



FEBRUARY REGULAR CIVIL SERVICE BOARD MEETING AGENDA

Date: February 20, 2025

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
Marijess DeGuzman, Human Resources Technician/Staff to the Board
Jady Leung, 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=fUFQzFQVxwtto3bkeQnsBbiAEwSwix.1>

Passcode: CSB2025

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

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ID: Webinar ID: 847 7008 1425 Passcode: 8666148

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=fUFQzFQVxwtto3bkeQnsBbiAEwSwix.1>

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 FEBRUARY 20, 2025, CIVIL SERVICE BOARD MEETING AGENDA** ACTION
- 3) UPDATES, SECRETARY TO THE BOARD** INFORMATION
- 4) CONSENT CALENDAR:** ACTION
- a) Approval of Provisional Appointment (1)
 - Project Manager II
 - b) Approval of Employee Requests for Leave of Absence (5)
 - City Attorney's Office
 - Oakland Police Department
 - Oakland Public Library
 - Oakland Public Works
 - Office of the City Clerk
 - c) Approval of Revised Classification Specifications (0)
 - There are no Revised Classification Specifications.
- 5) OLD BUSINESS:**
- a) Approval of the January 16, 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) Quarterly Updates 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 INFORMATION

7) ADJOURNMENT

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) **IFPTE Local 21 Appeal under Rules 4.05 - Eligibility to Compete In Competitive Examination Process, 4.06 Basis for Rejection of Applications, and Rule 4.20 –The Establishment of Eligible Lists for GIS/ LIS Administrator and GIS Analyst position PORT- 2024-AP01.**
- 2) **OFD-2024-AP04 Appeal under Rules 9.08 Separation Due to Absence Without Leave**

OPEN SESSION AGENDA

7) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

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, March 20, 2025. 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

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

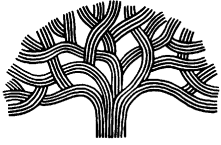


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你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CITY OF OAKLAND

MEMORANDUM

DATE: February 20, 2025

TO: The Honorable Civil Service Board FROM: Briana Wong
Human Resource Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Project Manager II (SC—Chief of Special Investigations and Training) to be ratified at Civil Service Board Meeting of February 20, 2025

Attached is a request from the Community Police Review Agency to make a provisional appointment to a Project Manager II (SC—Chief of Special Investigations and Training) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Project Manager II (SC—Chief of Special Investigations and Training) is primarily responsible for managing, assisting, and conducting investigations into allegations of alleged police misconduct. With their specialized expertise in police oversight they will create, develop, and implement comprehensive policies and training materials to improve efficiency and effectiveness of the investigative process. The minimum qualifications for Project Manager II are: a Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment and three (3) years of progressively responsible experience in area(s) related to the particular project assignment, such as but limited to the fields of criminal, administrative and/or civil investigations; court-ordered supervision of local government akin to the Delphine Allen NSA; supervision of government contracts and vendors; public budgeting; public safety oversight; and public policy development especially with respect to policing and/or oversight, and experience training investigators in the field of civilian oversight of law enforcement.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a law degree and over 20 years of experience as an attorney in the private and public sector, including direct experience with alleged police misconduct in 3 other major US cities, New York Phoenix, and Cleveland.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job specification is pending approval from the Civil Service Board before it is able to post.

I recommend that the Civil Service Board ratify the provisional appointment to this Project Manager II (SC—Chief of Special Investigations and Training) vacancy in the Community Police Review Agency beginning on February 15, 2025, and ending on or before June 15, 2025.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: February 20, 2025

AREA REQUESTED

POSITION: Project Manager II (SC—Chief of Special Investigations and Training)

DEPARTMENT: Community Police Review Agency

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A

DATE PERSONNEL REQUISITION SUBMITTED: 8/12/24

CURRENT STATUS OF EXAMINATION: Pending Assessors for Hiring Panel

JUSTIFICATION:

Reason Needed: This provisional appointment is needed to fill a current Project Manager II (SC—Chief of Special Investigations and Training) vacancy. The requisition submitted requisition has been approved, but the department is sourcing assessors for their hiring panel. A provisional appointment will ensure continuity in the work while they are interviewing to fill the permanent position. This position also acts as Executive Director when they are out of office or unavailable.

Other Alternatives Explored and Eliminated: ELDE appointment, ran out of hours.

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other): The backlog of investigations would continue to pile up further.

