



DECEMBER REGULAR CIVIL SERVICE BOARD MEETING AGENDA

Date: December 19, 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
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=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 DECEMBER 19, 2024, CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment

- There are no Provisional Appointments this month.

b) Approval of Employee Requests for Leave of Absence (6)

- Department of Transportation (1)
- Oakland Fire Department (2)
- Human Resources Management (1)
- Oakland Public Library (1)
- Oakland Police Department (1)

c) Approval of Revised Classification Specifications (2)

- Administrative Services Manager II
- Carpenter (Port Of Oakland)

5) OLD BUSINESS:

a) Approval of the November 21, 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) Adoption of the 2025 Regular Civil Service Board Meeting Schedule ACTION

- January 16, 2025
- February 20, 2025
- March 20, 2025
- April 17, 2025
- May 15, 2025
- June 19, 2025¹
- July 17, 2025
- August 21, 2025
- September 18, 2025
- October 16, 2025
- November 20, 2025
- December 18, 2025

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, January 16, 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 civilservice@oaklandca.gov or U.S. Mail to:

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

¹ Juneteenth Holiday Observed



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/



MEMORANDUM

DATE: December 19, 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 six (6) 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
Negine Malboubi	Chief of Party	Department of Transportation	December 10, 2024 – March 10, 2025	CSR 8.07 (c)
Nancy Marquez	Office Assistant II	Oakland Fire Department	October 1, 2024 – December 31, 2024	CSR 8.07 (c)
Glen Upshaw	CIS	Oakland Fire Department	November 27, 2024 – December 13, 2024	CSR 8.07 (c)
Greg Elliot	Employee and Fleet Safety Coordinator	Human Resources Management	January 08, 2025 – January 07, 2026	CSR 8.07 (c)
Youjin Chang	Library Assistant	Oakland Public Library	December 1, 2024 – January 26, 2025	CSR 8.07 (c)
Rachel Mitchel	Intake Technician	Oakland Police Department	September 30, 2024 – January 6, 2024	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: Negine Malboubi Employee ID# 24373 Date Requested: 12/09/2024

Department/Division: DOT-Survey Division Permanent Job Title Chief of Party

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: 91 From: 12/10/24 To: 03/10/25

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

* 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.

Negine Malboubi 12/09/2024
Negine Malboubi (Dec 9, 2024 08:02 PST)
 Employee's Signature Date

 City Administrator Approval Date

Raymond Hebert 12/09/2024
Raymond Hebert (Dec 9, 2024 09:58 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: Nancy Marquez Employee ID# 27868 Date Requested: 11/20/2024

Department/Division: FPB Permanent Job Title Office 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: N/A

- ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: N/A From: 10/1/2024 To: 12/31/2024

Unpaid Leave Taken this year? Yes No If yes, what type of leave: 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
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Employee's Signature: [Signature] Date: 11/20/2024
 Department Head Approval: [Signature] Date: 12/4/2024

City Administrator 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 – Parental Leave (no pay)
 - CS – Leave from permanent status

Employee Name: Glen Upshaw Sr Employee ID# 28175 Date Requested: 11/27-12/13/24

Department/Division: Fire Dept/ MACRO Permanent Job Title CIS

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: N/A

- ELDE
 Limited Duration
 Interim
 Non-Civil Service Permanent Appointment

Number of Business Days Requested: 11 From: 11/27/24 To: 12/13/24

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
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[Signature] 12/4/2024
 Employee's Signature Date

 City Administrator Approval Date

[Signature] 12/6/2024
 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)
- P – Parental Leave (no pay)
- CS – Leave from permanent status

Employee Name: Gregory Elliott Employee ID# 3554 Date Requested: Dec 9, 2024

Department/Division: HRM/ Risk Management Permanent Job Title Employee and Fleet Safety Coordinator

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: Risk Manager

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 365 From: 01/08/25 To: 01/07/26

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
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Gregory Elliott
Gregory Elliott (Dec 9, 2024 10:18 PST)
Employee's Signature Date Dec 9, 2024

City Administrator Approval Date

Mary Hao
Mary Hao (Dec 9, 2024 10:35 PST)
Department Head Approval Date Dec 9, 2024

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)
- P – Parental Leave (no pay)
- CS – Leave from permanent status

Employee Name: Youjin Chang Employee ID# 21280 Date Requested: 11/23/24

Department/Division: Library Permanent Job Title Library Assistant, PPT

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: 9 From: 12/1/2024 To: 1/26/2025

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
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Employee's Signature 11/23/2024
Date

Department Head Approval 11/26/24
Date

City Administrator Approval Date

Civil Service Board Resolution # Date

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Unpaid Leave of Absence

Leave Type:

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

Employee Name: Rachel Mitchell Employee ID# 21 588 Date Requested: 9/19/24

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: 9/30/24 To: 1/6/24

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
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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

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Rachel Mitchell 9/30/24
Employee's Signature Date

City Administrator Approval Date

[Signature] 11-26-24
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.



