



CIVIL SERVICE BOARD MEETING AGENDA

Date: March 21, 2024

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD:

Mary Hao, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
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

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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 MARCH 21, 2024 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (9)

- City Administrators Office (1)
- Finance (2)
- Human Resources Management (2)
- Human Services (1)
- Housing and Community Development (1)
- Oakland Public Library (1)
- Office of the Inspector General (1)

b) Approval of Employee Requests for Leave of Absence (10)

- Department of Transportation (1)
- Department of Violence Prevention (1)
- Economic and Workforce Development (1)
- Human Resources Management (2)
- Oakland Police Department (2)
- Oakland Public Library (3)

c) Approval of Revised Classification Specifications (4)

- Chief of Party
- Electronics Supervisor
- Real Estate Agent
- Tree Supervisor I

5) OLD BUSINESS:

a) Approval of December 21, 2023 Civil Service Board Meeting Minutes ACTION

b) Determination of Schedule of Outstanding Board Items INFORMATION

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

6) NEW BUSINESS:

- | | |
|--|-------------|
| a) Approval of New Classification Specification for Violence Prevention Program Planner | ACTION |
| b) Approval of New Classification Specification for Home Base Visitor | ACTION |
| c) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Contracting and Purchasing | ACTION |
| d) Quarterly Updated per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Studies Currently under review. | INFORMATION |

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 18, 2024. All materials related to agenda items must be submitted by Thursday, April 4, 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

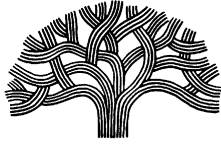


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: The Honorable Civil Service Board

FROM: Cynthia Ng (CN)
Senior Human Resource Analyst

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

THROUGH: Tina Pruett & Amber Lytle, Human Resources Managers

SUBJECT: Request for Provisional Appointment in Classification of **Volunteer Program Specialist II**
to be ratified at Civil Service Board Meeting of March 21, 2024 (*Civil Service ID*)

Attached is a request from the City Administrator's Office to make a provisional appointment to a Volunteer Program Specialist II position. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Volunteer Program Specialist II is primarily responsible for promoting volunteer opportunities for the City of Oakland; recruiting and assigning volunteers to perform a variety of special services in City departments; serving as tour guide coordinator and coordinating special events and programs. The minimum qualifications for a Volunteer Program Specialist II are a Bachelor's degree in public administration, business administration or a closely related field and two years of progressively responsible experience as or equivalent to Volunteer Program Specialist I or other closely related experience including job training, classroom management, job development and personnel.

The selected candidate meets the minimum qualifications of a Volunteer Program Specialist II. The candidate has a Bachelor's degree in Liberal Studies, a Master's degree in Leadership & Organizational Studies, a year of experience as a Volunteer Specialist for City of Oakland's Homelessness Division, 3 months experience recruiting, training, and managing teams of volunteers to serve as campaign ambassadors with the Mike Bloomberg campaign, 2 years of experience at George Washington University developing and leading professional job development for undergrad and graduate students, and 13+ years of experience in engagement strategies, outreach, and community relations.

The department is in the process of adding this position to its mid-cycle budget adjustments. Recruitment will be conducted once the position has been officially confirmed within the mid-year budget cycle.

I recommend that the Civil Service Board ratify the provisional appointment to the Volunteer Program Specialist II position in the City Administrator's Office beginning on February 3, 2024, and ending on or May 31, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Volunteer Program Specialist II

DEPARTMENT: City Administrator's Office

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 09/05/2023.

DATE PERSONNEL REQUISITION RECEIVED: n/a

CURRENT STATUS OF EXAMINATION: The department is in the process of adding this position to its mid-cycle budget adjustments. Recruitment will be conducted once the position has been officially confirmed within the mid-year budget cycle.

JUSTIFICATION:

Reason Needed:

The requisition requesting a provisional appointment was submitted on 01/22/2024. Granting a provisional appointment will ensure that essential tasks can be carried out while the department includes this position in its mid-cycle budget adjustments.

Other Alternatives Explored and Eliminated:

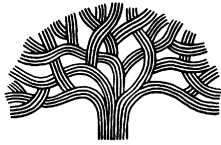
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

The impact if the request is not approved is that the department will lack the necessary staff to support the Homelessness Division in coordinating volunteers who are crucial in addressing the homelessness crisis across the city.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: The Honorable Civil Service Board

FROM: Melissa Davis (MD)
Human Resource Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of *Revenue Assistant* to be ratified at Civil Service Board Meeting of *March 21, 2024*

Attached is a request from the Finance Department to make a provisional appointment to a Revenue Assistant vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Revenue Assistant is primarily responsible for provides tax information to businesses and individuals who are obligated to pay City taxes; locates taxpayers who are delinquent in tax payments to the City; provides research assistance on liens, ordinances, statutes, and civil procedures for use in collection cases; prepares court documents; types, files and maintains collection records; performs related duties as assigned.

The minimum qualifications for Revenue Assistant are: One year of collection or claims investigation experience or four years of clerical experience. A high school diploma or equivalent. An Associate Arts degree in business is desirable.

The selected candidate meets the minimum qualifications of a Revenue Assistant. Their experience includes over three years of loan investigations and possesses a Bachelor's degree in Accounting.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open no later than March 11, 2024.

I recommend that the Civil Service Board ratify the provisional appointment to this Revenue Assistant vacancy in the Finance Department beginning on February 3, 2024, and ending on or before June 2, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Revenue Assistant

DEPARTMENT: Finance

APPOINTMENT DURATION: 120 days

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 11/30/2022

DATE PERSONNEL REQUISITION RECEIVED: 1/16/2024

CURRENT STATUS OF EXAMINATION: Recruitment pending

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on January 17, 2024. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

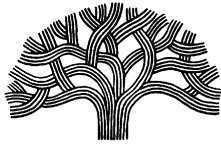
Other Alternatives Explored and Eliminated:

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

Attachments: N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: The Honorable Civil Service Board

FROM: Melissa Davis (MD)
Human Resource Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of *Revenue Assistant* to be ratified at Civil Service Board Meeting of March 21, 2024

Attached is a request from the Finance Department to make a provisional appointment to a Revenue Assistant vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Revenue Assistant is primarily responsible for provides tax information to businesses and individuals who are obligated to pay City taxes; locates taxpayers who are delinquent in tax payments to the City; provides research assistance on liens, ordinances, statutes, and civil procedures for use in collection cases; prepares court documents; types, files and maintains collection records; performs related duties as assigned.

The minimum qualifications for Revenue Assistant are: One year of collection or claims investigation experience or four years of clerical experience. A high school diploma or equivalent. An Associate Arts degree in business is desirable.

The selected candidate meets the minimum qualifications of a Revenue Assistant. Their experience includes one year of collection and claims instigations and possesses a High School diploma.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open no later than March 11, 2024.

I recommend that the Civil Service Board ratify the provisional appointment to this Revenue Assistant vacancy in the Finance Department beginning on February 3, 2024, and ending on or before June 2, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Revenue Assistant

DEPARTMENT: Finance

APPOINTMENT DURATION: 120 days

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 11/30/2022

DATE PERSONNEL REQUISITION RECEIVED: 1/16/2024

CURRENT STATUS OF EXAMINATION: Recruitment pending

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on January 17, 2024. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

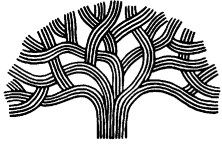
Other Alternatives Explored and Eliminated:

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

Attachments: N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: *March 21, 2024*

TO: The Honorable Civil Service Board

FROM: *Jessica Daubenmire-Chambers (JDC)*
Senior Human Resources Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of *Administrative Analyst II* to be ratified at Civil Service Board Meeting of March 21, 2024 (Civil Service ID)

Attached is a request from the Human Resources Management Department to make a provisional appointment to an Administrative Analyst II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Administrative Analyst II is primarily responsible for performing professional budgetary, personnel, and administrative work in support of division or department operations and supervising assigned staff. The minimum qualifications for Administrative Analyst are: a Bachelor's degree from an accredited college or university in public or business administration, economics, accounting, or a related field and three years of experience performing progressively responsible administrative work.

The selected candidate meets the minimum qualifications of an Administrative Analyst II. Their experience includes 10 years as an Administrative Assistant II, providing administrative support to the Risk Management and Benefits Unit for the City of Oakland's Human Resources Department.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The application filing period for this recruitment has closed, we are in the process of screening those applications and anticipate administering the exam within the next two weeks.

I recommend that the Civil Service Board ratify the provisional appointment to this Administrative Analyst II vacancy in the Human Resources Management Department beginning on (January 20, 2024) and ending on or before (May 9, 2024).

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Administrative Analyst II

DEPARTMENT: Human Resources Management Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 4/21/24

DATE PERSONNEL REQUISITION RECEIVED: 12/7/23

CURRENT STATUS OF EXAMINATION: In development

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on December 20, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

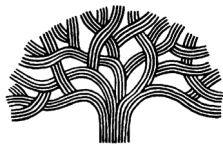
Other Alternatives Explored and Eliminated:

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

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: The Honorable Civil Service Board

FROM: Ellaine Reyes (ER)
Human Resources Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Public Information Officer II to be ratified at Civil Service Board Meeting of March 21, 2024 (Civil Service ID)

Attached is a request from the Office of the Inspector General to make a provisional appointment to a Public Information Officer II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Public Information Officer II provides information services to City staff, the public, and the mass media for a particular City department or program; and to plan, coordinate and implement special events promoting departmental programs and services. Public Information Officer II is a journey level classification in the Public Information Officer series. Incumbents perform a full range of professional public information duties involving the provision of department or program information to the City, the public and the mass media. Incumbent represents the department at City and related regional policy forums at the discretion of the Department Director. Duties include providing lead direction to subordinate staff, establishing relationships with the media and participating in the planning and production of promotional materials. Incumbents are expected to use professional judgment and skill in the performance of assignments which are subject to review by professional superiors. This class differs from Public Information Officer I in that incumbents of the latter receive on the job training and assignments are limited in scope and performed within a framework of established procedures. It differs from a Public Information Officer III in that the breadth of duties includes services for the entire City of Oakland and Mayor's Office and in the reporting relationship to a City executive. The minimum education qualifications for Public Information Officer II are a Bachelor's degree in mass communications, journalism, or a related field from an accredited college or university. A Master's degree is desirable. The minimum experience qualifications are three years of progressively responsible experience in the media or as a public relations representative including two years as supervisor or lead staff.

The selected candidate meets the minimum qualifications of a Public Information Officer II. Their education includes possession of a Bachelor's degree in Economics and Political Science. They possess over 4 years of progressively responsible in the media or as a public relations representative including over 4 years as the lead communications staff member. Their experience includes working as Outreach Coordinator for CDA Consulting Group, a small black-owned public relations company based in Oakland. In this capacity, they helped plan a mid-size festival, drafted and edited external communications, secured vendors, and acted as

the primary on-site contact for events. They also served as a Public Affairs Associate for Grey, Greer, Shelby & Vaughn, a local woman-owned public affairs firm. As an Associate, they project-managed contract responses for multi-national corporations, produced contract proposals, attended engagements on behalf of clients, and drafted and edited written materials. In their first role with the City of Oakland, they were the Director of Communications for Councilmember Loren Taylor's Office. Some of their responsibilities included producing bi-weekly newsletters, managing his social media accounts, drafting and editing statements, designing graphics, updating the District 6 webpage, and attending/organizing community engagement events. Currently, they serve as the Director of Communications and Engagement for the Office of the Inspector General, where they fulfill the duties of a public information officer.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closed on December 15, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Public Information Officer II vacancy in the Office of the Inspector General beginning on January 7, 2024 and ending on or before April 6, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Volunteer Program Specialist II

DEPARTMENT: City Administrator's Office

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 09/05/2023.

DATE PERSONNEL REQUISITION RECEIVED: n/a

CURRENT STATUS OF EXAMINATION: The department is in the process of adding this position to its mid-cycle budget adjustments. Recruitment will be conducted once the position has been officially confirmed within the mid-year budget cycle.

JUSTIFICATION:

Reason Needed:

The requisition requesting a provisional appointment was submitted on 01/22/2024. Granting a provisional appointment will ensure that essential tasks can be carried out while the department includes this position in its mid-cycle budget adjustments.

Other Alternatives Explored and Eliminated:

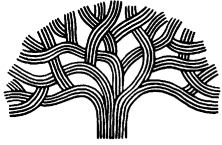
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

The impact if the request is not approved is that the department will lack the necessary staff to support the Homelessness Division in coordinating volunteers who are crucial in addressing the homelessness crisis across the city.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024
TO: The Honorable Civil Service Board FROM: Alanna Butler (AB)
Assistant Human Resource Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Program Analyst I to be ratified at
Civil Service Board Meeting of March 21, 2024

Attached is a request from the Human Resources Management Department to make a provisional appointment to a Program Analyst I vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst I is primarily responsible for assisting in program planning, research, analysis, and development; drafting grant proposals and reports; assisting in the implementation of programs; providing assistance to community organizations, district boards, and citizen advisory bodies; and performing related duties as assigned. The minimum qualifications for Program Analyst I are a bachelor's degree in business or public administration, social work, behavioral sciences, or a related field from an accredited college or university; and one year of experience in a relevant field of program administration.

The selected candidate meets the minimum qualifications of a Program Analyst I. Their experience includes a bachelor's degree in political economy and over two years of experience with managing a special program by developing the budget, expediting the timeline, and managing the costs of construction.

Recruitment and Classification has administered a Civil Service Examination to permanently fill this vacancy within 120 days. The eligible list was established on February 15, 2024.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst I vacancy in the Human Resources Management Department beginning on March 2, 2024, and ending on or before June 30, 2024.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Program Analyst I

DEPARTMENT: Human Resources Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: April 16, 2021

DATE PERSONNEL REQUISITION RECEIVED: February 14, 2024

CURRENT STATUS OF EXAMINATION: Complete, eligible list established on February 15, 2024

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on February 14, 2024. A provisional appointment will allow the work to be performed while the department schedules and conducts the hiring interviews.