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Oakland Resident
- Current Employment Status: Current City of Oakland employee



MEMORANDUM

DATE: February 20, 2025

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 five (5) 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
Winnie Woo	Legal Secretary II	City Attorney's Office	July 23, 2011 – Undetermined	CSR 8.07 (c)
Candice Parker Trigg	Legislative Recorder	City Clerk's Office	July 1, 2023 – January 31, 2025	CSR 8.07 (c)
Katherine Hug	Librarian II	Oakland Public Library	January 22, 2025 – April 15, 2025	CSR 8.07 (c)
Rachel Mitchell	Intake Technician	Oakland Police Department	January 6, 2025 – February 3, 2025	CSR 8.07 (c)
Markus Keen	Custodian	Oakland Public Works	February 1, 2025 – April, 30 2025	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
 - P – Parental Leave (no pay)
 - FDN – Family Death (no pay)
 - MNP – Military Leave (no pay)
 - SLV – Sick Leave (no pay)
 - ANP – Miscellaneous (no pay)
 - CS – Leave from permanent status

Employee Name: Winnie Woo Employee ID# 13849 Date Requested: Dec 19, 2024

Department/Division: CAO Permanent Job Title Legal Secretary 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: City Administrator Analyst

- ELDE
 Limited Duration
 Interim
 Non-Civil Service Permanent Appointment

Number of Business Days Requested: All From: 07/31/11 To: Through duration of exempt position

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 *	Parental Leave (no pay)
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.

Winnie Woo
Winnie Woo (Dec 19, 2024 16:34 PST)
 Employee's Signature Date

Oakland
 City Administrator Approval Date

Jestin Johnson
Jestin Johnson (Jan 16, 2025 15:20 PST)
 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
 - P – Parental Leave (no pay)
 - FDN – Family Death (no pay)
 - MNP – Military Leave (no pay)
 - SLV – Sick Leave (no pay)
 - ANP – Miscellaneous (no pay)
 - CS – Leave from permanent status

Employee Name: Candice Parker Trigg Employee ID# 23511 Date Requested: Dec 20, 2024

Department/Division: Office of the City Clerk Permanent Job Title Legislative Recorder

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: All From: 07/01/23 To: 01/31/25

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*	Parental Leave (no pay)
CS	Varies	Yes	No	Depends*	Subject to Department discretion

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Candice Parker Trigg
Candice Parker Trigg (Dec 20, 2024 16:11 PST)
 Employee's Signature Date

Richmond
 City Administrator Approval Date

Jestin Johnson
Jestin Johnson (Dec 26, 2024 12:09 PST)
 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)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: KATHERINE HUG Employee ID# 19949 Date Requested: 1/9/25

Department/Division: LIBRARY Permanent Job Title LIBRARIAN 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: UP TO 20 From: 1/22/25 To: 4/15/25

Unpaid Leave Taken this year? Yes No If yes, what type of leave: Summer 2024 LWOP

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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Katherine Hug 1/9/25
Employee's Signature Date

City Administrator Approval Date

[Signature] 1/9/2025
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)
- P – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: Rachel Mitchell Employee ID# 21 588 Date Requested: 1/2/25

Department/Division: OPD/IAD Permanent Job Title Intake Technician

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: _____ From: 01/06/25 To: 2/3/25

Unpaid Leave Taken this year? Yes No If yes, what type of leave: p-maternity 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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Rachel Mitchell 01/02/2025
Employee's Signature Date

City Administrator Approval Date

[Signature] 1-29-25
Department Head Approval Date

Civil Service Board Resolution # Date

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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 MARCUS KEENE Employee's ID 6407 Today's Date 1/7/25

Department/Division Public Works Employee Job Title Custodian

Request: 105 Days Hours From Feb To April
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**

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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.

Marcus Keene 1/7/25
Employee's Signature Date

Civil Service Board Approval Date

Josh Rowan Jan 9, 2025
Department Head Approval Date

[Signature] 1-7-25
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.



JANUARY REGULAR CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: January 16, 2025

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
Jady Leung, Attorney to the Board

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ID: Webinar ID: 847 7008 1425 Passcode: 7708206

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

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

1) PUBLIC COMMENT:

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

No Public comments were taken at this time.

2) APPROVAL OF THE JANUARY 16, 2025, CIVIL SERVICE BOARD MEETING AGENDA ACTION

45288 Member Brown motioned to approve the January 16, 2025, Civil Service Board Meeting Agenda, seconded by Member Williams.

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no Provisional Appointment requests for this month.

b) Approval of Employee Requests for Leave of Absence (3)

- Department of Transportation (1)
- Oakland Public Library (2)

c) Approval of Revised Classification Specifications (1)

- Complaint Investigator II

45289 Member Brown motioned to approve the consent calendar, seconded by Vice Chair Baranco excluding item 4c regarding the approval of the revised classification specifications.

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

45290 Vice Chair Baranco motioned to move to continue the discussion on the approval of the revised class specifications for Complaint Investigator II to a future meeting, and the motion was seconded by Member Brown.

