



## AUGUST REGULAR CIVIL SERVICE BOARD MEETING AGENDA

**Date: August 15, 2024**

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

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

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

**STAFF TO THE BOARD:**  
Mary Hao, HRM Director/Secretary to the Board  
Tina Pruett, Human Resources Manager/Staff to the Board  
Amber Lytle, Human Resources Manager/Staff to the Board  
Ayana Smith, Administrative Assistant II/Staff to the Board  
Caryl Casden, Parliamentarian to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTEXeTZnRjdvUDBhQ09oaUZWQT09>

**Passcode: CSB2024**

One tap mobile +16699006833,,84770081425#,,,,\*7708206# US (San Jose)  
+16694449171,,84770081425#,,,,\*7708206# US

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

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

**ID: Webinar ID: 847 7008 1425 Passcode: 7708206**

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=N0V1VTEXeTZnRjdvUDBhQ09oaUZWQT09>

**ROLL CALL****1) PUBLIC COMMENT:**

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

**2) APPROVAL OF THE AUGUST 15, 2024, CIVIL SERVICE BOARD MEETING AGENDA ACTION****3) UPDATES, SECRETARY TO THE BOARD INFORMATION****4) CONSENT CALENDAR: ACTION**

## a) Approval of Provisional Appointment (0)

- There are no Provisional Appointment requests at this time.

## b) Approval of Employee Requests for Leave of Absence (8)

- Animal Control (1)
- Human Resources Management (1)
- Oakland Police Department (4)
- Oakland Public Library (1)
- Office of The Inspector General (1)

## c) Approval of Revised Classification Specifications (1)

- Aquatics Program Coordinator

**5) OLD BUSINESS:**

## a) Approval of the July 18, 2024, Civil Service Board Meeting Agenda Minutes ACTION

## b) Determination of Schedule of Outstanding Board Items INFORMATION

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

INFORMATION

## 6) NEW BUSINESS:

- a) There are no New Business items this month.

## 7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 19, 2024. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)

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



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

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

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

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



# MEMORANDUM

**DATE:** August 15, 2024

**TO:** The Honorable Civil Service Board

**FROM:** Mary Hao, HRM Director / Secretary to the Board

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

HRM is in receipt of eight (8) Unpaid Leave of Absence Request’s pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Zully, Batres	Library Assistant	Oakland Public Library	June 25, 2024 – June 29, 2024, July 9, 2024 – August 2, 2024 And August 12, 2024 – August 30, 2024	CSR 8.07 (c)
Dinh, Sherry	Administrative Analyst II	Oakland Police Department	June 29, 2024 – October 11, 2024	CSR 8.07 (c)
Johnson, Casey	Lieutenant of Police	Oakland Police Department	July 3, 2024 – Duration of Exempt Position	CSR 8.07 (c)
Jones, Charlotte	Program and Performance Audit Manager	Office of The Inspector General	July 06, 2024 – Duration of Exempt Position	CSR 8.07 (c)
Mitchell, Ashley	Animal Control Officer	Animal Control	July 24, 2024 – September 25, 2024	CSR 8.07 (c)
Shavies, Fredrick	Lieutenant of Police	Oakland Police Department		CSR 8.07 (c)

**CIVIL SERVICE BOARD**

Subject: Request for Leave of Absence

Date: August 15, 2024

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Employee Name	Classification Title	Department	Dates	Civil Service Provision
			July 5, 2024 – Duration of Exempt Position	
Tedesco, Anthony	Captain of Police	Oakland Police Department	July 6, 2024 – Duration of Exempt Position	CSR 8.07 (c)
Turner, Erika	Administrative Assistant II	Human Resources Management	May 21, 2024 – September 20, 2024	CSR 8.07 (c)

**RECOMMENDATION:**

Staff recommends that the Civil Service Board approve the requested Leave of Absence 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 Jully Boates Employee's ID 25010 Today's Date 6/20/24

Department/Division Oakland Public Library Employee Job Title Library Assistant

Request: 37.5  Days  Hours From June 25 To June 29  
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.

Jully Boates 6/20/2024  
 Employee's Signature Date

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

[Signature] 7/5/24  
 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.

150 = 4 weeks

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 Jully Bates Employee's ID 25010 Today's Date 6/20/24

Department/Division Oakland Public Library Employee Job Title Library Assistant

Request: 150 Hrs  Days  Hours From July 9 To Aug 2  
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.

