



CIVIL SERVICE BOARD MEETING AGENDA

Date: June 20, 2024

OPEN SESSION 5:30 p.m.

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

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

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

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

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

Passcode: CSB2024

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

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

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

ID: Webinar ID: 847 7008 1425 Passcode: 7708206

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE JUNE 20, 2024, CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (2)

- Information Technology Department (2)

b) Approval of Employee Requests for Leave of Absence (47)

- City Attorney's Office (1)
- Oakland Police Department (1)
- Oakland Public Library (45)

c) Approval of Revised Classification Specifications (3)

- Ethics Analyst I and Ethics Analyst II (2)
- Inspector General Performance Analyst (1)

5) OLD BUSINESS:

a) Approval of the May 16, 2024, Civil Service Board Meeting Minutes ACTION

b) Determination of Schedule of Outstanding Board Items ACTION

c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in INFORMATION

Accordance with the Memorandum of Understanding Between the
City and Local 21

6) NEW BUSINESS:

INFORMATION

- Updated Civil Service Board Unpaid Leave of Absence Request Form.

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.**

OPEN SESSION AGENDA

7) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

8) OPEN FORUM

9) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 18, 2024. All materials related to agenda items must be submitted by Monday, July 1, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

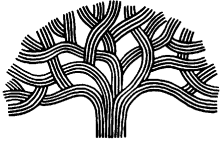


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿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



MEMORANDUM

CITY OF OAKLAND

DATE: June 20, 2024

TO: The Honorable Civil Service Board

FROM: Alanna Butler
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 Custom Application Developer III to be ratified at Civil Service Board Meeting of June 20, 2024

Attached is a request from the Information Technology Department to make a provisional appointment to a Custom Application Developer III vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Custom Application Developer III is primarily responsible for defining custom data structures and application solutions that are appropriate to customer requirements; develops, supports, maintains, and tests software applications for business units; designing, developing, and implementing various business-related applications; coding, documenting, and implementing project specifications; provides technical advice and training; overseeing timely completion of new and on-going projects while adhering to prescribed budget limits. The minimum qualifications for Custom Application Developer III are a bachelor's degree from an accredited college or university in computer science, engineering, statistics, or a related field and 4 years of progressively responsible experience developing in C/C++/C#, ASP, and ASP.Net MVC applications, information systems or software engineering.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in engineering and more than 6 years of experience designing and developing databases and preparing custom reports.

Recruitment and Classification is in the process of conducting the recruitment to permanently fill this vacancy within 120 days. The eligible list has been established, interviews are pending.

I recommend that the Civil Service Board ratify the provisional appointment to this Custom Application Developer III vacancy in the Information Technology Department beginning on June 4, 2024, and ending on or before October 2, 2024.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: June 20, 2024

AREA REQUESTED

POSITION: Custom Application Developer III
DEPARTMENT: Information Technology Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A, no previous eligible list
DATE PERSONNEL REQUISITION SUBMITTED: November 10, 2023
CURRENT STATUS OF EXAMINATION: Job announcement posted and scheduled to close May 23, 2024

JUSTIFICATION:

Reason Needed:

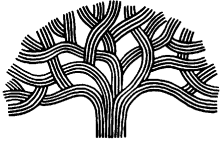
This provisional appointment is needed to fill one current vacancy. The requisition requesting a permanent appointment was approved on November 22, 2023. A provisional appointment will allow the work to be performed while the interview process is conducted.

Other Alternatives Explored and Eliminated:

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Recruitment and Classification Staff Recommendation, including the following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Not an Oakland Resident
- Current Employment Status: Current City of Oakland employee



MEMORANDUM

CITY OF OAKLAND

DATE: June 20, 2024

TO: The Honorable Civil Service Board

FROM: Alanna Butler
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 Database Administrator to be ratified at Civil Service Board Meeting of June 20, 2024

Attached is a request from the Information Technology Department to make a provisional appointment to a Database Administrator vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Database Administrator is primarily responsible for identifying and coordinating all procedures, standards, and methods for the physical design, implementation, performance, security, and recoverability of all enterprise-wide databases for the sharing of data by all departments in the City of Oakland; budgeting for hardware and software needs; and supervising and training staff in all aspects of database management. The minimum qualifications for Database Administrator are a bachelor's degree from an accredited college or university in computer science, management information systems, business administration, electrical engineering, or a related field and 5 years of experience in the successful analysis, design, and implementation of medium-to-large scale data processing systems, including two years of supervisory experience.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in physical chemistry and over 20 years of experience designing and installing databases and developing scripts to generate database reports, and two years of supervisory experience.

Recruitment and Classification is in the process of conducting the recruitment fill this vacancy within 120 days. The eligible list has been established, interviews are pending.

I recommend that the Civil Service Board ratify the provisional appointment to this Database Administrator vacancy in the Information Technology Department beginning on June 9, 2024, and ending on or before October 7, 2024.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: June 20, 2024

AREA REQUESTED

POSITION: Database Administrator
DEPARTMENT: Information Technology Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: April 6, 2016
DATE PERSONNEL REQUISITION SUBMITTED: November 3, 2022
CURRENT STATUS OF EXAMINATION: Eligible list established, interviews to be scheduled.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a permanent appointment was approved on November 3, 2023. A provisional appointment will allow the work to be performed while the interview process is conducted.

Other Alternatives Explored and Eliminated:

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Recruitment and Classification Staff Recommendation, including the following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Not an Oakland Resident
- Current Employment Status: Current City of Oakland employee



MEMORANDUM

DATE: June 20, 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 forty-seven (47) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Johnson, Casey	Lieutenant	Oakland Police Department	May 01, 2024 - Indefinitely	CSR 8.07 (c)
Luby, Oliver	Deputy City Attorney	City Attorney's Office	June 01, 2024 – September 30, 2024	CSR 8.07 (c)

The Oakland Public Library is requesting multiple Miscellaneous Leaves of Absence for forty-five (45) employees due to ongoing construction at the City of Oakland’s public libraries. These absences may be intermittent or consecutive during the timeframe beginning on May 17, 2024, through September 30, 2024, based on the employees' requests to accommodate the construction. Attached to this narrative are the Leave of Absence Requests detailing each employees requested leave timeline.

Alperin, Joshua Karl
 Arellano-Meli, Brianna Christine
 Betz, Carlyle Jane
 Birenbaum, Rachel
 Bowen, Anita Elizabeth
 Chang, Youjin
 English, Amber Lernetha
 Flores, Cristina
 Ford, Nitoshia
 Gamez Cabrera, Lesly O
 Garcia, Alma E.
 Gomez Delgado, Adolfo Ivan
 Highland, Rebecca Frances
 Hug, Katherine Laura

Membreno, Brenda Marilli
 Moorhead, Susy S
 Moullen, Natasha L.
 Nachem, Jessica L
 Pena, Iliana
 Perry, Nathan Kirk
 Priaulx, Jade Miyoko
 Propernick, Anthony
 Rodriguez-Macias, Liliana
 Shaw, Rainn Marie
 Shaw, Stephen A
 Shen, Alex Nicholas
 Simmons, Mani Delfine
 Singleton, Stephanie Lynn

CIVIL SERVICE BOARD

Subject: Request for Leave of Absence

Date: May 16, 2024

Page 2

Jackson, Celia Wadsworth
Jeon, Yoon Jae
Kuo, Dayni
Lindsay, Ryan E
Macias, Salvador
Martinez Vitela, Maria Y
Martinez, Susan Elizabeth
McClendon, Sadie J.
McNeely, Amy Ann
Medow, Miriam L.

