



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

Date: September 15, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/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/88357200955?pwd=R0pFVXNkYXhKTzc1ckZhN0JRb0dyZz09> 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: 883 5720 0955 (Note: Password: "Passcode: CSB915" 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: 883 5720 0955 Passcode: 974124

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.

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

If you have any questions, please email Ian Appleyard, Human Resources Director at IAppleyard@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

- | | |
|--|--------------------|
| 2) APPROVAL OF THE SEPTEMBER 15, 2022 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of The Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361 | |
| b) Provisional Appointments (0) | |
| • There are no provisional appointments this month. | |

- c) Approval of Employee Requests for Leave of Absence (2)
 - Human Services Department (2)
- d) Approval of Revised Classification specifications (0)
 - There are no revised classifications specifications this month.

5) OLD BUSINESS:

- a) Approval of August 18, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Quarterly Update Regarding Measure Q Hiring Efforts INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Special Activity Permit Inspector, Supervising ACTION

7) OPEN FORUM

8) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 20, 2022. All materials related to agenda items must be submitted by Thursday, October 6, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

OAKLAND CIVIL SERVICE BOARD

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, for the first time on October 20, 2021, and most recently on July 28, 2022, the Civil Service Board adopted a Resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

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

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

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

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



MEMORANDUM

DATE: September 15, 2022

TO: The Honorable Civil Service Board

FROM: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of two (2) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Black, Tracey	Health & Human Services Program Planner	Human Services Department	August 06, 2022 – August 05, 2023	CSR 8.07 (c)
Trist, Sarah	Health & Human Services Program Planner	Human Services Department	August 06, 2022- August 05, 2023	CSR 8.07 (c)

RECOMMENDATION:

Staff recommends that the Civil Service Board approve the requested Leave of Absence forms.



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Tracey Black Employee's ID 12535 Today's Date 08/01/2022

Department/Division Human Services/Early Childhood & Family Services Employee Job Title HHS Planner

Request: _____ Days Hours From 08/06/22 To 08/05/23
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave ANP Appointed to 1 year ELDE position
(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.

Tracey Black 08/01/22
 Employee's Signature Date Civil Service Board Approval Date

[Signature] 8/18/22
 Department Head Approval Date City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
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- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Sarah Trist Employee's ID 25527 Today's Date 8/12/22

Department/Division HSD/Head Start Employee Job Title HHS Program Planner

Request: 365 Days Hours From 8/6/22 To 8/5/23
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave Appointed to 1 year ELDE position
(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
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Sarah Trist
Employee's Signature Date 8/12/22

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 8/18/22

City Manager Approval Date

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

Date: August 18, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board
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Webinar ID: 852 7238 9023 Passcode: 139382

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If you have any questions, please email Ian Appleyard, Human Resources Director at IAppleyard@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE AUGUST 18, 2022 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45145 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the August 18, 2022 Civil Service Board Meeting Agenda.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

- a) Adopt A Resolution Renewing And Continuing The Civil Service Board's Determination That Conducting In-Person Meetings Of The Civil Service Board Would Present Imminent Risks To Attendees' Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361
- b) Approval of Provisional Appointments (1)
 - Housing & Community Development Department
- c) Approval of Employee Requests for Leave of Absence (1)
 - Oakland Public Library (1)
- d) Approval of Revised Classification specifications (1)
 - Crime Analyst

45146 A motion was made by Member Williams and seconded by Member Brown to approve the August 18, 2022 Consent Calendar.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

5) OLD BUSINESS:

- a) Approval of July 28, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION

45147 A motion was made by Member Brown and seconded by Member Williams to approve the July 28, 2022 Special 5:15 P.M. Meeting Minutes.

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

Board Member Noes: None
Board Member Abstentions: Martinez
Board Members Absent: Baranco, Levin

- b) Approval of July 28, 2022 Civil Service Board Special 5:30 P.M. Meeting Minutes

45148 A motion was made by Member Williams and seconded by Member Brown to approve the July 28, 2022 Special 5:30 P.M. Meeting Minutes.