Jully Bates 6/20/2024  
Employee's Signature Date

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

[Signature] 7/5/24  
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.

Distribution: Original to DHRM Admin., Copy to HRIS Operations, Dept., and Employee

3 weeks = 112 hrs

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 Benny Roberts Employee's ID 25010 Today's Date 6/20/24

Department/Division Oakland Public Library Employee Job Title \_\_\_\_\_

Request: 112 hrs  Days  Hours From Aug 12 To Aug 30  
No. of Days or Hours Select Days or Hours

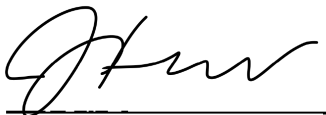
Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave \_\_\_\_\_  
(Write appropriate code)

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.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
  
 \_\_\_\_\_  
 Department Head Approval \_\_\_\_\_ Date 7/5/24

Civil Service Board 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)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Sherry Dinh Employee ID# 20960 Date Requested: 28 Jun 24

Department/Division: OPD/OIA Permanent Job Title Administrative Analyst II

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: \_\_\_\_\_

- ELDE       Limited Duration       Interim       Non-Civil Service Permanent Appointment

Number of Business Days Requested: 75 From: 29 Jun 24 To: 11 Oct 24

Unpaid Leave Taken this year?  Yes  No If yes, what type of leave: \_\_\_\_\_

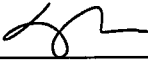
Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

*\* Additional Information*


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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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 maternity, an employee may take up to a maximum of 5 months leave.

 3 Jul 24  
Employee's Signature      Date

\_\_\_\_\_  
City Administrator Approval      Date

 12 Jul 24  
Department Head Approval      Date

\_\_\_\_\_  
Civil Service Board Resolution #      Date

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



# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Johnson, Caesy      Employee's ID 12876      Today's Date 7/3/24

Department/Division Oakland Police Dept.      Employee Job Title Lieutenant

I Request:       Days     Hours    From \_\_\_\_\_ Duration of \_\_\_\_\_ To Exempt Appointment

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?	Accrue 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)
P	1 year	No	No	No*	Maternity Leave

\* Additional Information

Employees on ANP, MNP, SLV or Maternity leave 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 maternity, an employee may take up to a maximum of 5 months leave.

\_\_\_\_\_  
 Employee's Signature      3 JUL 24  
 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)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Charlotte Jones Employee ID# 26628 Date Requested: 06/21/2024

Department/Division: Office of the Inspector General Permanent Job Title Program and Performance Audit Manager

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: Project Manager III

- ELDE       Limited Duration       Interim       Non-Civil Service Permanent Appointment

Number of Business Days Requested: unk From: 07/06/2024 To: unk

Unpaid Leave Taken this year?  Yes  No If yes, what type of leave: \_\_\_\_\_

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	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)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

\* Additional Information

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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 maternity, an employee may take up to a maximum of 5 months leave.

Charlotte Jones      06/21/2024  
Employee's Signature      Date

\_\_\_\_\_  
City Administrator Approval      Date

Michelle Phillips      \_\_\_\_\_  
Michelle Phillips (Jun 28, 2024 14:02 PDT)  
Department Head Approval      Date

\_\_\_\_\_  
Civil Service Board Resolution #      Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Administrator 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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- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Ashley Mitchell

Employee's ID 22342

Today's Date July 8th 2024

Department/Division Animal Services

Employee Job Title Animal Control Officer

Request:

No. of Days or Hours

Days  Hours

Select Days or Hours

From 7/24/24

To 9/25/24

Unpaid Leave Taken This Year?

Yes  No

If yes, what type of leave FMLA

(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

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Ashley Mitchell

Employee's Signature

7/8/24

Date

Civil Service Board Approval

Date

[Signature]

Department Head Approval

7/9/24

Date

City Manager Approval

Date

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# Unpaid Leave of Absence

Leave Type:

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- FDN – Family Death (no pay)
- MNP – Military Leave (no pay)
- SLV – Sick Leave (no pay)
- ANP – Miscellaneous (no pay)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Shavies, Frederick Employee ID# 16127 Date Requested: 5 Jul 24

Department/Division: Police Permanent Job Title Lieutenant of Police

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: Deputy Chief of Police

- ELDE       Limited Duration       Interim       Non-Civil Service Permanent Appointment

Number of Business Days Requested: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Unpaid Leave Taken this year?  Yes  No If yes, what type of leave: \_\_\_\_\_

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	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)
P	1 year	No	No	No *	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

*\* Additional Information*


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Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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 maternity, an employee may take up to a maximum of 5 months leave.

