leave Act \(FMLA\)](#), and other personnel related matters; assist with the development of [agency](#), department or division policies and procedures; participate in the identification of performance goals and objectives; review staff workloads and approve prioritization of assignments.

Participate in ~~agency~~, department or division negotiations, arbitrations, mediations, and other employee relations proceedings; interpret and explain Civil Service Rules, [Memorandum of Understanding \(M:O:U:\)](#) provisions, Administrative Instructions, and other policies and procedures ~~or seek consultation with Human Resources Management, when applicable~~; advise management on appropriate courses of action; handle the most sensitive and/or confidential issues.

Function as department liaison with Employee Relations on labor-related issues, facilitate communication with unions including union releases, grievance assignment and review, last chance agreements, job specification changes, and day to day labor issues; as well as provide direction to management supervisors and staff on labor-related matters.

Consult with ~~Agency~~-~~department~~ management on organizational issues, including operation changes to improve work efficiency and effectiveness, develop Standard Operating Procedures for personnel and non-personnel related processes, establish protocols for California Driver's License Pull Notice program, and facilitate monitoring of the commercial driver program to ensure compliance with state and federal regulations, ~~and~~ advise managers and supervisors daily on operational practices, and other matters as needed.

Develop and recommend human resource related training programs in accordance with division/department needs and in accordance with federal and state mandates; responsible for Performance Appraisal process appeals, training, and advising staff on requirements for probationary employees, including rights before the Civil Service Board on probationary releases.

Provide supervision and direction to ~~agency~~, department, or division payroll staff for complex and specialized payroll functions, including responsibility for Payroll Adjustment Record, retroactive payments; administering the Worker's Compensation program for payroll changes; ~~and~~ monitoring and ensuring payments are in compliance with MOU contracts and state law regulations on Worker's Compensation; provide specialized training for new supervisors and managers on Worker's Compensation regulations and processes; manage assignment of employees who participate in the return-to-work program in the ~~agency~~-~~department~~.

Work closely with the department or division Safety Compliance Officer on MOU mandated commercial driving training and implementation of federal and state regulations concerning commercial drivers, including providing training and development of monitoring forms and procedures and matters concerning Class C Drivers Licenses.

Oversee the ~~agency~~-~~department~~ or division Worker's Compensation program, including management of staff, attend ~~s~~ monthly meetings, and manage the transitional duty program. Regularly consults with Risk Management on ongoing injuries, including referrals to [the City's Employment Investigations and Civil Rights Compliance Equal Opportunity Programs](#) Division for [Fair Employment & Housing Act \(FEHA\)](#) and [Americans with Disabilities Act \(ADA\)](#) accommodation issues.

Prepare and/or review analytical reports for the City Administrator, City Council or commissions; collect, analyze, and interpret a wide variety of employment-related information and data.

Review, monitor, and coordinate the work of assigned staff; conduct performance evaluations and recommend merit step awards or disciplinary action as necessary; participate in the selection

of new employees.

Serve as department liaison to other City departments; coordinate hiring and examination activities; coordinate department paperwork and obtain approvals.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and procedures of local government operations.
- Public personnel administration principles and practices including employee relations, disciplinary procedures, contract interpretation, ~~and~~ recruitment processes, and leave administration.
- Federal and State Equal Employment Opportunity Commission (EEOC) regulations.
- Department of Transportation rules and regulations governing commercial drivers.
- State of California Motor Vehicle Laws.
- Report writing and statistical analysis.
- Principles of management and organizational development.
- Principles and practices of training, supervision, and performance evaluation.
- Workers' Compensation laws and management.
- Computer systems and software applications.
- English punctuation, syntax, language mechanics and spelling.

Ability to:

- Interpret policies and procedures related to payroll administration.
- Follow MOU, Administrative Instructions, and department procedures.
- Assist with the resolution and implementation of grievances through formal and informal procedures.
- Guide and/or conduct investigations and make recommendations on appropriate discipline for violations.
- Analyze complex and difficult personnel related problems and make appropriate recommendations.
- Collect, analyze, and interpret a wide variety of information and data.
- ~~Assist with the resolution and implementation of grievances through formal and informal procedures.~~
- Develop, interpret, and apply regulations, policies, procedures, and guidelines.
- Effectively communicate in both oral and written formats.
- Prepare and present clear, concise, and accurate reports.
- Make presentations to diverse audiences in large and small group settings.
- Assign, supervise, train, review, and evaluate the work of assigned staff.
- Utilize computer systems and related software programs in the completion of projects and work assignments.
- Maintain records management systems.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **MINIMUM QUALIFICATIONS**

*The following qualifications are guidelines, as the appointing authority has broad discretion in*

*filling positions in this classification:*

**Education:**

A Bachelor’s degree from an accredited college or university in public or business administration, human resources, social science or a closely related field. A Master’s degree is highly desirable.

**Experience:**

Five (5) years of progressively responsible work experience in public sector personnel administration or a complex organization in a unionized environment, including three (3) years of supervisory or management experience.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

None required.

|   |  |                         |                     |
|---|--|-------------------------|---------------------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |  |                         |                     |
| Established:  | 11/21/2013   | CSB Resolution #:       | 44676               |
| Exempted:   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: | 84620               |
| Revision Date:                                      | / /  | CSB Resolution #:       |                     |
| Re-titled Date:                                     | / /  | CSB Resolution #:       | Salary Ordinance #: |
| (Previous title(s):                                 | )  |                         |                     |



# MEMORANDUM

**DATE:** October 20, 2021

**TO:** The Honorable Civil Service Board

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

**THROUGH:** Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Recreation Leader II

Based upon a classification review at the request of the Oakland Parks, Recreation, and Youth Development (OPRYD) Department, staff has proposed revision of the **Recreation Leader II** classification. It was established in February 2012 and has not been revised since that time.

A variety of revisions are proposed to ensure that the use and description are consistent with operational needs:

- Enhance the Definition by specifying the range of possible duties and accurately reflecting how the position functions in the department.
- Refine the Distinguishing Characteristics section.
- Update the Examples of Duties to reflect the scope and variety of work to be performed.
- Enhance the Knowledge and Abilities section to reflect all necessary skillsets for this role.
- In the Experience section, remove the Oakland-specific “One year as a Recreation Leader with the City of Oakland” language.
- In License or Certification section, establish that the Basic First Aid certificate and CPR certification are required rather than may be required.
- Include drug testing under the Other Requirements section and remove the formal background investigation process. (Note: Criminal record clearance is still required).

There are multiple vacancies. The approved classification specification will be used to initiate future recruitment and selection processes.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification in November 2020. City and union representatives met every other month to discuss the proposed revisions, and both parties collaborated to propose and reach agreement about alternative language regarding duties and knowledge and abilities. There were residual concerns about the use of personal vehicles and pre-employment drug testing but the concerns were finally resolved in September. In an email dated September 22, 2021, the union confirmed that there were no objections to the proposed revisions.

**CIVIL SERVICE BOARD**

Subject: Recreation Leader II – Revised Classification Specification Approval

Date: October 20, 2021

Page 2

---

Additionally, the Port does not operate recreation services programs. Therefore, classifications specifically designed in support of recreation services programs have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the revised classification specification of **Recreation Leader II** as proposed.

**Attachments:** Proposed revised **Recreation Leader II** classification specification

## RECREATION LEADER II



City of Oakland

Class Code: PP133 PPT      Civil Service Classified  
Class Code: PP134 PT      Exempt

### DEFINITION

Under general supervision in the Office of Oakland Parks, and Recreation, and Youth Development (OPRYD) Department, uses a full range of technical skills to conduct and provide leadership lead a variety of for recreational, sports, and leisure programs and activities in a community based setting in accordance with established program goals; provide coordinates cultural programs, special events, and field trips; issues and monitors the use of recreational equipment to patrons; performs general facility and equipment inspections and routine maintenance; may provide direction over recreation staff and volunteers; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Recreation Leader II This is a journey level classification in the Recreation Leader series. This classification is distinguished from the higher level supervisory classification in that the latter is responsible for the overall direction and staffing of recreation programs. It is further is distinguished from the lower level Recreation Leader I by the latter's lower degree of responsibility and level of independent judgment utilized in the performance of duties. classification in that the incumbent of the latter class Recreation Leader II has on-site program responsibility and provides direction over some city staff and volunteers.