MEMORANDUM

DATE: December 19, 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 Administrative Services
Manager II

Based upon a classification review, staff has proposed revisions for the **Administrative Services Manager (ASM) II** classification specification. It has been utilized for decades but was formally approved by the Board for the first time in February 2013; it has not been revised until now.

The primary reason for revising this classification is to convert the supervisory experience from desirable to required. There is a disconnect in this job series in that the ASM I classification requires a year of supervisory experience while the ASM II only lists desirable supervisory experience (two years). This proposed revision will ensure that applicants appropriately possess the necessary supervisory background, which is already part of the Minimum Qualifications for the ASM I classification, and lead to more qualified ASM II candidates for consideration.

The following modifications were proposed:

1. The Definition section has been enhanced to reflect the additional aspects of the scope of the classification.
2. The Distinguishing Characteristics section now includes language to help differentiate between the roles of the ASM I and II.
3. The Examples of Duties have been refreshed.
4. The Knowledge and Ability statements have been updated.
5. The Minimum Qualifications are being changed to ensure that previous supervisory experience is converted from desirable to required.

There are five (5) filled positions and five (5) vacancies. The updated classification specification will be used for the 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 at monthly meetings from August to November to review member questions and concerns and exchange feedback via email. In a December 2024 email, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revised **Administrative Services Manager II** classification specification.

Attachment: Revised draft Administrative Services Manager II classification specification.



ADMINISTRATIVE SERVICES MANAGER II

Class Code: EM100 FTE

Civil Service Classified

DEFINITION

Under direction in a departments, uses a full range of professional, managerial, and supervisory skills to plan, direct, and coordinate the oversight of one or several administrative areas that may include payroll, personnel, recruitment and selection, labor relations, workers compensation, leave management, public records requests, budget development and monitoring, fiscal operations, contract administration, record system maintenance, and other administrative functions; provides administrative policy direction to executive management staff; provides recommendations and consults with management to resolve issues; ~~may supervises, and trains, and evaluates~~ assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Administrative Services Manager II~~ This is a management level classification that is typically responsible for overseeing professional administrative and/or fiscal functional areas in a department and is heavily responsible for creating and amending policies. This classification is distinguished from the higher level Deputy, Associate, or Assistant Director in that incumbents of the latter coordinate the work of a-one or more divisions, unit or multiple divisions or units in a department. It is further distinguished from the lower level Administrative Services Manager I in that incumbents of the latter have a narrower scope of responsibility (e.g., section or unit) and are not responsible for the overall management of one or more specialized, departmental functional area(s).

Incumbents rReceives direction from the Director or Deputy, Associate, or Assistant Director and ~~E~~exercises ~~direct or indirect~~ supervision over professional, technical, and ~~clerical-administrative staff~~ personnel.

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

Perform short and long range planning and goal setting for one or more administrative service areas in departments; develop policies and procedures for departmental operations.

Direct and participate in the development and interpretation of personnel policies, procedures, goals, and objectives.

Manage department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts, grant funds, and review and development of fiscal policies and procedures and handling of funds; analyze budget and revenue estimates.

Perform personnel management of departmental recruitment and selection, classification, training, workers compensation, leave management, position control and employee transactions, employee and labor relations, personnel rules and regulations, and contract administration; may serve as a single point of contact (SPOC) in liaison with the Human Resources Management Department.

Participate in the development and administration of the annual budget for the department; analyze departmental budget and revenue estimates for compliance with department goals and the City's budget policies.

Consult and advise the department on disciplinary procedures; resolve employee grievances.

Advise and train department staff regarding implementation [and interpretation](#) of labor contracts [and applicable provisions](#).

Track and maintain records of the authorized positions in the department.

Prepare and analyze complex reports.

Develop and implement computer systems and applications.