Frederick Shavies II      5 Jul 24  
 Employee's Signature      Date

\_\_\_\_\_  
 City Administrator Approval      Date

      12 Jul 24  
 Department Head Approval      Date

\_\_\_\_\_  
 Civil Service Board Resolution #      Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Administrator 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)
- Maternity Leave (no pay)

Employee's Name Anthony Tedesco

Employee's ID 16050

Today's Date 7/5/24

Department/Division Oakland Police Department

Employee Job Title Captain of Police

I Request: No. of Days or Hours  Days  Hours From Jul 6, 2024 To Duration of Exemption

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?	Accrue 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)
P	1 year	No	No	No *	Maternity Leave

*\* Additional Information*

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\_\_\_\_\_  
Employee's Signature      5 Jul 24  
Date

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

\_\_\_\_\_  
Department Head Approval      7-5-24  
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)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Erika Turner Employee ID# 21404 Date Requested: 05/23/24

Department/Division: HRM Permanent Job Title Administrative Assistant II

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: \_\_\_\_\_

ELDE  Limited Duration  Interim  Non-Civil Service Permanent Appointment

Number of Business Days Requested: 120 From: 5/21/24 To: 9/20/24

Unpaid Leave Taken this year?  Yes  No If yes, what type of leave: ANP

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 months*	Yes	No	Depends*	Combination of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 months*	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)
P	1 year	No	No	No*	Maternity Leave
CS	Varies	Yes	No	Depends*	Subject to Department discretion

\* Additional Information

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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 maternity, an employee may take up to a maximum of 5 months leave.

Erika Turner  
Erika Turner (Jul 3, 2024 15:30 PDT) \_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
City Administrator Approval Date

Mary Hao  
Mary Hao (Jul 3, 2024 16:26 PDT) \_\_\_\_\_  
Department Head Approval Date

\_\_\_\_\_  
Civil Service Board Resolution # Date

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



# MEMORANDUM

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**DATE:** August 15, 2024

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

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

**THROUGH:** Mary Hao, Director of Human Resources Management  
Secretary to the Board

**SUBJECT:** Approval of Revised Classification Specification for Aquatics Program  
Coordinator

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Based upon a classification review at the request of the Oakland Parks, Recreation, and Youth Development (OPRYD) Department, staff has proposed revisions to the **Aquatics Program Coordinator** classification specification. It was established in February 1997 and last revised in September 2006.

OPRYD reviewed the existing description in anticipation of an upcoming recruitment process and determined that various updates are necessary. Critical changes are required for the License and Certificate section to ensure that the appropriate credentials are specified.

The following modifications were proposed:

1. In the Definition and Distinguishing Characteristics sections, correct the name of the department and job titles of the classifications in the reporting structure.
2. Make minor changes and additions to Knowledge and Ability statements.
3. In the Experience section of the Minimum Qualifications, add examples of qualifying experience.
4. Add, delete, and revise the credentials in the License or Certificate section to ensure that future incumbents obtain and possess the most appropriate qualifications.
5. Reformat necessary portions to ensure alignment with the current classification specification template.

There is one vacant, budgeted position. The revised classification specification will be used to initiate an upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City staff and union representatives discussed the revisions in November 2023 and again in March and July 2024. City staff worked with the department and union to ensure that the revised credentials were not overly restrictive; specifically, the credentials can be obtained through the American Red Cross or an equivalent organization. In an email dated August 5, 2024, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Aquatics Program Coordinator** classification specification.

**Attachment:** Revised draft Aquatics Program Coordinator classification specification.





DRAFT

## AQUATICS PROGRAM COORDINATOR

Class Code: SC104 FTE

Civil Service Classified

### DEFINITION

Under direction in the ~~Office of Oakland~~ Parks, ~~and~~ Recreation & Youth Development Department, develops, coordinates, and oversees citywide aquatics programs; supervises, schedules, trains, and directs subordinate staff who implement the aquatics programs at ~~five multiple~~ municipal pools and one ~~Oakland Unified School~~ waterpark site in the City of Oakland; develops promotional materials for aquatics programs; prepares and monitors a budget; orders equipment and supplies; solicits co-sponsorships for aquatics events; coordinates special events and activities; handles complaints; ensures compliance with departmental safe work practices; provides technical staff assistance; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a single incumbent professional position, which is responsible for the development, promotion, and implementation of aquatics programs offered on a citywide basis. The incumbent directs aquatic activities for all ages and works with other departmental and city-sponsored programs as well as potential sponsors in the development and implementation of aquatic programs. Through subordinate staff, the incumbent directs day-to-day operations and activities for aquatics programs at ~~five~~ municipal pools and one ~~waterpark Oakland Unified School District~~ site. A high degree of independence is utilized in carrying out programmatic goals and objectives. The incumbent is expected to carry out assignments without direction except as new or unusual circumstances require.