The incumbent rReceives direct supervision from a Recreation Center Director, Recreation Program Director, Recreation Supervisor or other supervisory staff and .—Mmay exercise direction over Recreation Leader Is, Recreation Aides or Recreation Attendants based on assignment and location, which may vary by operational necessity.

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

Develop and lead games, and free-play, and special activities which may include youth development, arts and crafts, activities dance, music and drama; coach and teach sports programs, sportsmanship, and rules of conduct to participants; ensure that safety rules are observed.

Coach sport programs.

Admit patrons to recreation facilities, programs, and events.

Prepare facilities and set up equipment for scheduled recreational activities/events; admit patrons to recreation facilities, programs, and events; Ooversee patron the use of recreation equipment/facilities in compliance with City rules and regulations.

Inspect condition of equipment and supplies for safety, standards proper operation and maintenance needs; report any repair or maintenance issues to the appropriate personnel.

Administer Cardiopulmonary Resuscitation (CPR) and First Aid as needed.

Schedule and coordinate leisure education programs and activities; assist with scheduling, coordinating, and promoting special events, programs, and field trips.

~~Coordinate special events, programs and field trips.~~ Take attendance regularly; Complete and maintain forms and reports relating to attendance, safety, and activities.

~~Provide community members with information on various programs and activities;~~ Design, prepare, and distribute flyers and marketing materials to promote program activities.

Perform routine administrative duties utilizing a variety of office equipment; use software applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments; utilize automated recreation programs for patron registration, data collection, and analysis.

May direct and assist in training other recreation staff and volunteers.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Techniques, rules and equipment used in a variety of recreational activities, sports and games.
- Basic recreation, leisure and cultural programs and activities.
- Events planning and coordination.
- Oral and written communication skills; public contact skills.
- Departmental rules, regulations and practices regarding health and safety procedures.
- Basic First Aid and
- Cardiopulmonary Resuscitation (CPR).
- Safe work practices.
- Standard office equipment.
- Computer systems and software applications including automated recreation programs.

Ability to:

- ~~Conduct~~ Execute program delivery and oversee recreation activities.
- Act responsibly; give clear instructions; provide coaching and facilitate the learning process.
- Exercise reasonable judgment, tact, and courtesy; resolve minor conflicts.
- Utilize first aid and safety principles and practices in accordance with departmental rules and standards.
- Communicate effectively with a diverse community.
- Follow oral and written directions.
- Prepare and maintain forms and records.
- Use standard office equipment.
- Utilize computer systems and software applications including automated recreation programs.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Demonstrate an interest in working with people.

## MINIMUM QUALIFICATIONS

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

2021-08-24 to CSB 2021-10-20



**Education:**

Completion of two (2) years of major college coursework from an accredited college or university leading to a degree in recreation, physical education, kinesiology, dance, art or a closely related field.

**Experience:**

Two (2) years of full-time experience (equivalent to 4160 part-time hours) participating in a wide variety of recreation activities including sports, arts and crafts, and/or other organized activities or one (1) year as a Recreation Leader I with the City of Oakland.

**LICENSE OR CERTIFICATE**

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective 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 or transport equipment in a timely manner as required in the performance of duties.  
~~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**

Candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening and drug testing.

~~Must pass a thorough background investigation.~~

Must be eighteen (18) years of age or older.

~~Possession of~~ Must possess a valid Basic First Aid certificate ~~may be required.~~

~~Possession of~~ Must possess a valid Cardiopulmonary Resuscitation (CPR) certificate ~~may be required.~~

|   |  |                         |       |
|---|--|-------------------------|-------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |  |                         |       |
| Established:  | 2/9/2012   | CSB Resolution #:       | 44540 |
| Exempted:   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: |       |
| Revision Date:                                      | / /  | CSB Resolution #:       |       |
| Re-titled Date:                                     | / /  | CSB Resolution #:       |       |
| (Previous title(s):                                 | )  |                         |       |



## CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: September 16, 2021**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

---

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

**STAFF TO THE BOARD:** **Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, Assistant HR Director/Staff to the Board  
Malia McPherson, Attorney to the Board**

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

### PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/83312451719?pwd=aENKdEV3ZTlsN0pVdDdnMXVzdWlQZz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 833 1245 1719 Passcode: 848247**

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

#### COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Assistant Human Resources Director at [GPreece@oaklandca.gov](mailto:GPreece@oaklandca.gov). – Human Resources Management Department.

## OPEN SESSION AGENDA

### ROLL CALL

#### 1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.  
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING  
OPEN FORUM.**

#### 2) APPROVAL OF THE SEPTEMBER 16, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

**45070 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the September 16, 2021 Civil Service Board Agenda noting that Closed Session was canceled as the appeal has been settled. The motion passed.**

**Votes:** Board Member Ayes: 6 – Hudson-Harmon, Martinez, Baranco, Brown, Levin, 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 (0)
  - There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (11)
  - Human Resources Management Department (1)
  - Human Services Department (1)
  - Oakland Fire Department (1)
  - Oakland Public Library (2)
  - Planning & Building Department (5)
  - Housing & Community Development Department (1)
- c) Approval of Revised Classification Specifications (1)
  - Parking Meter Collection Supervisor (formerly Parking Meter Collector Supervisor)

**45071 A motion was made by Member Levin and seconded by Member Williams to approve the Consent Calendar. The motion passed.**

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

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

## **5) OLD BUSINESS:**

- a) Approval of May 20, 2021 Civil Service Board Meeting Minutes ACTION

**45072 A motion was made by Member Brown and seconded by Vice Chair Martinez to approve the May 20, 2021 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 – Hudson-Harmon, Martinez, Baranco, Brown.

Board Member Noes: None  
Board Member Abstentions: Levin, Williams.  
Board Members Absent: None

- b) Approval of July 15, 2021 Civil Service Board Meeting Minutes ACTION

**45073 A motion was made by Member Williams and seconded by Member Brown to approve the July 15, 2021 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 –Martinez, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: Hudson-Harmon, Baranco

Board Members Absent: None

- c) Determination of Schedule of Outstanding Board Items INFORMATION

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

- e) Update on Common Class Study ACTION

**45074 A motion was made by Member Brown and seconded by Vice Chair Martinez to table this item and direct staff to present additional information and meet with impacted stakeholders. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Williams (technical issue)

- f) Update regarding Measure Q Hiring Efforts INFORMATION

**6) NEW BUSINESS:**

- a) Approval of New Classification Specifications for Emergency Medical Technician and Community Intervention Specialist ACTION

**45075 A motion was made by Member Brown and seconded by Member Baranco to approve the new Classification Specifications for Emergency Medical Technician and Community Intervention Specialist. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Williams (technical issue)

- b) Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual Including the Addition of Zero Tolerance Language ACTION

**45076 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the Proposed Revisions to the City of Oakland Civil Service Board Personnel Manual Including the Addition of Zero Tolerance Language. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Williams (technical issue)

**7) OPEN FORUM****CLOSED SESSION AGENDA - CANCELED****ROLL CALL**

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

- 1) Personnel Matter for Public Employee: 10.03 – Appeal of Disciplinary Action: PBD-2021-AP01 (T. Picot)**

This item was canceled.