Sungold, Maya
Thomas, Christy
Trimmer, Jessica Elizabeth
Vargas, Natalia
Weston, Eboni Antawnette
Woods, Donielle N
Wu, Anna

RECOMMENDATION:

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



Unpaid Leave of Absence

Print Form

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 Oliver Luby Employee's ID 20868 Today's Date 5/24/23

Department/Division City Attorney's office Employee Job Title Deputy City Attorney

Request: 4 mos Days Hours From 6/1/24 To 9/30/24
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave supp. to paid leave for medical
(Write appropriate code)

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

* Additional Information

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

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

Oliver Luby Digitally signed by Oliver Luby
Date: 2024.05.24 13:40:35
+07'00'

Employee's Signature _____
Barbara J. Parker
Date 5/30/2024

Civil Service Board Approval _____
Date _____

Department Head Approval _____
Date _____

City Manager Approval _____
Date _____

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

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



Unpaid Leave of Absence

Print Form

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 Joshua Alperin

Employee's ID 24816

Today's Date 04/18/24

Department/Division Library

Employee Job Title Librarian 2

Request: 9
No. of Days or Hours

Days Hours
Select Days or Hours

From 09/20/24

To 09/30/24

Unpaid Leave Taken This Year? Yes No

If yes, what type of leave

(Write appropriate code)

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

* Additional Information

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

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

[Signature]
Employee's Signature

4/18/24
Date

Civil Service Board Approval Date

[Signature]
Department Head Approval

5/3/24
Date

City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Brianna Arellano-Meli

Employee's ID 26179

Today's Date 4/26/2024

Department/Division Library

Employee Job Title Librarian I

Request: 10

No. of Days or Hours

Days Hours

Select Days or Hours

From 8-5-2024

To 8-16-2024

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.

4/26/2024

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

5/3/24

Date

City Manager Approval

Date

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

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Carlyle Jane Betz Employee's ID 137912 Today's Date 04/13/2024

Department/Division Library Employee Job Title PPT Library Assistant

Request: 6 Days Hours From 06/05/2024 To 06/18/2024
No. of Days or Hours Select Days or Hours


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

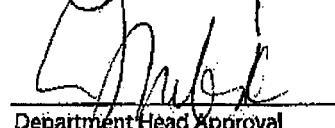
Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and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

* Additional Information

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

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


Employee Signature _____ Date 04/13/2024


Department Head Approval _____ Date 5/3/24

Civil Service Board Approval Date _____

City Manager Approval Date _____

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

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Rachel B. Robinson Employee's ID 21001 Today's Date 4/27/2024

Department/Division Library Employee Job Title Librarian I

Request: 7 Days Hours From 8/5 To 8/9
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave AND 9/12 To 9/17
(Write appropriate code)

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

* Additional Information

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

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

[Signature]
Employee's Signature Date 4/25/2024

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 5/3/24

City Manager Approval Date

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

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



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 Anita Bowen

Employee's ID 27608

Today's Date 04/12/2024

Department/Division Library

Employee Job Title Librarian 1

Request: 13 Days Hours From 09/12/2024 To 09/30/2024
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)

Leave Type	Maximum Duration	Keep Accrued Seniority?	Keep Health Benefits?	Other
FCL	4 mos	Yes	Depends	Combination of paid and unpaid leave
FDN	5 day	Yes	Yes	Family death leave (paid) exhausted
MNP	Yes	Yes	For 5 mos	For military training and service
SLV	1 year	Yes	No	Sick leave (paid) exhausted
ANP	1 year	Yes	No	Miscellaneous leave (no pay)
PNP	1 year	No	No	Parental leave (no pay)

*** Additional Information**

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

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

Anita Bowen 04/12/2024
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Youjin Chang Employee's ID 21280 Today's Date 4/20/24

Department/Division Library Employee Job Title Library Assistant

Request: 49.5 Days Hours From 6/1/24 To 9/30/24
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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[Signature] 4/20/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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Unpaid Leave of Absence

Print Form

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 Amber English Employee's ID 15695 Today's Date 4/12/24

Department/Division Library Employee Job Title Assistant

Request: 10 No. of Days or Hours Days Hours From July 22nd 2024 To August 5th 2024

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

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

* Additional Information

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

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

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

Civil Service Board Approval Date

[Signature]
Department Head Approval Date: 5/3/24

City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Cristina Flores Employee's ID 3314 Today's Date 04/23/2024

Department/Division Main-Library Employee Job Title Library Aide

Request: 10 Days Hours From 06/03/2024 To 06/14/2024
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	9 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

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

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

Employee's Signature

04/23/2024

Date

Civil Service Board Approval

Date

Department Head Approval

5/3/24

Date

City Manager Approval

Date

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

Distribution: Original to HRM Admin, Copy in HRIS Operations, Dept, and Employee



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 Nitoshia Ford Employee's ID 27833 Today's Date 19 Apr 2024

Department/Division Library Employee Job Title Librarian II

Request: 12 Days Hours From 29 Aug To 10 Sept
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 19 Apr 2024
 Employee's Signature Date
[Signature] _____
 Department Head Approval Date

 Civil Service Board Approval Date

 City Manager Approval Date

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

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



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 Lesly Gamez Employee's ID 26322 Today's Date 04-14-2024

Department/Division Oakland Public Library Employee Job Title Library Aide

Request: 36 No. of Days or Hours Days Hours From May 27th 2024 To Sept 30th 2024

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

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

*** Additional Information**

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

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

[Signature] 04-14-2024
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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: Alma Garcia

Employee's ID: 7243

Today's Date: 4/11/2024

Department/Division: Library

Employee Job Title: Sr. Library Asst

Request: 6
No. of Days or Hours

Days Hours
Select Days or Hours

From 8/17/24 To 8/24/24

Unpaid Leave Taken This Year? Yes No. If yes, what type of leave ANP

(Write appropriate code)

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

* Additional Information

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

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

[Signature]
Employee's Signature
4/11/24
Date

Civil Service Board Approval
Date

[Signature]
Department Head Approval
5/3/24
Date

City Manager Approval
Date

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

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



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 Adolfo Gomez-Delgado Employee's ID 24915 Today's Date 4/12/24

Department/Division Library Employee Job Title Librarian II

Request: 18 Days Hours From 9/1/24 To 9/30/24
No. of Days or Hours: Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 4/12/24
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Highland, Rebecca Employee's ID 24790 Today's Date 4/13/24

Department/Division Library Employee Job Title Librarian I, PPT

Request: 6 Days Hours From 6/18-19 To and 8/21,22,24,28
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Rebecca Highland 4/13/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Katherine Hug Employee's ID 19949 Today's Date 4/15/24

Department/Division library Employee Job Title Librarian II

Request: 21 Days Hours From 6/22/24 To 8/16/24
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Katherine Hug 4/15/24
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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