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

Board Member Noes: None

Board Member Abstentions: Martinez

Board Members Absent: Baranco, Levin

- 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

45149 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the Common Class Study.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin

6) NEW BUSINESS:

- a) There is no New Business this month. INFORMATION

7) OPEN FORUM

8) ADJOURNMENT

45150 A motion was made by Member Williams and seconded by Vice Chair Martinez to adjourn the meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Brown, Williams

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

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**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – September 15, 2022**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
OPW-2022-AP01	Gardener II	Oakland Public Works	6.04 – Appeal of Probationary Release	October 20, 2022	Rescheduled to October 20, 2022
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: September 15, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the August 18, 2022 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of eighty seven (87) employees were in the TCSE (12), TCSE/Annuitant (17), and ELDE (58) categories as of pay period ending August 26, 2022. Of the those, zero (0) assignment is reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the eighty seven (87) temporary assignments, there is zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: September 15, 2022

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RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Human Resources Director Ian Appleyard at (510) 238-6450.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending August 26, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (2)								
FIRE	Boreham	Charlotte	20914 - MACRO	3/19/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
NEW THIS PERIOD (4)								
CITY ADMINISTRATOR	Caban	Jennifer	66311 - Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CPRA	Morris	Shayleen	66311 - Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
FIRE	Tran	Tony	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non -	COMPLIANT
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to	COMPLIANT
COMPLIANT (81)								
CITY ADMINISTRATOR	Riskier	Tina	02112 - Communications & Media	2/19/2022	ELDE		Providing support to digital communications unit	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	158	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Chiu	James	04111 - City Attorney Administration Unit	1/22/2022	ELDE		Administrative and fiscal assistance	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	117	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
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	51	Temporary assistance to complete AC Transit Bus Rapid Transit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort	COMPLIANT
DEPT. OF TRANSPORTATION ECONOMIC & WORKFORCE DEVELOPMENT	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	158.5	Assist in the Great Streets Division during process of hiring and on-	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Acebo	Regina	85511 - Cultural Arts & Marketing	1/22/2022	TCSE	82	Continue to administer the neighborhood voices- festival	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	30	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	4/2/2022	ELDE		Temporary project to develop Oracle Business Intelligence Applications	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	122.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	171	Temporary project to help train new Senior HR Operations Technicians and Pilot with returned level assistance	COMPLIANT
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT

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

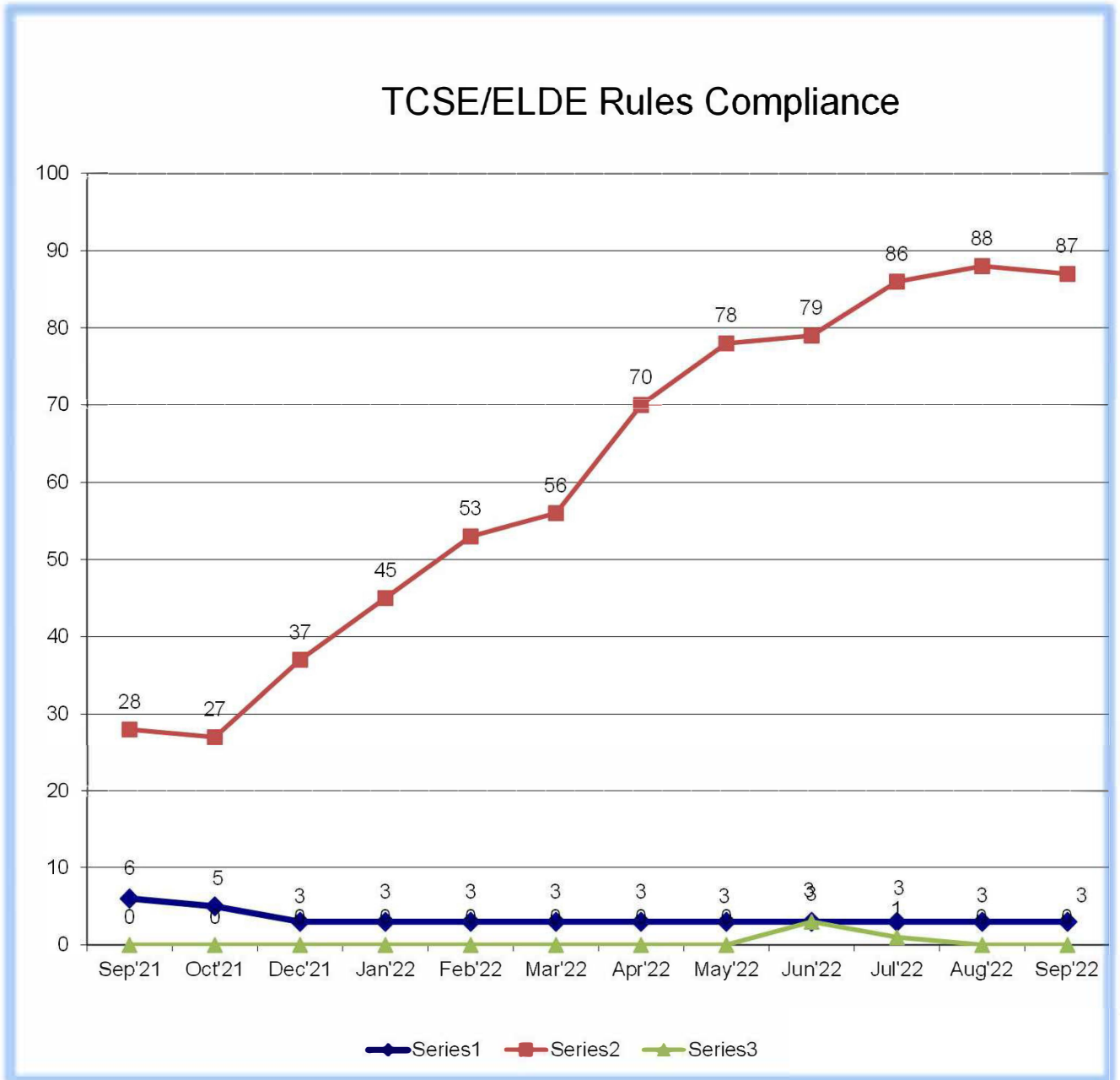
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Cedeno III	Raul	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Duncan Perry	Chiara Delett	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Farinacci-Magee	Kathryn	20914-MACRO	4/4/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Fitzsimmons	Rick David	20914-MACRO	4/2/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Grant	Linda Janette	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hanna	Robert Shaun	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	6	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	170	Reviews and approves permits and business plans; conducts all hazardous materials inspections	
FIRE	Snypes	Julie Kayleen	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Thompson	Michael	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HCD	Erickson	Karen	08919 - Admin: Housing & Community Development	1/22/2022	TCSE	223	Emergency Rental Assistance Program Support	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	0	Assist with developing policies and procedures within the Emergency	COMPLIANT
HCD	Lothlen	Brittni	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Database	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HCD	Tran	Joseph	89929- Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	86.5	Recruitment support for HSD	COMPLIANT
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		development and training management while new classification is created	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	67.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	249	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	151.5	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621- Oakland Paratransit for the Elderly and Disabled Unit	5/14/2022	ELDE		Assist with providing training and program orientation to seniors	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provide support to Community Housing	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	128	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	114	and other public agencies in the implementation of the project	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	285	Assist with implementing Policy	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	240	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects.	NON-COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	171	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Marshall	LaRajia	106510- Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	163	Per MOU Agreement; TCSE/Annuitant supporting OPD	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	172.5	Providing support in Crim Lab Firearms Unit	COMPLIANT
POLICE COMM	Anderson	Leigh	66311- Inspector General	4/16/2022	ELDE		Assist in the strategic planning or conducting independent police audits and reviews	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE COMM	Sanchez	Marubeth	66311- Inspector General	6/25/2022	ELDE		Administrative Support	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	95.5	Assist with creating digital campaign	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/2/2022	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	157.5	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	220	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	0	Providing assistance to construction supervisor unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	186	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	67	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Brandford	Harris	70111- Violence Prevention Administration	5/14/2022	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	9/16/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	NON-COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
NON-COMPLIANT (0)								



** There were no reports at the March 2021, July 2021, or August 2021 meetings
 *** The November 2021 meeting was canceled.