Pursuant to California Government Code Section 54957 – Public Employee

Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if they wish to have a personnel matter heard in open session.*

## OPEN SESSION AGENDA

### 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

### 3) ADJOURNMENT

**45077 A motion was made by Member Brown and seconded by Member Levin to adjourn. The motion passed.**

**Votes:** Board Member Ayes: 5 – Hudson-Harmon, Martinez, Baranco, Brown, Levin.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Williams (technical issue)

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 21, 2021. All materials related to agenda items must be submitted by Thursday, October 7, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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

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

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

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



**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
 PENDING LIST – OCTOBER 20, 2021**

**1. OPEN**

| Case Number   | Classification | Dept.                     | Action Pending                        | Hearing Date | Notes/Next Steps                 |
|---------------|----------------|---------------------------|---------------------------------------|--------------|----------------------------------|
| OPD-2020-AP01 | Police Officer | Oakland Police Department | 10.03 – Appeal of Disciplinary Action | N/A          | Outside hearing officer assigned |
|               |                |                           |                                       |              |                                  |
|               |                |                           |                                       |              |                                  |

**2. OTHER PENDING ITEMS**

| Date Requested | Subject | Report From | Date Due |
|----------------|---------|-------------|----------|
|                |         |             |          |

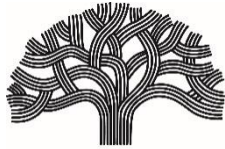
**3. CLOSED**

| Case Number | Classification | Dept. | Action Pending | Date Received | Notes |
|-------------|----------------|-------|----------------|---------------|-------|
|             |                |       |                |               |       |
|             |                |       |                |               |       |
|             |                |       |                |               |       |

**4. UNDER REVIEW**

| Case Number | Classification | Dept. | Action Pending | Action Date | Notes |
|-------------|----------------|-------|----------------|-------------|-------|
|             |                |       |                |             |       |





CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** October 20, 2021

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Greg Preece, Assistant Human Resources Director & Staff to the Board

**THROUGH:** Ian Appleyard, Human Resources Director & Secretary to the Board

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

---

## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the September 16, 2021 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 twenty-seven (27) employees were in the TCSE (4), TCSE/Annuitant (16), and ELDE (7) categories as of pay period ending October 1, 2021. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

Reports showing all the temporary assignments discussed in this report are included in a list (*Attachment A*) and a chart of trends (*Attachment B*) attached to this narrative report to provide a snapshot of the overall changes month to month.

## **BACKGROUND**

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be “ongoing or repetitive.”

## **STATUS OF NON-COMPLIANT ASSIGNMENTS**

Of the twenty-seven (27) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: October 20, 2021

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 Assistant Human Resources Director Greg Preece at (510) 238-7334.

Attachments:

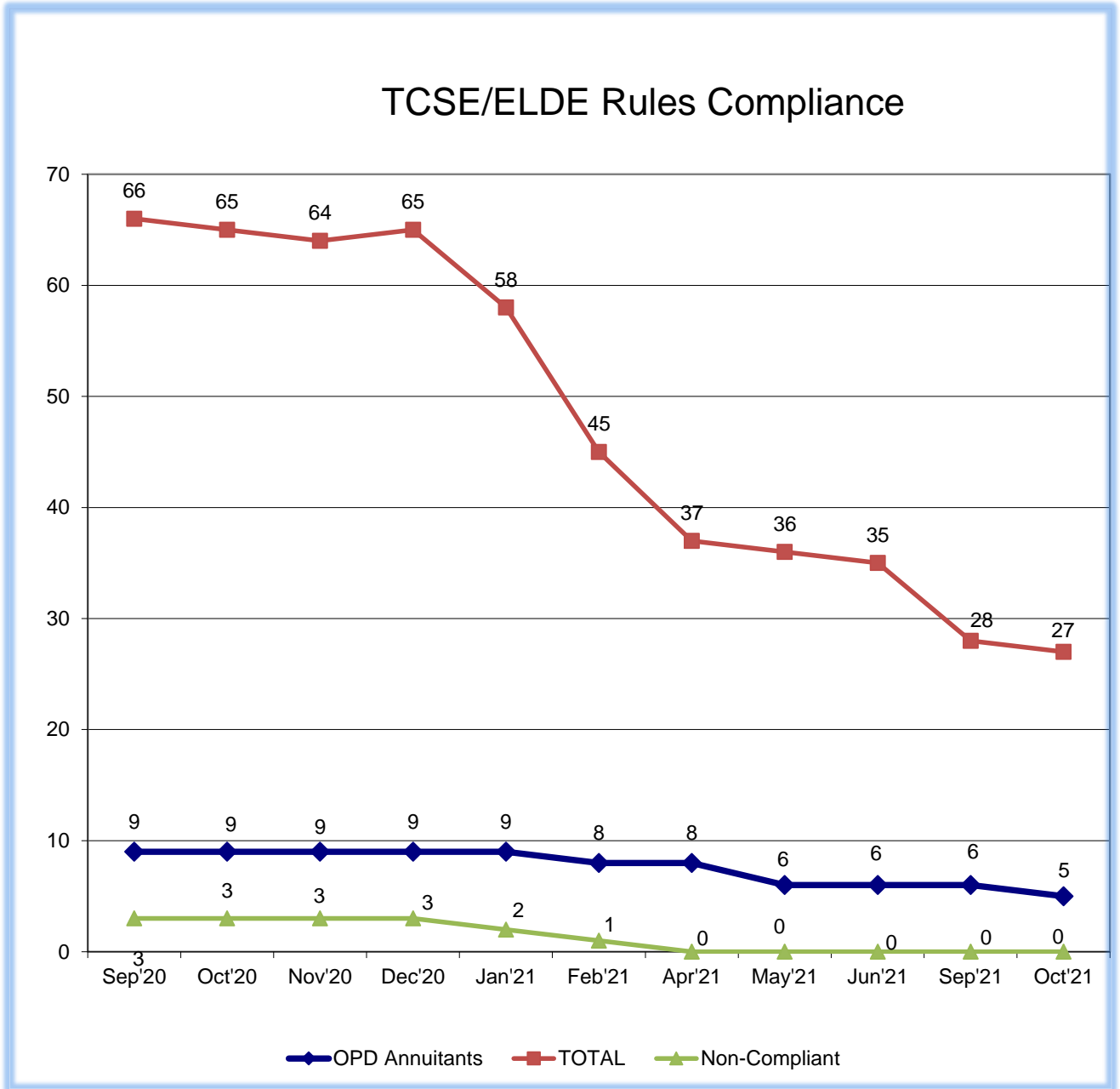
- A. TCSE/ELDE Report: For Payroll Period Ending October 1, 2021.
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD**  
**October 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