Other Alternatives Explored and Eliminated:

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

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: The Honorable Civil Service Board

FROM: Melissa Davis (MD)
Human Resources Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Rent Adjustment Program Assistant to be ratified at Civil Service Board Meeting of March 21, 2024.

Attached is a request from the Housing and Community Development Department to make a provisional appointment to a Rent Adjustment Program Assistant vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Rent Adjustment Program Assistant is primarily responsible for performing a variety of duties involving complex legal and administrative support work and community outreach and engagement. Incumbents are expected to work independently and use judgment and skill in the performance of assignments.

The minimum qualifications for Rent Adjustment Program Assistant are as follows:

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

Education:

High school diploma or equivalent. Legal secretarial, legal assistance or paralegal coursework desirable.

Experience:

Three years of progressively responsible experience performing specialized legal word processing, legal document preparation, and administrative and clerical support duties. Experience providing customer service and performing public contact is desirable.

The selected candidate meets the minimum qualifications of a Rent Adjustment Program Assistant. They have an Associate's degree in Social and Behavioral Sciences. Their experience includes over 4.5 years of legal word processing, legal document preparation for court proceedings, and administrative and clerical support duties within the City of Oakland.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open no later than March 4, 2024.

I recommend that the Civil Service Board ratify the provisional appointment to this Rent Adjustment Program Assistant vacancy in the Housing and Community Development Department beginning on Monday, February 5, 2024 and ending on or before June 4, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Rent Adjustment Program Assistant

DEPARTMENT: Housing and Community Development Department

APPOINTMENT DURATION: 120 days

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A – new classification

DATE PERSONNEL REQUISITION RECEIVED: February 7, 2024

CURRENT STATUS OF EXAMINATION: Job Analysis complete and pending review

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 2/14/2024. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

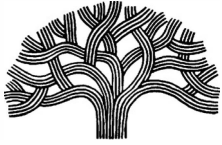
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: *March 21, 2024*

TO: The Honorable Civil Service Board

FROM: *Jose Merlos (JM)*
Human Resource Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of *Program Analyst II* to be ratified at Civil Service Board Meeting of *March 21, 2024 (Civil Service ID)*

Attached is a request from the *Oakland Public Library* to make a provisional appointment to a *Program Analyst II* vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A *Program Analyst II* is primarily responsible for *program planning, research, analysis and development; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; provides lead direction to assigned staff; and performs related duties as assigned*. The minimum qualifications for *Program Analyst II* are a bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and three years of relevant experience in the particular area of program administration.

The selected candidate meets the minimum qualifications of a *Program Analyst II*. Their experience includes; *conducts research, compiles demographic information, creates project budgets, and writes proposals to secure grants for library programs and projects; creates detailed financial and narrative reports to meet application standards and requirements; responds to inquiries from individual and foundation donors interested in supporting the library; maintains relationships with past, current and potential library funders*.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is open as of *December 21, 2023*

I recommend that the Civil Service Board ratify the provisional appointment to this *Program Analyst II* vacancy in the *Oakland Public Library* beginning on *(February 3, 2024)* and ending on or before *(June 4, 2024)*.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Program Analyst II

DEPARTMENT: Oakland Public Library

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:

DATE PERSONNEL REQUISITION RECEIVED: 7/29/2022

CURRENT STATUS OF EXAMINATION: Posting Open, tentative examination date of 15 January, 2024

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on March 21, 2024. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

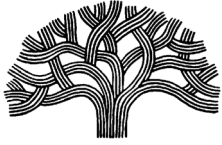
Exempt Limited Duration Employee

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

Without the provisional Program Analyst II, there would be no staff available to manage the department's grant applications in the Financial and Administrative Services Office.

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: March 21, 2024

TO: Honorable Civil Service Board

FROM: Melissa Davis (MD)
Human Resources Analyst

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

THROUGH: Amber Lytle, Human Resources Manager
Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Maintenance Mechanic, PPT to be ratified at Civil Service Board Meeting of March 21, 2024.

Attached is a request from the Human Services Department to make a provisional appointment to a Maintenance Mechanic, PPT vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Maintenance Mechanic is primarily responsible for performing a variety of duties in construction, installation, maintenance, and repair of City buildings, equipment, and grounds and to assist journey level craftsmen. Incumbents work both independently and provide assistance to journey level craft personnel in the performance of carpentry, plumbing, painting and masonry tasks. The minimum qualifications for Maintenance Mechanic, PPT are:

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

Experience:

Two years of experience in maintenance and construction.

Education:

Equivalent to the completion of the twelfth grade.

The selected candidate meets the minimum qualifications of a Maintenance Mechanic, PPT. They possess a Bachelor's Degree in Marine Transportation. Their experience includes over nineteen years of maintenance experience in plumbing, electrical, carpentry, facility maintenance, and general repair.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was open from October 30, 2023 to December 3, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Maintenance Mechanic, PPT vacancy in the Human Services Department beginning on February 3, 2024 and ending on or before June 2, 2024.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: March 21, 2024

AREA REQUESTED

POSITION: Maintenance Mechanic, PPT
DEPARTMENT: Human Services Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 10/13/2022
DATE PERSONNEL REQUISITION RECEIVED: 5/22/23
CURRENT STATUS OF EXAMINATION: Announced 10/30/23-12/3/23. In exam development stage.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill #1 current PPT vacancy. The requisition requesting a provisional appointment was approved on February 21, 2024. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

DATE: March 21, 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 three (10) 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
Jennifer Argueta	Program Analyst II	Department of Violence Prevention	February 4, 2023 – February 3, 2024	CSR 8.07 (c)
Gregory Elliot	Employee and Fleet Safety Coordinator	Human Resources Management	January 8, 2024- January 07, 2025	CSR 8.07(c)
Hui-Chang Li	Urban Economic Coordinator	Economic and Workforce Development	November, 13 2023 – March 02, 2024	CSR 8.07 (c)
Brenda M Membreño	Sr. Library Assistant	Oakland Public Library	December 16, 2023 – December 22, 2023	CSR 8.07 (c)
Teresa Peterson	Transportation Engineer	Department of Transportation	February 4, 2024 – February 5 2025	CSR 8.07 (c)
Angela Trinh-Bui	Police Communications Dispatcher	Oakland Police Department	February, 26 2024 – June 17, 2024	CSR 8.07 (c)
Erika Turner	Administrative Analyst II	Human Resources Management	January 20, 2024 – May 19, 2024	CSR 8.07 (c)

CIVIL SERVICE BOARD

Subject: Request for Leave of Absence

Date: March 21, 2024

Page 2

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Ian Baird Hetzner	Librarian I	Oakland Public Library	March 31, 2024 – April 7, 2024	CSR 8.07 (c)
Tyler Gilmore	Librarian I	Oakland Public Library	April 4, 2024 - April 14, 2024	CSR 8.07 (c)
Gabrielle Albino	Police Communications Disptacher	Oakland Police Department	January 29, 2024 – May 29, 2024	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

☐

FCL - Family Care Extended

☐

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 Jennifer ArguetaEmployee's ID 16096Today's Date 01/18/2023Department/Division Dept of Violence PreventionEmployee Job Title Program Analyst II
☒
Request: 364

No. of Days or Hours

☒
Days ☐ Hours

Select Days or Hours

From 02/04/23To 02/03/24

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.

Employee's Signature

Jan 18, 2023

Date

Civil Service Board Approval

Date

Guillermo Cespedes (Jan 20, 2023 18:20 PST)

Department Head Approval

Jan 20, 2023

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

☐
☐
☐

FCL - Family Care Extended
FDN - Family Death (no pay)
MNP - Military Leave (no pay)

☐
☒
☐

SLV - Sick Leave (no pay)
ANP - Miscellaneous (no pay)
Parental Leave (no pay)

Print Form

Employee's Name **Gregory Elliott**

Employee's ID **3554**

Today's Date **1/8/24**

Department/Division **HRM/Risk Management**

Employee Job Title **Employee and Fleet Safety Coordinator**



Request: **365**

No. of Days or Hours



Days

☐ Hours

Select Days or Hours

From **1/8/24**

To **1/7/25**

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

1/8/24

Date

Civil Service Board Approval

Date

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

- | | |
|--|---|
| <input checked="" type="checkbox"/> FCL - Family Care Extended | <input type="checkbox"/> SLV - Sick Leave (no pay) |
| <input type="checkbox"/> FDN - Family Death (no pay) | <input type="checkbox"/> ANP - Miscellaneous (no pay) |
| <input type="checkbox"/> MNP - Military Leave (no pay) | <input type="checkbox"/> Parental Leave (no pay) |

Print Form

Employee's Name Hui-Chang Li Employee's ID 18138 Today's Date 12/8/2023

Department/Division EWDD/ PPD Employee Job Title Urban Economic Coordinator

☒ Request: 112 days ☒ Days ☐ Hours From 11/13/2023 To 03/02/2024
No. of Days or Hours Select Days or Hours

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

(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.

Hui-Chang Li
Digitally signed by Hui-Chang Li
Date: 2023.12.08 17:03:48 -08'00'

12/08/2023

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

☐ I Request: _____
 No. of Days or Hours ☐ Days ☐ Hours From _____ To _____
 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.

BM

Employee's Signature

Date

Civil Service Board Approval

Date

Stenbak

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Teresa PetersonEmployee's ID 24295Today's Date 1/2/24Department/Division DOT/Great StreetsEmployee Job Title Transportation Engineer☒ I Request 365

No. of Days or Hours

☒ Days ☐ Hours From 2/5/24To 2/5/25

Select Days or Hours

Unpaid Leave Taken This Year?

☐ Yes

If yes, what type of leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Employee's Signature

12:58 PST

Date

Civil Service Board Approval

Date

Fred Kelley

1/23/23

Fred Kelley (Jan 22, 2024 13:01 PST)

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:



FCL - Family Care Extended



FDN - Family Death (no pay)



MNP - Military Leave (no pay)



SLV - Sick Leave (no pay)



ANP - Miscellaneous (no pay)



Parental Leave (no pay)

Employee's Name Angela Trinh-Bui

Employee's ID 22994

Today's Date 09FEB24

Department/Division Communications

Employee Job Title Dispatcher



Request: 113 days



Days



Hours

From 26FEB24

To 17JUN24

No. of Days or Hours

Select Days or Hours

Unpaid Leave Taken This Year?



Yes



No

If yes, what type of leave PDL and CFRA leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Employee's Signature

09FEB24

Date

Civil Service Board Approval

Date

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

☐

FCL - Family Care Extended

☐

FDN - Family Death (no pay)

☐

MNP - Military Leave (no pay)

☐

SLV - Sick Leave (no pay)

☒

ANP - Miscellaneous (no pay)

☐

Parental Leave (no pay)

Employee's Name Erika TurnerEmployee's ID 21404Today's Date 1/26/24Department/Division HRMEmployee Job Title Administrative Analyst II
☒ Request: 120
No. of Days or Hours
☒ Days ☐ Hours
Select Days or Hours
From 1/20/24 To 5/19/24Unpaid 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.

Erika Turner (Jan 26, 2024 12:29 PST)

Employee's Signature

Date

Civil Service Board Approval

Date

Mark Love (Jan 29, 2024 09:33 PST)

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.

Signature: Erika Turner
Erika Turner (Jan 26, 2024 12:29 PST)

Email: ETurner@oaklandca.gov



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 Ian Baird Hetzner

Employee's ID 27605

Today's Date 3/7/24

Department/Division Library

Employee Job Title Librarian I

☒ Request: 6
No. of Days or Hours

☒ Days ☐ Hours
Select Days or Hours

From 3/31/24 To 4/7/24

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] 3/7/24
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 3/7/24
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

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

Tyler Gilmore

Employee's ID

27342

Today's Date

1/29/24

Department/Division

Public Library

Employee Job Title

Librarian I

☒

Request:

8

No. of Days or Hours

☒

Days

☐

Hours

Select Days or Hours

From

April 4

To

April 14

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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Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:



FCL - Family Care Extended



FDN - Family Death (no pay)



MNP - Military Leave (no pay)



SLV - Sick Leave (no pay)



ANP - Miscellaneous (no pay)



Parental Leave (no pay)

Print Form

Employee's Name Gabrielle Albino

Employee's ID 24738

Today's Date 12/23/23

Department/Division Communications

Employee Job Title Police Communications Dispatcher

☒ Request: 121 days
No. of Days or Hours

☒ Days ☐ Hours
Select Days or Hours

From 1/29/24 To 5/29/24

Unpaid Leave Taken This Year?



Yes



No

If yes, what type of leave PDL/FMLA/CFRA

(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]
Employee's Signature

12/23/23
Date

Civil Service Board Approval

Date

[Signature]
Department Head Approval

1/29/24
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



MEMORANDUM

DATE: March 21, 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 Chief of Party

Based upon a classification review at the request of the Oakland Department of Transportation (DOT), staff has proposed substantial revisions to the **Chief of Party** classification specification. It was approved in July 1993 and has never been revised.

DOT proposed a complete overhaul of the description. The existing classification specification is outdated and in need of modernization – the instrument technology [Global Positioning Systems (GPS) and Robotics] and work practices have evolved since the 1990's. One of the most substantial changes in the last decade involves lawful boundary counsel and the necessary review and signing of Parcel Maps, Tract Maps, Parcel Map Waivers, Certificates of Compliance, Design Topographic Survey, Legal Descriptions and Subdivision Map Act; these responsibilities were transferred from the Planning & Building Department (PBD) to DOT upon the retirement of the last legacy PBD employee who had authorization to perform such duties.

There is a severe shortage of skilled individuals in the survey industry; it is largely due to a retirement boom that coincides with fewer people entering the field. The increased competition has made it more difficult to hire land surveyors, professional or otherwise. The City has run two recruitments in recent years and was unable to hire either time. Revising the classification specification will more accurately reflect the current duties of the job, which is intended to better attract candidates who are seeking this position.

There is one vacancy. The revised specification will be used to initiate a recruitment and selection process in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met in December, January, and February regarding the changes. In an email dated March 13, 2024, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Chief of Party** classification specification.

Attachment: Revised draft Chief of Party classification specification.