Measure Q Hiring Progress Tracker
 September 15, 2022 Civil Service Board

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	0	Yes	Referrals sent to department to review and schedule interviews.
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	Filled (March 2021)
OPW	Custodian	5	2	No	2 FTE Filled (2.5.22), 3 FTE selections Made and Offers and onboarding in progress
OPW	Assistant Engineer I	1	1	No	Filled (8.6.2022)
OPW	Administrative Assistant II	1	1	Yes	Filled (2.26.2021)
OPW	Construction & Maintenance Mechan	2	1	Yes	1 Filled (10.30.21) 2nd offer was rescinded. New recruitment required
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	7	Yes	3 Filled 4.30.22
OPW	Gardener II	15	15	Yes	Filled (5 filled 6.12.2021, 5 filled 7.24.2021, 3 filled 8.7.2021, 2 filled 8.21.2021)
OPW	Painter	2	1	Yes	Filled 3.19.22, 1 Painter quit 07/2022
OPW	Park Attendant, PT (NEW)	0.5	0.5	Yes	Filled (D. Mabon effective 11.13.21)
OPW	Park Equipment Operator	2	2	No	Filled 1.22.22 (K. Wilkerson and R.Armstrong)
OPW	Park Supervisor I	2	1	No	One of the remaining MQ positions will be filled as of 4.30.22. The other position was offered and then declined, new recruitment underway.
OPW	Park Supervisor II	1	1	No	Filled 6.25.22, K. Brink
OPW	Tree Worker (formerly Tree Worker D	1	1	No	Filled (E. Rodriguez effective 11.13.21)
OPW	Tree Trimmer	1	0	Yes	The Division submitted an add/delete to convert Tree Trimmer positions to Tree Workers. Proposal included in the midcycle budget.



MEMORANDUM

DATE: September 15, 2022

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

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

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

SUBJECT: Approval of New Classification Specification for Special Activity Permit
Inspector, Supervising

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

This new classification will fill a void in supervision of the Special Activity Permit Inspectors (formerly titled Municipal Code Enforcement Officers); the department has secured additional funding streams and has been working to add positions to support this evolving function. Adding the new supervisor classification will ensure that an appropriate level exists in the organization's structure to supervise the Inspectors and carry out other important work in EWD related to special activity permitting, inspections, and events.

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

Plans, directs, and coordinates the inspection, investigation, education, and enforcement activities of regulations pertaining to special activity/business permits and operations of businesses, including but not limited to those listed in Title 5 and Chapter 9.52 of the Oakland Municipal Code, such as: special events; cabaret; massage establishments; food vending outside of restaurants ("mobile food vending"); and/or cannabis cultivation, manufacturing, distribution, testing, delivering, and dispensing; and other businesses; may take complaints from the public and elected officials; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

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

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives discussed the item at a meeting in August 2022. The union sent an email on September 1, 2022 stating that there are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule will be scheduled for the Finance and Management Committee in October/November 2022. Two readings by City Council will follow.

CIVIL SERVICE BOARD

Subject: Special Activity Permit Inspector, Supervising Classification Specification

Date: September 15, 2022

Page 2

Staff recommends that the Civil Service Board approve the proposed new **Special Activity Permit Inspector, Supervising** classification specification.

Attachments: Proposed new Special Activity Permit Inspector, Supervising classification specification.



SPECIAL ACTIVITY PERMIT INSPECTOR, SUPERVISING

Class Code: XXXXX

Civil Service Classified

DEFINITION

Under general supervision in the Economic & Workforce Development (EWD) Department, plans, directs, and coordinates the inspection, investigation, education, and enforcement activities of regulations pertaining to special activity/business permits and operations of businesses, including but not limited to those listed in Title 5 and Chapter 9.52 of the Oakland Municipal Code, such as: special events; cabaret; massage establishments; food vending outside of restaurants (“mobile food vending”); and/or cannabis cultivation, manufacturing, distribution, testing, delivering, and dispensing; and other businesses; may take complaints from the public and elected officials; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification with responsibility for daily oversight of Special Activity Permit Inspectors. who explain and enforce sections of state and local codes relating to business activities and events, such as special events, cabaret, massage establishments, mobile food vending, and cannabis cultivation, manufacturing, and distribution, among other businesses. Incumbents in this classification may be required to work early mornings, evenings, and weekends. It is distinguished from the Special Activity Permit Inspector, which is not responsible for performing supervisory duties.