| DEPT                             | LAST_NAME    | FIRST_NAME | ORG  | JOB_DATE   | TYPE               | HOURS | NOTES  | STATUS    |
|----------------------------------|--------------|------------|--|------------|--------------------|-------|--|-----------|
| <b>CLOSED THIS PERIOD (1)</b>    |              |            |  |            |                    |       |  |           |
| POLICE                           | Covington    | Donald     | 106610 - Background & Recruiting               | 4/23/2018  | TCSE/<br>Annuitant | 0     | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.   | COMPLIANT |
| <b>NEW THIS PERIOD (0)</b>       |              |            |  |            |                    |       |  |           |
| <b>COMPLIANT (27)</b>            |              |            |  |            |                    |       |  |           |
| CITY ADMINISTRATOR               | Park         | Lauren     | 02491- Oakland Animal Services                 | 7/25/2020  | TCSE               | 240   | Additional Veterinarian Assistance   | COMPLIANT |
| CITY AUDITOR                     | Edmonds      | Michael    | 07111 - City Auditor Unit                      | 5/29/2021  | TCSE/<br>Annuitant | 1771  | Assistant City Auditor; temporary assistance in peer review preparation and training staff   | COMPLIANT |
| CITY ATTORNEY                    | Rossi        | Daniel     | 04311 - Advisory Unit                          | 9/9/2020   | TCSE/<br>Annuitant | 180   | Providing advising support for real estate loan projects   | COMPLIANT |
| CITY CLERK                       | Mekki        | Ihsan      | 03121 - City Clerk Unit                        | 8/10/2020  | TCSE               | 0     | Temporary Reception Coverage/Assistance  | COMPLIANT |
| CPRA                             | Zisser       | Aaron      | 66211 - Community Police Review Agency         | 2/6/2021   | TCSE               | 495   | Temporary assistance at Chief of Staff while recruitment process commences.  | COMPLIANT |
| DEPT. OF TRANSPORTATION          | Calabrese    | Christine  | 35232 - Street Lighting Engineer               | 2/9/2019   | TCSE/<br>Annuitant | 204   | Temporary assistance to complete AC Transit Bus Rapid Transit project.   | COMPLIANT |
| DEPT. OF TRANSPORTATION          | Neary        | Michael    | 35211 - Department of Transportation           | 5/21/2018  | TCSE/<br>Annuitant | 0     | Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)  | COMPLIANT |
| ECONOMIC & WORKFORCE DEVELOPMENT | Lane         | Patrick    | 85221 - Project Implementation: Staffing       | 11/2/2019  | TCSE/<br>Annuitant | 198   | Assist with EWD Project Implementation temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications. | COMPLIANT |
| FINANCE                          | Bhatnagar    | Amit       | 08211 - Accounting Administration Unit         | 1/8/2018   | TCSE               | 246   | Temporary assistance with special projects and essential functions in Finance Department   | COMPLIANT |
| FINANCE                          | Hatcher, Jr. | Lucius     | 08222 - General Ledger                         | 12/14/2019 | TCSE/<br>Annuitant | 0     | Temporary assistance to complete Capital projects and end of year fiscal reconciliations.  | COMPLIANT |
| FINANCE                          | Treglown     | Donna      | 08111 - Finance/Controller                     | 6/18/2018  | TCSE/<br>Annuitant | 237.0 | Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects   | COMPLIANT |
| FINANCE                          | Woodard      | Phyllis    | 08741 - Treasury/Payroll Unit                  | 9/6/2019   | TCSE/<br>Annuitant | 0     | Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations                        | COMPLIANT |
| FIRE                             | Hellige      | Scott      | 20813 - Fire Boat                              | 8/12/2019  | TCSE/<br>Annuitant | 12    | Temporary Admin Support to Fire Chief to cover LOA   | COMPLIANT |
| FIRE                             | Santos       | Grace      | 20110 - Fire Chief Unit                        | 1/25/2021  | ELDE               |       | Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)   | COMPLIANT |
| HCD                              | Howley       | Janet      | 89919 - Admin: Housing & Community Development | 5/3/2021   | TCSE/<br>Annuitant | 409   | Assistance within Senior Centers and Service Deliveries while planning recruitments for permanent positions  | COMPLIANT |
| HUMAN SERVICES                   | Cutter-Kim   | Jessica    | 75631 - Senior Center unit                     | 4/5/2021   | ELDE               |       | Project Assistance in the Senior Services Section  | COMPLIANT |
| HUMAN SERVICES                   | Poston       | Dorothy    | 75631 - Senior Center Unit                     | 2/8/2020   | TCSE/<br>Annuitant | 363   | Manage Head Start Hiring processes and ensuring all staff are in compliance with HS regs   | COMPLIANT |
| HUMAN SERVICES                   | Taylor       | Shelley    | 78235 - HS Central Office Administration       | 11/28/2020 | ELDE               |       | Temporary Assistance in Head Start Program   | COMPLIANT |
| HUMAN SERVICES                   | Zarate       | Laura      | 78231 - HS Classroom & Seasonal                | 7/11/2020  | ELDE               |       | Support that will maintain compliance with the NSA by completing a strategic plan and writing policies for OPD   | COMPLIANT |
| POLICE                           | Beckman      | Carlo      | 102140 - Research, Planning, & Crime Analysis  | 5/17/2021  | ELDE               |       | working within the grant-funded victim services unit   | COMPLIANT |
| POLICE                           | Cook         | Brigette   | 102310 - Criminal Investigations               | 4/19/2021  | ELDE               |       | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.   | COMPLIANT |
| POLICE                           | Johnson      | Carmen     | 106610 - Background & Recruiting               | 1/18/2014  | TCSE/<br>Annuitant | 289.5 | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.   | COMPLIANT |
| POLICE                           | Lighten      | Ronald     | 106610 - Background & Recruiting               | 9/23/2013  | TCSE/<br>Annuitant | 157   | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.   | COMPLIANT |

**CIVIL SERVICE BOARD**  
**October 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

| DEPT                     | LAST_NAME | FIRST_NAME | ORG                              | JOB_DATE   | TYPE               | HOURS | NOTES  | STATUS    |
|--------------------------|-----------|------------|----------------------------------|------------|--------------------|-------|--|-----------|
| POLICE                   | Mestas    | Alfred     | 100610 - Background & Recruiting | 1/27/2018  | TCSE/<br>Annuitant | 0     | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.                                   | COMPLIANT |
| POLICE                   | Pressnell | Edward     | 100610 - Background & Recruiting | 9/23/2013  | TCSE/<br>Annuitant | 147   | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.                                   | COMPLIANT |
| POLICE                   | Quintero  | Joseph     | 106610 - Background & Recruiting | 10/12/2013 | TCSE/<br>Annuitant | 0     | Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.                                   | COMPLIANT |
| VIOLENCE PREVENTION      | Upshaw    | Shawn      | 70211 - Oakland Unite            | 4/5/2021   | ELDE               |       | Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response. | COMPLIANT |
| <b>NON-COMPLIANT (0)</b> |           |            |                                  |            |                    |       |  |           |



\*\*There were no reports at the August 2020, March 2021, July 2021, or August 2021 meetings

Measure Q Hiring Progress Tracker  
 October 20, 2021 Civil Service Board Meeting

| DEPT | CLASSIFICATION                            | FTE POSITIONS | FILLED | ELIGIBLE LIST AVAILABLE | DETAILS  |
|------|---|---------------|--------|-------------------------|--|
| HSD  | Budget & Grants Administrator             | 1             | 1      | Yes                     | Filled (8.7.21)  |
| HSD  | Administrative Assistant II               | 1             | 1      | Yes                     | Filled (8.22.2020)   |
| HSD  | Case Manager I                            | 1             | 1      | Yes                     | Filled (March 2021)  |
| HSD  | Program Analyst II                        | 0.5           | 0      | No                      | Select Certification in Homelessness. Recruitment closed; examination and scoring in progress.   |
| OPW  | Custodian                                 | 2             | 0      | No                      | Eligible List referred to department   |
| OPW  | Assistant Engineer I                      | 1             | 0      | No                      | Exam Plan meeting scheduled for 10.14.21   |
| OPW  | Administrative Assistant II               | 1             | 1      | Yes                     | Filled (2.26.2021)   |
| OPW  | Construction & Maintenance Mechanic       | 2             | 1      | Yes                     | One offer extended; will likely need a new recruitment.  |
| OPW  | Business Analyst II                       | 1             | 1      | No                      | Filled (11.14.2020)  |
| OPW  | Gardener Crew Leader                      | 7             | 4      | Yes                     | Four of seven positions filled. Department considering acting assignments as new recruitment will be needed for remaining vacancies  |
| OPW  | Gardener II                               | 15            | 15     | Yes                     | Filled (7.8.2021)  |
| OPW  | Painter                                   | 2             | 1      | Yes                     | One hire authorized  |
| OPW  | Park Equipment Operator                   | 2             | 0      | No                      | Recruitment opened 10.11.21  |
| OPW  | Park Supervisor I                         | 2             | 0      | No                      | Recruitment paused. Posting closed 9/2 but no applicants met minimum qualifications. Discussions are occurring between OPW and HRM about next steps, which may be a spec revision. |
| OPW  | Park Supervisor II                        | 1             | 1      | Yes                     | Filled (7.8.2021)  |
| OPW  | Tree Worker (formerly Tree Worker Driver) | 1             | 1      | No                      | Filled effective 10.30.21  |
| OPW  | Tree Trimmer                              | 1             | 0      | Yes                     | This recruitment will re-run when its priority number comes up.  |



CITY OF OAKLAND

## MEMORANDUM

---

**DATE:** October 20, 2021

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

**THROUGH:** Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

**SUBJECT:** Approval of New Classification Specification for Community Police Review  
Agency (CPRA) Attorney

---

Based upon a classification review at the request of the Community Police Review Agency (CPRA), staff has proposed the creation of a new classification specification for **CPRA Attorney**.