Print Form



Unpaid Leave of Absence

Leave Type

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

Employee's Name CELIA JACKSON Employee's ID 20092 Today's Date 4/12/24

Department/Division LIBRARY Employee Job Title LIBRARIAN II

Request 24 Days Hours From 5/30/24 To 9/30/24
Select Days or Hours

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

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

*** Additional Information**

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

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

Employee's Signature _____ Date 4/12/24

Civil Service Board Approval _____ Date _____

Department Head Approval _____ Date 5/3/24

City Manager Approval _____ Date _____

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

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Yoon Jae Jeon Employee's ID 22376 Today's Date 4/12/2024

Department/Division Library Employee Job Title Library Assistant

Request: 7 days Days Hours From 6/17/24 To 6/26/24
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

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

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Dayni Kuo Employee's ID 16207 Today's Date 4/14/24

Department/Division Library Employee Job Title Librarian 2

Request: 126 Days Hours From 5/27/24 To 9/30/24
No. of Days or Hours Select Days or Hours

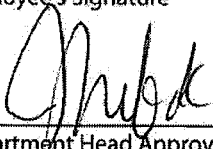
Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

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

* Additional Information

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

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

Dayni Kuo 4/14/24
 Employee's Signature Date

 Department Head Approval Date

 Civil Service Board Approval Date

 City Manager Approval Date

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

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



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 Ryan Lindsay Employee's ID 20004 Today's Date 4/13/2024

Department/Division Library Employee Job Title Library Assistant, FT

Request: 15 Days Hours From 8/5/2024 To 8/24/24
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Employee's Signature

4/13/24
Date

Civil Service Board Approval Date

Department Head Approval

5/3/24
Date

City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Salvador Macias Employee's ID 26268 Today's Date 4-12-24

Department/Division Library Employee Job Title Library Aide

Request: No. of Days or Hours 18 Days Hours 18 From 5/29 To 9/25
Select Days or Hours

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

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

*** Additional Information**

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

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

[Signature] 4-12-24
 Employee's Signature Date

[Signature] _____
 Department Head Approval Date

 Civil Service Board Approval Date

 City Manager Approval Date

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

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Maria Martinez Vitela

Employee's ID 22256

Today's Date 04/16/24

Department/Division OPL

Employee Job Title PPT Library Aide

Request: 8
No. of Days or Hours

Days Hours From 08/24/24 To 09/07/24
Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave

(Write appropriate code)

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

* Additional Information

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

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

[Signature] 04/16/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Martinez, Susan E. Employee's ID 19659 Today's Date 04/15/24

Department/Division Library Employee Job Title Senior Librarian

Request: 20 Days Hours From 6/17 To 7/14
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Susan Martinez
 Employee's Signature Date 4/15/24

 Civil Service Board Approval Date

[Signature]
 Department Head Approval Date 5/3/24

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Sadie McClelland Employee's ID 22687 Today's Date 4/29/24

Department/Division Library Employee Job Title Librarian I

Request: 15 Days Hours From 7/18/24 To 8/31/24
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Sadie McClelland 4/29/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

Distribution: Original to HRM Admin; Copy to HR Operations Dept and Employee.



Unpaid Leave of Absence

Print Form

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 Amy McNeely Employee's ID 26646 Today's Date 4/15/2024

Department/Division Library Employee Job Title Librarian II

Request: 22 Days Hours From 5/30/24 To 6/20/2024
No. of Days or Hours Select Days or Hours

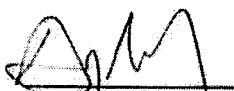
Unpaid Leave Taken This Year? Yes No If yes, what type of leave LWOP
(Write appropriate code)

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


* Additional Information

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

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

 4/15/2024
 Employee's Signature Date

 Civil Service Board Approval Date

 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Brenda Membreno Employee's ID 21757 Today's Date 4/12/2024

Department/Division Library Employee Job Title Senior Library Assistant

Request: 18 Days Hours From 9/1/2024 To 9/30/2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

B. Membreno 4/12/2024
Employee's Signature Date

J. Pineda 5/3/24
Department Head Approval Date

Civil Service Board Approval Date

City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Susy Moorhead Employee's ID 19284 Today's Date 4/12/24

Department/Division Library / Rockridge Employee Job Title Librarian II

Request: 5 No. of Days or Hours Days Hours Select Days or Hours From 5/28/24 To 6/1/24

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

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

* Additional Information

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

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

J. Moorhead
Employee's Signature Date 4/12/24

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 5/3/24

City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Natasha Moullen

Employee's ID 22374

Today's Date 4/18/24

Department/Division Library

Employee Job Title Librarian II

Request: 23
No. of Days or Hours

Days Hours
Select Days or Hours

From 9/1/24

To 9/30/24

Unpaid Leave Taken This Year? Yes No If yes, what type of leave

(Write appropriate code)

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

* Additional information

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

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

[Signature] 4/18/24
Employee's Signature Date

[Signature] 5/3/24
Department Head Approval Date

Civil Service Board Approval Date

City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Jessica Nachem Employee's ID 20403 Today's Date 4/12/24

Department/Division Library Employee Job Title Librarian II

Request: 12 Days Hours From 6/24-6/28 to 8/8-8/16
No. of Days or Hours Select Days or Hours:

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

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

***Additional Information**

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

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

Jessica Nachem 4/12/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Iliana Peña Employee's ID 22697 Today's Date 4/17/2024

Department/Division Library Employee Job Title Library Assistant

Request: 17 Days Hours From 6/5/2024 To 9/4/2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Iliana Peña 4/17/2024
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Nathan Perry Employee's ID 24916 Today's Date 4/12/2024

Department/Division Library Employee Job Title Librarian I

Request: 20 Days Hours From June 1 To June 30
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Nathan Perry
 Employee's Signature Date 4/12/2024

 Civil Service Board Approval Date

[Signature]
 Department Head Approval Date 5/3/24

 City Manager Approval Date

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

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Jade Prialux Employee's ID 26274 Today's Date 4/17/2024

Department/Division Library Employee Job Title Library Aide

Request: 36 Days Hours From 5/27/24 To 9/30/24
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Jade Prialux 4/17/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Anthony Propernick Employee's ID 15417 Today's Date 4/26/2024

Department/Division Library Employee Job Title Senior Library Assistant

Request: 7 Days Hours From 5/28/2024 To 7/7/2024
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Anthony Propernick Digitally signed by Anthony Propernick Date: 2024.04.26 18:38:46 -07'00' 4/26/2024

Employee's Signature

Date

Civil Service Board Approval

Date

5/3/24

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Print Form

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 Liliana Rodriguez Macias Employee's ID 21277 Today's Date 4/19/2024

Department/Division Oakland Public Library Employee Job Title Library Assistant FT

Request: 5 Days Hours From 06/28/2024 To 08/30/2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 4/19/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Rainn Shaw

Employee's ID 21278

Today's Date 4-12-2024

Department/Division Library

Employee Job Title Library Assistant, Sr.

Request: 15 Days Hours From 6-14-2024 To 7-19-2024
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.