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

5) OLD BUSINESS:

- a) Approval of the December 19, 2024, Civil Service Board Meeting Agenda Minutes ACTION

45291 Member Brown motioned to approve December 19, 2024, Civil Service Board Meeting Minutes with the correction on pages 18 and 19, and the motion was seconded by Vice Chair Baranco.

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

- b) Determination of Schedule of Outstanding Board Items INFORMATION

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Approval of the scheduling of a Special Meeting of the Civil Service Board to replace the June Regular Meeting due to the observance of the Juneteenth holiday. ACTION

45292 Member Williams motioned to approve the scheduling of a Special Meeting of the Civil Service Board from June 19, 2025, to June 18, 2025, seconded by Vice Chair Baranco.

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

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Complaint Investigator I ACTION

45293 Vice Chair Baranco motioned to move to continue the discussion on the approval of the new class specifications for Complaint Investigator I to a future meeting, and the motion was seconded by Member Brown.

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

7) ADJOURNMENT

45294 Member Williams motioned to adjourn the meeting, seconded by Vice Chair Baranco. ACTION

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

Board Member Abstentions: None
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 20, 2025. 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

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



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate?

Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



Civil Service Board Appeals and Hearing Calendar

Pending List – FEBRUARY 2025

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	February 20, 2025	
OFD-2024-AP04	Fire Fighter	Oakland Fire Department	9.08 Separation Due to Absence Without Leave	February 20, 2025	
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

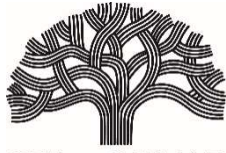
3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

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	Updates will be provided once further details are received or clarified.

February 20, 2025



CITY OF OAKLAND

STAFF REPORT

DATE: February 20, 2025

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

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 January 16, 2025, 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 January 31, 2024, there was a total of one hundred ten (110) employees in the following categories: TCSE (22), TCSE/Annuitant (22), and ELDE (66). Eight (8) of these assignments are 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 ten (110) temporary assignments, there are eight (8) employees reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: February 20, 2025

Page 2

RECOMMENDATION

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

For questions regarding this report, please contact Human Resources Director Mary Hao at (510) 238-6338.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending January 31, 2025.
- 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
CLOSED THIS PERIOD (4)									
FIRE	Skilern	Sheryl	20331 - Inspectional Services Unit		TCSE				
CAO	Logan	Lisa Marie	02151 - City Administrator Call Center	13-MAY-23	ELDE	5/11/2024			
HSD	Poston	Dorothy	75631 - Senior Center Unit	08-FEB-20	TCSE		20		
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		64		
NEW THIS PERIOD (10)									
FINANCE	Singh	Shaleen	08121 - Finance and Management: Payroll	18-Jan-25	ELDE				COMPLIANT
FINANCE	Foster	Robert	08121 - Finance and Management: Payroll	18-Jan-25	ELDE				COMPLIANT
OPW	Hayes	Cedric	30112 - Human Resources	4-Jan-25	ELDE				COMPLIANT
OPW	Law	Allen	30533 - Sewer System Maintenance	18-Jan-25	TCSE				COMPLIANT
VIOLENCE PREV	Sanchez	Ulises	70111 - Violence Prevention Administration	18-Jan-25	ELDE				COMPLIANT
VIOLENCE PREV	James	Christopher	70211 - Oakland Unite	4-Jan-25	ELDE				COMPLIANT
HSD	Young	Monique	78232 - Head Start - Central Office Program	18-Jan-25	ELDE				COMPLIANT
HSD	Alvarado	Stevan	78411 - Community Housing Services	4-Jan-25	TCSE				COMPLIANT
HSD	Jones	Mercie	78411 - Community Housing Services	4-Jan-25	ELDE				COMPLIANT
PBD	Muela	Cecilia	84451 - Inspections: Commercial Building	18-Jan-25	ELDE				COMPLIANT
COMPLIANT (92)									
CAO	Cerpas Lua	Maria Nayeli	02111 - City Administrator: Administration Unit	8-Jun-24	ELDE	6/8/2024			COMPLIANT
CAO	Ederly	Deborah Ann Job	02111 - City Administrator: Administration Unit	23-Nov-24	TCSE		206.00		COMPLIANT
CAO	Cooke	James	02111 - City Administrator: Administration Unit	1-Jul-23	TCSE				COMPLIANT
MAYOR	Olsen	Mary	01111 - Mayor - Administration Unit	3-Aug-24	ELDE				COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		396.00		COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	23-Nov-23	ELDE				COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	13-DEC-21	TCSE/ANNUITANT		404.00		COMPLIANT
HRM	Boxdell	Ashley	05511 - Human Resource Development Unit		TCSE	8/31/2024	581.00		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	28-OCT-23	TCSE/ANNUITANT		461.00		COMPLIANT
CITY AUDITOR	Lin	Marisa	07111 - City Auditor Unit		TCSE	14-SEP-24	581.00		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		181.75		COMPLIANT
FINANCE	Yen	Hsuchun	08121 - Finance and Management: Payroll		TCSE		74.00		COMPLIANT
FINANCE	Singh	Dev G	08121 - Finance and Management: Payroll		ELDE				COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		500.00		COMPLIANT
FINANCE	Wilson	Harold	08243 - Purchasing	27-APR-24	ELDE	4/27/2024			COMPLIANT
FINANCE	Rotaru	Carmen	08243 - Purchasing	13-Apr-24	ELDE				COMPLIANT
FINANCE	Sifflet-Hill	Ruby	08243 - Purchasing	13-Apr-24	ELDE				COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		334.50		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		473.00		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		418.50		COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		475.00		COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		384.50		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		80.00		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		8.00		COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	17-FEB-24	ELDE	1/17/2024			COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	6-Jan-24	ELDE	1/6/2024			COMPLIANT
FIRE	Smyj	Matthew	20711 - Emergency Services Program Unit	6-Jan-24	ELDE	1/6/2024			COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	12-AUG-19	TCSE/ANNUITANT		10.00		COMPLIANT
FIRE	Shermann	Daniel	20912 - Measure N - Paramedic		ELDE				COMPLIANT
FIRE	Watts	Darryl Ray	20913 - EMS Training		ELDE				COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		210.00		COMPLIANT