This new classification is in response to a recent ballot initiative approved by the voters that allows the Police Commission to hire and/or contract for one or more attorneys to provide legal advice to the Police Commission related to and within the scope of the Police Commission's powers or duties as provided in Charter section 604(b)(12), including providing advice regarding police discipline and policy issues and handling arbitrations related to discipline of sworn officers in the Oakland Police Department.

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

The CPRA Attorney performs a range of legal work involving police misconduct investigations; advises the CPRA Executive Director and/or CPRA investigative staff on case-intake, complaint evaluation, developing a comprehensive investigation plan, pursuing and gathering relative and probative factual information from a variety of sources, analyzing the facts, and reviewing and applying appropriate policies and related laws; reviews and makes recommendations regarding written investigative reports; handles disciplinary appeals as a representative of the City; and performs related duties as assigned.

One position was established as part of the FY 2019-2021 approved budget. The new job description will be used for the upcoming recruitment process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specification in May 2021. Representatives met monthly from May to September to discuss the potential impacts of the new classification. The parties collaborated on language regarding duties and lead direction and exchanged several proposals before agreement was reached. In an email dated September 16, 2021, the union confirmed that they have no objections to the creation of the proposed new classification specification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule has been submitted. There will be two readings by City Council on October 19 and November 2, 2021.

**CIVIL SERVICE BOARD**

Subject: CPRA Attorney Classification Specification

Date: October 20, 2021

Page 2

---

Additionally, the Port does not have a Police Commission. Therefore, classifications specifically designed in support of the Police Commission have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed new **CPRA Attorney** classification specification.

**Attachments:** Proposed new CPRA Attorney classification specification.





# COMMUNITY POLICE REVIEW AGENCY (CPRA) ATTORNEY

DRAFT

**Class Code: XXXXX FTE**

**Civil Service Classified**

---

## DEFINITION

Under direction of the Community Police Review Agency (CPRA), performs a range of legal work involving police misconduct investigations; advises the CPRA Executive Director and/or CPRA investigative staff on case-intake, complaint evaluation, developing a comprehensive investigation plan, pursuing and gathering relative and probative factual information from a variety of sources, analyzing the facts, and reviewing and applying appropriate policies and related laws; reviews and makes recommendations regarding written investigative reports; handles disciplinary appeals as a representative of the City; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This attorney classification for the CPRA is a classified (civil service) position that provides professional legal services in administering the work of the CPRA. Incumbents will be given significant responsibility for handling police misconduct cases and are expected to use professional judgment and skill in the performance of assignments of varying complexity. When Police Officers appeal the City's misconduct findings or discipline, incumbents may be required to prepare cases for and represent the City in arbitrations and administrative hearings. This classification differs from the Deputy City Attorney series in that the latter provide support to all City departments excluding CPRA.

The incumbent receives general direction and supervision from the CPRA Executive Director and provides legal guidance and consultation to professional, technical, and administrative legal staff.

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

Consult with and advise investigators on complex cases and coordination of investigative resources.

Assist investigative staff with critical analysis of facts and data, including review of draft investigative reports.

Research, analyze, and apply rules, laws, regulations, and court decisions related to matters affecting the work of CPRA investigative staff, including police misconduct investigations and discipline, laws related to deadlines and tolling, notice and due process, public records, and confidentiality.

Prepare opinions for the CPRA Executive Director.

Consult with the office of the City Attorney on police-officer investigations and discipline, including related hearings.

Represent the City in administrative hearings and arbitration brought by police officers to challenge discipline; provide instruction to staff regarding arbitration preparation and execution, such as availability to participate, preparation of exhibits, development of strategy, and testimony.

Research and interpret current and proposed policies and procedures related to CPRA and the Oakland

Police Department (OPD).

Provide training to CPRA investigative staff on investigation procedures, constitutional policing, and disciplinary processes.

Track City of Oakland litigation that affects CPRA work; serve as liaison with the Office of the City Attorney on this litigation to the extent it effects CPRA cases, processes, or procedures.

Assist in preparing presentations to the Police Commission.

Advise on policy changes proposed by OPD.

Coordinate with outside counsel.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles, practices, and techniques of conducting effective investigations, including interview and interrogation procedures and techniques, evidence gathering and corroboration, analysis of witness credibility and the probative value of data, and report writing.
- Laws of arrest, search, and seizure.
- Legal rights of citizens.
- Principles of constitutional law and the Public Safety Officer's Procedural Bill of Rights Act (such as Government Code §3304); laws pertaining to release of records (such as Senate Bill 1421 and Penal Code Section 832.7).
- Police department administration and organization.
- Administrative hearing practices.
- Principles and techniques necessary for the objective presentation of recommendations both in oral and written formats.
- Computer systems and software applications including word processing, databases, and spreadsheets.

Ability to:

- Identify legal issues and potential problems, conduct appropriate research, interpret, and apply a variety of laws, and provide sound legal opinions.
- Read, comprehend, and analyze complex policies, rules, reports, records, and other pertinent information to draw conclusions and make supported recommendations.
- Present cases in administrative proceedings.
- Handle stressful or sensitive situations with tact and diplomacy.
- Communicate effectively in both oral and written form, including making verbal presentations to both large and small groups.
- Meet critical deadlines, manage time effectively, and complete varied assignments within a narrow timeframe.
- Maintain accurate records and files.
- Utilize computer systems and software applications.
- Work independently and with minimal supervision and direction.
- Work flexible hours as necessary, including nights and weekends.
- Utilize computer systems and software applications including work processing, databases, and spreadsheets

- Establish and maintain professional and 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:**

Graduation from an accredited School of Law.

**Experience:**

Four (4) years of progressively responsible work experience including litigation comparable to a Deputy City Attorney III in the City of Oakland.

**LICENSE OR CERTIFICATE**

Incumbents must be members in good standing of the California State Bar.

Incumbents are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Incumbents will be required to maintain a valid California Driver’s License while employed OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

**OTHER REQUIREMENTS**

Possession of the Certified Practitioner of Oversight (CPO) Credential is desirable.

No current or former sworn employee of the [Oakland Police] Department, or current official, employee or representative of an employee association representing sworn police officers, is eligible for any staff position in the Agency, or the Commission.

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



CITY OF OAKLAND

## MEMORANDUM

**DATE:** October 20, 2021

**TO:** The Honorable Civil Service Board

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

**THROUGH:** Greg Preece, Assistant Human Resources Director, Recruitment & Classification

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

**SUBJECT:** Approval of New Classification Specification for Benefits Supervisor

Based upon a classification review originally requested by an employee in the Human Resources Management (HRM) Department, staff has proposed the creation of a new classification specification for **Benefits Supervisor**.

The incumbent who oversees staff in HRM's Employee Benefits Services Unit requested a classification study in March 2021, which was completed by a consultant in July 2021. The findings recommended that a new classification be established to more fully capture the breadth and depth of work assigned to the position including supervisory controls. The consultant determined that the existing Benefits Coordinator classification specification underrepresents the complexity of the duties that are being performed related to the implementation and administration of benefits programs and development of complex automated benefits systems, modifications, and enhancements to those systems in conjunction with direct interaction with third party administrators, the Information Technology Department, and vendors. Further, the scope of the duties and the supervisory relationships are better aligned with a first-line supervisory classification rather than an advanced journey level classification.

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

The incumbent plans, directs, and oversees Citywide employee benefits programs; audits benefits plans and ensures compliance with local, state, and federal laws, rules, and regulations; recommends employee benefit plan design and policy changes; develops, implements, and maintains complex automated benefit systems and processes within the Human Resources Information System (HRIS), including new procedures, modifications, and enhancements; assists the City's bargaining team with proposals, costing, and recommendations during contract negotiations; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

There is no placeholder position in the budget. Rather, the incumbent's position will be upgraded and reallocated once the new classification is formally established.