~~May plan, d~~Direct, supervise, [train](#), and evaluate ~~subordinate assigned professional and para-professional~~ staff in administrative, personnel, payroll or [other assigned](#) program functions; complete performance appraisals; participate in the selection of new employees.

Develop procedures and direct the administration of grant programs.

Prepare and direct the preparation of City Council agenda materials and staff reports.

[May manage, plan,](#) and direct the [Department of Motor Vehicles \(DMV\)](#) Pull Notice Program.

Negotiate and administer contracts; sign liens, ~~and~~ lien releases, and other documents.

Direct record maintenance systems.

Direct and participate in public information projects; respond to Public Records Requests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of management, supervision and training.
- Administrative organization principles.
- Practices and methods of procurement and contract administration.
- Budget development and administration.
- [Applications and implementation of e](#)Computer systems [and software applications](#).
- Municipal government and organization.
- Personnel policies and procedures including labor agreements.
- Principles and techniques necessary for persuasive presentation of ideas and concepts in both written and oral formats.
- English punctuation, syntax, language mechanics, and spelling.

Ability to:

- Establish, evaluate, and implement administrative/operational policies, practices, and procedures.
- Assess, develop, and administer appropriate organizational and staffing structures.

- Develop and administer a complex budget system; ~~negotiate and administer a variety of contracts.~~
- Negotiate and administer a variety of administrative contracts.
- Coordinate functions and activities between departments and outside agencies.
- Prepare and analyze complex reports of a general and technical nature that may include statistical or financial data.
- Communicate effectively and persuasively in both oral and written form.
- Analyze and solve problems; make recommendations and consult with management.
- Apply government regulations and legislation in appropriate contexts and forums.
- Oversee~~Supervise~~ and direct diverse or multiple department functional al areas; conduct staff meetings.
- Supervise, train, evaluate, and motivate staff; provide leadership to staff; effectively oversee and direct the work of subordinate staff; conduct staff meetings.
- Establish and maintain effective working ing relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, human resources, political science, finance, accounting, or a closely related field. A Master's degree is desirable.

Experience:

Five (5) years of experience performing progressively responsible and complex administrative and managerial duties, including ~~Two~~ (2) years of supervisory experience ~~is desirable.~~

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 2/21/2013 CSB Resolution #: 44610 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



PORT OF OAKLAND

MEMO

To: City of Oakland Civil Service Board

From: Michael Mitchell, Director of Human Resources, Port of Oakland

Date: December 5, 2024

Subject: Approval of Amendments to the Following Classification Specification:
Carpenter

Creating, amending and editing classification specifications is critical as the Port endeavors to ensure the organization is positioned to operate efficiently and effectively. In an effort to continuously assess and refine the Port's organizational structure to meet strategic goals and objectives, the Carpenter classification specification was amended to better align with the Aviation Division's operational needs. This classification plays a critical role in maintaining assets at the Oakland Seaport and Oakland International Airport (OAK). A major component of this classification's role is to ensure facility structures are safe and operable for tenants and customers. This classification amendment supports the Port's effort to modernize our classification plan as operational needs evolve. The amendments to the Carpenter classification specification support that effort.

The Service Employees International Union, Local 1021 and Port worked collaboratively on the proposed amendments and entered into a settlement agreement that was signed on December 2, 2024 concerning the Carpenter classification specification. Neither party has objections to the changes made to this classification specification.

The Port and SEIU Local 1021 recommends that the Civil Service Board approve the proposed amendments to the Carpenter classification specification.

Attachments: Carpenter Class Specification (Edits)
Carpenter Class Specification (Clean)

CARPENTER

A. CLASS DEFINITION

Under general supervision, the employee meets prescribed craft standards. This is craft work at the action level in finished carpentry involving the construction, maintenance and repair of buildings, wharf structures, equipment and furniture. The work requires a thorough job knowledge, and employees are expected to be fully qualified as carpenters. Carpenters are expected to solve most technical problems themselves. Supervision is available to assist with difficult problems. Contacts are normally limited to other City employees. Employees are expected to work unusual hours as needed. Errors in judgment may be costly in loss of equipment or personal injury, but careful supervision limits this risk.

DISTINGUISHING CHARACTERISTICS

This journey-level classification performs the full scope of carpentry and may provide technical direction to assigned personnel.