OPW	Hutchins	Thomas	30652 - Landscape Maintenance	18-Feb-23	TCSE		960.00	COMPLIANT
DOT	Soucy	Andre	35211 - Great Streets Delivery Admin	14-Sep-24	ELDE			COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		112.50	COMPLIANT
DOT	Meza	Ruth	35421- Transforming Oakland Waterfront Neighborhoods (TOWN)	11-May-24	ELDE			COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		292.50	COMPLIANT
DOT	Raphael	Craig	35231 - Street Lighting Admin	13-Apr-24	ELDE			COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	30-OCT-21	TCSE/ANNUITANT		400.00	COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		325.00	COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	06-JAN-24	TCSE		445.50	COMPLIANT
ANIMAL SERVICES	Hasani	Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24		COMPLIANT
ANIMAL SERVICES	Randolph Jr	Donnell Leonard	62111 - Animal Services		ELDE	10/26/2024		COMPLIANT
PEC	Van Buskirk	Alex	65111 - Public Ethics Commission	30-Mar-24	ELDE			COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	17-FEB-24	ELDE	2/17/2024		COMPLIANT
POLICE COMM	Bezehertrny	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	3/30/2024		COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	17-Aug-24	ELDE	8/17/2024		COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-Nov-23	ELDE			COMPLIANT
POLICE COMM	Dukich	Stephanie A	66211 - Community Police Review Agency		ELDE	9/14/2024		COMPLIANT
EWDD	Daniel	Katerine Ruth	67111 - Administrative Support		TCSE		421.50	COMPLIANT
EWDD	Hanserd	Erica Camille Shacole	67411 - Compliance	22-Jun-24	ELDE	6/22/2024		COMPLIANT
EWDD	Lang	Phillip	67411 - Compliance	3-Aug-24	ELDE	8/3/2024		COMPLIANT
DWES	Mayo	Sheranita	67411 - Compliance	31-Aug-24	ELDE			COMPLIANT
VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	16-MAR-24	ELDE	3/16/2024		COMPLIANT
VIOLENCE PREV	Truehill	Joseph Anthony	70211 - Oakland Unite	22-Jun-24	ELDE	6/22/2024		COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	27-MAY-23	ELDE	3/20/2024		COMPLIANT
VIOLENCE PREV	Wysinger	Ronald Howard	70211 - Oakland Unite	8-Jun-24	ELDE	6/8/2024		COMPLIANT
VIOLENCE PREV	Martinez	Miguel, Angel	70211 - Oakland Unite	17-Aug-24	ELDE	8/17/2024		COMPLIANT
VIOLENCE PREV	Figueroa	Christopher	70211 - Oakland Unite		ELDE			COMPLIANT
VIOLENCE PREV	Long	LaSasha	70211 - Oakland Unite	20-Jul-24	ELDE			COMPLIANT
VIOLENCE PREV	Contreras	Lupita	70211 - Oakland Unite	20-Jul-24	ELDE			COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	15-APR-23	TCSE/ANNUITANT		28.00	COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	06-JAN-24	ELDE	1/6/2024		COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	17-FEB-24	ELDE	2/17/2024		COMPLIANT
HSD	Soghie	Benjamin	78231 - HS Classroom & Seasonal	7-Jun-24	TCSE		283.50	COMPLIANT
HSD	Buchanan	Wanda	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		517.50	COMPLIANT
HSD	Gonzalez	Mora Deisy	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		370.50	COMPLIANT
HSD	Hatcher Jr.	Lucius	78235 - HS Central Office Administration	15-OCT-22	TCSE/ANNUITANT		652.00	COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		410.50	COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	02-MAR-24	TCSE		283.25	COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		634.25	COMPLIANT
HSD	Benson	Ishanae Niesha Mia	78231 - HS Classroom & Seasonal		TCSE		125.00	COMPLIANT
HSD	Dion	Michel	78231 - HS Classroom & Seasonal		TCSE		265.00	COMPLIANT
HSD	Levias	Vivien	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE			COMPLIANT
HSD	Keye	Shemeka	78231 - HS Classroom & Seasonal	31-Aug-24	TCSE		553.40	COMPLIANT
HSD	Farrish	Conterenia	78231 - HS Classroom & Seasonal	26-Oct-24	ELDE			COMPLIANT
HSD	Ly	Sandra	78235 - HS Central Office Administration	20-Jul-24	ELDE	2/3/2024		COMPLIANT
HSD	Williams	Dwight	78361 - CSBG - Admin	6-Jul-24	ELDE			COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		355.00	COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	29-Oct-22	TCSE/ANNUITANT		701.00	COMPLIANT
PBD	Ramirez	Andrea	84111 - Admin: Planning, Building & Neighborhood Preserv	23-Nov-24	ELDE			COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	15-Oct-22	TCSE/ANNUITANT		242.50	COMPLIANT
EWDD	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		421.50	COMPLIANT
EWDD	Leifheit	Alexis A	85521 - Public Art		ELDE	10/26/2024		COMPLIANT
EWDD	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	1/20/2024		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	26-Oct-24	ELDE			COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	26-NOV-22	TCSE		583.00	COMPLIANT