The Confidential Management Employees Association (CMEA) was notified of the proposal to create this new classification. There were no objections to the proposed new classification, and the union did not request to meet.

**CIVIL SERVICE BOARD**

Subject: Benefits Supervisor Classification Specification

Date: October 20, 2021

Page 2

---

The salary ordinance amendment to formally add the new classification to the City's Salary Schedule has been submitted. There will be two readings by City Council on October 19 and November 2, 2021.

Staff recommends that the Civil Service Board approve the proposed new **Benefits Supervisor** classification specification.

**Attachments:** Proposed new Benefits Supervisor classification specification.



**DRAFT**

# **BENEFITS SUPERVISOR**

**Class Code: XXXXX FTE**

**Civil Service Classified**

## **DEFINITION**

Under general direction in the Human Resources Management Department, plans, directs, and oversees Citywide employee benefits programs; audits benefits plans and ensures compliance with local, state, and federal laws, rules, and regulations; recommends employee benefit plan design and policy changes; develops, implements, and maintains complex automated benefit systems and processes within the Human Resources Information System (HRIS), including new procedures, modifications, and enhancements; assists the City's bargaining team with proposals, costing, and recommendations during contract negotiations; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is a supervisory level classification in the Employee Benefits Services Unit. The incumbent is responsible for providing the day-to-day supervision of professional and administrative support staff and performing the more complex research and analysis involving benefits programs, including making recommendations, implementing new programs or changing existing programs. This classification is distinguished from the lower-level Benefits Analyst in that the latter is a professional, non-supervisory classification that performs the full scope of duties related to benefits program analysis and administration.

The incumbent receives direction from the Assistant Human Resources Director or other management staff and exercises supervision over assigned professional, technical, and administrative support staff.

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

Plan, direct, and oversee the design, implementation, communication and administration of Citywide health and welfare benefits programs; coordinate and oversee the daily operations of benefits programs and staff; maintain in-depth knowledge and expertise in benefits plans and procedures; ensure that programs are cost effective, adhere to current regulations, and support the organization's strategic objectives.

Evaluate and monitor current benefit programs and the efficiency and effectiveness of service delivery methods and procedures; analyze, revise, and develop programs, processes, and procedures; determine feasibility of implementing programs; recommend improvements and modifications to the benefits package and rates.

Supervise, train, and evaluate assigned staff; inform staff about work procedures and updates related to new/amended benefit programs and benefit-related regulations.

Plan, direct, and coordinate the development, implementation, and maintenance of a complex automated benefits system with third-party benefit vendors that is integrated with the HRIS/Payroll system which includes the development of new procedures, modifications, and enhancements; serve as liaison with the Information Technology Department and Finance Department.

Manage the annual Open Enrollment process; direct the distribution of enrollment forms,

educational materials, and other data in support of the Open Enrollment process.

Supervise the preparation and review of consolidated monthly and annual expenditure reports for benefit costs, membership count, city contributions, and employee/member contributions.

Remain current with and interpret various group insurance plans, laws, rules, and regulations; review and recommend related policy and program changes (e.g., Affordable Care Act); monitor, analyze, and prepare reports on benefit trends and insurance industry practices in the health insurance field.

Audit claims payments, practices, and procedures; work with insurance brokers, actuaries, attorneys, consultants, and vendors on matters related to employee benefits.

Recommend and draft revised administrative instructions, City Council resolutions and ordinances, staff reports, and Citywide communications/announcements.

Make presentations to employee groups and management staff regarding employee benefit plans and other benefit and wellness issues.

Prepare and compile of benefit information related to contract negotiations; assist the City's bargaining team by researching, costing, and analyzing proposals submitted by both management and the respective employee associations; make recommendations.

Serve as liaison to benefit vendor/carrier to resolve contested claims, service problems, and eligibility matters; monitor and analyze services for effectiveness and customer satisfaction; prepares response to benefit surveys.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of public personnel administration including employee benefits programs and industry best practices of employee benefits administration.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and practices of processing benefit-related payroll deductions/contributions and benefits data.
- Records maintenance using automated systems.
- Principles and practices of analyzing and interpreting statistical information and costing.
- Computer systems and software applications including HRIS, spreadsheet, database, and word processing.
- Training and presentation techniques.
- Contract administration.
- Claims investigation procedures.
- Report preparation.
- Principles and practices of supervision and training.

Ability to:

- Supervise, train, schedule, and evaluate the work of assigned staff.
- Understand, interpret, explain, and apply laws, rules, regulations, memorandum of understanding, policies, and procedures.
- Communicate effectively and persuasively in both oral and written format including speaking in large and small group settings.
- Collect, analyze, and interpret a wide variety of information and data; evaluate data and

develop creative solutions.

- Prepare and execute detailed and comprehensive work plans and reports.
- Recommend benefit plan improvements.
- Use sound judgement; make recommendations.
- Interface and collaborate with vendors and technology representatives regarding system development, implementation, and maintenance.
- Define problems; analyze systems and workflow issues; troubleshoot potential issues.
- Develop and implement revisions to operating procedures to improve effectiveness and efficiency and/or comply with regulatory changes.
- Maintain and audit records.
- Utilize computer systems and related software programs including HRIS, spreadsheet, database, and word processing.
- 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 Business or Public Administration or a related field.

**Experience:**

Five (5) years of progressively responsible experience in benefits administration, preferably in a government setting, including three (3) years of lead or supervisory experience.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

None required.

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





CITY OF OAKLAND

# *STAFF REPORT*

**DATE:** October 20, 2021

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Assistant Human Resources Director

**THROUGH:** Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in July 2021 (for quarter end June 30, 2021). This report also provides an update on classification specifications that are currently under review.

### *Classification Studies*

Attachment A is a report of all outstanding classification studies for the quarter ending on September 30, 2021. During this reporting period, five (5) studies were completed, one (1) study was canceled, and four (4) new studies were received. There are currently twelve (12) active classification studies.

### **EXPLANATION OF DELAYS**

Three (3) studies have passed the one-year mark:

- Police Services Technician II – Anticipated completion by 10/30/2021
- Administrative Assistant I – **Canceled 8/11/2021**
- Program Analyst II – **Completed 9/30/2021**

The delays are largely attributed to competing demands among staff and complex studies that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved as do changes in incumbents’ supervisors. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. While abiding by the Shelter-in-place order from Alameda County in response to the Coronavirus pandemic, the City organization has adapted several of its business practices during the pandemic; many staff have been telecommuting and the department strives to become more agile in dealing with emerging challenges during this unprecedented time. Further, we have multiple vacancies in the Human Resource Department; we continue to assess priorities and workload among existing staff while taking steps to fill the vacancies.

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: October 20, 2021

Despite these considerations, HRM remains focused on addressing overdue studies. Of the three (3) studies that exceeded the one-year mark, staff completed one (1) study, one (1) study was canceled, and the other one (1) study is expected to be finalized within the month. Completing the oldest studies remains the highest priority, and HRM is still working to eliminate the backlog completely. Staff expects to continue enlisting assistance from an external consultant to help with addressing the queue as well.