CHIEF OF PARTY

DRAFT

Class Code: TR114 FTE

Civil Service Classified

DEFINITION

Under direction in the Department of Transportation, ~~To perform a variety of survey assignments; to supervise~~ the work of field and office crews in the performance of engineering, boundary, and construction surveys; ~~and to read, interpret, and reconcile~~ engineering plans, ~~and survey records, and documents; prepares topographic surveys, exhibits, legal descriptions, and reports to support interdepartmental survey-related requests; prepares professional survey-related documents on behalf of the City of Oakland; reviews and researches mapping in accordance with the regulations and guidelines; performs a variety of survey assignments; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

This is a first-level supervisory classification. ~~In addition to overseeing crews, the incumbent interprets and prepares professional survey-related documents on behalf of the City of Oakland. This classification is distinguished from the higher-level City Land Surveyor in that the latter supervises all land surveying operations. It is further distinguished from the lower level Senior Surveying Technician that performs complicated surveying work and provides lead direction to staff but is not a formal supervisor.~~

The incumbent ~~Receives~~ direction from the City Land Surveyor; ~~and~~ ~~Exercises~~ general supervision over assigned Surveying Technicians, Senior Surveying Technicians, and administrative staff.

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

Supervise ~~and perform work in~~ a field survey ~~party~~crew in the performance of preliminary, involved in construction, ~~property, topographic, hydrographic, or monumentation surveys control, and boundary resolution.~~

~~Operate a motor vehicle in the performance of assigned duties.~~

Train field personnel to perform surveys.

Operate and update technical, field survey equipment including but not limited to Robotic Total Station, Global Positioning Systems (GPS), Real-Time Kinematics (RTK), global navigational satellite systems (GNSS), data collection, and digital levels.

Maintain equipment and inventory of supplies and equipment; calibrate tribrachs and prism poles.

Perform boundary reconciliation, traverse, and level work; prepare field notes and sketches; plot profiles and cross sections.

Update and maintain surveying records.

Plan, assign, supervise, review, and evaluate the daily activities of assigned staff; complete annual performance evaluations.

Utilize computer-aided drafting (CAD) software along with 3-D modeling for topographic maps; generates coordinates for construction staking from construction drawings.

Perform property-related surveys such as boundary retracement; prepare Records of Survey, Tract Maps, Parcel Maps, and Corner Records in accordance with state and local regulations and guidelines.

Oversee and conduct Tentative and Final Maps and Parcel Map Waiver reviews.

~~Research records; gather field data and analyze data required to perform surveys.~~

~~Perform precise triangulation, traverse and level work; keep field notes of readings and observations; make sketches and complex calculations, plot profiles and cross sections; operate survey equipment.~~

~~Read, interpret, and reconcile plans and specifications; perform field and office calculations.~~

~~Prepare survey reports; resolve major discrepancies in complex construction plans and surveys.~~

~~Provide information and verify data for private surveyors and the public.~~

Establish and maintain contacts with engineers, contractors, inspectors, property owners, and the public.

~~Plan, assign direct, review and evaluate the daily activities of assigned staff.~~

Assists the City Surveyor with contract administration and consultants.

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Surveying laws, practices, principles, and instruments.
- Boundary Control and legal principles.
- Evidence and Procedures for boundary location.
- Mathematics, including algebra, geometry, and trigonometry.
- Legal descriptions, deeds, maps, and other legal documents used to identify property.
- Civil engineering construction principles and practices.
- Engineer's data plan set requirements for design purposes.
- Operations and maintenance of modern digital surveying equipment.
- California State Plane coordinate systems, grid-ground coordinate conversions, and mapping projection systems.
- Public contact and community relations.
- Principles of supervision, training, and development.
- Computer systems and software applications including word processing, spreadsheets, coordinate geometry, CAD programs, and GPS network adjustment software.

Ability to:

- Coordinate and direct the daily work of field survey party and office staff.
- Translate the required geometry in construction plans to the ground as construction layout.
- Read, understand, and interpret legal descriptions, survey data, maps, plans, sketches, and engineering drawings, and construction specifications.
- Perform complex surveying work.
- Make accurate field observations.
- Make accurate calculations and reductions of field survey notes.
- Operate, clean, adjust, and maintain a variety of surveying instruments; may perform minor repairs on a variety of surveying instruments.
- Update and maintain notes and records; prepare reports of work performed.
- ~~Relate field conditions to work requests.~~
- ~~Work independently and set priorities.~~ Organize and prioritize work.
- Exercise sound, independent judgment within general policy guidelines.
- Coordinate functions and activities between departments and outside agencies.
- Communicate effectively in both oral and written form.
- Prepare and analyze complex reports of a general or technical nature.
- Supervise, train, and evaluate, and motivate assigned staff.
- Carry equipment weighing up to 30 lbs.
- Utilize computer systems and software applications including word processing, spreadsheets, coordinate geometry, CAD programs, and GPS network adjustment software.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

~~Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~ Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

~~An Associate's or Bachelor's Arts degree in surveying from an accredited college or university in surveying or a Bachelor's degree from an accredited college or university in civil engineering or related field.~~

NOTE: Possession of a State of California Professional Land Surveyor license may substitute for education.

Experience:

~~Two (2) years of progressively responsible work experience comparable to Senior performing technical survey work. Surveying Technician in the City of Oakland. Previous lead experience is desirable.~~

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License that must be maintained throughout duration of employment.

Possession of a State of California certification as a Land Surveyor-In-Training (LSIT).

Possession of a State of California Professional Land Surveyor license is highly desirable.

OTHER REQUIREMENTS

May be required to perform work in inclement weather conditions.

May be required to work irregular hours including but not limited to early mornings and late evenings.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 07/22/1993 CSB Resolution #: 44287 Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

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

(Previous title(s):)



MEMORANDUM

DATE: January 18, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

THROUGH: Mark Love, Interim Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Electronics Supervisor

Based upon a classification review at the request of the Information Technology Department (ITD), staff has proposed revision of the **Electronics Supervisor** classification specification. It was established in April 1993 and has not been revised since that time.

HRM completed a recent recruitment and selection process but the pool was limited to a single, qualified candidate who did not accept the City's job offer. Upon further review of the classification specification, it was determined that possession of a Federal Communications Commission (FCC) Radio Telephone License is no longer required. Changing this requirement from mandatory to desirable will allow access to a larger pool of potential candidates to fill this critical vacancy.

Back in 1993, the City of Oakland independently operated and maintained its own complex radio network for emergency services across the city. Possession of the FCC General Radio Telephone License as a mandatory requirement was necessary at that time because of ongoing equipment maintenance using a licensed FCC spectrum. Decades later in 2014, City Council directed staff to enter negotiations with the East Bay Regional Communication System Authority (EBRCSA) to transition the City's independent network onto the EBRCSA network. The EBRCSA network was specifically created in 2007 to serve the mutual and evolving requirements of Alameda County and Contra Costa County public safety communication needs. Through this process (and an approved City of Oakland Resolution), the City transitioned its operations and became a member of the EBRCSA Joint Power Authority. As a result, the City's network migrated from an independent P25 radio network to the EBRCSA network; no positions were lost, and City staff were provided the opportunity to shift their focus exclusively to communications operations support service. For the last decade, the City has not managed any FCC licensed radio equipment, and there are no plans to transition back to an independent network.

The proposed edits to the description are summarized below:

- In the License or Certificate section, convert the FCC license from required to desirable.
- Align the classification specification with the current template format by adding missing sections and updating language in other sections.

There is one vacant position. The revised description will be used to initiate a recruitment and selection process in the near future.

CIVIL SERVICE BOARD

Subject: Electronics Supervisor Classification Specification Approval

Date: January 18, 2024

Page 2

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in November and December 2023 to discuss the proposed revisions. In an email dated January 3, 2024, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specification of **Electronics Supervisor** as proposed.

Attachment: Proposed Revised Electronics Supervisor classification specification.



DRAFT

ELECTRONICS SUPERVISOR

Class Code: SC136 FTE

Civil Service Classified

DEFINITION

Under direction in the Information Technology Department (ITD), ~~To~~ administers, coordinates, monitors, and repairs the City's radio systems and equipment; ~~to~~ installs new equipment in police and fire vehicles; ~~to~~ provides technical assistance to City departments; ~~and to~~ trains Electronics Technicians in the latest trends in communications systems; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level classification. The incumbent oversees daily operations of the radio shop. This classification is distinguished from the higher level Information Systems Manager (I/II) in that incumbents of the latter oversee multiple functional areas in a division of ITD. It is further distinguished from the lower level Electronics Technician in that the latter is not responsible for supervising staff.

~~SUPERVISION RECEIVED AND EXERCISED~~

The incumbent ~~R~~receives direction from an Information Systems Manager (I/II) and-

~~E~~xercises general supervision over Electronics Technicians and other assigned staff.

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

Keep all public safety radio systems operating properly on a 24-hour per day basis, including police and fire dispatch consoles, a base transmitter, and remote receiver systems.

Manage the workflow through the radio shop; ~~as~~ensure repair work is done in a timely and effective manner; set work priorities for Electronics Technicians.

Install radio and data communications equipment in new vehicles; coordinate work with contractors and user departments to equip vehicles in desired manner.

Use electronic testing and calibration equipment; use hand tools associated with electronic repair work.

Maintain accurate records, including an inventory of equipment serviced by the radio shop, a parts inventory, and a ~~database~~file of completed work orders.

Provide planning assistance and consultation to all City departments in the use of radio systems and associated audio/visual equipment.

Prepare documentation for communication systems; update technical manuals.

Select, train, supervise, and evaluate subordinate staff.

Assist in the preparation and administration of the section's budget; purchase and receive supplies for the radio shop.

KNOWLEDGE AND ABILITIES QUALIFICATIONS

Knowledge of:

- Federal Communication Commission rules and regulations pertaining to land mobile radio services.
- Voice and data communications systems.
- Installation and maintenance of mobile radio systems.
- Computer systems and software applications, including database and word-processing programs.
- Budget development and administration.
- Principles of supervision, training, and development

Ability to:

- Interpret federal and state regulations pertaining to radio communications.
- Work independently and set priorities.
- Coordinate functions and activities between departments and outside agencies.
- Communicate effectively in both oral and written form.
- Prepare and administer a unit budget.
- Prepare and analyze reports of a general or technical nature.
- Supervise, train, and evaluate assigned staff.
- Utilize computer systems and software applications, including database and word-processing programs.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS EXPERIENCE AND EDUCATION

~~Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

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

Education:

An Associate's ~~Arts~~ degree in electronics from an accredited college.

Experience:

Four (4) years of experience working as an electronics technician, including two (2) years of supervisory experience in a technical environment.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License must be maintained throughout tenure of employment.

OTHER REQUIREMENTS

Possession of a ~~Federal Communications Commission (FCC) Commercial General Radio Operator Telephone License~~ is desirable.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 04/22/1993 CSB Resolution #: 44280 Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

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

(Previous title(s):)



MEMORANDUM

DATE: March 21, 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 Real Estate Agent

Based upon a classification review at the request of the Economic and Workforce Development (EWD) Department, staff has proposed revisions to the **Real Estate Agent** classification specification. It was last revised in November 2018.

The following modifications were proposed:

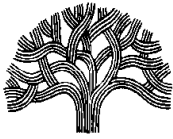
1. Delete all references to the Oakland Redevelopment Successor Agency (ORSA), which no longer exists.
2. Correct the job title of the supervisor in the reporting structure – Real Property Asset Manager.
3. Make minor changes to various Examples of Duties and Knowledge and Ability statements.
4. In the Experience section of the Minimum Qualifications, insert “or” to ensure the pool of applicants will be sufficiently broad.
5. In the License or Certificate section, add certification as a Right-of-Way Agent as a desirable qualification.

There are two vacancies and three filled positions. The revised specification will be used to initiate a recruitment and selection process in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met in January regarding the changes. In an email dated January 23, 2024, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Real Estate Agent** classification specification.

Attachments: Revised draft Real Estate Agent classification specification.



CITY OF OAKLAND

REAL ESTATE AGENT

DRAFT

Class Code: AP308

Civil Service Classified

DEFINITION

Under general supervision in the Economic & Workforce Development (EWD) Department, ~~uses a full range of professional skills to perform~~ professional asset management work related to the appraisal, acquisition, transfer, leasing, property management, sale, and disposition of real property and interests therein for the City of Oakland ~~and the Oakland Redevelopment Successor Agency (ORSA)~~; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification whose incumbents perform a broad range of duties which require independent judgment involving appraisal, acquisitions, transfer, leasing, property management, and sale of improved and unimproved commercial, industrial, and residential properties and interests therein. This classification is distinguished from the higher-level Manager, Real Property AssetEstate Services in that incumbent of the latter classification has responsibility for the overall administration of real estate services for the City of Oakland ~~and ORSA~~. It is further distinguished from the Supervising Real Estate Agent, which is responsible for oversight of daily operations and supervision of including Real Estate Agents and other technical and ~~clerical administrative~~ staff.

Incumbents receive general supervision from the Manager, Real Property AssetEstate Services or Supervising Real Estate Agent and may provide project direction to assigned technical and ~~clerical administrative~~ staff and contractors.

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

- Respond to real estate and property management service requests or referrals from the public, governmental agencies, or City departments; provide customer service in response to questions and complaints; conduct research and recommend timely and appropriate action.
- ~~Appraise-Estimate the value of~~ residential, commercial, and industrial property or interests therein for the City of Oakland and ORSA; ~~estimate the value of land and improvements;~~ review appraisals; perform appraisal contract administration.
- Acquire real property and interest there-in for the City and ~~the ORSA~~; negotiate with property owners, attorneys, ~~and~~ lessees, and other parties-in-interest agreements and settlements; and make recommendations as necessary.
- Coordinate and oversee the operation of City ~~and ORSA~~ properties; review and approve consultant work such as professional services contracts; prepare and evaluate feasibility studies and financial analyses; maintain property inventory records; write specifications for the sale of surplus real property; arrange sale or auction of surplus real estate; perform property management functions.