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

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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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 Stephen Shaw

Employee's ID 23941

Today's Date 4/12/24

Department/Division Library

Employee Job Title Librarian 1

Request: 17
No. of Days or Hours

Days Hours
Select Days or Hours

From 5/30 To 9/19

Unpaid Leave Taken This Year? Yes No If yes, what type of leave

(Write appropriate code)

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

* Additional Information

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

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

Stephen Shaw 4/12/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Alex Shen Employee's ID 21763 Today's Date 4.18.24

Department/Division Oakland Public Library Employee Job Title Librarian Assistant

Request: 68 Days Hours From May 17th To Aug 23rd 2024
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types

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

* Additional Information

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

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

[Signature] 4.18.24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Mani Simmons

Employee's ID 21765

Today's Date April 13, 2024

Department/Division Library

Employee Job Title Library Assistant

Request: 9 days Days Hours From August 5 To August 22
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Mani Simmons 4/13/24
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



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 Stephanie Singleton Employee's ID 25680 Today's Date 04/20/2024

Department/Division Public Library Employee Job Title Librarian II

Request: 7 Days Hours From 6/17/2024 To 6/23/2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Stephanie Singleton 04/20/2024
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/13/24
 Department Head Approval Date

 City Manager Approval Date

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

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



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 Stephanie Singleton Employee's ID 25680 Today's Date 04/20/2024

Department/Division Public Library Employee Job Title Librarian II

Request: 17 Days Hours From 7/3/2024 To 7/19/2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Stephanie Singleton 4/20/2024
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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)

[Print Form](#)

Employee's Name Maya Swingold Employee's ID 26179 Today's Date 4/16/2024

Department/Division Library Employee Job Title Librarian I

Request: 8 No. of Days or Hours Days Hours From 8/9 ; 8/16 To 8/12 ; 8/25

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

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

* Additional Information

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



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 Christy Thomas Employee's ID 14457 Today's Date 04/18/24

Department/Division Library Employee Job Title Senior Librarian

Request: 20 Days Hours From June 3, 2024 To June 28, 2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 4/18/2024
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Christy Thomas

Employee's ID 14457

Today's Date 4/18/24

Department/Division Library

Employee Job Title Senior Librarian

Request: 6
No. of Days or Hours

Days Hours
Select Days or Hours

From August 2, 2024 To August 12, 2024

Unpaid Leave Taken This Year? Yes No If yes, what type of leave

(Write appropriate code)

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

* Additional information

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

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

[Signature] 4/18/2024
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/13/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Jessica Trimmer Employee's ID 24360 Today's Date 4/19/2024

Department/Division Library Employee Job Title Library Assistant

Request: 23 Days Hours From 6/28/24 To 7/20/24
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

[Signature] 4/19/24
 Employee's Signature Date

[Signature] 5/3/24
 Department Head Approval Date

 Civil Service Board Approval Date

 City Manager Approval Date

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

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



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 Jessica Trimmer

Employee's ID 24360

Today's Date 4/19/2024

Department/Division Library

Employee Job Title Library Assistant

Request: 14
No. of Days or Hours

Days Hours
Select Days or Hours

From 9/1/24

To 9/14/24

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

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

*** Additional Information**

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

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

Jessica Trimmer
Employee's Signature Date 4/19/24

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 5/3/24

City Manager Approval Date

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

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



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 Vargas, Natalia Employee's ID 27889 Today's Date 04/12/2024

Department/Division Library Employee Job Title Librarian I

Request: 9 Days Hours From 7/22-7/26, 7/29-7/30 To 8/9-8/10
No. of Days or Hours Select Days or Hours

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

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

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

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

Natalia Vargas 04/12/2024
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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



Unpaid Leave of Absence

Print Form

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 Eboni A. Weston Employee's ID 26440 Today's Date 4/15/24

Department/Division Oakland Public Library Employee Job Title Library Aide, PTE

Request: 27 Days Hours From July 1, 2024 To July 29, 2024
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Eboni A. Weston 4/15/24
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



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)

Print Form

Employee's Name Eboni A Weston Employee's ID 26440 Today's Date 4/15/24

Department/Division Oakland Public Library Employee Job Title Library Aide, FTE

Request: 18 Days Hours From Aug 1, 2024 To Sept 30, 2024
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Eboni A Weston 4/15/24
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Eboni A. Weston Employee's ID 26440 Today's Date 4/15/24

Department/Division Oakland Public Library Employee Job Title Library Aide, PTE

Request: 45 Days Hours From July 1, 2024 To Sept 30, 2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Eboni A. Weston 4/15/24
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



Unpaid Leave of Absence

Print Form

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 Donielle Woods Employee's ID 25625 Today's Date 4/23/2024

Department/Division Library Employee Job Title Librarian II

Request: 23 Days Hours From 8/3/2024 To 9/27/2024
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Donielle Woods 4/23/2024
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/24
Department Head Approval Date

City Manager Approval Date

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

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



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 Anna Wu Employee's ID 17842 Today's Date 4/19/2024

Department/Division Oakland Public Library Employee Job Title Library Assistant

Request: 11 Days Hours From 7/22/2024 To 08/03/2024
No. of Days or Hours Select Days or Hours.

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

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

*** Additional Information**

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

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

[Signature] 4/19/2024
 Employer's Signature Date

 Civil Service Board Approval Date

[Signature] 5/3/24
 Department Head Approval Date

 City Manager Approval Date

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: June 20, 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 Specifications for Ethics Analyst I and Ethics Analyst II

Based upon a classification review at the request of the Public Ethics Commission (PEC), staff has proposed revision of the **Ethics Analyst I and Ethics Analyst II** classification specifications. Ethics Analyst I was established in July 2015 and has not been revised since that time. Ethics Analyst II was also established in July 2015 but was revised in April 2023.

In November 2022, Oakland voters approved Ballot Measure W, the Oakland Fair Elections Act (OFEA), which created a newly designed public campaign financing program. This new program will disperse \$100 Democracy Dollars vouchers to eligible Oakland residents who can then assign the vouchers to their preferred candidate. The PEC is charged with developing, implementing, and administering the program that will involve: distributing Democracy Dollars to all Oakland registered voters and eligible residents; developing a public engagement plan to inform Oakland residents about the program; encouraging participation; and designing the procedures to process and track the Democracy Dollar vouchers, from assignment to validation to creating invoices for fund disbursements to candidates. The program will also involve significant engagement to promote candidate participation and include training and system controls to ensure compliance with regulations. Measure W includes funding for four additional full-time PEC staff positions, which is expected to include two new Ethics Analysts.

The new Ethics Analyst positions will participate in the creation and implementation of this innovative public financing program from the ground up. Minor classification specification updates have been proposed to better reflect the work that has gradually evolved since the position was initially created and include necessary references to the new Democracy Dollars program. These changes were already added to the Ethics Analyst II classification specification last year, and they are now being added to the Ethics Analyst I classification specification to ensure alignment.

The proposed edits to the Ethics Analyst I description are summarized below:

- Refine the Definition and Distinguishing Characteristics sections to reflect public financing programs and the current reporting structure.
- In the Examples of Duties section, add language to incorporate the new Democracy Dollars program tasks.

CIVIL SERVICE BOARD

Subject: Ethics Analyst I and II Revised Classification Specification Approval

Date: June 20, 2024

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- In the Abilities section, delete outdated requirements.
- In the Education section of the Minimum Qualifications, broaden the list of relevant degree types. In the Experience section, expand the kinds of qualifying experience and add new desirable areas of experience.