The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow but steady, and staff are demonstrating gains as their knowledge of classification studies grows. Building capacity among staff remains the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2021 showing a total of ninety-four (94) classifications: during this reporting period, there were four (4) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; seven (7) classifications are being advanced by HRM to the Board for the October 20, 2021 meeting; an additional fourteen (14) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are sixty-one (61) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

| <b>Status</b>  | <b>Qty</b> |
|--|------------|
| Approved by CSB or Closed During Quarter                               | 4          |
| Scheduled to CSB for Approval  | 7          |
| Under Review for Scheduling of Meet & Confer with Representative Union | 14         |
| Assigned to Analyst for Review   | 61         |
| Pending for Assignment   | 8          |
| <b>TOTAL</b>   | <b>94</b>  |

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

Attachment A – Classification Studies (Desk Audits) July 1, 2021 – September 30, 2021

Attachment B – Classification Specifications under review July 1, 2021 – September 30, 2021

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

ATTACHMENT A

|    | Department | Classification                          | Date Received | Date Complete | Days Elapsed | Pending<br>1+ yr? | Status   |
|----|------------|---|---------------|---------------|--------------|-------------------|--|
| 1  | OPD        | Police Services Technician II           | 10/24/2018    |               |              | Yes               | Anticipated completion by 10/30/2021.          |
| 2  | HSD        | Administrative Assistant I              | 10/24/2019    | 8/11/2021     | n/a          | Yes               | Canceled; withdrawn.                           |
| 3  | EWD        | Program Analyst II                      | 3/11/2020     | 9/30/2021     | 568          | Yes               | Completed.                                     |
| 4  | EWD        | Project Manager                         | 8/12/2020     | 7/7/2021      | 329          | No                | Completed.                                     |
| 5  | OPW        | Administrative Assistant II             | 9/23/2020     | 9/21/2021     | 363          | No                | Completed.                                     |
| 6  | HCD        | Mortgage Advisor                        | 11/4/2020     |               |              | No                | Anticipated completion by 10/30/2021.          |
| 7  | OFD        | Fire Personnel Operations Specialist    | 12/29/2020    |               |              | No                | Anticipated completion by 10/30/2021.          |
| 8  | OPW        | Parking Meter Repair Worker             | 2/18/2021     |               |              | No                | In progress.                                   |
| 9  | LIBRARY    | Library Assistant, Senior               | 2/19/2021     | 8/18/2021     | 180          | No                | Completed.                                     |
| 10 | PBD        | Management Assistant                    | 4/1/2021      |               |              | No                | Assigned, in initial stages.                   |
| 11 | HSD        | Head Start Education Coordinator        | 4/21/2021     |               |              | No                | On hold with consultant; pending updated info. |
| 12 | PEC        | Ethics Analyst II                       | 5/25/2021     | 9/23/2021     | 121          | No                | Completed by consultant.                       |
| 13 | DOT        | Sign Maintenance Worker                 | 5/26/2021     |               |              | No                | Pending assignment.                            |
| 14 | OPW        | Electrical Engineer II                  | 6/11/2021     |               |              | No                | In progress.                                   |
| 15 | PBD        | Administrative Analyst II               | 7/16/2021     |               |              | No                | Assigned, in initial stages.                   |
| 16 | LIBRARY    | Management Assistant                    | 8/2/2021      |               |              | No                | New assignment.                                |
| 17 | DVP        | Health & Human Services Program Planner | 8/31/2021     |               |              | No                | In progress by consultant.                     |
| 18 | PBD        | Graphic Delineator                      | 9/27/2021     |               |              | No                | New assignment.                                |

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

ATTACHMENT B

| CLASS                                 | DEPT     | TITLE  | REP | TYPE          | NOTES  |
|---------------------------------------|----------|--|-----|---------------|--|
| <b>CLOSED THIS QUARTER (4)</b>        |          |  |     |               |  |
| TBD                                   | ITD      | Custom Application Developer III               | TBD | NEW SPEC      | Approved at 7/15/2021 CSB Meeting                        |
| TBD                                   | ITD      | Oracle Application Developer III               | TBD | NEW SPEC      | Approved at 7/15/2021 CSB Meeting                        |
| TBD                                   | OFD      | Crisis Intervention Specialist (MACRO)         | TBD | NEW SPEC      | Approved at 9/16/2021 CSB Meeting; no 8/19 mtg.          |
| TBD                                   | OFD      | Emergency Medical Technician (MACRO)           | TBD | NEW SPEC      | Approved at 9/16/2021 CSB Meeting; no 8/19 mtg.          |
| <b>SCHEDULED (7)</b>                  |          |  |     |               |  |
| AP221                                 | LIBRARY  | Library Aide                                   | SD1 | SPEC REVISION | Scheduled for 10/21/2021 CSB Meeting.                    |
| AP223                                 | LIBRARY  | Library Assistant                              | SD1 | SPEC REVISION | Scheduled for 10/21/2021 CSB Meeting.                    |
| AP224                                 | LIBRARY  | Library Assistant, Senior                      | SD1 | SPEC REVISION | Scheduled for 10/21/2021 CSB Meeting.                    |
| MA140                                 | OPW      | Manager, Support Services                      | UM1 | SPEC REVISION | Scheduled for 10/21/2021 CSB Meeting.                    |
| TBD                                   | CAO      | Community Police Review Agency (CPRA) Attorney | TBD | NEW SPEC      | Scheduled for 10/21/2021 CSB Meeting.                    |
| TBD                                   | HRM      | Benefits Supervisor                            | TBD | NEW SPEC      | Scheduled for 10/21/2021 CSB Meeting.                    |
| PP133                                 | OPRYD    | Recreation Leader II, PPT                      | SC1 | SPEC REVISION | Scheduled for 10/21/2021 CSB Meeting.                    |
| <b>PENDING MEET &amp; CONFER (14)</b> |          |  |     |               |  |
| TBD                                   | ITD      | Application Developer IV                       | TBD | NEW SPEC      | Finalizing proposed draft for department review          |
| PS104                                 | OFD      | Captain of Fire                                | FQ1 | SPEC REVISION | Scheduling meeting w/L55 in October.                     |
| PS116                                 | DOT      | Crossing Guard, PT                             | SI1 | SPEC REVISION | Finalizing spec revisions with DOT for L1021 in Nov.     |
| PP113                                 | HSD      | Early Childhood Center Instructor              | SD1 | SPEC REVISION | For Local 1021 monthly meeting in October.               |
| TBD                                   | HSD      | Early Learning Education Specialist            | TBD | NEW SPEC      | Finalizing proposed spec revisions with departments.     |
| TBD                                   | HSD      | Education Manager                              | TBD | NEW SPEC      | For Local 21 monthly meeting in October.                 |
| ET125                                 | DOT      | Engineering Technician II (Office)             | SC1 | SPEC REVISION | Finalizing proposed spec revisions with departments.     |
| TBD                                   | HSD      | Family Services Specialist                     | TBD | NEW SPEC      | For Local 1021 monthly meeting in October.               |
| TBD                                   | HSD      | Head Start Coach                               | TBD | NEW SPEC      | Finalizing proposed spec revisions with departments.     |
| TR146                                 | DOT/OPW  | Heavy Equipment Operator                       | SB1 | SPEC REVISION | Met with Local 1021 on 2/22; pending L1021.              |
| TBD                                   | OFD      | MACRO Program Manager                          | TBD | NEW SPEC      | Finalized new class w/L21; preparing exemption reso.     |
| TBD                                   | FINANCE  | Payroll Manager                                | TBD | NEW SPEC      | Finalized new unrep class; preparing exemption reso.     |
| PS162                                 | OPD      | Police Communications Dispatcher               | SC1 | SPEC REVISION | Finalizing spec revisions with DOT for L1021 in Nov.     |
| TBD                                   | OPW      | Tree Trimmer Crew Leader                       | TBD | NEW SPEC      | Initiated 4/19; still in progress                        |
| <b>IN PROGRESS (61)</b>               |          |  |     |               |  |
| AF031                                 | CITYWIDE | Accountant III                                 | UH1 | SPEC REVISION | Finalizing proposed spec revisions with departments      |
| PS107                                 | OPD      | Captain of Police                              | UN2 | NEW SPEC      | Collecting job analysis information for draft class spec |
| EM131                                 | LIBRARY  | Chief Curator of AAMLO                         | UM1 | SPEC REVISION | Preparing proposed spec revisions for department         |
| AP146                                 | CPRA     | Complaint Investigator II                      | TW1 | SPEC REVISION | Finalizing proposed spec revisions with departments      |
| TBD                                   | OFD      | CORE Instructor, PT                            | TBD | NEW SPEC      | Department reviewing proposed draft                      |