- Prepare deeds, easements, leases, licenses, and other contractual documents necessary for appraisal, acquisition, leasing, property management and disposition of real property; negotiate contracts, leases, property and right-of-way acquisitions, and other issues with property owners, attorneys, lessees, and other parties in interest; negotiate licenses and permits.
- Analyze legislation, legal documents, and regulations that affect ownership, special assessment districts, zoning, and asset management activities; prepare legislation, written and oral reports for approval by City Council, various boards, commissions, and other public entities.
- May serve as project leader or team member in complex acquisition, appraisal, property management or disposition assignments; coordinate, review and approve consultant work such as property management contracts; perform on the job training for assigned staff.
- Provide site and market analyses and recommendations for redevelopment projects; analyze title and property records, ownership restrictions, and information; review environmental site assessment information; interpret property sale and lease listings.
- Operate an automotive vehicle to perform field visits in conjunction with work assignments.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Real estate principles and practices in both the public and private sectors.
- Real estate appraisal and review procedures, public real estate management, and acquisitions of right-of-way.
- Federal, state, and local laws pertaining to funding, acquisitions, appraisal, management, leasing, and disposition of real property.
- Market analysis techniques and economic factors affecting property values and improvements.
- Negotiation techniques and strategies.
- Records management.
- ~~, time management and operation of personal e~~Computer systems and software applications.
- Relocation assistance eligibility and entitlements.
- Asset Management and Lease Aadministration principles and practices including Office, Retail, Telecommunications and Billboards.

Ability to:

- Prepare Real Estate agreements, contracts, and other real property related documents.
- Prepare and review legal descriptions.
- Perform financial analysis; investigate deeds and appraisal comparable data.
- Negotiate leases and real property acquisitions/dispositions.
- Read and interpret maps and engineering plans.
- Research, analyze, and prepare written reports, contracts, and other documents as needed.
- Work on multiple projects simultaneously using good-effective time management techniques.
- Make sound, independent judgments within established guidelines and time frames.
- ~~Operate automated office equipment; m~~Maintain organized and accurate records; track

suspense dates and work assignments.

- Communicate effectively in oral and written formats.~~Speak and write clearly and concisely;~~
- Make ~~give oral~~ presentations to a variety of audiences.
- 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 from an accredited college or university in real estate, economics, finance, business, or public administration, or a closely related field.

Completion of a recognized real estate appraisal course is desirable.

Experience:

Three (3) years of experience involving real property appraisal, or acquisition, including right-of-way negotiations, lease negotiations, property management, and dispositions.

Public agency real estate experience is preferred.

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.

Real Estate broker or agent license is desirable.

State of California General or Residential Appraisal certification is desirable.

International Right of Way Assn. Senior designation (SR/WA) is desirable.

Certified Property Manager (CPM) designation is desirable.

Certified Commercial Investment Member (CCIM) designation is desirable.

Certification as a Right-of-Way Agent by the California Department of Transportation is desirable.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	07/23/1998	CSB Resolution #:	44380	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		

Revision Date:	12/18/2014	CSB Resolution #:	44750
Revision Date:	11/15/2018	CSB Resolution #:	44914
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):			



MEMORANDUM

DATE: March 21, 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 Tree Supervisor I

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revisions to the **Tree Supervisor I** classification specification. It was last revised in December 2018.

The department continues to experience challenges in filling these positions, and changes are necessary to broaden the pool of available applicants. Given that the feeder classifications are field positions involving heavy labor, it has been difficult to find applicants who already possess the relevant college coursework. The coursework is necessary since it provides the proper foundation for understanding tree health and forestry principles; this will ensure that correct actions are taken to prevent poor tree health and potentially dangerous situations from arising in the future. The classification helps maintain the safety of trees in public spaces and oversee the tree crews.

The following modifications were proposed:

1. Correct the job titles of the classifications in the reporting structure – add Tree Trimmer Crew Leaders and Tree Workers and delete Tree High Climbers.
2. Make minor changes to various Examples of Duties and Knowledge and Ability statements.
3. In the Education section of the Minimum Qualifications, change the timing to obtain the eight college units (in forestry, horticulture, or botany) from time of application to within the probation period.
4. In the License or Certificate section, add possession of a CPR certification that must be obtained during the probationary period.

There are two positions in the classification, and both are vacant. The revised classification specification will be used to initiate an upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives discussed the revisions in December, January, and February. In an email dated March 14, 2024, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Tree Supervisor I** classification specification.

Attachment: Revised draft Tree Supervisor I classification specification.



TREE SUPERVISOR I

Class Code: SC229 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Oakland Public Works Department, plans, organizes, directs, and implements the maintenance, care, and planting of trees in City parks and street areas; investigates and corrects hazardous tree conditions; ensures safe work practices through training and supervision; prepares daily and weekly work schedules and routes; supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first level supervisory classification. Incumbents perform a variety of supervisory tasks involving tree maintenance and removal of tree hazards. This classification differs from Tree Supervisor II in that the latter must understand, formulate, and implement departmental goals and objectives.

Incumbent receives direction from the Tree Supervisor II and exercises general supervision over Tree [Trimmer Crew Leaders](#), [High Climbers](#), Tree Trimmers, [Tree Workers](#), and Park Attendants.

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

Plan, assign, and supervise the work of climbing, trimming, felling, planting, and removing trees in the City of Oakland.

Prepare daily and weekly schedules and routes for work crews.

~~Prepare and maintain records and reports.~~

Ensure safe working practices; oversee the proper rigging of ropes and lines, the proper use of spurs and saddles, and the general use of tree maintenance equipment and tools.

Inspect and remedy hazardous tree conditions; submit reports and recommendations on hazardous conditions.

Handle complaints and answer questions from the public regarding tree ordinances or hazards.

Select, train, supervise, and evaluate subordinate staff.

Respond to calls day and night, seven days a week to abate tree hazards, which threaten public safety.

Prepare and maintain records and reports.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Arboricultural methods and practices pertaining to urban forestry.
- Methods and equipment used in pruning, trimming, planting, and removing trees.
- Safety rules, procedures, and practices.

- Computer systems and software applications.
- Public contact and community relations.
- Principles of supervision, training, and development.

Ability to:

- Plan, organize, direct, and evaluate a tree maintenance crew.
- ~~▪ Supervise, train, and evaluate assigned staff.~~
- ~~▪ Communicate effectively in both oral and written form.~~
- ~~▪ Maintain accurate records; prepare clear, concise reports.~~
- Identify and correct hazardous tree conditions.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between the tree section and other departments.
- Promote and enforce safe work practices.
- Operate a motor vehicle, which may include large commercial vehicles.
- Supervise, train, and evaluate assigned staff.
- Communicate effectively in both oral and written form.
- Maintain accurate records; prepare clear, concise reports.
- Utilize a personal computer system and software applications, mouse and keyboard.
- Perform data entry into computerized work management system.
- Generate computerized reports.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent, to the completion of the twelfth grade, plus eight (8) college units in forestry, horticulture, or botany must be obtained by the end of the probationary period. Six (6) units of supervisory courses are highly desirable.

NOTE: A Bachelor's degree from an accredited college or university in arboriculture, horticulture, forestry, or botany may be substituted for two years of work experience.

Experience:

Four (4) years of experience working as an arboriculturist, including two (2) years of experience in rope and saddle tree climbing techniques.

LICENSE OR CERTIFICATE

Must obtain a valid California Driver's License, Class B, during the probationary period and maintain it throughout duration of employment with the City of Oakland.

Possession of a Cardiopulmonary Resuscitation (CPR) Certificate must be obtained by the end of the probationary period.

Possession of certification as a Certified Arborist by the International Society of Arborists.

OTHER REQUIREMENTS

Work irregular hours and shifts as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 7/22/1993 CSB Resolution #: Salary Ordinance #:
44287

Exempted: Y ☐ N ☐ Exemption
Resolution #:

Revision 6/21/2018 CSB Resolution #:
Date: 44891

Revision 1/17/2018 CSB Resolution #:
Date: 44916

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

(Previous title(s):)



REGULAR CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: December 21, 2023

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: Mark Love, Interim HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Tech/ /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):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

Meeting ID: 869 0003 5016 Passcode: CSB2023

One tap mobile

+16694449171,,86900035016#,,,*6922601# US

+16699006833,,86900035016#,,,*6922601# US (San Jose)

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

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OPEN SESSION AGENDA

ROLL CALL

Note: Chairperson Hudson-Harmon called the meeting to order.

1) PUBLIC COMMENT:

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

No public comments were taken at this time.

2) APPROVAL OF THE DECEMBER 21, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45234 Member Williams motioned to approve the December, 21, 2023 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

- Summary information regarding staffing report

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (2)

- Human Services Department (2)

b) Approval of Employee Requests for Leave of Absence (4)

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

c) Approval of Revised Classification Specifications (0)

- There are no classification specifications this month.

45235 Member Brown motioned to approve the December, 21, 2023 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 November, 30, 2023 Special Civil Service Board Meeting Minutes | ACTION |
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |

45236 Member Williams motioned to approve the November 30, 2023 Special Civil Service Board meeting minutes 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

6) NEW BUSINESS:

- | | |
|--|--------|
| a) Approval of New Classification Specification for Home Base Specialist | ACTION |
|--|--------|

45237 Member Williams motioned to approve the new classification specification for Home Base Specialist 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

7) **ADJOURNMENT**

45238 Member Williams motioned to adjourn the meeting, 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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 18, 2024. All materials related to agenda items must be submitted by Thursday, January 04, 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 –March, 21 2024**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer (still pending)
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	7/06/2023-7/11/2023 12/14/2023, 01/30/24 – 02/03/24	Referred to Hearing Officer
CPRA-2024-AP01	Complaint Investigator II	Community Police Review Agency	6.05 – Appeal of probationary release	TBD	Referred to Hearing Officer (still pending)
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	April 18 th , 2024	Scheduled

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: March 21, 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 December 21, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred forty-six (146) employees were in the TCSE (25), TCSE/Annuitant (56), and ELDE (65) categories as of pay period ending February 29, 2024. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred forty-six (146) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: March 21, 2024