Additionally, the Ethics Analyst I and II classifications are now eligible for flexible staffing in accordance with the City's Flexible Staffing policy. This language is being added to both classifications.

The PEC is working to get positions added in the new fiscal year. The revised descriptions will be used to initiate recruitment and selection processes once the positions are added to the PEC's budget and can be filled.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to both descriptions. City and union representatives met in April and May 2024 to discuss the proposed revisions. In an email dated May 22, 2024, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Ethics Analyst I and II** as proposed.

Attachments: Proposed Revised Ethics Analyst I and II classification specifications.



DRAFT

ETHICS ANALYST I

Class Code: AP444 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), assists with the development and implementation of the PEC's education, engagement, [public financing](#), and ~~online~~ disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst I is an entry level classification in the Ethics Analyst series. This classification is distinguished from the higher level Ethics Analyst II in that incumbents of the latter will be responsible for the most complex and sensitive projects and assignments in the Public Ethics Commission. [It is further distinguished from the higher level Ethics Analyst III in that the incumbent of the latter supervises assigned staff.](#)

The incumbent receives general supervision from the ~~PEC's Executive Director~~ [Ethics Analyst III or other management staff](#) ~~and Deputy Director~~ and may provide technical or lead direction to assigned support or ~~clerical~~ [administrative](#) staff.

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

Assist with drafting and developing education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and ~~citizens~~ [residents](#) regarding state and local campaign finance, lobbying, transparency, and ethics laws [and the Democracy Dollars Public Financing program](#); evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.

Provide assistance with technology projects to implement the PEC's electronic filing, ~~and~~ disclosure, [and public financing](#) programs and utilize open data, data [analysis and](#) visualization ~~platforms~~ [applications, as well as](#) ~~and other computer programming/coding applications~~ [content and customer management platforms](#).

Administer PEC programs such as the Campaign Finance Disclosure program, the ~~Limited~~ [Democracy Dollars](#) Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.

Assist with the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.

Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and

other regulated individuals; respond to requests for information from elected officials, other government agencies, and the public.

Analyze data, conduct research, and draft correspondence and reports regarding an individual's compliance with state and local campaign finance, transparency, and ethics laws [and the Democracy Dollars Public Financing program](#); assist with audits and investigations as needed.

Assist with making recommendations regarding innovations in systems or changes in local laws and policies to enhance the PEC's effectiveness in achieving the goals for which it was created.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, database, and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming ~~code~~ and applications related to open-source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency, or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and data sets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- ~~Write computer programming code.~~
- [Utilize computer systems and software applications.](#)
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree in business or public administration, sociology, education, economics, political science, marketing, communications/public relations, journalism, ~~business~~, finance, accounting, computer science, or a related field from an accredited college or university. A Master's degree in a related field is desirable.

Experience:

Two (2) years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, marketing, communications, or online content information and data visualization and/or disclosure programs and related materials. Experience with campaign finance, lobbying/lobbyists, transparency or ethics laws and regulations is highly desirable. Other desirable experience includes business analysis, user research and experience (UX), and/or application development.

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.

FLEXIBLE STAFFING

Incumbents in the Ethics Analyst I classification are eligible to promote to the Ethics Analyst II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	07/16/2015	CSB Resolution #:	44772
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):)		



DRAFT

ETHICS ANALYST II

Class Code: AP445 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), develops and implements the PEC's education, engagement, public financing, and disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst II is a journey level classification in the Ethics Analyst series. This classification is distinguished from the lower level Ethics Analyst I in that the former will be responsible for the most complex and sensitive projects and assignments. This classification is distinguished from the higher level Ethics Analyst III in that the incumbent of the latter supervises assigned staff.

The incumbent receives general supervision from the Ethics Analyst III or other management staff and may provide technical or lead direction to assigned professional or administrative staff.

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

- Develop education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and citizens-residents regarding state and local campaign finance, lobbying, transparency, and ethics laws and the Democracy Dollars Public Financing program; evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.
- Coordinate technology projects to implement the PEC's electronic filing, disclosure, and public financing programs and utilize open data, data analysis and visualization applications, as well as content and customer management platforms.
- Plan and implement PEC programs such as the Campaign Finance Disclosure program, the Democracy Dollars Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.
- Coordinate the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.
- Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and other regulated individuals; respond to requests for information from elected officials, other government agencies, and the public.
- Analyze data, conduct research, and draft correspondence and reports regarding compliance with state and local campaign finance, transparency, and ethics laws, and the Democracy Dollars Public Financing program; conduct audits and investigations as needed.
- Recommend innovations in systems or changes in local laws and policies to enhance the

PEC's effectiveness in achieving its goals.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, databases, and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming and applications related to open-source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency, or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and datasets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree in business or public administration, sociology, education, economics, political science, marketing, communications/public relations, journalism, finance, accounting, computer science, or a related field from an accredited college or university. A Master's degree in a related field is desirable.

Experience:

Three (3) years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, marketing, communications, or online

content and data visualization and/or disclosure programs and related materials. Experience with campaign finance, lobbying/lobbyists, transparency or ethics laws and regulations is highly desirable. Other desirable experience includes business analysis, user research and experience (UX), and/or application development.

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.

FLEXIBLE STAFFING

Incumbents in the Ethics Analyst I classification are eligible to promote to the Ethics Analyst II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	07/16/2015	CSB Resolution #:	44772
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	04/20/2023	CSB Resolution #:	45197
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):)		



CITY OF OAKLAND

MEMORANDUM

DATE: June 20, 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 Inspector General
Performance Analyst (formerly titled Inspector General Program and Performance
Auditor)

Based upon a classification review at the request of the Office of the Inspector General (OIG), staff has proposed minor revisions and a title change to the **Inspector General Performance Analyst** classification specification. It was established in May 2022 and revised in October 2023.

The OIG continues to experience challenges in recruiting for and filling vacancies in this classification. Revisions were approved late last year to make the Minimum Qualifications clearer to applicants. However, recruitment challenges persist.

Staff performed research and determined that the title might be contributing to the recruitment challenges. The applicant pool has been attracting financial auditors, whereas the necessary work involves performance evaluations. Therefore, staff is proposing to change the title from “Inspector General Program and Performance Auditor” to “Inspector General Performance Analyst” to more accurately convey the purpose of the classification.

A variety of changes are necessary to update the job description:

- In the Definition, Distinguishing Characteristics, and Examples of Duties sections, delete references to auditing and add more references to inspection, investigation, and performance evaluations.
- Remove fiscal references in the Knowledge and Abilities section.
- Amend the Experience section of the Minimum Qualifications to better reflect qualifying experience.
- Delete certifications that are no longer applicable in the License or Certificate section.

There is one filled position, and two positions are vacant. The revised description will be used to initiate the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions and title change. City and union representatives met in April and May to discuss the proposed revisions. Based on union feedback, minor edits were exchanged to finalize the draft. In an email dated May 22, 2024, the union conveyed that there were no lingering objections to the proposed revisions.

The title change also requires City Council approval. A salary ordinance amendment will be routed for approval in the fall.

CIVIL SERVICE BOARD

Subject: Inspector General Performance Analyst Classification Specification Approval

Date: June 20, 2024

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Staff recommends that the Civil Service Board approve the revised and retitled classification specification of **Inspector General Performance Analyst** as proposed.