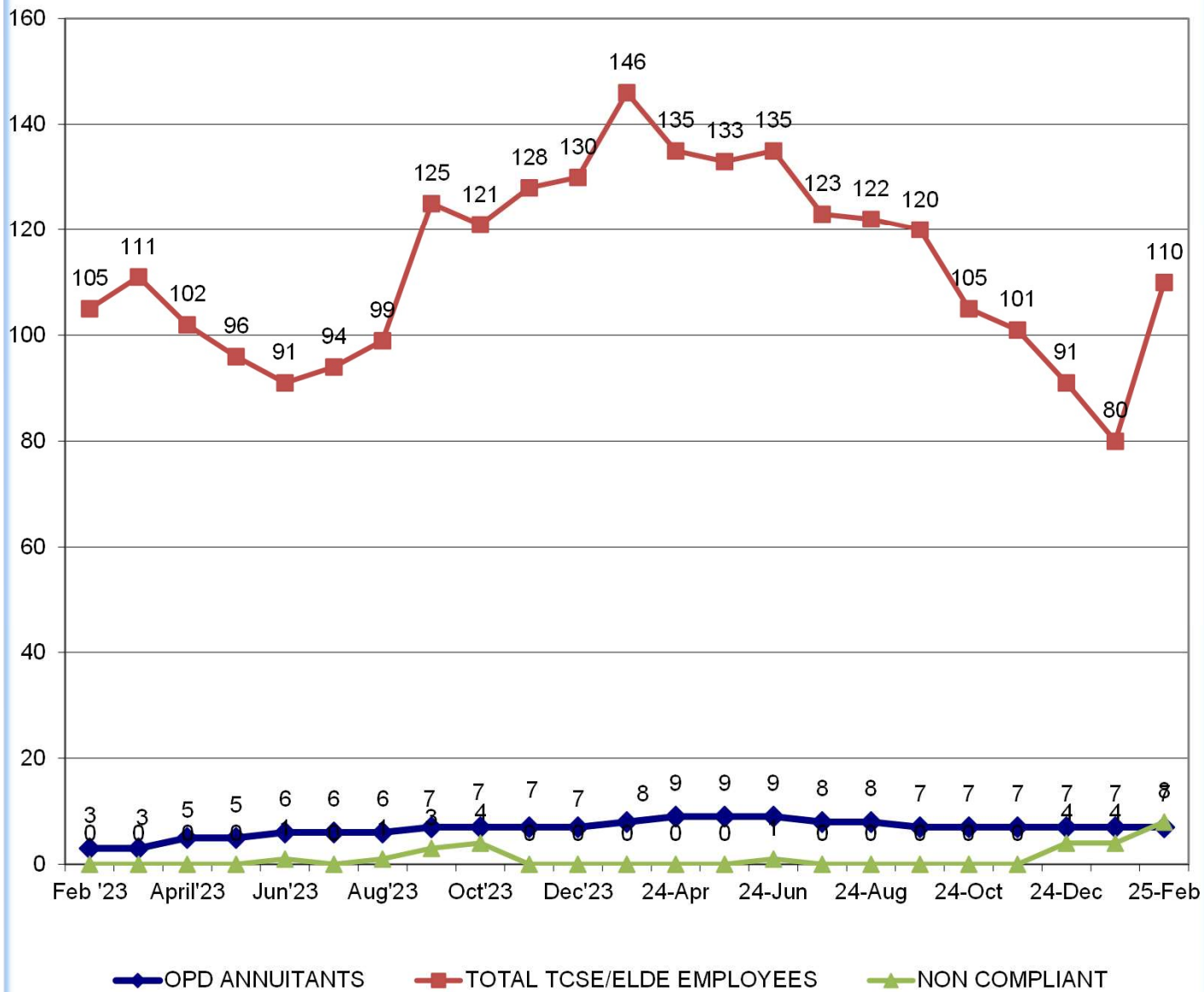
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	2/17/2024	COMPLIANT
HCD	Lara	Amy Elizabeth	89919 - Admin: Housing & Community Development		ELDE		COMPLIANT
HCD	Nguyen	Andre	89919 - Admin: Housing & Community Development	13-Apr-24	ELDE		COMPLIANT
HCD	Gebreslasse	Rahwa B	89929 - Housing Development		ELDE		COMPLIANT
HCD	Gonzalez	Trisha Reyes	89929 - Housing Development	22-Jun-24	ELDE	6/22/2024	COMPLIANT
HCD	Thomas	Sholanda	89969 - Residential Rent Arbitration	13-Apr-24	ELDE		COMPLIANT