B. TYPICAL TASKS/DUTIES (any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

1. Remodels and repairs cabinets, counters, shelves, desks, tables and miscellaneous furniture.
2. Alters, repairs and constructs a variety of building structures such as walls, partitions, doorways, window casings, stairways and roofs.
3. Installs window glass and screens; installs flooring and roofing material; applies wall covering materials; performs minor tasks in other building trades.
4. Reads and interprets plans and specifications and performs work accordingly.
5. Builds concrete forms and pours concrete; installs and repairs locks, door closers, and related building hardware.
6. Installs and maintains wharves, heavy timber structures and gangways.
7. Operates and maintains carpenter shop equipment and tools.
8. Keeps routine records of time and materials; makes oral and/or written reports of work performed; operates motor vehicles.
9. Coordinates with appropriate internal and external stakeholders to complete work; engages tenants such as maritime terminal operators, airline tenants and other lease holders; and internal staff such as Wharfingers, CRE Reps, Airport Properties as well as Facilities staff such as Equipment Systems Engineers, Semi-Skilled Laborers, Painters, and other classifications. Purchases material, tools, and other items if necessary.
- 8-10. Instructs employees in lower classifications when they are assigned as helpers; ensures that proper safety precautions are observed.
- 9-11. Erects scaffolding of all types in preparation for carpentry work.

40-12. Makes rough estimates of labor, materials and supplies necessary for the performance of specific assignments.

44-13. Performs other related duties as required.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical task and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Tools, materials, and methods of carpentry.
- Building codes related to carpentry.
- Safety regulations and precautions pertaining to the work including the safe use of scaffolding.
- Safe use of hazardous materials relevant to the job.
- Shop mathematics.

Ability to:

- Read and interpret blueprints, sketches, plans and specifications.
- Install and repair composition, wood, metal, tar and gravel roofing.
- Install sheetrock, insulation, wood paneling, cork and acoustical material.
- Perform arithmetic calculations which include length, volume and area.
- Use standard measuring equipment such as a tape rule and steel square.
- Keep records and make reports of work performed.
- Direct the work of other workers on a specific assignment.
- Prepare rough sketches of work.
- Make estimates of materials and labor.
- Exercise judgment in the selection of materials.
- Perform simple work in related building trades.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

D. PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required stand, walk, stoop, kneel, climb or balance; use hands to manipulate hand tools and power tools; push, pull, drag or lift materials; carry or move materials to and from power machinery; employ eye, hand and foot coordination to operate a motor vehicle in conformance with Port policies and the State Vehicle Code.

The employee must occasionally lift or drag 90 pounds.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The Carpenter works indoors and outdoors in a variety of weather conditions. The employee regularly wears safety glasses and breathing masks while working due to sawdust, dust, fumes from paint, varnish, etc., and airborne particulates; in wet and slippery conditions; in high or unstable locations; with risk of electrical shock; with power machinery and other sharp tools and edges; and high noise levels. The employee is subject to interruption by building occupants, people passing by, or passengers.

F. EDUCATION AND EXPERIENCE

This position requires education and experience which demonstrate possession of the knowledge, skills, and abilities described above. This typically requires graduation from high school and completion of a State-certified apprenticeship program.

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.
2. This classification requires each incumbent to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the airport.

CLASS CODE	10007
STANDARD HOURS-DAY/WEEK	7.2/Day-36/Week
CS STATUS/UNIT	Classified/A
FLSA	Non-exempt
Classification Created:	September 1, 1953 (924)
Job specifications approved:	March 2, 1971 (Civil Service Board)
Job specifications revised:	October 4, 1972 (Civil Service Board)
Job specifications revised:	

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8. Keeps routine records of time and materials; makes oral and/or written reports of work performed; operates motor vehicles.
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10. Instructs employees in lower classifications when they are assigned as helpers; ensures that proper safety precautions are observed.
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NOVEMBER REGULAR CIVIL SERVICE BOARD MEETING AGENDA MINUTES (DRAFT)

Date: November 21, 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
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=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/84481111111>

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:

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

2) APPROVAL OF THE NOVEMBER 21, 2024, CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45276 A motion was made by Member Williams and seconded by Member Brown to approve the agenda for the December 19, 2024, Regular Civil Service Board meeting agenda.