This classification is distinguished from the higher-level Recreation Supervisor, which is a supervisory classification overseeing multiple program areas, including aquatics. This classification is further distinguished from the lower-level Recreation Program Director in that incumbents of the latter teach and lead advanced level aquatic programs and classes; provide staff training in aquatics as required; write general descriptions of aquatics classes offered; provide facility tours, membership pass pricing, and program information to the public; and facilitate membership registration and orientation.

The incumbent receives ~~general~~ supervision from ~~an Area Administrator~~ a Recreation Supervisor or Recreation General Supervisor and provides direct and general supervision to Program Directors, Recreation Specialists, Pool Managers, Water Safety Instructors, Lifeguards, Recreation Specialist I and II, Recreation Leaders, Park Attendants, Custodians ~~court assignees~~, summer youth, and ~~clerical-administrative~~ support staff.

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

Develop, direct, and implement an aquatics program for the City of Oakland including public swimming, learn-to-swim programs, swim teams, junior lifeguard, and life-guard training programs, private swim lessons, master swim program and water safety instruction courses; conduct and analyze needs assessment surveys for aquatics programs.

Select, train, supervise, and evaluate assigned staff; prepare work schedules; approve staff timesheets and schedules; inspect and monitor programs and sites on a regular basis; coordinate program staffing of special events.

Develop and maintain positive relationships and collaborative enterprises with individuals, community organizations, businesses, non-profit agencies, and school officials to ensure that programs and activities are meeting the changing needs of the community in which they take place.

Develop and provide training in water safety, water quality, pool maintenance, learn-to-swim techniques, state health code, hazardous materials use, storage, and disposal per state guidelines; conduct Red Cross Certification classes; enforce departmental policies regarding program operation; ensure participant and staff safety through compliance with departmental, county, and state safety policies, regulations, and procedures.

Prepare and monitor a budget for the aquatics program; develop computerized reports and maintain related program records; order all necessary equipment and supplies for the program; prepare grant applications and proposals for funding for specific aquatics programs; solicit co-sponsorship of aquatics programs through private sector agencies.

Respond to questions, complaints, and requests for information from the public, schools, City Council, and other City departments; prepare and distribute promotional and informational materials on aquatics programs and activities.

Drive to various local and regional recreation and swimming facilities to attend meetings, monitor program activities, conduct programs, and supervise staff.

## QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~The f~~ Fundamentals of aquatic instruction and programs, including basic and advanced swimming techniques, water safety instruction, life guarding, water quality management, pool operations and maintenance management.
- Water quality standards, rescue, and water safety.
- ~~s~~ State, federal, and local regulations relating to aquatic programs and activities operations.
- ~~Departmental administrative, operational and safety policies, practices, and procedures.~~
- ~~p~~ Principles of supervision and training.
- ~~p~~ Problem solving techniques.
- ~~The p~~ Principles and practices of community recreation management including the cultural and social needs of the community,
- Tools, equipment, and supplies utilized in aquatic programs and activities and pool operations; as well as age-appropriateness and safety issues for each.
- ~~Funding sources and grant application procedures.~~
- ~~b~~ Basic principles of contract negotiation for co-sponsorship of activities; ~~basic accounting and budgeting.~~
- Customer service and program marketing techniques.
- ~~English punctuation, syntax, language mechanics and spelling.~~
- ~~p~~ Principles and techniques necessary for the persuasive presentation of ideas and concepts both in oral and written formats.

- Basic personal eComputer systems and software applications including database, word processing and spreadsheet applications programs.
- Principles of basic accounting and budget preparation principles.