Attachment: Proposed Revised Inspector General Performance Analyst classification specification.



INSPECTOR GENERAL ~~PROGRAM AND PERFORMANCE~~ AUDITOR ANALYST

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under the general supervision in Oakland Police Commission's Office of the Inspector General (OIG), performs compliance evaluations and performance audits ~~and reviews~~ of the Oakland Police Department's (OPD) procedures; conducts inspections, audits, reviews, and evaluations that are impartial and objective in accordance with the City Charter, ~~and Ordinances~~, and national best practices; performs investigative reviews and prepares reports of findings; assists in the review of Internal Affairs Division and Community Police Review Agency (CPRA) Reports of Investigations (ROIs) and complaint and investigative procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, professional, civilian classification whose incumbents objectively perform program compliance audit functions. Incumbents provide recommendations, which may enable OPD's units and the CPRA to better reach their established performance measures, tasks, and objectives; that will also align with national best practices. —Incumbents are responsible for overseeing, planning, and conducting complex police performance and, program, ~~and fiscal~~ audits, evaluations, and inspections. Incumbents must clearly and concisely convey information regarding actual and predicted patterns of practice and recommendations. This classification is distinguished from the higher level Inspector General Program and Performance Audit Manager in that incumbents of the latter approve audit and evaluation scopes and plan ~~and~~ complete the most complex projects audits, in addition to supervising assigned staff. —

The incumbent receives general supervision from ~~an~~ the Inspector General Police Program and Performance Audit Manager or other management staff.

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

Conduct impartial and objective performance audits, and evaluations; ~~and reviews of~~ OPD operations; and assess police operations and programs for effectiveness, efficiency, and economy.

Assess whether OPD operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Evaluate and assess areas of risk, determine if effective controls are in place, and recommend approaches for addressing risk.

Develop ~~audit~~ objectives, scope, and methodologies; perform appropriate and measurable audit tests to assess performance; and verify the accuracy of data- used being audited.

Collect data through interviews, observations, documents, reports, and other appropriate research methods. Compile, evaluate, analyze, and interpret data regarding the efficiency of the department in meeting established compliance standards.

Conduct entrance and exit audit conferences with OPD and CPRA ~~with auditees~~.

Prepare work documents, forms, and reports to support conclusions and recommendations; determine adequacy of policies and procedures; modify ~~audit scopes of projects programs~~ with approval.

Prepare detailed and comprehensive ~~audit~~ reports that, ~~including~~ specific findings and recommendations.

Communicate ~~audit~~ results compiled in reports to the Inspector General, Police Commission, Police Chief, and all involved parties, as appropriate.

Perform investigative ~~audits, reviews, audits, or and~~ inspections of CPRA's investigative procedures, policies, and standards.

Select random samples of CPRA reports of investigations and review them to ensure thoroughness and accuracy in accordance with national best practices.

Perform follow-up on implementation of management recommendations; assist in monitoring the implementation of external auditors' and stakeholder recommendations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General auditing principles and procedures including Generally Accepted Government Auditing Standards (GAGAS).
- ~~Governmental accounting, auditing, review, investigation, inspection, and reporting standards.~~
- Law enforcement and public safety organizations including principles, practices, methods, and equipment; legal auditing practices.
- Quantitative and qualitative analysis; ~~and budgeting and~~ management control systems; and data analytics.
- ~~Computerized accounting and tracking systems.~~
- Performance evaluation systems, program evaluation, and performance and procedural analysis.
- ~~Program and budget management.~~
- Principles and techniques of persuasive oral and written reports and the effective presentation of recommendations.
- Principles and practices of performance evaluations, analytics and/or auditing.
- ~~Statistical methods and r~~Research techniques.
- Report writing techniques that are consistent with best practices for auditing and/or investigations.
- English syntax, language mechanics, punctuation, and grammar.
- ~~Personal e~~Computer systems and software applications including word processing, spreadsheet, database, and presentation software programs; basic accounting and budgeting applications; and computerized tracking systems.

Ability to:

- Conduct impartial performance audits, reviews, inspections, and program and/or ~~financial audits and investigation~~ investigative reviews ~~ons.~~

- Gather and analyze ~~financial~~, program, performance, and statistical data.
- Research, understand, and apply laws, regulations, administrative policies, and procedures.
- Conduct best practices research.
- Use computer systems and software applications.
- Reduce complex issues to their most basic form; identify causes of unsatisfactory performance; develop sound, logical, fact-based conclusions; formulate reasonable and achievable recommendations with available resources.
- Identify potential risk exposures to the City; assist with making recommendations to rectify situations.
- Communicate clearly and concisely in both oral and written form.
- Prepare clear and concise reports, correspondence, and written materials.
- Make verbal presentations to both large and small groups.
- Work effectively as a member of a team and independently.
- Work in stressful situations and under strict deadlines.
- Exercise discretion and work in a highly confidential environment.
- Work collaboratively with sworn and civilian staff, elected officials, representatives from other organizations and the public.
- Provide lead direction to assigned administrative support staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in criminal justice, business administration, public administration, public policy, economics, or a related field. A Master's Degree in a related field is desirable.

Experience:

Two (2) years of progressively responsible experience as an ~~auditor-analyst~~ in a public or private setting, including previous experience with ~~conducting program compliance evaluation, performance audits, police misconduct investigations, and policy review.~~ Experience should include ~~performing~~ analysis of programs and projects in accordance with generally accepted standards; and preparing written recommendations and reports on efficiency and effectiveness measures.

LICENSE OR CERTIFICATE

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

Possession of one (or more) of the following professional designations is highly desirable:

- Certified Inspector General Evaluator/Inspector (CIGIE)
- ~~Certified Public Accountant (CPA)~~
- Certified Internal Auditor (CIA)
- Certified Government Auditing Professional (CGAP)
- Certified Internal Control Auditor (CICA)
- ~~Certified Fraud Examiner (CFE)~~
- Certified Information Systems Auditor (CISA)
- Certified Inspector General Auditor (CIGA)
- Certified Inspector General Investigator (CIGI)
- ~~Certified Government Financial Manager (CGFM)~~

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 05/19/2022 CSB Resolution #: 45131 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: 10/26/2023 CSB Resolution #: 45224

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

Previous title(s):



CIVIL SERVICE BOARD MEETING AGENDA MINUTES (DRAFT)

Date: May 16th, 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 Lyttle, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

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

Passcode: CSB2024

One tap mobile

+16699006833,,84770081425#,,,,*7708206# US (San Jose)

+16694449171,,84770081425#,,,,*7708206# US

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

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

Webinar ID: 869 0003 5016 Passcode: 6922601

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

No Public comments were taken at this time.

2) APPROVAL OF THE MAY 16, 2024, CIVIL SERVICE BOARD MEETING AGENDA ACTION

45251 Member Williams motioned to approve the May 16, 2024 Civil Service Board Meeting agenda, 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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (3)

- Human Services (2)
- Planning and Building (1)

b) Approval of Employee Requests for Leave of Absence (2)

- Economic Workforce Development (1)
- Human Services (1)

c) Approval of Revised Classification Specifications

- There are no Revised Classification Specifications this Month.