NON COMPLIANT (8)

CAO	Martinez	Gabriel	02151 - City Administrator Call Center	10-Dec-22	ELDE		NON-COMPLIANT
CAO	Smith	Jalilah	02151 - City Administrator Call Center	10-Dec-22	ELDE	New ELDE Date - Pending budget approval	NON-COMPLIANT
POLICE	Nettles	Rechelle	103430 - Training Unit	29-Oct-22	ELDE	New ELDE Date - Pending budget approval	NON-COMPLIANT
OPYRD	Canedo	Joseph	502332 - East Oakland Sports Center	16-Sep-23	ELDE		NON-COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	05-AUG-23	ELDE	8/5/2023	NON-COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	8/5/2023	NON-COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	11/25/2023	NON-COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	12/9/2023	NON-COMPLIANT

TCSE	44		
ELDE	66	COMPLIANT	102
Annuitant	22		

TCSE/ELDE Rules Compliance





CITY OF OAKLAND

STAFF REPORT

DATE: February 20, 2025

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Mary Hao, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in October 2024 (for quarter end September 30, 2024). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on December 31, 2024. During this reporting period, zero (0) studies were completed, zero (0) studies were canceled, and one (1) new study was received. There are currently twelve (12) active classification studies, including one (1) study that is close to being finalized and released in February 2024.

EXPLANATION OF DELAYS

Six (6) studies have passed the one-year mark:

- Head Start ERSEA & Data Program Coordinator (HSD) – *Expected release in February*
- Technical Communications Specialist (PBD) – *In progress*
- Program Analyst II (CAO) – *Assigned, in initial stages*
- Emergency Services Medical Coordinator (OFD) – *Assigned, in initial stages*
- Maintenance Mechanic (HSD) – *Pending Assignment*
- Information System Administrator (City Attorney’s Office) – *Pending Assignment*

The delays are largely attributed to competing demands among available staff. During the last quarter, the City experienced a critical budget shortfall and needed to take urgent steps to balance the budget. Multiple employees who usually carry out classification work were reassigned to perform seniority calculations and participate in Reduction-in-Force activities. Much of this work was completed by the end of January, but residual work will continue throughout the month of February before the Reduction-in-Force impacts take effect in March.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: February 20, 2025

Despite the shift to carry out layoff activities during the last quarter, Human Resources Management (HRM) continues to consider additional strategies for assessing priorities and adding capacity to HRM’s classification assignment efforts. We will be training additional analyst staff to conduct classification studies and assist with classification specification assignments. Staff expects to continue enlisting assistance from an external consultant to help with addressing the on-going queue as well.