Ability to:

- Provide leadership, direction, and training to staff.
- Plan, organize, implement, and evaluate a recreational aquatics program to serve community needs.
- Promote and enforce safe work practices.
- Coordinate activities between departments and outside agencies.
- Interpret and enforce administrative/operational policies, practices, and procedures; analyze and resolve problems.
- Prepare and monitor a budget; negotiate and monitor administrative contracts; maintain accurate records.
- Communicate effectively orally and in writing; prepare reports, correspondence, and written materials; make verbal presentations to both large and small groups; design and develop promotional materials including brochures, fliers, and training manuals.
  - Utilize a computer system and software applications, including database, word processing, and spreadsheet programs.
- Establish and maintain professional working relationships with staff, elected officials, representatives of other organizations and the general-public.
- Read and interpret blue-prints, plans and specifications for swimming pool facilities.
- Monitor and maintain project deadlines; work with contractors, construction crews and City inspectors to meet construction specifications and contract deadlines.

### **EDUCATION AND EXPERIENCE 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 Recreation, Leisure Services, Physical Education, or a related field.

#### **Experience:**

Three (3) years of professional experience providing direct service in aquatic related programs and activities, such as swimming lessons, lifeguard training, and water safety programming, including one (1) year in a supervisory capacity.

### **LICENSE OR CERTIFICATE**

Successful incumbents in this job are expected to operate automotive vehicles 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 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.

Must possess Certification from the American Red Cross as an the following certifications from the American Red Cross (or equivalent):

- First Aid
- Lifeguarding with CPR/AED For the Professional Rescuer  
OR  
Lifeguarding and Cardiopulmonary Resuscitation (CPR for Professional Rescuer with AED) or (CPR for Lifeguards with AED)
- Lifeguard Instructor ~~Trainer for Life-Guarding (all levels);~~
- Water Safety Instructor

**Cardiopulmonary Resuscitation for Professional Rescuer**

Certification as an Aquatic Facility Operator (AFO) or a Certified Pool/Spa ~~Facility~~ Operator (CPO) is desirable.

**OTHER REQUIREMENTS**

None required.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	02/27/1997	CSB Resolution #:	44365
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	09/14/2006	CSB Resolution #:	44469
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s): )			



## JULY CIVIL SERVICE BOARD MEETING AGENDA MINUTES (DRAFT)

**Date: July 18, 2024**

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

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

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

**STAFF TO THE BOARD:**  
Mary Hao, HRM Director/Secretary to the Board  
Tina Pruett, Human Resources Manager/Staff to the Board  
Amber Lytle, Human Resources Manager/Staff to the Board  
Ayana Smith, Administrative Assistant II/Staff to the Board  
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

**Passcode: CSB2024**

One tap mobile +16699006833,,84770081425#,,,,\*7708206# US (San Jose)  
+16694449171,,84770081425#,,,,\*7708206# US

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

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

**ID: Webinar ID: 847 7008 1425 Passcode: 7708206**

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09>

### OPEN SESSION AGENDA

### ROLL CALL

**The roll call was conducted, and it was noted that all Board members were present:**

- **Present: Chairperson Hudson-Harmon**

**Vice Chair Baranco**

**Member Brown**

**Member Williams**

There were no absences or abstentions, indicating full attendance of the Board members.

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

One (1) Public Comment was taken during the Public Comment portion of the agenda.

### **2) APPROVAL OF THE JULY 18, 2024, CIVIL SERVICE BOARD MEETING AGENDA**

**ACTION**

**45261 A motion was made by Member Brown and seconded by Member Williams to approve the agenda for the July 2024 Regular Civil Service Board meeting**

**Votes:**

**Board Member Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**

**Noes: None**

**Abstentions: None**

### **3) ELECTION OF BOARD MEMBERS AS CHAIR AND VICE CHAIR**

**ACTION**

**45262 A nomination was made by Member Williams, accepted by Chairperson Yvonne Hudson Harmon, and seconded by Vice Chair Baranco, to nominate Yvonne Hudson Harmon as Chairperson of the Civil Service Board.**

**Votes:**

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**

- **Abstentions: None**

**45263 A nomination was made by Member Williams, accepted by Vice Chair Baranco, and seconded by Chairperson Hudson-Harmon, to nominate Lauren Baranco for the position of Vice Chairperson of the Civil Service Board.**

**Votes:**

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

**It is noted for the record that all Board members voted to approve the appointments.**

**4) UPDATES, SECRETARY TO THE BOARD**

INFORMATION

**5) CONSENT CALENDAR:**

ACTION

a) Approval of Provisional Appointment (0)

- There are no Provisional Appointment requests at this time.