Incumbents receive supervision from management staff in the Economic & Workforce Development Department.

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

Plan, prioritize, assign, and review the work of staff involved in inspecting special activity/business and enforcing City regulations regarding special activity/business permits as regulated in Title 5 and Chapter 9.52 of the Oakland Municipal Code, including but not limited to: special events, mobile food vending; cannabis cultivation, manufacturing, and distribution; pawn shops, cabaret, and massage parlors.

Diffuse volatile and hostile situations with alleged violators.

Engage in community education and outreach about special business activity permitting.

Respond to complex vendor inquiries concerning compliance issues.

Investigate referrals or complaints from the public, outside agencies or City departments; interpret and monitor compliance with respect to the City’s Municipal Code regulations, rulings, policies, and procedures and related State laws.

Distribute informational materials explaining business permit and special activity regulations to merchants, vendors, homeowners, businesses, event planners, and community

representatives; may attend and participate in community and business meetings.

Assist in the development of short- and long-term program planning; assist in the development of program goals.

Prepare written reports on activities and actions taken; may prepare brief notes in connection with unusual situations observed; may be required to testify at administrative hearings and/or in Civil Court.

Supervise, train, and evaluate assigned staff.

Operate assigned motor vehicle and mobile devices.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable State and City codes, ordinances, laws, and regulations pertaining to special activity businesses and permits.
- Policies, procedures, and effective methods of making investigations and inspections to enforce City codes.
- Principles and practices of supervision and training.
- Investigative principles and practices.
- Decision-making techniques.
- Oral presentation techniques and procedures
- Report writing, including correct English usage, spelling, punctuation, and grammar.
- Public relations and conflict resolution.
- Public presentation techniques and skills.
- Records management and general office skills.
- Safe driving methods and safe work practices.
- Basic mathematics.
- Budgeting and monitoring.
- Computer systems and software applications, including computer operations of word processing, spreadsheet, and database software (i.e., Microsoft Office suite).

Ability to:

- Plan, direct, and evaluate special activity permit inspection operations.
- Promote and enforce safe work practices.
- Interpret and apply State and City codes, ordinances, laws, and regulations pertaining to special activity businesses and permits.
- Communicate effectively both orally and in writing.
- Explain City regulations and permitting procedures to merchants, homeowners, businesses, vendors, event coordinators, and community representatives.
- Interact and collaborative effectively with vendors and businesses, community organizations, event coordinators, and co-workers and staff from other City departments; coordinate a variety of activities inter-departmentally and with outside agencies, such as Alameda County Environmental Health.
- Organize and provide leadership and direction in a diverse community.
- Analyze potential problem situations and respond appropriately.

- Inspect and analyze violations of special business activities regulations.
- Learn requirements for presenting evidence in administrative and court hearings; appear as an expert witness; read, apply, and enforce all applicable codes.
- Collect, analyze, and compile data; prepare, analyze, and review reports of a general or technical nature.
- Monitor a section budget; assist with making budget recommendations.
- Perform under difficult and stressful conditions and manage confrontations with vendors and business owners who may be hostile; serve as a resource to assigned staff in resolving such situations.
- Work irregular days and hours, including nights and weekends, and under inclement weather conditions.
- Supervise, train, and evaluate assigned staff.
- Utilize computer systems and software applications, modern office equipment, mobile devices, and photographic equipment.
- 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:

High school diploma or equivalent. Related college coursework in code enforcement, criminal justice or public administration is highly desirable.

Experience:

Three (3) years of full-time experience involving public contact or code enforcement-related work and performing record keeping, report writing, database management and other administrative tasks. One (1) year of lead or supervisory experience is highly desirable. Previous experience with municipal ordinances and codes involving complaint investigations, inspections or code enforcement is desirable.

LICENSE OR CERTIFICATE

Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation will not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License while employed.

OTHER REQUIREMENTS

Must successfully complete a training course in Oakland Municipal Code, state regulations, citation issuance, code enforcement, and report writing during the probationary period.

Must be able to work weekend and evening shifts.

Proficiency in a foreign language (e.g., Spanish) is preferred and may be required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:
Exempted: Y N Exemption Resolution #: n/a

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

(Previous title(s):)