Page 2

RECOMMENDATION

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

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending February 23, 2024.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (10)								
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE/Annuitant	172.5	Assist department in processing accounts payable invoices	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center operations	COMPLIANT
CITY ATTORNEY	Collins	Justin	04111 - City Attorney Administration Unit	8/5/2023	ELDE		Draft legal documents, including discovery, pre trial/trial documents. Compile, organize, summarize and analyze materials obtained through the pretrial process. Provide paralegal support and strategic support to attorneys through the pre trial/trial process. Communicate with other City departments or other venues to collect documents. Monitor progress of cases/assignment and be proactive.	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Completing overdue Public Records request	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	153.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	0	HS Classroom support	COMPLIANT
CITY ADMINISTRATOR	Oladeji	Segun Kunle	02111 - City Administrator: Administration Unit	7/8/2023	TCSE	682.5	Point of contact of Summer food vendors, sites and monitors, attending advisory board meetings and subscribing minutes, organizing site visits and retreats, preparing weekly delivery counts for SFSP and maintaining files/online database.	COMPLIANT
HUMAN SERVICES	Padilla	Manuel	75631 - Senior Center Unit	12/10/2022	ELDE		Assist with Custodian duties	COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311 - Inspector General	9/16/23	TCSE		Manage IGs calendar, conduct administrative tasks independently to include HR and Fiscal.	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/21/2023	TCSE	345		COMPLIANT
NEW THIS PERIOD (26)								
OAKLAND PUBLIC WORKS	Andersen	Joseph	30541- Equipment Services Administration	11/25/2023	ELDE			COMPLIANT
HEAD START	Housheya	Yaser	78235 - HS Central Office Administration	11/11/2023	ELDE			COMPLIANT
POLICE	Koehler	Mary	66211-Community Police Review Agency	11/11/2023	ELDE			COMPLIANT
POLICE	Matz	Madeleine	66211- Community Police Review Agency	11/11/2023	ELDE			COMPLIANT
CITY ADMINISTRATOR	Cole	Veronika	20711 - Emergency Services Program Unit	01/20/2024	TCSE			COMPLIANT
CITY ADMINISTRATOR	Smyj	Matthew	20711 - Emergency Services Program Unit	02/17/24	ELDE			COMPLIANT
IT	Bailey	Ryan	46271 - Telecommunications	01/06/2024	ELDE			COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	01/06/2024	ELDE			COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	01/06/2024	ELDE			COMPLIANT
ANIMAL SERVICES	Tierney	Melinda	62111 - Animal Services	01/06/2024	TCSE			COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	01/06/2024	TCSE			COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	02/03/2024	ELDE			COMPLIANT
HUMAN SERVICES	Boatwright	David	75631 - Senior Center Unit	01/20/24	TCSE			COMPLIANT
HEAD START	Craig	Cameron	78111 - DHS Administration Unit	02/17/24	ELDE			COMPLIANT
HEAD START	Ho	Sing-Yuet	78111 - DHS Administration Unit	02/03/24	ELDE			COMPLIANT
HEAD START	Buchanan	Wanda	78231 - HS Classroom & Seasonal	01/06/2024	ELDE			COMPLIANT
HEAD START	Faughtner	Audenaye	78231 - HS Classroom & Seasonal	02/17/24	ELDE			COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HEAD START	Fernandez	Lillian	78231 - HS Classroom & Seasonal	02/03/2024	TCSE			COMPLIANT
HEAD START	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	02/03/2024	TCSE			COMPLIANT
HEAD START	Hendad	Ruba	78231 - HS Classroom & Seasonal	02/03/2024	TCSE			COMPLIANT
HEAD START	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	02/03/2024	TCSE			COMPLIANT
HEAD START	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	02/03/2024	TCSE			COMPLIANT
HEAD START	Sharp	Damisi	78231 - HS Classroom & Seasonal	02/03/2024	TCSE			COMPLIANT
HEAD START	Ly	Roselyn	78235 - HS Central Office Administration	02/03/2024	TCSE			COMPLIANT
ECONOMIC AND WORKFORCE DEVELOPMENT	Luna Torio	Kathleen	85631 - Special Events	02/17/24	TCSE			COMPLIANT
HOUSING AND COMMUNITY DEVELOPMENT	Shiga	Koki	89919 - Admin: Housing & Community Development	02/03/2024	ELDE			COMPLIANT
COMPLIANT (121)								
							Provide support to department	
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/2020	TCSE/Annuitant	444		COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	10/30/2023	ELDE		Provide desktop support and on-board new users FUND 1010, conduct training sessions on existing software and create training documentation, maintain desktop related software and hardware and assist IT manager with other duties as assigned.	COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	8/19/2023	ELDE		Draft legal documents, including discovery, pre trial/trial documents. Compile, organize, summarize and analyze materials obtained through the pretrial process. Provide paralegal support and strategic support to attorneys through the pre trial/trial process. Communicate with other City departments or other venues to collect documents. Monitor progress of cases/assignment and be proactive.	COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	10/28/2023	TCSE/Annuitant	450	Oversee current audit work, evaluate the work of audit and administrative staff, represent the City Auditor in a variety of citywide and community matters and assume responsibility for the department's operations in the absence of the City Auditor.	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/Annuitant		Provide administrative support to City Council	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	688	Develop and monitor maintenance management program	COMPLIANT
DEPT. OF TRANSPORTATION	Calderon	Kristel	35121 - DOT Fiscal Services	8/5/2023	ELDE		Accounts Payable and Receivables functions. Grants billing, reconciliation of deposits, deposit of payments	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 - Structures & Emergency Response	1/7/2023	TCE/Annuitant	242	Serves as project manager for public improvements projects	COMPLIANT
							Perform preliminary review of allegations to recommend course of action, recommend scope, timing and direction of investigations and draft an investigation plan. Analyze and compile facts and date complaint cases, obtain and examine official documents such as campaign records and disclosure statements. Contact and interview individuals, public servants, members of public, candidates.	
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE/Annuitant	674.5	Assisting with OPD tows, scofflaw, Vehicle Encampment and Abandoned Vehicle	COMPLIANT
DEPT. OF TRANSPORTATION	Lee	LaMejonna	35247- Mobility Management	7/8/2023	ELDE		Engage the community in complex project design and policy decisions. Assist higher level staff to coordinate with consultants on projects and support contracting. Collect, organize, analyze and present transportation-related data. Prepare and submit grant applications. Assist higher level staff with public reports and presentations.	COMPLIANT
DEPT. OF TRANSPORTATION	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	5/13/2023	ELDE		Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/Annuitant	0	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/Annuitant	533.5	Oversee receipt and assignment complaints and investigations to subordinate staff, assist in coordination of outreach efforts with community partners and stakeholders, collect program performance measures data for reporting purposes, oversee use of complaint software and data entry.	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Berens	Matthew	67211 - Workplace Standards	6/10/2023	ELDE		Receive and review certification application for complete and accurate information, work with certification applicants to provide assistance in completing the application, input applications to certification database and maintain directory of certified firms	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Jack	Christina	67411 - Compliance	6/10/2023	ELDE		Advise staff on term sheet negotiations for a few projects such as 73rd and Foothill & others projects where his institutional history will be helpful.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/2023	TCSE/Annuitant	361.3		COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
ECONOMIC & WORKFORCE DEVELOPMENT	Hillmer	Jens	85221 - Project Implementation: Staffing	9/30/2023	ELDE		Succession planning to train new Real Estate Property Manager in all aspects of job.	COMPLIANT
FINANCE	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Reviewing and processing payment requests from City departments. Communicating with City staff to resolve and correct errors and filing documents.	COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	9/16/2023	ELDE		Create a project plan and manage various project tasks for OCI, document test cases and scripts, manage end-user testing cycles, test different components of OCI project as needed and other ad-hoc tasks as assigned by the Finance department	COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/2018	TCSE/Annuitant	570.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/2023	TCSE/Annuitant		Train new hires, help create an updated payroll manual and job aids. Create recorded video on tasks, help train department payroll clerks and help with testing for Oracle and Systems team	COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	10/14/2023	ELDE		Oversee citywide procurement of professional services, goods and services via grants. Supervise 3 contracts unit staff and eight purchasing staff, improve purchasing processes and procedures to promote greater equity and efficiency and prepare reports.	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	4/17/2023	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/Annuitant	95	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE/Annuitant	207	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	553.5	Reviewing and assisting with preparation of staff reports to support the dept. activities	COMPLIANT
HCD	Jackson	Brittini L.	89969 - Residential Rent Arbitration	2/4/2023	ELDE		Provide support to the department	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/Annuitant	612	Facilitates extensive interaction with Mayor, Council, community leaders, and other City departments	COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	9/16/2023	ELDE		Hearing officer with the Rent Adjustment Program unit	COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	10/28/2023	ELDE		Plan, organize, manage, participate in and direct the work of the project including the development, successful implementation and quality control aspects of each project,	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/Annuitant	496.5	Recruitment support for HSD	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/2023	ELDE		Perform functional administrative duties for the department	COMPLIANT
HUMAN SERVICES	Cooke	James	78241- Year Round Lunch Program Unit	6/12/2021	TCSE	143	Direct and oversee the smooth delivery of lunch and snack program for all eligible children, receive and sign for delivery of meals, maintain central records and logs according to federal and state guidelines, identify and resolve problems and provide lead direction and training for assigned staff	COMPLIANT
HUMAN SERVICES	Echevaria	Rosalio	78231 - HS Classroom & Seasonal	2/4/2023	ELDE		Install and repair signs, masonry, playground hardware and other equipment, assist journey level crafts people, inspect, service and clean tools, equipment and work area.	COMPLIANT
HUMAN SERVICES	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the public or staff and refer or assist in resolution. Utilize word processors, type, review, edit and proofread a variety of memoranda, correspondence, take messages or refer callers to appropriate persons and provide direction and on-the-job training to assigned personnel	COMPLIANT
HUMAN SERVICES	Hampton	Janell	75631 - Senior Center Unit	9/2/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the public or staff and refer or assist in resolution. Utilize word processors, type, review, edit and proofread a variety of memoranda, correspondence, take messages or refer callers to appropriate persons and provide direction and on-the-job training to assigned personnel	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE/Annuitant	704	Provide specialized assistance and/or work direction in a wide variety of general finance ops	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	722	Assists in the development and implementation of program strategies	COMPLIANT
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE/Annuitant	231	Teach and/or lead program and classes in field of expertise	COMPLIANT
HUMAN SERVICES	LaMichhane	Margaret	78231- HS Classroom & Seasonal	6/10/2023	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Li	Qingxing	75231 - Multipurpose Senior Service Program Un	8/5/2023	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs assessments and develop care plans for clients	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Ly	Sandra	78235 - HS Central Office Administration	4/1/2023	ELDE		Prepare meals and snacks for Head Start Children	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Nino Ignacio	Norma	78232- HS Central Office Administration	6/10/2023	ELDE		Acts as program leader, including the planning and implementation of programs.	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	0	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	594	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/ Annuitant	0	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
HUMAN SERVICES	Tiras	Sara	78251 - Youth Sevices	12/24/2022	ELDE		Develop and coordinate citywide youth leadership program, provide support, training and mentorship	COMPLIANT
HUMAN SERVICES	Williams	David	78111 - DHS Administration Unit	7/22/2023	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs assessments and develop care plans for clients. Arrange and/or order services as detailed in the care plan. Monitor client status and services by monthly phone calls and quarterly home visits. Develop, maintain and update case management charts and files	COMPLIANT
HUMAN SERVICES	Williams	Dwight	78361 - CSBG - Admin	4/15/23	ELDE		Monitor contracts to ensure compliance. Acts as program leader, including the planning and implementation of programs, preparing budgets, Reviews invoices and recommends payments to contractors and consultants	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Boyd	Marshay	78111 - DHS Administration Unit	9/30/2023	ELDE		Oversee or perform a variety of office administrative tasks	COMPLIANT
HUMAN SERVICES	Eddings	Marquitta	78111 - DHS Administration Unit	9/30/2023	ELDE		Oversee or perform a variety of office administrative tasks	COMPLIANT
HUMAN SERVICES	Rebollo	Martha	78231 - HS Classroom & Seasonal	9/30/2023	TCSE/Annuitant	480	Instruct children in basic infant/toddler education concepts, organize/set up developmentally appropriate education and play materials for the classroom/home, assist in planning, organizing and scheduling daily activities at the center.	COMPLIANT
HUMAN SERVICES	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	10/14/2023	TCSE/Annuitant	358.5	Maintain high quality classroom environments that meet or exceed the national average, plan and organize and schedule daily center activities, assist in planning, organizing and scheduling daily activities at the center.	COMPLIANT
ITD	Ibrahim	Mamadou	46341-Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/Annuitant	387	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE	289	Coordinate delivery of intensive services.	COMPLIANT
ITD	Wei	Mingyi	46341- Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
LIBRARY	Dubois	Sara	61121 - Departmental Operation Unit	2/4/2023	ELDE		Write grant proposals and apps reviewand evaluate for compliance; administer, develop, monitor process. Design, negotiate, administer contracts, conduct site visits, review invoices. Assists citizen advisory board relating to the development and implementation of programs. Act as the departments donations and volunteer coordinator and prepare written materials for public distribution, newsletters and annual reports.	COMPLIANT
PLANNING AND BUILDING	Gunari	Luke Charles	84229- Zoning	3/18/2023	ELDE		Take calls for Planning and Permitting and schedule inspections. Prepare reports and provide telecom assistance	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE/Annuitant	287	Respond to inspection questions from permit infor and permit questions portal	COMPLIANT
PLANNING AND BUILDING	Ramirez	Andrea	84229- Zoning	6/10/2023	ELDE		Review and intake zoning cases, respond to applicant/resident requests, attend staff meetings and board and commission hearings	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE/Annuitant	716	Develop policy and procedures for permit and fiscal operations.	COMPLIANT
POLICE	Averiett	Cydney	103242 - Records & Warrants	5/13/2023	ELDE		Support for account receivable and payable activities. Processes invoces and provide support to administrative duties.	COMPLIANT
POLICE	Harris	Regina	103310- Communications Unit	3/19/2022	TCSE/Annuitant	0	Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Hicks	Mark	106610- Background & Recruiting	3/18/2023	TCE/Annuitant	318.5	Background Investigations	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/Annuitant	623.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE/Annuitant	325.5	Background investigations	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	650	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	9/10/2023	ELDE		Assistin developing and administering budget for the Police department and oversee A/P and A/R, audits, budget administration, grants, expenditure tracking and G/L management	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/28/2023	ELDE		Develop comprehensive health and wellness program for OPD employees	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	119	Call taker, Dispatching and working service channel	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	577	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT

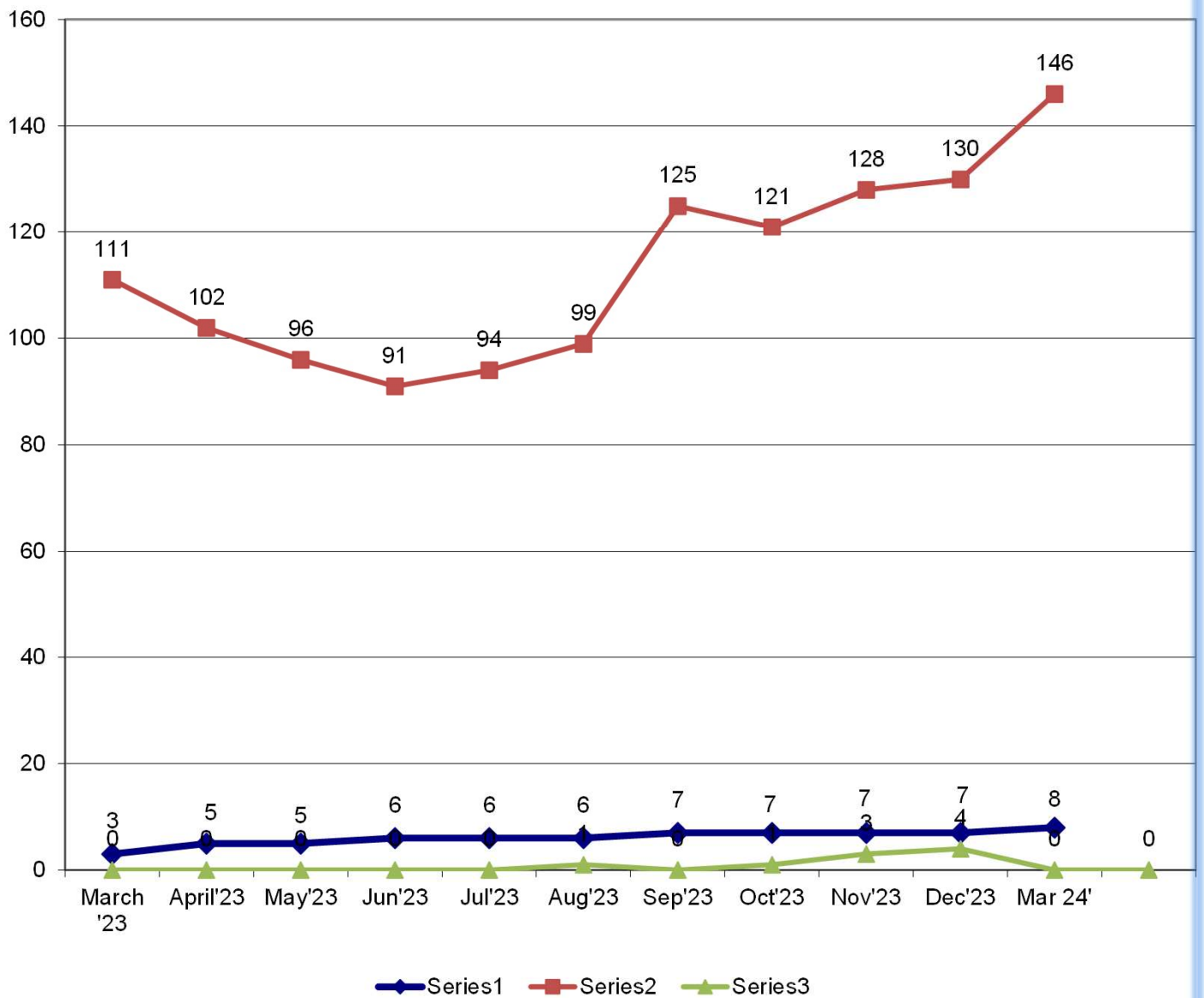
**CIVIL SERVICE BOARD
MARCH MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	8/19/2023	TCSE	351.5	Creating, restoring and editing reports for the vision app. Identifying recommendations for improving the vision database. Designing and testing 2024 Stop data requirements for Vision Tek	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	41	Background Investigations	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	52	Background Investigations	COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	1/7/2023	ELDE		Create official agency communications to be distributed to City Administration/City Council. Organize and Facilitate Community Outreach Events to include educational events and forums	COMPLIANT
PUBLIC ETHICS	Doran	Suzanne	65111 - Public Ethics Commission	9/16/2023	ELDE		Plan, organize, manage and participate in and direct the work of the Democracy Dollars Program, including the development, successful implementation and quality control aspects of the Program.	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	702	Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Charles	Kevin	30652 - Landscape Maintenance	8/5/2023	TCSE	577.5	Plan, assign, and supervise gardening and maintenance work in and around city parks. Prepare daily and weekly work schedules for maintenance crews, inspect assigned areas, ensure safe work practices, provide training in the use of park maintenance equipment, pesticide, review landscape or irrigation plans and provide written comments.	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE/Annuitant	81	Direct and monitor the city's design and construction, project management and maintenance	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	0	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Henry	Nocoasha	30211 - Engineering and Construction - Administration	9/11/2023	ELDE		Review, process and file Notice of Completion, and to complete final balancing contracts to close out projects.	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE/Annuitant	946	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/Annuitant	0	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	907.5	Project manage sewer and storm drainage capital projects and stormwater permit compliance projects	COMPLIANT
PUBLIC WORKS	Loman	Alexius	30557 - Facilities: Structural	4/29/2023	TCSE	808.5	Provide administrative support to dept.	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/1/2023	ELDE		Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Williams	Tedd	30673- Graffiti Abatement & Rapid Response	6/10/2023	ELDE		Facility security assistant	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/Annuitant	224	Assistance in the OPW Training Program	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Vargas	Abel	30541 - Equipment Services Administration	10/14/2023	TCSE/Annuitant	637.5	Seek out and apply for grant funding to comply with zero-emission mandates, assess options available for zero-emission replacement vehicles and equipment, develop 10 year fleet electrification plan and develop grant reporting plan.	COMPLIANT
PUBLIC WORKS	Weiss	Steven	30111 - Director and Human Resources Unit	10/14/2023	TCSE	393.5	Coordinate interagency projects to ensure Bureau consistency	COMPLIANT
PUBLIC WORKS	Santiago III	Jose	30652 - Landscape Maintenance	10/28/2023	TCSE	535.5	Direct and assign the work of a crew, schedule vehicle and equipment use, train staff, perform the more complex gardening and horticulture assignments, perform ball field maintenance, prune and trim shrubs, cut and remove weeds, rake and clear ground, mow while treating soil and clear out drain lines and catch basins.	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 - Violence Prevention Administration	11/12/2022	ELDE		Assist department with program planning, research, analysis and development	COMPLIANT
VIOLENCE PREVENTION	Corona Orellana	Ashley	70211 - Oakland Unite	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard Alfred	70211 - Oakland Unite	6/10/2023	ELDE		Set work priorities, coordinate assignments, monitor daily case mgmt activities	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 - Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Medina	Laura	70111 - Violence Prevention Administration	2/4/2023	ELDE		Coordinate delivery of intensive services to individuals/families at the highest level of risk for gun violence. Work with Direct Service staff and Supervisors on implementation activities, trainings and contracts with outside vendors. Report on grant activities to a variety of stakeholders.	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 - Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management. Administer intake and assessment and work with client on case plan completion	COMPLIANT
VIOLENCE PREVENTION	Nieves	Jennifer	70211 - Oakland Unite	2/4/2023	ELDE		Direct and manage direct service unit. Implement a variety of direct service programs, including short term and long term. Coord and manage work city & county dept. Track deliverables and convey program successes	COMPLIANT
VIOLENCE PREVENTION	Romero	Jennifer	70211 - Oakland Unite	5/27/2023	ELDE		Monitor case management loads, hold case conferences and ensure focus on high-risk clients.	COMPLIANT
VIOLENCE PREVENTION	Summers	Jeremy	70211-Oakland Unite	6/10/2023	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Cox	Natashca	70211 - Oakland Unite	10/14/2023	ELDE		Provide case management support , administer an intake and assessment to inform a case plan and work with the client on case plan completion.	COMPLIANT
VIOLENCE PREVENTION	Diaz Vasquez	Alex	70211 - Oakland Unite	10/14/2023	ELDE		Provide case management support , administer an intake and assessment to inform a case plan and work with the client on case plan completion.	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT
NON-COMPLIANT (0)								

TCSE/ELDE Rules Compliance





MEMORANDUM

DATE: January 18, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

THROUGH: Mark Love, Interim Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specification for Violence Prevention Program Planner

Based upon a classification review requested by the Department of Violence Prevention (DVP), Human Resources Management (HRM) has proposed the creation of a new classification specification for **Violence Prevention Program Planner**.

DVP was established in 2017 and focuses on violence prevention and intervention, outreach/education, and life coaching strategies to improve conditions for members of the community. Prior to 2017, there was a division in the Human Services Department (HSD) that performed more limited, violence prevention outreach services. Since that time, efforts have been underway to build out the department, and this progress continues with each budget cycle as additional positions are being allotted. DVP historically relied on existing HSD classifications, including the Health and Human Services Program Planner classification, but it has become clear that DVP-specific classifications are necessary to ensure appropriate delivery of services. The department is in a rapid growth mode and has been utilizing temporary positions, which is not sustainable. HRM and DVP are currently developing multiple classifications to encompass the critical work of DVP.

While many new classifications are necessary, they are being created in stages. The focus last year was on developing the management structure for the Direct Service Unit (responsible for case management, referrals, and resources related to housing, employment, and other support services, for example) and creating a coordinator position to oversee violence prevention field staff. The new Violence Prevention Services Manager, Violence Prevention Services Supervisor, and Triangle Incident Response Coordinator positions were all established in 2023. At this time, the focus is on planner and field staff functions. Additional classifications will be routed to the Civil Service Board in the coming months.

A summary of the duties expected to be performed by the new Violence Prevention Program Planner classification, which borrows heavily from HSD's Health and Human Services Program Planner description, is provided below:

Performs complex policy and program planning, research, analysis, and development related to gun, group, and interpersonal violence and commercial sexual exploitation; prepares reports and drafts proposed policy including statistical information; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

CIVIL SERVICE BOARD

Subject: Violence Prevention Program Planner Classification Specification Approval

Date: January 18, 2024

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The budget already contains a placeholder position, which will be converted once the new classification is fully established. The approved description will be used for an upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives discussed the item in monthly meetings from October to December 2023. Minor edits were made by mutual agreement over the course of those meetings. The union sent an email on January 5, 2024 stating that there are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is tentatively scheduled for Finance and Management Committee in February 2024. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Violence Prevention Program Planner** classification specification.

Attachment: New Violence Prevention Program Planner classification specification.



VIOLENCE PREVENTION PROGRAM PLANNER

DRAFT

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Department of Violence Prevention (DVP), performs complex policy and program planning, research, analysis, and development related to gun, group, and interpersonal violence, and commercial sexual exploitation; prepares reports and drafts proposed policy including statistical information; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification. The incumbent receives general instructions regarding the scope of and approach to program planning and development but procedures and techniques are left to the discretion of the incumbent. This classification is distinguished from the higher level Deputy Chief of Violence Prevention in that incumbent of the latter oversees multiple functional areas in a division of DVP. It is further distinguished from the lower level Program Analysts in that the latter is not responsible for supervising staff.

The incumbent receives direction from the Deputy Chief of Violence Prevention or other management staff and exercises general supervision over assigned professional, administrative, and intern staff.

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

Perform complex violence intervention policy planning and program planning for the City of Oakland related to gun and group/neighborhood violence, interpersonal violence, and commercial sexual exploitation.

Analyze data of violence-related injuries and deaths; prepare program statistics.

Develop an evidence-based approach to program planning by testing violence prevention and intervention strategies and utilizing data and findings from evaluation and research.

Plan, evaluate, and monitor diverse violence prevention strategies focused on addressing and preventing community violence and trauma through policy, systems, and community-level interventions.

Develop community-based violence prevention, intervention, and youth development strategies, including profiles of programs and activities that are promising and can be incorporated into local efforts.

Stay informed of new legislation and new programs related to violence prevention; assist in the development and implementation of industry best practices and strategies in violence prevention.

Coordinate funding resources in collaboration with local community-based organizations and local agencies to support the development and implementation of violence prevention programs.

Plan, coordinate, and develop programs for high-risk populations within the Oakland.

Prepare periodic progress and/or special reports related to violence prevention programs and activities.

Present facts on youth/group/interpersonal violence and programs designed to address and prevent violence; assist with implementation of strategic responses to violence.

Assist with evaluation of violence prevention and intervention programs to determine their impact.

Monitor the trends and circumstances of deaths due to violence affecting the city of Oakland to inform decision makers on ways to interrupt and prevent violence in the community.

Supervise, train, and evaluate assigned staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local laws, rules, and regulations related to violence prevention and intervention.
- The role of federal and state agencies related to violence prevention programs.
- Local community-based organizations and resources.
- Industry best practices and strategies related to violence prevention and intervention.
- Programs and resources related to violence prevention.
- Principles and practices of planning and policy development for health and/or human service programs.
- Research and analysis techniques.
- Basic statistics.
- Computer applications, including spreadsheets, database, project management and word processing.
- Public contact and community relations techniques.
- Principles and practices of supervision and training.

Ability to:

- Conceptualize and design programs and policies in response to shifting philosophies in the violence prevention field and needs of the community.
- Foster and maintain collaborative relationships with local community-based organizations, community leaders, and program participants.
- Evaluate program effectiveness.
- Perform research.
- Make recommendations regarding changes in policies and procedures.
- Assess pending and current legislation and prepare summary reports.

- Prepare, analyze, and interpret complex reports of a general or technical nature.
- Work independently and set priorities.
- Communicate effectively and persuasively in both oral and written form with a diverse group.
- Supervise, train, and evaluate assigned staff.
- 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 from an accredited college or university in public administration, public health, social welfare, criminal justice, psychology, sociology, or related field. A Master's degree is highly desirable.

NOTE: Relevant program planning experience as described below may be substituted for education on a year-for-year basis.

Experience:

Four years of progressively responsible work experience in strategic or long-range planning, program planning, and proposal writing in violence prevention, intervention programs, or direct service programs to populations at high-risk for violence. Previous experience providing lead direction is desirable.

LICENSE OR CERTIFICATE

None required.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:		CSB Resolution #:	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:

(Previous title(s):)



MEMORANDUM

DATE: March 21, 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, Interim Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specification for Home Base Visitor

Based upon a upon a classification review originally requested by a group of employees at the Human Services Department (HSD), Human Resources Management (HRM) has proposed the creation of a new classification specification titled **Home Base Visitor**.

Head Start has been undergoing organizational development efforts, which includes a comprehensive review of the City's home-based program operations. Services have historically been delivered by existing teaching classifications in the Head Start Program. However, it became apparent a few years ago that a new classification needed to be carved out to capture the duties of the home-based staff, which differ from those that are performed in the traditional classroom setting. Having positions that are appropriately described as (dedicated to delivering) home-based operations will help the Head Start Program improve service delivery and outcomes and provide transparency in clearly defining this role.

In December 2023, the Civil Service Board approved the Home Base Specialist classification, which is the supervisor of the new Home Base Visitor classification. We expect to route additional classifications (new and revised) to the Board for approval in the coming months as Head Start continues making strides with organizational development efforts.

The new Home Base Visitor position will primarily be responsible for:

Making regular home visits in accordance with Head Start Program Performance Standards to provide comprehensive child development (prenatal and ages birth to five) services and family support services; promoting positive parent-child relationships and interactions, teaching literacy skills, enhancing parenting techniques, and providing referral services; reinforcing parents as primary teachers of children in the home; providing and monitoring family support services for assigned families; promoting programs and services including social services, family and community engagement, father engagement, health tracking and nutrition, mental health and social and emotional well-being, and disabilities; implementing strategies and practices to support transition services (participate in meeting program recruitment goals; partnering with families to inform strategies that promote progress toward school readiness goals; keeping detailed records and maintaining confidentiality; and performing related duties as assigned.

CIVIL SERVICE BOARD

Subject: Home Base Visitor Classification Specification

Date: March 21, 2024

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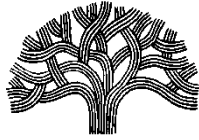
The funding for the positions is currently available, and they will be converted once the new classification is fully established. The approved description will be used for any future recruitment and selection processes.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create this new classification in March 2022. City and union representatives met several times throughout 2022 and 2023. Concerns were explored to ensure that the description accurately and thoroughly reflects the expectations, roles, and responsibilities under the new structure. Feedback was provided by the union and incorporated into subsequent drafts of the classification specification. The union sent an email on October 18, 2022 stating that there are no objections to the proposed new classification. However, concerns regarding the salary continued until earlier this year. The City and SEIU successfully arrived at a mutually agreeable rate and effective date; in January 2024, Local 1021 confirmed that there were no objections to the proposed salary rate.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is currently being routed for approval. The first reading at City Council occurred on March 6, 2024. The second reading is scheduled to occur on March 19, 2024.

Staff recommends that the Civil Service Board approve the proposed new **Home Base Visitor** classification specification.

Attachment: Proposed new Home Base Visitor classification specification.



CITY OF OAKLAND

HOME BASE VISITOR

Class Code: PPXXX FTE

Civil Service Classified

DEFINITION

Under general supervision in the Human Services Department, makes regular home visits in accordance with Head Start Program Performance Standards to provide comprehensive child development (prenatal and ages birth to five) services and family support services; promotes positive parent-child relationships and interactions, teaches literacy skills, enhances parenting techniques, provides referral services; reinforces parents as primary teachers of children in the home; provides and monitors family support services for assigned families; promotes programs and services including social services, family and community engagement, father engagement, health tracking and nutrition, mental health and social and emotional well-being, and disabilities; implement strategies and practices to support transition services (participate in meeting program recruitment goals; partners with families to inform strategies that promote progress toward school readiness goals; keeps detailed records and maintains confidentiality; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification with responsibility for integrating services into the family setting and performing the full range of instructional and referral duties associated with parents of children ages (prenatal) 0-5. Incumbents serve as the primary contact/liaison for families enrolled in the Home Base option and coordinate group socialization experiences with parents and children, which enhances the parents' ability to fill the role of primary teacher/nurturer of their child. This classification is distinguished from the Home Base Supervisor, which is a first-line supervisory classification position.