Although this last quarter posed atypical challenges, HRM remains focused on addressing overdue studies. Of the six (6) studies that exceeded the one-year mark, one (1) is expected to be released in February 2025, one (1) is in progress, two (2) are assigned, and two (2) are still pending assignment. Staff remains committed to demonstrating measurable progress by eliminating the classification study backlog in the coming months and by seeking ways to process more classification specification assignments.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2024 showing a total of one hundred-thirty-four (134) classifications: during this reporting period, there were nine (9) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; zero (0) classifications are being advanced by HRM to the Board for the February 20, 2025 meeting; an additional twenty-five (25) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are ninety-two (92) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will eventually be distributed among all analysts as part of the overall efforts to strengthen their skill sets and increase HRM’s flexibility and responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	9
Scheduled to CSB for Approval	0
Under Review for Scheduling of Meet & Confer with Representative Union	25
Assigned to Analyst for Review	92
Pending for Assignment	8
TOTAL	134

Additionally, this Quarterly Update contains an extra section that is only included in the January report each year. The graph in Attachment C reflects the total number of closed and active classification specification assignments as documented in past Quarterly Updates during a three-year period from January 2022 to January 2025. The chart below provides the underlying data. Since January 2022, seventy-four (74) classification specification assignments were approved.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: February 20, 2025

Quarterly Update Report	Closed Class Specs	Total Assignments
January 2022	11	103
April 2022	5	102
July 2022	7	99
October 2022	2	106
January 2023	5	121
April 2023	7	119
July 2023	3	115
October 2023	5	132
January 2024	6	143
April 2024	7	144
July 2024	5	137
October 2024	2	136
January 2025	9	134

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

Attachment A – Classification Studies (Desk Audits) October 1, 2024 – December 31, 2024

Attachment B – Classification Specifications under review October 1, 2024 – December 31, 2024

Attachment C – Graph of Quarterly Classification Specification Data January 2022 – January 2025

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

ATTACHMENT A

#	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			Yes	Finalizing findings for release in February 2025.
2	PBD	Technical Communications Specialist	5/16/2023			Yes	In progress.
3	CAO	Program Analyst II	5/25/2023			Yes	Assigned, in initial stages.
4	OFD	Emergency Medical Services Coordinator	7/23/2023			Yes	Assigned, in initial stages.
5	HSD	Maintenance Mechanic	8/24/2023			Yes	Pending assignment.
6	ATTORNEY	Information System Administrator	8/31/2023			Yes	Pending assignment.
7	OFD	Administrative Assistant II	1/24/2024			No	Pending assignment.
8	ITD	Project Manager	4/12/2024			No	Pending assignment.
9	OPD	Police Records Specialist	5/6/2024			No	Pending assignment.
10	PBD	Public Service Representative	7/15/2024			No	Pending assignment.
11	LIBRARY	Payroll Personnel Clerk III	8/26/2024			No	Pending assignment.
12	HRM	Human Resource Technician	10/31/2024			No	New; assigned to consultant.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
APPROVED (9)					
SC102	OAS	Animal Shelter Operations Manager (formerly Animal Control & Shelter Manager)	UH1	SPEC REVISION	Approved at 10/17/2024 CSB Meeting.
PS102	OFD	Battalion Chief	FQ1	SPEC REVISION	Approved at 10/17/2024 CSB Meeting.
TBD	CITYWIDE	Program Manager	UM2	NEW SPEC	Approved at 10/17/2024 CSB Meeting.
TBD	CITYWIDE	Data Analyst	UM2	NEW SPEC	Approved at 11/21/2024 CSB Meeting.
TBD	CAO	OAK311 Communications Center Specialist	TBD	NEW SPEC	Approved at 11/21/2024 CSB Meeting.
TBD	CAO	OAK311 Communications Center Specialist, Senior	TBD	NEW SPEC	Approved at 11/21/2024 CSB Meeting.
TBD	DOT	Parking Control Technician II	TBD	NEW SPEC	Approved at 11/21/2024 CSB Meeting.
TR187	DOT	Transportation Planner, Supervising (formerly Transportation Planner, Senior)	UM2	SPEC REVISION	Approved at 11/21/2024 CSB Meeting.
EM100	CITYWIDE	Administrative Services Manager II	UM2	SPEC REVISION	Approved at 12/19/2024 CSB Meeting.
SCHEDULED (0)					
PENDING MEET & CONFER (25)					
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Was pulled from the 1/16/2025 CSB Meeting pending additional concerns from Local 21; involved in continued discussions with L21 to discuss spec issues versus MOU issues.
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Was pulled from the 1/16/2025 CSB Meeting pending additional concerns from Local 21; involved in continued discussions with L21 to discuss spec issues versus MOU issues.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	Finalizing proposed revisions with CMEA.
TBD	HSD	Early Childhood Education Aide	TBD	NEW SPEC	For Local 1021 meeting in March.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in March.
TBD	OFD	Fire Plans Examiner	TBD	NEW SPEC	In progress with Local 21.
TBD	OFD	Hazardous Materials Inspector I	TBD	NEW SPEC	For Local 1021 meeting in March.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in March.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in March.
TBD	HCDD	Housing Development Coordinator V	TBD	NEW SPEC	In progress with Local 21.
TBD	OPD	Investigative Technician (Civilian)	TBD	NEW SPEC	For Local 1021 meeting in March.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	Regrouping on proposed revisions under newly elected City Attorney; for Local 21 in March.