b) Approval of Employee Requests for Leave of Absence (1)

- Oakland Police Department (1)

c) Approval of Revised Classification Specifications (1)

- Special Activity Permits Coordinator

**45264 A motion was made by Member Brown and seconded by Member Williams, to approve the Consent Calendar for the July 2024 Regular Civil Service Board meeting**

**Votes:**

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

## 5) OLD BUSINESS:

- a) Approval of the June 20, 2024, Civil Service Board Meeting Minutes ACTION

**45265 A motion was made by Member Brown and seconded by Member Williams, to approve the June 2024 Regular Civil Service Board meeting minutes.**

### Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

- b) Determination of Schedule of Outstanding Board Items INFORMATION

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

## 6) NEW BUSINESS:

INFORMATION

- a) Quarterly Update Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Studies Currently Under Review



## CLOSED SESSION AGENDA

### ROLL CALL

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

**1) Personnel Matter for Public Employee: 6.05 – Removal or Demotion of Employee During The Probationary Period CPRA-2024-AP01**

*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.*

**In response to the appellant's request, Chairperson Hudson-Harmon elected to reopen the Closed Session to public viewing. The decision was supported by the members present.**

## OPEN SESSION AGENDA

**1) Personnel Matter for Public Employee: 6.05 – Removal or Demotion of Employee During The Probationary Period CPRA-2024-AP01**

*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.*

**The matter was heard in Open Session pursuant to the Appellant's request.**

**The Civil Service Board considered arguments from both the Appellant and the Responding City of Oakland Department.**

**THE SESSION RECONVENED IN CLOSED SESSION FOR DELIBERATIONS.**

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

- The matter was addressed in Open Session in accordance with the Appellant's request.
- The Appeal was denied.
- The Civil Service Board will issue written Findings of Fact and Conclusions to both parties within 30 days.

**8) OPEN FORUM**

**No comment were made during the Open Forum.**

**9) ADJOURNMENT**

**45266 Member Williams motioned to adjourn the meeting, seconded by Vice Chair Baranco.**

**Votes:**

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2024. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



# Civil Service Board Appeals and Hearing Calendar

## Pending List – August 2024

### 1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes and Next Steps
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	TBD	To be determined following a meeting between the parties to discuss a resolution.
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	Further hearing dates scheduled for March 4, 5, 6, and 13, 2025	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
CPRA-2024-AP01	Complaint Investigator II	Community Police Review Agency	6.05 – Appeal of probationary release	July 18, 2024	

### 4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
OFD-2024-AP03	Administrative Assistant II	Oakland Fire Department	10.03 Appeal of Disciplinary Action	June 4, 2024	

August 15, 2024



CITY OF OAKLAND

# STAFF REPORT

**DATE:** August 15, 2024

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Mary Hao, 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

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## SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the July 18, 2024, 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.

As of the pay period ending July 21, 2024, there was a total of one hundred twenty-two (122) employees in the following categories: TCSE (32), TCSE/Annuitant (26), and ELDE (64). None of these assignments is out of compliance with Rule 5.06.

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

## BACKGROUND

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

## STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred twenty-two (122) temporary assignments, there are no employees reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: August 15, 2024

Page 2

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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 Mary Hao at (510) 238-6338.

**Attachments:**

- A. TCSE/ELDE Report: For Payroll Period Ending July 21, 2024.
- B. TCSE/ELDE Compliance Trend Chart.

The Civil Service Board Staff Report (Attachment A)