45252 Member Brown motioned to approve the May 16, 2024 Consent Calendar, 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

5) OLD BUSINESS:

- a) Approval of April 18, 2024, Civil Service Board Meeting Minutes ACTION

45253 Member Williams motioned to approve the April 18, 2024 Civil Service Board Meeting Agenda Minutes 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

6) NEW BUSINESS:

INFORMATION

- There is no new business this month.

7) ADJOURNMENT

45254 Member Williams motioned to adjourn the meeting, 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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18th, 2024. All materials related to agenda items must be submitted by Monday, June 3rd, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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 & HEARINGS CALENDAR
PENDING LIST – June 20, 2024**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CPRA-2024-AP01	Complaint Investigator II	Community Police Review Agency	6.05 – Appeal of probationary release	July 18, 2024	
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	June 20, 2024	
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
OPW-2024-AP03	Street Maintenance Leader	Oakland Public Works	10.03 – Appeal of Disciplinary Action	January 15, 2024	Closed due to lack of response from requester

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	



CITY OF OAKLAND

STAFF REPORT

DATE: June 20, 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 May 16, 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 May 21, 2024, there was a total of one hundred thirty-five (135) employees in the following categories: TCSE (31), TCSE/Annuitant (31), and ELDE (73). One of these assignments is out of compliance with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred thirty-five (135) temporary assignments, there is one (1) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

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RECOMMENDATION

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

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

Attachments:

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

CITY OF OAKLAND CIVIL SERVICE BOARD

JUNE MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
CLOSED THIS PERIOD (3)									
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		1006.00		NON-COMPLIANT
HSD	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/23	ELDE	5/13/23			COMPLIANT
HSD	Williams	Dwight	78361 - CSBG - Admin	15-APR-23	ELDE	4/15/23			COMPLIANT
NEW THIS PERIOD (7)									
FINANCE	Fong	Angelica Leigh	08121 - Finance and Management: Payroll	11-MAY-24	ELDE	11-MAY-24			COMPLIANT
FINANCE	Kane	Benjamin	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-APR-24			COMPLIANT
FINANCE	Urtecho	Jessica Del Carmen	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-APR-24			COMPLIANT
FINANCE	Wang	Yan	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-APR-24			COMPLIANT
FINANCE	Wilson	Harold	08243 - Purchasing	27-APR-24	ELDE	27-APR-24			COMPLIANT
ANIMAL SERVICES	Hasani	Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24			COMPLIANT
HSD	Htoo	Hsar	78231 - HS Classroom & Seasonal	11-MAY-24	TCSE	11-MAY-24			COMPLIANT
COMPLIANT (126)									
CAO	James	Cooke	02111 - City Administrator: Administration Unit	12-JUN-21	TCSE		157.00		COMPLIANT
CAO	Michael	Enslow	02112 - Communications & Media	10-JUN-23	ELDE	6/10/23			COMPLIANT
CAO	Rudi	Truz	02112 - Communications & Media	21-JAN-23	TCSE		0.00		COMPLIANT
CAO	Lisa	Logan	02151 - City Administrator Call Center	11-MAY-24	ELDE	5/11/2024			COMPLIANT
CITY CLERK	Ihsan	Mekki	03121 - City Clerk Unit	08-AUG-20	TCSE		0.00		COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	30-OCT-23	ELDE	10/31/23			COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	19-AUG-23	ELDE	8/19/23			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		588.00		COMPLIANT
CITY ATTORNEY	Savitsky	Zoe	04111 - City Attorney Administration Unit	20-JAN-24	TCSE/ANNUITANT		63.50		COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	13-DEC-21	TCSE/ANNUITANT		650.50		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	28-OCT-23	TCSE/ANNUITANT		724.50		COMPLIANT
FINANCE	Boxdell	Ashley	08121 - Finance and Management: Payroll	17-FEB-24	ELDE	2/17/24			COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	16-SEP-23	ELDE	9/16/23			COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		668.50		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		503.75		COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	14-OCT-23	ELDE	10/14/23			COMPLIANT
FINANCE	Zheng	Kelly	08121 - Finance and Management: Payroll	30-Mar-24	ELDE	3/30/24			COMPLIANT
FINANCE	Wright	Lisa Dorene	08121 - Finance and Management: Payroll	30-Mar-24	TCSE				COMPLIANT
POLICE	Harris	Regina	103310 - Communications Unit	19-MAR-22	TCSE/ANNUITANT		0.00		COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		408.50		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		797.00		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		529.00		COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		861.00		COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	10-SEP-23	ELDE	9/10/23			COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		699.00		COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	19-AUG-23	TCSE/ANNUITANT		377.50		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		46.00		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		95.50		COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	1/6/24			COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	17-FEB-24	ELDE	1/17/24			COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	12-AUG-19	TCSE/ANNUITANT		113.00		COMPLIANT
FIRE	Skillem	Sheryl	20331 - Inspectional Services Unit	28-MAY-22	TCSE/ANNUITANT		708.00		COMPLIANT
FIRE	Matthw	Matthew	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	1/6/24			COMPLIANT
OPW	Andersen	Joseph	30541 - Equipment Services Administration	25-NOV-23	ELDE	11/25/23			COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	31-JAN-23	TCSE/ANNUITANT		88.50		COMPLIANT
OPW	Flood	Cameron	30541 - Equipment Services Administration	16-MAR-24	TCSE		262.00		COMPLIANT
OPW	Henry	Nocosh	30211 - Engineering and Construction - Administration	11-SEP-23	ELDE	9/17/23			COMPLIANT
OPW	Hightower Sr	Albert	30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE		159.00		COMPLIANT
OPW	Law	Allen	30244 - Sanitary Sewer Design	18-MAR-23	TCSE/ANNUITANT		960.00		COMPLIANT
OPW	Loman	Alexius	30557 - Facilities: Structural	01-JUL-23	ELDE	7/1/23			COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	28-OCT-23	TCSE/ANNUITANT		920.00		COMPLIANT