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR162	CITYWIDE	Park Equipment Operator	SC1	SPEC REVISION	Exchanging feedback with Local 1021; scheduled meeting in October was canceled by the union; seeking new meeting date.
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	For Local 1021 meeting in March.
TR168	DOT	Parking Meter Repair Technician (formerly Parking Meter Repair Worker)	SB1	SPEC REVISION	For Local 1021 meeting in March.
PS165	OPD	Police Evidence Technician	SC1	SPEC REVISION	For Local 1021 meeting in March.
AP366	OPRYD	Pool Manager	SC1	SPEC REVISION	For Local 1021 meeting in March.
TR207	OPW	Pool Technician	SC1	SPEC REVISION	For Local 1021 meeting in March.
TBD	HSD	Senior Center Program Analyst (formerly titled Senior Center Program Assistant)	TBD	NEW SPEC	In progress with Local 21.
TBD	FINANCE	Mail Operations Clerk	TBD	SPEC REVISION	For Local 21 meeting in March.
TBD	FINANCE	Mail Operations Clerk, Supervising	TBD	SPEC REVISION	For Local 21 meeting in March.
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	For Local 1021 meeting in March.
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	For Local 1021 meeting in March.
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	For Local 1021 meeting in March.
TR190	OPW	Tree Worker	SC1	SPEC REVISION	For Local 1021 meeting in March.
IN PROGRESS (92)					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Classification exists; drafting class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TR115	DOT	City Land Surveyor	UM2	SPEC REVISION	Preparing proposed spec revisions for department
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	On hold.
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	On hold.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	On hold.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	On hold.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	On hold.
TBD	FINANCE	Contracting and Procurement Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CPRA	CPRA Policy Analyst (formerly CPRB Policy Analyst)	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing proposed spec revisions with department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Classification exists; drafting class spec
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	On hold.
AP252	LIBRARY	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Classification exists; drafting class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Classification exists; drafting class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Classification exists; drafting class spec
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	On hold.
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Classification exists; drafting class spec
TBD	FINANCE	Finance Administrator	TBD	NEW SPEC	Drafting new class spec
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
SC262	OFD	Fire Inspector (Civilian)	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
PS143	OFD	Fire Protection Engineer	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Protection Engineer, Supervising	TBD	NEW SPEC	Drafting new class spec
SC257	OPD	Fleet Compliance Coordinator	UM2	SPEC REVISION	Seeking more information about proposed revisions from department
PP184	HSD	Head Start School Readiness Coordinator	TW1	SPEC REVISION	Department preparing proposed revisions
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	On hold.

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
TC115	FINANCE	Human Resource Operations Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TC114	FINANCE	Human Resource Operations Technician, Senior	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP207	FINANCE	Human Resource Systems Analyst	TA1	SPEC REVISION	Preparing proposed spec revisions for department
AP202	FINANCE	Human Resource Systems Analyst, Senior	TA1	SPEC REVISION	Preparing proposed spec revisions for department
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Preparing proposed spec revisions for department
AP213	CLERK	Legislative Recorder	TA1	SPEC REVISION	Preparing proposed title change and spec revisions.
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Classification exists; drafting class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	Finalizing proposed revisions with department.
TBD	CAO	Neighborhood Services Representative	TBD	NEW SPEC	On hold.
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	DOT	Parking Control Technician (I)	SC1	SPEC REVISION	Preparing proposed spec revisions for department
AF025	DOT	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	DOT	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	FINANCE	Payroll Administrator	TBD	NEW SPEC	Drafting new class spec
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	Finalizing proposed revisions with department.
SS164	PBD	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
SC206	OPW/DOT	Public Works Supervisor I	UH1	SPEC REVISION	On hold.
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department

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ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Classification exists; drafting class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	DOT	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
TR185	DOT	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
TBD	DVP	Violence Intervention Specialist	TBD	NEW SPEC	Drafting new class spec
TBD	DVP	Violence Prevention Coach	TBD	NEW SPEC	Drafting new class spec
		PENDING ASSIGNMENT (8)			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Pending analyst assignment
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Pending analyst assignment
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	On hold.

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