Votes:

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

Noes: None

Abstentions: None

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointment (2)

- Oakland Police Department
- Department of Violence Prevention

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

- Department of Finance (1)
- Department of Transportation (1)
- Oakland Parks, Recreation and Youth Development (1)
- Oakland Police Department (1)
- Oakland Public Library (1)
- Oakland Public Works (1)

c) Approval of Revised Classification Specifications (1)

- Transportation Planner, Supervising (*Formerly titled Transportation Planner, Senior*)

45277 A motion was made by Member Brown and seconded by Member Williams to approve the Consent Calendar for the November 21, 2024 Regular Civil Service Board meeting.

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

Noes: None

Abstentions: None

5) OLD BUSINESS:

a) Approval of the October 17, 2024, Civil Service Board Meeting Agenda Minutes.

ACTION

45278 A motion was made by Member Williams and seconded by Vice Chair Baranco to approve the October 17, 2024, Civil Service Board Meeting Agenda Minutes.

Votes:

Board Member 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:

- a) Approval of New Classification Specification for Parking Control Technician II ACTION

45279 A motion was made by Member Brown and seconded Vice Chair Baranco to approve the New Classification Specification for Parking Control Technician II.

Votes:

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

Noes: None

Abstentions: None

- a) Approval of New Classification Specifications for OAK311 Communications Center Specialist and OAK311 Communications Center Specialist, Senior ACTION

45280 A motion was made by Member Williams and seconded by Member Brown to approve the OAK311 Communications Center Specialist and OAK311 Communications Center Specialist, Senior new Classification Specifications.

Votes:

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

Noes: None

Abstentions: None

- b) Approval of New Classification Specification for Data Analyst ACTION

45281 A motion was made by Member Brown and seconded by Member Williams to approve the Approval of New Classification Specification for Data Analyst

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

Noes: None

Abstentions: None

7) ADJOURNMENT

ACTION

45282 A motion was made by Member Williams and seconded by Member Brown to adjourn the November 21, 2024 Civil Service Board meeting.

Votes:

Board Member 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, December 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

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94621



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/TT



Civil Service Board Appeals and Hearing Calendar

Pending List – DECEMBER 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	February 20, 2025	Hearing tentatively scheduled for February 2025 <i>(date pending confirmation)</i> .
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-AP04	Fire Fighter	Oakland Fire Department	9.08 Separation Due to Absence Without Leave	December 19, 2024	Hearing to be scheduled
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.

December 19, 2024



CITY OF OAKLAND

STAFF REPORT

DATE: December 19, 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

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 November 21, 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 November 23, 2024, there was a total of one ninety-five (95) employees in the following categories: TCSE (19), TCSE/Annuitant (23), and ELDE (53). Four (4) 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 ninety-five (95) temporary assignments, there are four (4) employees reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: December 19, 2024

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 November 23, 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	CSE HOUR	NOTES	STATUS
CLOSED THIS PERIOD (5)									
PEC	Lim	Trishia	65111 - Public Ethics Commission	02-MAR-24	TCSE		0.00		
CAO	Rudi	Tacruz	02112 - Communications & Media	21-JAN-23	TCSE		0.00		
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	30-SEP-23	TCSE		306.00		
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11-NOV-23	ELDE	11-Nov-23			
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11-NOV-23	ELDE	11-Nov-23			COMPLIANT
NEW THIS PERIOD (5)									
ANIMAL SERVICES	Randolph Jr	Donnell Leonard	62111 - Animal Services		ELDE	26-Oct-24			COMPLIANT
EWDD	Leiffheit	Alexis A	85521 - Public Art		ELDE	26-Oct-24			COMPLIANT
FINANCE	Yen	Hsuchun	08121 - Finance and Management: Payroll		TCSE				COMPLIANT
HSD	Benson	Ishanae Niesha Mia	78231 - HS Classroom & Seasonal		TCSE				COMPLIANT
HSD	Dion	Michel	78231 - HS Classroom & Seasonal		TCSE				COMPLIANT
COMPLIANT (91)									
CAO	James	Cooke	02111 - City Administrator: Administration Unit	12-JUN-21	TCSE		222.00		COMPLIANT
CAO	Logan	Lisa Marie	02151 - City Administrator Call Center	13-MAY-23	ELDE	11-May-24			COMPLIANT
CAO	Cerpas Lua	Maria Nayeli	02111 - City Administrator: Administration Unit	8-Jun-24	ELDE	08-Jun-24			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		309.00		COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	13-DEC-21	TCSE/ANNUITANT		308.00		COMPLIANT
HRM	Boxdell	Ashley	05511 - Human Resource Development Unit		TCSE	31-Aug-24	402.50		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	28-OCT-23	TCSE/ANNUITANT		356.00		COMPLIANT
CITY AUDITOR	Lin	Marisa	07111 - City Auditor Unit		TCSE	14-SEP-24	327.00		COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		152.75		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		380.00		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	Wilson	Harold	08243 - Purchasing	27-APR-24	ELDE	27-Apr-24			COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		299.50		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		378.50		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		378.50		COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		404.00		COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		298.00		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		50.00		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		8.00		COMPLIANT
FIRE	Watts	Darryl Ray	20913 - EMS Training		ELDE				COMPLIANT
FIRE	Shermann	Daniel	20912 - Measure N - Paramedic		ELDE				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		10.00		COMPLIANT
FIRE	Skillern	Sheryl	20331 - Inspectional Services Unit	28-MAY-22	TCSE/ANNUITANT		118.00		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	856.00		COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	31-JAN-23	TCSE/ANNUITANT		0.00		COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	28-OCT-23	TCSE/ANNUITANT		0.00		COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		0.00		COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		96.50		COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		220.50		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		311.00		COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		231.50		COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	06-JAN-24	TCSE		213.00		COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	06-JAN-24	TCSE		33.00		COMPLIANT
ANIMAL SERVICES	Tierney	Melinda	62111 - Animal Services	03-FEB-24	ELDE	03-Feb-24			COMPLIANT
ANIMAL SERVICES	Hasani	Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24			COMPLIANT

POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-NOV-23	ELDE	25-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	Bezeherntny	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	17-Aug-24	ELDE	17-Aug-24		COMPLIANT
POLICE COMM	Dukich	Stephanie A	66211 - Community Police Review Agency		ELDE	14-Sep-24		COMPLIANT
VIOLENCE PREV	Figuroa	Christopher	70211 - Oakland Unite		ELDE			COMPLIANT
VIOLENCE PREV	Truehill	Joseph Anthony	70211 - Oakland Unite	22-Jun-24	ELDE	22-Jun-24		COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	25-NOV-23	ELDE	25-Nov-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
VIOLENCE PREV	Martinez	Miguel, Angel	70211 - Oakland Unite	17-Aug-24	ELDE	17-Aug-24		COMPLIANT
HSD	Soghie	Benjamin	78231 - HS Classroom & Seasonal	7-Jun-24	TCSE		283.5	COMPLIANT
HSD	Boatwright	David	75631 - Senior Center Unit	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	15-APR-23	TCSE/ANNUITANT		28.00	COMPLIANT
HSD	Poston	Dorothy	75631 - Senior Center Unit	08-FEB-20	TCSE		20.00	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	Buchanan	Wanda	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		384.50	COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		64.00	COMPLIANT
HSD	Gonzalez	Mora Deisy	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		228.50	COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	15-OCT-22	TCSE/ANNUITANT		447.50	COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		307.50	COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		209.00	COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		622.50	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		234.25	COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		439.25	COMPLIANT
HSD	Huang	Jenny	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
EWDD	Hanserd	Erica Camille Shacole	67411 - Compliance	22-Jun-24	ELDE	22-Jun-24		COMPLIANT
EWDD	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		208.50	COMPLIANT
EWDD	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	20-Jan-24		COMPLIANT
EWDD	Lang	Phillip	67411 - Compliance	3-Aug-24	ELDE	3-Aug-24		COMPLIANT
EWDD	Daniel	Katerine Ruth	67111 - Administrative Support		TCSE			COMPLIANT
HCD	Gebreslasse	Rahwa B	89929 - Housing Development		ELDE			COMPLIANT
HCD	Gonzalez	Trisha Reyes	89929 - Housing Development	22-Jun-24	ELDE	22-Jun-24		COMPLIANT
HCD	Crooms	Maya	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Durades	Arlecia	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		428.00	COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	17-Feb-24		COMPLIANT

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NON COMPLIANT (4)

CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	30-OCT-23	ELDE	31-Oct-23		Permanent Employment Budget Hold New ELDE Date - Pending	NON-COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23		budget approval New ELDE Date - Pending	NON-COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23		budget approval	NON-COMPLIANT

HSD

Nash

Raven

78411 - Community Housing Services

16-SEP-23 ELDE

16-Sep-23

New ELDE
Date - Pending
budget NON-
approval COMPLIANT

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TCSE/ELDE Rules Compliance