The incumbent receives general supervision from the Home Base Specialist.

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

Plan, organize, schedule, and complete required number of home-based visits based on assigned caseload. Ensure that lesson plans reflect and include all Head Start/Early Head Start Program service areas, including education, health, nutrition, mental health, family support services, family engagement, disabilities, and transition.

Complete a family partnership agreement that focuses on areas including self-care, health/nutrition, social/emotion, physical/motor skills, speech/language, etc.; coordinate and make weekly home visits to maximize the development of each child while enhancing parenting skills and providing targeted, educational, learning opportunities; and reinforce the parents-as-primary-teachers model.

Plan, develop, and support primary caregiver with implementation of developmentally and age-appropriate experiences for pregnant families and children 0-5 in basic infant/toddler/preschool educational concepts. Organize, set up, and conduct home visits to meet the developmental needs of the children. Ensure weekly implementation of research and evidence-based curriculum(s), policies and procedures, documentation, and review of participant files. Conduct and monitor developmental screenings and assessments, write observations, and prepare Individual Development Plans (IDP) on all children enrolled in the program, with caseloads that are consistent with Head Start guidelines; assist in supporting Individual Education Plans (IEP) for special needs children; refer, review, and implement IEP's or Individual Family Service Plans (IFSP's).

Ensure overall program compliance with department policies and procedures and Early Head Start (EHS) and/or Head Start Program Performance Standards and Regulations.

Participate in outreach and recruitment to ensure enrollment of eligible children to meet Head Start/Early Head Start program goals; communicate enrollment timelines.

Recruit parent volunteers; foster strong family partnership and engagement in program activities; assist parents in developing skills for participation on the Policy Council and reporting out during socialization sessions.

Provide socializations on a frequent basis (at least twice monthly) for infants/toddlers/preschoolers and their primary caregivers and encourage and involve parents as volunteers in socializations. Meet the various needs of children and families, including those who are at-risk, dual language learners and/or have special needs.

Prepare and maintain required written/electronic reports, records, files, and documents in accordance with program standards including: health information, assessments, Individual Family Service Plan (IFSP) documentation, screening instruments, anecdotal observations, and other required forms; ensure that all records are accurate, up-to-date, and confidential.

Conduct required assessments in accordance with applicable timelines; read, analyze, and interpret data from assessments, screenings, and other data reports as required. Plan and conduct parent/child goal setting and progress meetings; review developmental progress of children via staff meetings, conferences, and consultations. Make appropriate referrals for early intervention services, as needed.

Instruct parents and children in basic infant/toddler education concepts during home-visit session; model and reinforce positive discipline techniques to guide behavior; help organize and set up developmentally appropriate education and play materials in the home using available household materials and activities that occur naturally in the home; and demonstrate appropriate social behavior.

Coordinate with parents to ensure that prenatal, well-child exams, immunizations, health screenings, and nutrition assessments are complete and any necessary follow-up activities occur.

Develop and utilize lesson plans which reflect both mandated elements and parental and cultural background, and which promote the social emotional, physical, and cognitive development of Head Start children. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children. Foster an environment that promotes and reinforces parental involvement.

Regarding expectant families, share information and resources regarding prenatal development, best practices during pregnancy, health and wellness, and safety including breastfeeding, car seat

and seatbelt safety, maternal depression, Sudden Infant Death Syndrome (SIDS) prevention, and safe home practices.

Update family partnership agreements following periodic needs assessments to ensure individual and family goals are met; facilitate achievement of program goals and objectives ranging from development of health, nutrition, and behavior plans to supporting family events, school readiness, and educational experiences.

Foster a caring, professional relationship with families to build trust and demonstrate respect while utilizing knowledge of culturally responsive methods.

Act as liaison and advocate for children and families; provide support for all families and, when necessary, make family support services and education referrals to suitable agencies for specific needs; follow up on progress of referrals with both client and service agencies; promote adherence to schedules for infant/toddler/preschooler immunizations and health and dental screenings in addition to properly maintaining records.

Facilitate and support families in locating assistance and scheduling appointments with community resources that best meet their needs and enable them to use resources effectively; establish and maintain contacts with community-based service organizations and other resources.

Assist and support families with all transitions from home to center-based care and transitional kindergarten/kindergarten.

Attend relevant program trainings; remain current on emerging trends in the industry.

Operate a City vehicle in the performance of assigned duties.

As needed, may be asked to support sites in meeting adult to child licensing ratios, assist with program operations during urgent situations, and maintain safe, center conditions.

Administer First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Infant, toddler, and early childhood development, growth, behavior, and education.
- Principles and practices of Parent, Family and Community Engagement Framework.
- Childcare, safety, and security for children ages prenatal to five.
- Social and health services agencies, practices, and procedures.
- Federal, state, and local regulations on social services programs.
- Federal Head Start Performance Standards.
- Intake, assessment (vs. interview), and facilitation techniques related to parents and families.
- Interpersonal skills, cultural awareness, and active listening methods.
- Health requirements and assessment procedures. (e.g., hearing and vision screening and height/weight growth assessments).
- Communication methods and techniques.
- Local community resources and relevant community partners to refer families.
- Research-based parent and child curriculum.
- Early Childhood education screenings and assessments.
- Standard records management methods.

- Methods of data collection, entry, monitoring, and analysis per departmental policies and procedures.
- Computer systems and software applications, including mobile devices and automated database management systems.

Ability to:

- Promote child development and enhance parenting techniques to strengthen the overall relationship between parents and children in the home.
- Facilitate developmentally appropriate learning and play activities for children and families in group and individual contexts.
- Relate professionally, tactfully, ethically, sensitively, and non-judgmentally with parents, staff, and community partners.
- Interact with families of diverse educational, socio-economic, and cultural and linguistic backgrounds.
- Interact with those with disabilities and special needs.
- Adhere to Local, State, and Federal Head Start Performance Standards and implement aspects in accordance with departmental policies and procedures.
- Develop partnerships with families.
- Prepare written materials and activity plans.
- Use data to establish goals to support high quality outcomes for all children.
- Collect, update, and maintain accurate and confidential records including data in automated database systems.
- Organize and complete work assignments to meet established deadlines pursuant to performance standards and departmental policies and procedures even when there are competing requirements and changes in assignments.
- Track and perform health screenings to ensure timelines and mandates are met.
- Proactively observe, assess, problem solve, and act to develop and implement solutions responding to the needs of children and families.
- Maintain all assigned workflow and effective customer satisfaction in a fast-paced working environment.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull; may lift children weighing up to 50 lbs. in case of emergency; and may lift supplies and items weighing up to 50 lbs.
- Sit on the floor while working with infants, toddlers, and children for at least one (1) hour at a time.
- May carry and bottle feed infants/toddlers for at least one (1) hour at a time when in the classroom.
- Grasp and manipulate items such as writing utensils.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Assess environments for safety and other potential hazards.
- Solve problems, utilize effective critical thinking and judgment, and make independent decisions.
- Communicate effectively orally and in writing.
- Maintain confidentiality and discretion.
- Work collaboratively with families, staff, schools, local social service agencies and other

groups in a multicultural community.

- Use a computer and related software for various functions including inputting and retrieving data, documenting health information, and generating relevant reports and correspondence.
- Respond to an emergency or crisis situation in accordance with training and departmental policies.
- Drive frequently for home visits.
- Work independently and as part of a group when necessary.
- Administer Cardiopulmonary Resuscitation (CPR) and Pediatric First Aid.
- 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:

An Associate's Degree from an accredited college or university in Early Childhood Education/Child Development (ECE/CD) or related field including three (3) Early units supervised field experience in ECE/CD and three (3) units of infant/toddler coursework. A Bachelor's Degree in a related field is highly desirable.

A home-based Child Development Associate (CDA) credential or comparable credential of equivalent coursework may be substituted in lieu of an Associate's Degree.

Experience:

At least one (1) year of experience providing direct services to low-income families such as planning and implementing home-based learning experiences that ensure effective implementation of the home visiting curriculum, promote children's progress across the standards in the Learning Outcomes Framework (ages 0-5 including children with disabilities and dual language learners, as appropriate), and build respectful, culturally responsive, and trusting relationships with families within their own domestic living situations.

LICENSE OR CERTIFICATE

Must obtain a Family Development Credential within the probationary period.

Successful incumbents in this position are expected to operate automotive vehicles in the performance of 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.

Obtain and maintain throughout the tenure of employment and renew upon expiration, if applicable:

- Certification in Home Based Curriculum within probationary period; and
- Home Visitor Child Development Associate Credential within twelve (12) months of hire.

Must obtain First Aid and CPR certifications within sixty (60) days of employment and maintain throughout tenure of employment.

Teacher Permit is highly desirable.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB (tuberculosis) screening, obtain immunizations related to being in a classroom, and provide up to date immunization records (annually or when expired) as required.

Ability to work evening and weekend schedules.

Proficiency in a foreign language may be required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: CSB Resolution #: Salary Ordinance #:
Exempted: Y ☐ N ☒ Exemption Resolution #:

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

(Previous title(s): n/a)



MEMORANDUM

DATE: March 21, 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 Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Contracting and Purchasing

Based upon a classification review at the request of the Finance Department, staff has proposed the creation of a new classification: **Manager, Contracting and Purchasing**.

This new classification is being created as part of organizational development efforts pertaining to the City's contracting operations. Contracting functions currently exist in the Department of Workplace and Employment Standards (DWES), but the unit responsible for processing professional services agreements is being reorganized into the Finance Department. The goal is to streamline contracting and purchasing operations and implement process improvement. Given these shifts, the Finance Department partnered with HRM to establish a new classification to address a gap in the management of contracting and purchasing operations. The new position will strive to improve service delivery through a more comprehensive approach and address the needs for expanded tracking and monitoring for important compliance purposes.

The new Manager, Contracting and Purchasing classification will be responsible for: planning, managing, and coordinating the procurement of goods & services and professional services on a citywide basis, including the solicitation of bids and execution of legal agreements; making recommendations and developing policies and procedures to support the participation of the local business community in City contracts and purchases; optimizing and improving the efficiency of City's contracting practices; assigning, training, evaluating, and supervising assigned staff; and performing related duties as assigned.

The International Federation of Professional and Technical Engineers (IFPTE), Local 21 was notified of the proposal to create this new classification. City and union representatives discussed the item at meetings in September, October, and November. On November 28, 2023, Local 21 confirmed via email that there were no objections to the proposed new classification.

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

Manager, Contracting and Purchasing is an expert level classification in the various aspects of contract administration and purchasing operations, possessing advanced credentials, and

CIVIL SERVICE BOARD

Subject: Manager, Contracting and Purchasing – Exemption and Classification Specification Approval

Date: March 21, 2024

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functioning as a consultant to department heads, the City Administrator, and professional and management staff. The classification is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities is broad and complex; the individual in this classification must deal with challenging, sensitive, and confidential matters. Staff recommends exempting the classification from the provisions of civil service for the reasons cited above.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Manager, Contracting and Purchasing from the provisions of civil service. The resolution was approved at the City Council meeting on **March 6, 2024**; a copy of the executed resolution is attached.

The salary ordinance amendment to add this new classification to the Salary Schedule is currently being routed through City Council for approval. The first reading occurred on March 6, 2024. The second reading is scheduled to occur on March 19, 2024.

Staff recommends that the Civil Service Board exempt the classification of **Manager, Contracting and Purchasing** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

Attachments: A. Proposed Manager, Contracting and Purchasing classification specification.
 B. City Council Resolution Recommending Exemption of Manager, Contracting and Purchasing.



DRAFT

MANAGER, CONTRACTING AND PURCHASING

Class Code: XXXXX FTE

Exempt

DEFINITION

Under direction in the Finance Department's Controller's Bureau, plans, manages, and coordinates the procurement of goods & services and professional services on a citywide basis, including the solicitation of bids and execution of legal agreements; makes recommendations and develops policies and procedures to support the participation of the local business community in City contracts and purchases; optimizes and improves the efficiency of City's contracting practices; assigns, trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification whose incumbents perform a variety of oversight and supervisory tasks involving complex governmental procurement and contracting duties. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This classification is responsible for oversight of the City's procurement services, professional services contracts, and other goods and services.

The incumbent receives direction from the Controller and supervises assigned professional, technical, and administrative support staff.

EXAMPLES OF DUTIES – *duties may include, but are not limited to the following:*

Plan, organize, and manage the work of professional services and goods and services procurement, contract administration, purchasing, and administration; develop and manage the implementation of goals, objectives, policies, procedures, and work standards in these areas.

Prepare or review reports for the City Administrator, City Council, or other elected officials, boards, and commissions; explain and coordinate plans for proposed projects and respond to their concerns.

Represent the City in meetings and discussion with public officials, the business community, members of policy and advisory boards, major employers, unions, community groups, business associations, contractors, subcontractors, and other vendors; explain contracting and purchasing procedures to the public; utilize input for the further improvement of City procurement systems and policies.

Partner with the Department of Workplace and Employment Standards (DWES) on outreach and process improvement related to local business participation.

Provide leadership and support on citywide efforts to improve and implement equitable contracting practices.

Direct the preparation of studies and reports relating to current and long-range contracting, purchasing, and service needs; develop specific proposals to meet these needs.

Supervise, select, evaluate, and train assigned staff; provide for staff training and development.

Monitor developments related to contracting and purchasing operations; evaluate their impact on City operations and make recommendations and implement policy and procedure improvements.

Work with staff from the Information Technology Department and other City departments to develop and enhance applications that support procurement outreach and facilitate contract execution.