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (5)</b>									
POLICE COMM	Matz	Madeleine	66211 - Community Police Review Agency	11-NOV-23	ELDE	11-Nov-23			COMPLIANT
HSD	Hampton	Janell	75631 - Senior Center Unit	02-SEP-23	ELDE	02-Sep-23			COMPLIANT
HSD	Sharp	Damisi	78231 - HS Classroom & Seasonal	17-FEB-24	TCSE		556.5		COMPLIANT
OPW	Loman	Alexius	30557 - Facilities: Structural	01-JUL-23	ELDE	01-Jul-23			COMPLIANT
DOT	Lee	LaMejonna	35247 - Mobility Management	08-JUL-23	ELDE	08-Jul-23			COMPLIANT
<b>NEW THIS PERIOD (4)</b>									
DWES	Hanserd	Erica Camille Shacole	67411 - Compliance	22-Jun-24	ELDE	22-Jun-24			COMPLIANT
VIOLENCE PREV	Truehill	Joseph Anthony	70211 - Oakland Unite	22-Jun-24	ELDE	22-Jun-24			COMPLIANT
HSD	Soghie	Benjamin	78231 - HS Classroom & Seasonal	7-Jun-24	TCSE				COMPLIANT
HCD	Gonzalez	Trisha Reyes	89929 - Housing Development	22-Jun-24	ELDE	22-Jun-24			COMPLIANT
<b>COMPLIANT (122)</b>									
CAO	James	Cooke	02111 - City Administrator: Administration Unit	12-JUN-21	TCSE		324.5		COMPLIANT
CAO	Lisa	Logan	02151 - City Administrator Call Center	13-MAY-23	ELDE	11-May-24			COMPLIANT
CAO	Rudi	Tacruz	02112 - Communications & Media	21-JAN-23	TCSE		0		COMPLIANT
CAO	Cerpas Lua	Maria Nayeli	02111 - City Administrator: Administration Unit	8-Jun-24	ELDE	08-Jun-24			COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	30-OCT-23	ELDE	31-Oct-23			COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	19-AUG-23	ELDE	19-Aug-23			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		672		COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	13-DEC-21	TCSE/ANNUITANT		744.5		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	28-OCT-23	TCSE/ANNUITANT		882		COMPLIANT
FINANCE	Boxdell	Ashley	08121 - Finance and Management: Payroll	17-FEB-24	ELDE	17-Feb-24			COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	16-SEP-23	ELDE	16-Sep-23			COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		898.5		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		697.75		COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	14-OCT-23	ELDE	14-Oct-23			COMPLIANT
FINANCE	Zheng	Kelly	08121 - Finance and Management: Payroll	30-Mar-24	ELDE	30-Mar-24			COMPLIANT
FINANCE	Wright	Lisa Dorene	08121 - Finance and Management: Payroll	30-Mar-24	TCSE		279		COMPLIANT
FINANCE	Fong	Angelica Leigh	08121 - Finance and Management: Payroll	11-MAY-24	ELDE	11-May-24			COMPLIANT
FINANCE	Kane	Benjamin	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24			COMPLIANT
FINANCE	Urtecho	Jessica Del Carmen	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24			COMPLIANT
FINANCE	Wang	Yan	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24			COMPLIANT
FINANCE	Wilson	Harold	08243 - Purchasing	27-APR-24	ELDE	27-Apr-24			COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		417.5		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		895		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		722.5		COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		956		COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	10-SEP-23	ELDE	10-Sep-23			COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		775		COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	19-AUG-23	TCSE/ANNUITANT		377.5		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		76		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		95.5		COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	06-Jan-24			COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	17-FEB-24	ELDE	17-Jan-24			COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	12-AUG-19	TCSE/ANNUITANT		113		COMPLIANT
FIRE	Skillem	Sheryl	20331 - Inspectional Services Unit	28-MAY-22	TCSE/ANNUITANT		826		COMPLIANT
FIRE	Smyj	Matthew	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	06-Jan-24			COMPLIANT
OPW	Andersen	Joseph	30541 - Equipment Services Administration	25-NOV-23	ELDE	25-Nov-23			COMPLIANT
OPW	Kashiwagi	Michael	30111 - Director and Human Resources Unit	5-May-24	TCSE	25-May-24	149.5		COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	31-JAN-23	TCSE/ANNUITANT		88.5		COMPLIANT
OPW	Flood	Cameron	30541 - Equipment Services Administration	16-MAR-24	TCSE		483		COMPLIANT
OPW	Henry	Nocosha	30211 - Engineering and Construction - Administration	11-SEP-23	ELDE	17-Sep-23			COMPLIANT
OPW	Hightower Sr	Albert	30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE		309		COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	28-OCT-23	TCSE/ANNUITANT		957.5		COMPLIANT
OPW	Suarez Fuentes	Claudia	30559 - Facilities: Custodial - OPL	02-MAR-24	TCSE		599		COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		960		COMPLIANT
OPW	Weiss	Steven	30111 - Director and Human Resources Unit	14-OCT-23	TCSE		596.5		COMPLIANT
DOT	Amate	David J	35224 - Great Streets Maintenance Concrete and Guardrails		TCSE		944		COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		469.5		COMPLIANT