CITY OF OAKLAND CIVIL SERVICE BOARD

JUNE MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
OPW	Suarez Fuentes	Claudia	30559 - Facilities: Custodial - OPL	02-MAR-24	TCSE		389.00		COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		960.00		COMPLIANT
OPW	Weiss	Steven	30111 - Director and Human Resources Unit	14-OCT-23	TCSE		596.50		COMPLIANT
OPW	Williams	Tedd	30673 - Graffiti Abatement & Rapid Response	10-JUN-23	ELDE	6/10/23			COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		443.50		COMPLIANT
DOT	Kueh	Sow	35121 - DOT Fiscal Services	10-JUN-23	TCSE/ANNUITANT		674.50		COMPLIANT
DOT	Lee	LaMejonna	35247 - Mobility Management	08-JUL-23	ELDE	7/8/23			COMPLIANT
DOT	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	11-May-24	ELDE	5/23/23			COMPLIANT
DOT	Wassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		664.50		COMPLIANT
ITD	Bailey	Ryan	46271 - Telecommunications	06-JAN-24	ELDE	1/6/24			COMPLIANT
ITD	Ibrahim	Mamadou	46341 - Application Development	10-JUN-23	ELDE	6/10/23			COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	30-OCT-21	TCSE/ANNUITANT		553.00		COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		410.00		COMPLIANT
ITD	Wei	Mingyi	46341 - Application Development	10-JUN-23	ELDE	6/10/23			COMPLIANT
OPR	Canedo	Joseph	502332 - East Oakland Sports Center	16-SEP-23	ELDE	9/16/23			COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	06-JAN-24	TCSE		135.00		COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	06-JAN-24	TCSE		535.00		COMPLIANT
ANIMAL SERVICES	Taylor Krouse	Catherine	62111 - Animal Services	25-NOV-23	TCSE		576.00		COMPLIANT
ANIMAL SERVICES	Tiemey	Melinda	62111 - Animal Services	03-FEB-24	ELDE	2/3/24			COMPLIANT
ANIMAL SERVICES	Doran	Suzanne	65111 - Public Ethics Commission	16-SEP-23	ELDE	9/16/23			COMPLIANT
PEC	Lim	Trishia	65111 - Public Ethics Commission	02-MAR-24	TCSE		217.50		COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	07-JAN-23	ELDE				COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	20-JAN-24	TCSE		189.50		COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-NOV-23	ELDE	11/25/23			COMPLIANT
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11-NOV-23	ELDE	11/11/23			COMPLIANT
POLICE COMM	Matz	Madeleine	66211 - Community Police Review Agency	11-NOV-23	ELDE	11/11/23			COMPLIANT
POLICE COMM	Montgomery	Mykah	66111 - Police Commission	25-NOV-23	ELDE	11/25/23			COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	17-FEB-24	ELDE	2/17/24			COMPLIANT
POLICE COMM	Peredon Mendez	Karla	66211 - Community Police Review Agency	02-MAR-24	ELDE	3/2/24			COMPLIANT
POLICE COMM	Bezeherthy	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	3/30/24			COMPLIANT
EWD	Berens	Matthew	67211 - Workplace Standards	10-JUN-23	ELDE	6/10/23			COMPLIANT
EWD	Jack	Christina	67411 - Compliance	10-JUN-23	ELDE	6/10/23			COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	25-NOV-23	ELDE	11/25/23			COMPLIANT
VIOLENCE PREV	Corona Orellana	Ashley	70211 - Oakland Unite	05-AUG-23	ELDE	8/5/23			COMPLIANT
VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	16-MAR-24	ELDE	3/16/24			COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	30-Mar-24	ELDE	3/30/24			COMPLIANT
HSD	Boatwright	David	75631 - Senior Center Unit	03-FEB-24	ELDE	2/3/24			COMPLIANT
HSD	Galbraith	Angela	75631 - Senior Center Unit	05-AUG-23	ELDE	8/5/23			COMPLIANT
HSD	Hampton	Janell	75631 - Senior Center Unit	02-SEP-23	ELDE	9/2/23			COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	15-APR-23	TCSE/ANNUITANT		575.00		COMPLIANT
HSD	Li	Qingxing	75231 - Multipurpose Senior Service Program Unit	05-AUG-23	ELDE	8/5/23			COMPLIANT
HSD	Poston	Dorothy	75631 - Senior Center Unit	08-FEB-20	TCSE		810.50		COMPLIANT
HSD	Steelman	Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	8/5/23			COMPLIANT
HSD	Banks	Nicole	78111 - DHS Administration Unit	25-NOV-23	ELDE	11/25/23			COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	11/25/23			COMPLIANT
HSD	Boyd	Marshay	78111 - DHS Administration Unit	30-SEP-23	ELDE	9/30/23			COMPLIANT
HSD	Buchanan	Wanda	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		401.50		COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	06-JAN-24	ELDE	1/6/24			COMPLIANT
HSD	Eddings	Marquitta	78111 - DHS Administration Unit	30-SEP-23	ELDE	9/30/23			COMPLIANT
HSD	Faughtner	Audenaye	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		85.00		COMPLIANT
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		92.10		COMPLIANT
HSD	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		116.50		COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	15-OCT-22	TCSE/ANNUITANT		884.00		COMPLIANT
HSD	Hendad	Ruba	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		326.00		COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	17-FEB-24	ELDE	2/17/24			COMPLIANT

CITY OF OAKLAND CIVIL SERVICE BOARD

JUNE MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
HSD	Housheya	Yaser	78235 - HS Central Office Administration	11-NOV-23	ELDE	11/11/23			COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		171.25		COMPLIANT
HSD	LaMichhane	Margaret	78231 - HS Classroom & Seasonal	10-JUN-23	ELDE	6/10/23			COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	03-FEB-24	ELDE	2/3/24			COMPLIANT
HSD	Nash	Raven	78411 - Community Housing Services	16-SEP-23	ELDE	9/16/23			COMPLIANT
HSD	Nino Ignacio	Norma	78235 - HS Central Office Administration	10-JUN-23	ELDE	6/10/23			COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	12/9/23			COMPLIANT
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	30-SEP-23	TCSE		798.50		COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		285.00		COMPLIANT
HSD	Sharp	Damisi	78231 - HS Classroom & Seasonal	17-FEB-24	TCSE		492.50		COMPLIANT
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11-NOV-23	ELDE	11/11/23			COMPLIANT
HSD	Trist	Sarah	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	11/25/23			COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	02-MAR-24	TCSE		187.00		COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		558.50		COMPLIANT
HSD	Huang	Jenny	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE	3/30/24			COMPLIANT
HSD	Ahmed	Dhabya	78231 - HS Classroom & Seasonal	30-Mar-24	TCSE		175.00		COMPLIANT
OPW	Hightower Sr	Albert	30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE				COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	15-OCT-22	TCSE/ANNUITANT		372.50		COMPLIANT
PBD	Ramirez	Andrea	84229 - Zoning	10-JUN-23	ELDE	6/10/23			COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	29-OCT-22	TCSE/ANNUITANT		864.50		COMPLIANT
PBD	Hillmer	Jens	85221 - Project Implementation: Staffing	30-SEP-23	ELDE	9/30/23			COMPLIANT
EWD	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		489.50		COMPLIANT
EWD	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	1/20/24			COMPLIANT
HCD	Crooms	Maya	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	11/25/23			COMPLIANT
HCD	Durades	Arlecia	89929 - Housing Development	09-DEC-23	ELDE	12/9/23			COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	29-APR-23	TCSE	4/29/23	707.50		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	28-OCT-23	ELDE	10/28/23			COMPLIANT
HCD	Latigue	Candace	89929 - Housing Development	02-MAR-24	ELDE	3/2/24			COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	26-NOV-22	TCSE		793.00		COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	11/25/23			COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	16-SEP-23	ELDE	9/16/23			COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	2/17/24			COMPLIANT

NON COMPLIANT (1)

DOT	Decroix	Luke Michael	35218 - Survey	11-Jun-22	TCSE/ANNUITANT		1000.00		NON-COMPLIANT
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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 – Maternity Leave (no pay)
- CS – Leave from permanent status

Employee Name: _____ Employee ID# _____ Date Requested: _____

Department/Division: _____ Permanent Job Title _____

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: _____ To: _____

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

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

*** Additional Information**

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.

Employee's Signature Date

City Administrator Approval Date

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.