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

ATTACHMENT B

| CLASS | DEPT     | TITLE   | REP | TYPE          | NOTES   |
|-------|----------|---|-----|---------------|---|
| AP400 | CAO      | CPR Policy Analyst  | UM2 | SPEC REVISION | Finalizing proposed spec revisions and title change with department |
| SC130 | OPW      | Custodial Services Supervisor I                             | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| EM135 | OPD      | Deputy Chief of Police                                      | UN2 | NEW SPEC      | Drafting new class spec   |
| AP252 | CITYWIDE | Development Specialist III                                  | TW1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| EM103 | FINANCE  | Director of Finance   | UK1 | NEW SPEC      | Drafting new class spec   |
| EM264 | DOT      | Director of Transportation                                  | UK1 | NEW SPEC      | Drafting new class spec   |
| TBD   | DOT      | Director of Transportation, Assistant                       | TBD | NEW SPEC      | Drafting new class spec per dept August 2020                        |
|       | OPW      | Electrical Engineer II                                      | TF1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| ET114 | CITYWIDE | Engineer, Assistant I                                       | TF1 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| PS119 | OFD      | Engineer of Fire  | FQ1 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| SS119 | OPW      | Engineering Intern  | UG1 | SPEC REVISION | Evaluation project is underway                                      |
| PP121 | OPW      | Environmental Services Intern                               | TW1 | NEW SPEC      | Evaluation project is underway                                      |
| SS126 | CAO      | Executive Assistant to the City Administrator               | U31 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| EM224 | OFD      | Fire Division Chief   | UU1 | SPEC REVISION | Preparing proposed spec revisions for department review             |
| PS129 | OFD      | Fire Fighter  | FQ1 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| PS139 | OFD      | Fire Investigator   | FQ1 | SPEC REVISION | Preparing proposed spec revisions for department review             |
| EM168 | OFD      | Fire Marshal (Sworn)  | UU1 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| SC160 | HSD      | Head Start Supervisor                                       | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department                  |
| PP175 | HSD      | Head Start/Early Head Start Substitute Associate Instructor | SD1 | SPEC REVISION | Pending title change - remove "Associate" from title                |
| TBD   | CAO      | Homelessness Administrator                                  | TBD | NEW SPEC      | Drafting new class spec   |
| TBD   | HSD      | Home Base Visitor   | TBD | NEW SPEC      | In the queue for future meeting with Local 1021                     |
| TBD   | HSD      | Home Base Visitor, Supervising                              | TBD | NEW SPEC      | In the queue for future meeting with Local 21                       |
| AP214 | LIBRARY  | Librarian I   | SD1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| AP217 | LIBRARY  | Librarian II  | SD1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| AP220 | LIBRARY  | Librarian, Senior   | SD1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| PS194 | OPD      | Lieutenant of Police  | PP1 | NEW SPEC      | Collecting job analysis information for draft class spec            |
| SS140 | LIBRARY  | Literacy Assistant  | SD1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| SS141 | LIBRARY  | Literacy Assistant, Senior                                  | SD1 | SPEC REVISION | Preparing proposed spec revisions for department                    |
| SS142 | CITYWIDE | Management Intern   | TA1 | NEW SPEC      | Evaluation project is underway                                      |
| SS153 | CITYWIDE | Office Assistant II   | SD1 | SPEC REVISION | Integrating feedback from departments                               |
| TR164 | OPD      | Parking Control Technician                                  | SC1 | SPEC REVISION | In the queue for meeting with Local 1021                            |
| AF025 | FINANCE  | Parking Meter Collector                                     | SD1 | SPEC REVISION | Preparing proposed spec revisions for department                    |

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

ATTACHMENT B

| CLASS                         | DEPT     | TITLE   | REP | TYPE          | NOTES   |
|-------------------------------|----------|---|-----|---------------|---|
| TBD                           | FINANCE  | Parking Meter Collector, Senior               | TBD | NEW SPEC      | Drafting new class spec; need union meeting date  |
| TR168                         | OPW      | Parking Meter Repair Worker                   | SB1 | SPEC REVISION | Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded. |
| SS164                         | CITYWIDE | Planning Intern/Housing Intern                | UG1 | SPEC REVISION | Evaluation project is underway  |
| PS161                         | OPD      | Police Cadet                                  | UG1 | NEW SPEC      | Draft developed; pending supervisor review & department feedback  |
| PS163                         | OPD      | Police Communications Operator                | SC1 | SPEC REVISION | Meetings will resume with Local 1021  |
| PS164                         | OPD      | Police Communications Supervisor              | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department  |
| AP290                         | PBD      | Process Coordinator II                        | SD1 | SPEC REVISION | Finalizing proposed spec revisions with department  |
| EM200                         | FINANCE  | Purchasing Manager                            | UM1 | NEW SPEC      | Drafting new class spec   |
| TBD                           | HCDD     | Rent Adjustment Program Assistant/Coordinator | TBD | NEW SPEC      | Drafting new class spec   |
| AF059                         | FINANCE  | Revenue Analyst, Principal                    | UM2 | SPEC REVISION | Finalizing proposed spec revisions with department  |
| AP460                         | DOT      | School Traffic Safety Supervisor              | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department  |
| PS179                         | OPD      | Sergeant of Police                            | PP1 | NEW SPEC      | Collecting job analysis information for draft class spec  |
| TR175                         | OPW      | Sewer Maintenance Leader                      | SC1 | SPEC REVISION | Future Local 1021 meeting date to be determined   |
| TR176                         | OPW      | Sewer Maintenance Worker                      | SC1 | SPEC REVISION | Future Local 1021 meeting date to be determined   |
| TR186                         | OPW      | Sign Technician I (Traffic Sign Maker)        | SC1 | SPEC REVISION | Finalizing proposed spec revisions with department  |
| IS119                         | PBD      | Specialty Combination Inspector               | SD1 | SPEC REVISION | Preparing proposed spec revisions for department  |
| IS120                         | PBD      | Specialty Combination Inspector, Senior       | SD1 | SPEC REVISION | Preparing proposed spec revisions for department  |
| SS195                         | CITYWIDE | Student Trainee                               | UG1 | SPEC REVISION | Evaluation project is underway  |
| AF004                         | FINANCE  | Tax Auditor I                                 | SD1 | SPEC REVISION | Preparing proposed spec revisions for department  |
| AF022                         | FINANCE  | Tax Auditor II                                | SD1 | SPEC REVISION | Preparing proposed spec revisions for department  |
| TR185                         | OPW      | Traffic Painter                               | SB1 | SPEC REVISION | Preparing proposed spec revisions for department  |
| TR188                         | OPW      | Tree High Climber                             | SC1 | SPEC REVISION | Received proposed spec revisions from department; under review prior to submission to union   |
| AP348                         | EWD      | Urban Economic Analyst III                    | TW1 | SPEC REVISION | Preparing proposed spec revisions for department  |
| TBD                           | OFD      | US&R Instructor, PT                           | TBD | NEW SPEC      | Department reviewing proposed draft.  |
| <b>PENDING ASSIGNMENT (8)</b> |          |   |     |               |   |
| EM118                         | CITYWIDE | Assistant to the Director                     | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec  |
| MA113                         | CAO      | Controller                                    | UK2 | DRAFT/REVISE  | Pending analyst assignment  |
| TR120                         | OPW      | Custodian                                     | SC1 | SPEC REVISION | Discussion about revising MQs   |
| EM220                         | PBD      | Director of Building & Planning               | UK1 | NEW SPEC      | Pending analyst assignment  |
| EM230                         | EWD      | Director of Economic & Workforce Development  | UK1 | NEW SPEC      | Draft pending CAO approval  |

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

ATTACHMENT B

| <b>CLASS</b> | <b>DEPT</b> | <b>TITLE</b>                                | <b>REP</b> | <b>TYPE</b>   | <b>NOTES</b>                         |
|--------------|-------------|---|------------|---------------|--------------------------------------|
| EM154        | HCDD        | Director of Housing & Community Development | UK1        | NEW SPEC      | Draft pending CAO approval           |
| SS120        | ATTY        | Exec Asst to Asst City Attorney             | UM1        | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| NEW          | CAO         | Neighborhood Services Program Manager       | TBD        | NEW SPEC      | Pending analyst assignment           |