DOT	Wassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		733	COMPLIANT
DOT	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	13-MAY-23	ELDE	11-May-24		COMPLIANT
ITD	Bailey	Ryan	46271 - Telecommunications	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	30-OCT-21	TCSE/ANNUITANT		622	COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		472	COMPLIANT
OPR	Canedo	Joseph	502332 - East Oakland Sports Center	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	06-JAN-24	TCSE		267	COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	06-JAN-24	TCSE		772	COMPLIANT
ANIMAL SERVICES	Taylor Krouse	Catherine	62111 - Animal Services	25-NOV-23	TCSE		756.5	COMPLIANT
ANIMAL SERVICES	Tiemey	Melinda	62111 - Animal Services	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
ANIMAL SERVICES	Doran	Suzanne	65111 - Public Ethics Commission	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
ANIMAL SERVICES	Hasani	Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24		COMPLIANT
PEC	Lim	Trishia	65111 - Public Ethics Commission	02-MAR-24	TCSE		252.5	COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	07-JAN-23	ELDE			COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	20-JAN-24	TCSE		256.5	COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
POLICE COMM	Montgomery	Mykah	66111 - Police Commission	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
POLICE COMM	Peredon Mendez	Karla	66211 - Community Police Review Agency	02-MAR-24	ELDE	02-Mar-24		COMPLIANT
POLICE COMM	Bezhertny	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
VIOLENCE PREV	Corona Orellana	Ashley	70211 - Oakland Unite	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	16-MAR-24	ELDE	16-Mar-24		COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	27-MAY-23	ELDE	20-Mar-24		COMPLIANT
VIOLENCE PREV	Wysinger	Ronald Howard	70211 - Oakland Unite	8-Jun-24	ELDE	08-Jun-24		COMPLIANT
HSD	Boatwright	David	75631 - Senior Center Unit	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	15-APR-23	TCSE/ANNUITANT		751	COMPLIANT
HSD	Li	Qingxing	75231 - Multipurpose Senior Service Program Unit	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
HSD	Poston	Dorothy	75631 - Senior Center Unit	08-FEB-20	TCSE		904.5	COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23		COMPLIANT
HSD	Banks	Nicole	78111 - DHS Administration Unit	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Boyd	Marshay	78111 - DHS Administration Unit	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
HSD	Buchanan	Wanda	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		557.5	COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
HSD	Eddings	Marquitta	78111 - DHS Administration Unit	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
HSD	Faughtner	Audenayae	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		85	COMPLIANT
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		156.85	COMPLIANT
HSD	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		134	COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	15-OCT-22	TCSE/ANNUITANT		956	COMPLIANT
HSD	Hendad	Ruba	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		434	COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
HSD	Housheya	Yaser	78235 - HS Central Office Administration	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
HSD	Hrishanith	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		278.5	COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		945	COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	Nash	Raven	78411 - Community Housing Services	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	30-SEP-23	TCSE		957	COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		492	COMPLIANT
HSD	Sharp	Damisi	78231 - HS Classroom & Seasonal	17-FEB-24	TCSE		588.5	COMPLIANT
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
HSD	Trist	Sarah	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	02-MAR-24	TCSE		253.25	COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		708.5	COMPLIANT
HSD	Huang	Jenny	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
HSD	Ahmed	Dhabya	78231 - HS Classroom & Seasonal	30-Mar-24	TCSE		336.5	COMPLIANT
HSD	Htoo	Hsar	78231 - HS Classroom & Seasonal	11-MAY-24	TCSE	11-MAY-24		COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	15-OCT-22	TCSE/ANNUITANT		464.5	COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	29-OCT-22	TCSE/ANNUITANT		933.5	COMPLIANT
PBD	Hillmer	Jens	85221 - Project Implementation: Staffing	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
DWES	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		663	COMPLIANT
DWES	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	20-Jan-24		COMPLIANT
DWES	Jack	Christina	67411 - Compliance	10-JUN-23	ELDE	02-Mar-24		COMPLIANT



HCD	Crooms	Maya	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Durades	Arlacia	89929 - Housing Development	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	28-OCT-23	ELDE	28-Oct-23		COMPLIANT
HCD	Latigue	Candace	89929 - Housing Development	02-MAR-24	ELDE	02-Mar-24		COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	26-NOV-22	TCSE		946	COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	16-SEP-23	ELDE	16-Sep-23		COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	29-APR-23	TCSE		863.5	COMPLIANT

**NON COMPLIANT (0)**

### TCSE/ELDE Rules Compliance