Participate in citywide teams engaged in process mapping and improvements to procurement processes and procedures.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local laws, regulations, and codes pertaining to contract law.
- Federal, state, and local laws, regulations, and codes pertaining to purchasing.
- Principles and practices of contract negotiation and administration.
- Principles and practices of goal setting and strategic planning.
- Public contact techniques and community relations concepts.
- Principles and practices of public speaking and presenting information.
- Principles and practices of supervision and training.
- Computer systems and software applications, including financial management platforms.

Ability to:

- Oversee and manage a comprehensive contracting and purchasing program.
- Manage, select, supervise, train, motivate, and evaluate the work of assigned staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Prepare and implement long and short-term plans for programs and services.
- Develop and implement revisions to operating procedures to improve effectiveness and efficiency and/or comply with policy or regulatory changes.
- Analyze complex technical and administrative problems; evaluate alternative solutions; recommend or adopt effective courses of action.
- Prepare comprehensive, complex reports.
- Negotiate and manage contracts.
- Coordinate a variety of projects and activities inter-departmentally and with outside agencies.
- Communicate effectively and persuasively in both oral and written formats; speak effectively in large and small group settings.
- Foster open and collaborative relationships with stakeholders to promote local business engagement and participation and equitable contracting practices.
- Exercise sound, independent judgment within general policy guidelines.
- Utilize computer systems and related software programs, including financial management platforms.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification:

Education:

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

Experience:

Four (4) years of progressively responsible experience in contract administration or purchasing operations, including at least two (2) years in a supervisory role. Previous governmental experience is highly desirable.

LICENSE OR CERTIFICATE

Successful incumbents in this position are expected to operate automotive vehicles in the performance of 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.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:		CSB Resolution #:		Salary Ordinance #:	
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:			
Revision Date:		CSB Resolution #:			
Re-titled Date:	n/a	CSB Resolution #:		Salary Ordinance #:	
(Previous title(s): n/a)					

2024 FEB 16 AM 9:49

APPROVED AS TO FORM AND LEGALITY

FILED
OFFICE OF THE CITY CLERK
OAKLAND

Lindsey Chan
CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 10028 C.M.S.

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF MANAGER,
CONTRACTING AND PURCHASING FROM THE OPERATION OF
CIVIL SERVICE**

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Manager, Contracting and Purchasing is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade, and independence of action; and

WHEREAS, the Manager, Contracting and Purchasing is an expert level classification in various aspects of contract administration and purchasing operations, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

WHEREAS, the Manager, Contracting and Purchasing is a management level position with overall responsibility for contracting and purchasing operations staff that is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

WHEREAS, the incumbent in the Manager, Contracting and Purchasing position is expected to exercise considerable discretion in carrying out the City's mission for with there is a high consequence of error; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Manager, Contracting and Purchasing be exempted from the requirements of civil service; and be it

FURTHER RESOLVED: That the Civil Service Board is hereby requested to approve such exemption

IN COUNCIL, OAKLAND, CALIFORNIA, MAR 06 2024

PASSED BY THE FOLLOWING VOTE:

AYES - ~~FIFE~~, GALLO, JENKINS, KALB, KAPLAN, ~~RAMACHANDRAN~~, ~~REID~~, AND
PRESIDENT FORTUNATO BAS - 5

NOES - 0

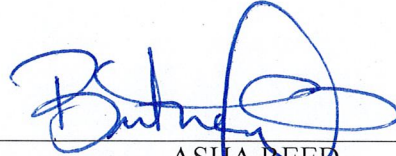
ABSENT - 0

ABSTENTION - 0

Excused - 3

Fife, Ramachandran, Reid

ATTEST:



ASHA REED

City Clerk and Clerk of the Council of the
City of Oakland, California



STAFF REPORT

DATE: March 21, 2024

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Mark Love, Interim Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in October 2023 (for quarter end September 30, 2023). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on December 31, 2023. During this reporting period, zero (0) studies were completed, two (2) studies were canceled, and four (4) new studies were received. There are currently sixteen (16) active classification studies, including five (5) studies that are expected to be finalized and released in mid-January 2024.

EXPLANATION OF DELAYS

Five (5) studies have passed the one-year mark:

- Administrative Services Manager I – *Reevaluating study data due to changes in duties*
- Police Services Technician II (OPD) – *Expected completion by 1/19/2024*
- Police Services Technician II (OPD) – *Expected completion by 1/19/2024*
- Program Analyst I (OPW) – *Expected completion by 1/19/2024*
- Urban Economic Analyst II (EWD) – *Expected completion by 1/19/2024*

The delays are largely attributed to competing demands among available staff and complex studies that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved as do changes in incumbents’ supervisors. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. However, the oldest study, which was being finalized for release in late 2023, is being reevaluated given recent duties changes that affected the position being reviewed; additional meetings and analysis are required to update the data for consideration. Also notable, staff experienced a sustained uptick in the number of classification specification reviews during calendar year 2023.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: January 18, 2024

Page 2

Human Resources Management (HRM) is considering multiple strategies for assessing priorities and adding capacity to HRM's classification assignment efforts. Recruitments are underway to fill the remaining vacancies in the Human Resource Department. Staff expects to continue enlisting assistance from an external consultant to help with addressing the on-going queue as well.

Despite these considerations, HRM remains focused on addressing overdue studies. Of the five (5) studies that exceeded the one-year mark, four (4) are expected to be released in mid-January 2024. Staff remains committed to demonstrating measurable progress by eliminating the classification study backlog in the coming months and by seeking ways to process more classification specification assignments.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2023 showing a total of one hundred-forty-three (143) classifications: during this reporting period, there were six (6) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; two (2) classifications are being advanced by HRM to the Board for the January 18, 2024 meeting; an additional thirty-five (35) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are ninety-two (92) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	6
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	35
Assigned to Analyst for Review	92
Pending for Assignment	8
TOTAL	143

Additionally, this Quarterly Update contains an additional section that is only included in the January report each year. The graph in Attachment C reflects the total number of closed and active classification specification assignments as documented in past Quarterly Updates during a three-year period from January 2021 to present. The chart below provides the underlying data. Since January 2021, seventy-seven (107) classification specification assignments were approved or canceled.

Quarterly Update Report	Closed Class Specs	Total Assignments
January 2021	3	92
April 2021	11	96
July 2021	8	95
October 2021	4	94

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: January 18, 2024

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

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

Attachment A – Classification Studies (Desk Audits) October 1, 2023 – December 31, 2023

Attachment B – Classification Specifications under review October 1, 2023 – December 31, 2023

Attachment C – Graph of Quarterly Classification Specification Data January 2021 – January 2024

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

ATTACHMENT A

#	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OFD	Administrative Services Manager I	11/30/2021			Yes	Duty changes occurred; reevaluating study data.
2	CAO	Police Services Technician II	4/11/2022			Yes	Finalizing for release by January 19, 2024.
3	CAO	Police Services Technician II	4/11/2022			Yes	Finalizing for release by January 19, 2024.
4	OPW	Program Analyst I	5/8/2022			Yes	Finalizing for release by January 19, 2024.
5	PBD	Urban Economic Analyst III, PPT	11/1/2022			Yes	Finalizing for release by January 19, 2024.
6	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			No	In progress.
7	OPRYD	Recreation General Supervisor	1/26/2023	10/21/2023	N/A	No	Canceled; employee in different role.
8	OPRYD	Recreation General Supervisor	1/26/2023	11/3/2023	N/A	No	Canceled; employee resigned.
9	PBD	Technical Communications Specialist	5/16/2023			No	Pending assignment.
10	OPRYD	Recreation Supervisor	5/22/2023			No	Pending assignment.
11	HSD	Program Analyst II	5/25/2023			No	Pending assignment.
12	OFD	Emergency Medical Services Coordinator	7/23/2023			No	Pending assignment.
13	HSD	Maintenance Mechanic	8/24/2023			No	Pending assignment.
14	ATTORNEY	Information System Administrator	8/31/2023			No	Pending assignment.
15	EWD	Urban Economic Analyst II	10/18/2023			No	Finalizing for release by January 19, 2024.
16	PEC	Ethics Analyst I	11/3/2023			No	In progress with consultant.
17	DVP	Administrative Analyst II	11/13/2023			No	New assignment.
18	HCD	Home Management Specialist II	11/29/2023			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (6)					
TBD	HSD	Home Base Specialist	TBD	NEW SPEC	Approved at 12/21/2023 CSB Meeting.
SC168	HRM	Human Resource Technician, Supervising	UH1	SPEC REVISION	Approved at 10/26/2023 CSB Meeting.
AP464	OIG	Inspector General Program and Performance Auditor	TW1	SPEC REVISION	Approved at 10/26/2023 CSB Meeting.
TBD	OFD	MACRO Supervisor	TBD	NEW SPEC	Approved at 11/30/2023 CSB Meeting.
SC177	OPRYD	Marine Sports Program Coordinator	TW1	SPEC REVISION	Approved at 11/30/2023 CSB Meeting.
TBD	ITD	Oracle Database Administrator	TBD	NEW SPEC	Approved at 10/26/2023 CSB Meeting.
SCHEDULED (2)					
SC136	ITD	Electronics Supervisor	UH1	SPEC REVISION	Scheduled for 1/18/2024 CSB Meeting.
TBD	DVP	Violence Prevention Program Planner	TBD	NEW SPEC	Scheduled for 1/18/2024 CSB Meeting.
PENDING MEET & CONFER (35)					
SC102	OAS	Animal Control & Shelter Manager	UH1	SPEC REVISION	In progress with Local 21.
SC104	OPRYD	Aquatics Program Coordinator	TW1	SPEC REVISION	In progress with Local 21; refining certification section.
TR144	DOT	Chief of Party	UH1	SPEC REVISION	For Local 21 meeting in February.
TBD	DVP	Community Crisis Responder	TBD	NEW SPEC	For Local 1021 meeting in January.
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	In progress with Local 21.
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	In progress with Local 21.
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	For Local 1021 meeting in January.
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	Finalizing proposed revisions with Local 21.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	Finalizing proposed revisions with CMEA.
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	On hold.
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	On hold.
TBD	HSD	Early Childhood Education Aide	TBD	NEW SPEC	For Local 1021 meeting in February.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in January.
TBD	OFD	Hazardous Materials Inspector I	TBD	NEW SPEC	For Local 1021 meeting in February.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in February.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in January.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	On hold.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Finalizing proposed draft with Local 1021.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
EM200	FINANCE	Manager, Contracting & Purchasing	UM1	NEW SPEC	Finalized with Local 21; to City Council in February.
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	For Local 21 meeting in February.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	CAO	OAK311 Communications Center Specialist	TBD	NEW SPEC	Finalizing proposed draft with Local 1021.
TBD	CAO	OAK311 Communications Center Specialist, Senior	TBD	NEW SPEC	Finalizing proposed draft with Local 21.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	For Local 1021 meeting in January.
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	For Local 21 meeting in February.
AP283	PBD	Planning Investigator, Supervising	UH1	SPEC REVISION	For Local 21 meeting in February.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
SC206	OPW/DOT	Public Works Supervisor I	UH1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP308	EWD	Real Estate Agent	TF1	SPEC REVISION	For Local 21 meeting in February.
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	For Local 1021 meeting in February.
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	For Local 1021 meeting in February.
SC229	OPW	Tree Supervisor I	UH1	SPEC REVISION	In progress with Local 21.
		IN PROGRESS (92)			
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TR115	DOT	City Land Surveyor	UM2	SPEC REVISION	Preparing proposed spec revisions for department
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CPRA	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CITYWIDE	Data Analyst	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	LIBRARY	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	1W1	NEW SPEC	Evaluation project is underway
AP444	PEC	Ethics Analyst I	TW1	SPEC REVISION	Finalizing proposed revisions with department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP445	PEC	Ethics Analyst II	TW1	SPEC REVISION	Finalizing proposed revisions with department
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Reviewing proposed spec revisions from department.
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
SC262	OFD	Fire Inspector (Civilian)	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
PS143	OFD	Fire Protection Engineer	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Protection Engineer, Assistant	TBD	NEW SPEC	Drafting new class spec
SC257	OPD	Fleet Compliance Coordinator	UM2	SPEC REVISION	Department preparing proposed revisions
PP184	HSD	Head Start School Readiness Coordinator	TW1	SPEC REVISION	Department preparing proposed revisions
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
MA127	HRM	Human Resource Analyst, Principal	U31	SPEC REVISION	Preparing proposed spec revisions for department
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
TC115	FINANCE	Human Resource Operations Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TC114	FINANCE	Human Resource Operations Technician, Senior	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP207	FINANCE	Human Resource Systems Analyst	TA1	SPEC REVISION	Preparing proposed spec revisions for department
AP202	FINANCE	Human Resource Systems Analyst, Senior	TA1	SPEC REVISION	Preparing proposed spec revisions for department
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OPD	Investigative Technician (Civilian)	TBD	NEW SPEC	Drafting new class spec
AP213	CLERK	Legislative Recorder	TA1	SPEC REVISION	Preparing proposed title change and spec revisions.
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
TBD	CAO	Neighborhood Services Representative	TBD	NEW SPEC	Drafting new class spec
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	DOT	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	DOT	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	DOT	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	Drafting new class spec
TR168	DOT	Parking Meter Repair Worker (Technician)	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
TBD	FINANCE	Payroll Supervisor	TBD	NEW SPEC	Drafting new class spec
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
SS164	PBD	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS165	OPD	Police Evidence Technician	SC1	SPEC REVISION	Preparing proposed revisions for department
AP366	OPRYD	Pool Manager	SC1	SPEC REVISION	Creating full-time equivalent classification
TBD	CITYWIDE	Program Manager	TBD	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	Drafting new class spec
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	DOT	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS187	FINANCE	Storekeeper II (Mail Operations Clerk)	UH1	SPEC REVISION	Finalizing proposed revisions with department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
SS188	FINANCE	Storekeeper III (Mail Operations Clerk, Supervising)	UH1	SPEC REVISION	Finalizing proposed revisions with department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
TR185	DOT	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed revisions with department
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	Finalizing proposed revisions with department
TR190	OPW	Tree Worker	SC1	SPEC REVISION	Finalizing proposed revisions with department
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
		PENDING ASSIGNMENT (8)			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment

