



CIVIL SERVICE BOARD MEETING AGENDA

Date: May 21, 2020

OPEN SESSION 3:00 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Jessica Rutland, HR Technician/Staff to the Board
Vadim Sidelnikov, Deputy City Attorney

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Deputy City Attorney will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: https://us02web.zoom.us/webinar/register/WN_ZzPgsHoDTXuCkdhl0bvz0g at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799 **Webinar ID: 893 9792 6906**
If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

- | | |
|--|--------------------|
| 2) APPROVAL OF THE MAY 21, 2020 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Approval of Provisional Appointment | |
| <ul style="list-style-type: none">• Office Assistant II (2)• Program Analyst II (1)• Program Analyst III (1) | |
| b) Approval of Employee Requests for Leave of Absence | |
| <ul style="list-style-type: none">• Oakland Public Library Department (1)• Oakland Fire Department (2) | |

- c) Approval of Revised Classification Specifications
- Manager, Capital Improvement Program
 - Spatial Data Administrator
 - Investment and Operations Manager (formerly Investment Supervisor)
 - Planning Investigator

5) OLD BUSINESS:

- a) Approval of February 20, 2020 Civil Service Board Meeting Minutes ACTION
- b) Approval of December 19, 2019 Civil Service Board Meeting Minutes ACTION
- c) Determination of Schedule of Outstanding Board Items ACTION
- d) 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
- e) Update on Common Class Study INFORMATION

6) NEW BUSINESS:

- a) There are no new business items for this month.

7) OPEN FORUM

8) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18, 2020. All materials related to agenda items must be submitted by Thursday, June 4, 2020. 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
civilservice@oaklandca.gov



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: April 9, 2020

TO: The Honorable Civil Service Board

FROM: Alisha Hampton
Human Resource Analyst

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

THROUGH: Greg Preece
Human Resource Manager – Recruitment, Classification, and Benefits

SUBJECT: Request for Provisional Appointment in Classification of Office Assistant II to be ratified at Civil Service Board Meeting of May 21, 2020

Attached is a request from the Planning & Building Department to make two provisional appointments to two Office Assistant II vacancies. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Office Assistant II position performs a wide variety of general clerical and/or operational support duties; types forms, memoranda, correspondences, reports; performs data entry; assists callers and visitors by supplying information personally or directing information requests according to established procedures; sorts, logs and maintains records and other documents; performs basic payroll duties; and performs related duties as assigned.

The minimum qualifications for the Office Assistant II are: equivalent to the completion of the twelfth grade and one year of experience performing standard clerical duties including some public contact.

The selected candidates meet the minimum qualifications of the Office Assistant II position with High School Diplomas and each has more than one year performing standard clerical duties including some public contact. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy. The job announcement has no anticipated open date.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for these Office Assistant II positions in the Planning & Building Department beginning on April 6, 2020 and ending on or before August 6, 2020.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 21, 2020

AREA REQUESTED

POSITION: Office Assistant II
DEPARTMENT: Planning & Building
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: June 13, 2018
DATE PERSONNEL REQUISITION RECEIVED: April 6, 2020
CURRENT STATUS OF EXAMINATION: N/A

JUSTIFICATION

Reason Needed:

In April of 2019, three Exempt Limited Duration Employees (ELDEs) working in the capacity of Office Assistant II were hired within the Inspection Administration Unit when the OAI recruitment was paused due to a class specification revision request. The trajectory was that a list would be established by the time that the ELDE assignments were over. In October 2019, the Human Resources Department (HR) informed PBD that the OAI recruitment was put on hold until further notice due to the class spec revisions, and advised us to fill the vacancies with temporary staff (temp agency, ELDEs, Temporary Contract Services Employees, etc.). Our three ELDEs have an end date of April 7, 2020. PBD is requesting to fill two of our OAI positions provisionally rather than wait for the recruitment to be complete due to the operational need and absence of a timeline from HR for the recruitment to be conducted.

PBD has a specific need within the Inspection Services Administration Unit for assistance with scheduling and confirming building permit inspections, processing permit extensions, documenting building permit voicemails, and responding to questions surrounding pre-paid inspections. PBD is requesting to hire the current ELDEs provisionally. Prior to their ELDE assignment, the candidates had been working within the unit in a temporary capacity. Their experience would make it easier to keep up with the number of permit calls until the vacancies are permanently filled.

Other Alternatives Explored and Eliminated:

As outlined above, temporary agency services, part-time and ELDE appointment alternatives were utilized.

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

PBD is requesting to hire the current ELDEs provisionally. Prior to their ELDE assignment, the candidates had been working within the unit in a temporary capacity. Their experience would make it easier to keep up with the number of permit calls until the vacancies are permanently filled. During the shelter-in-place order, building inspections are being performed based on priority and capacity. Highest priority is given to imminent hazard and power/utility related inspections. Next priority is to housing and shelter-in-place support related inspection and then all other inspections. Currently there is only one permanent Office

Assistant II. Filling these two positions is critical for these essential operations to continue. The impact if the request is not approved is detrimental service impacts to the public in providing necessary and critical inspections since there will not be enough staff to manage the scheduling of the inspections.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: -
- Current Employment Status _____



CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2020

TO: The Honorable Civil Service Board

FROM: Mary Ann Gonzales
Human Resource Analyst

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

THROUGH: Greg Preece, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of **Program Analyst II – Selective Certification in Community Outreach** to be ratified at Civil Service Board Meeting of May 21, 2020

Attached is a request from the Public Works Department to make a provisional appointment to a Program Analyst II – Selective Certification in Community Outreach vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst II – Selective Certification in Community Outreach is primarily responsible for promoting and supporting the development and implementation of Public Works Department communication plans. Responsibilities include conducting outreach to residents using various forms of media, community meeting, and digital tools; making public presentation related to Public Works programs; and preparing written communication for public distribution.

The minimum qualifications for Program Analyst II – Selective Certification in Community Outreach are: 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 public outreach, education and communications on issues related to public policy and/or public programs.

The selected candidate meets the minimum qualifications of a Program Analyst II – Selective Certification in Community Outreach with a Bachelor's Degree and five years of experience performing public engagement and outreach.

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 in May, 2020.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst II – Selective Certification in Community Outreach vacancy in the Public Works Department beginning on May 4, 2020 and ending on or before August 31, 2020.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 21, 2020

AREA REQUESTED

POSITION: Program Analyst II

DEPARTMENT: Public Works Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 6/20/17

DATE PERSONNEL REQUISITION RECEIVED: April 3, 2020

CURRENT STATUS OF EXAMINATION: The job announcement is schedule to post in May, 2020

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was approved on April 22, 2020. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Program Analyst II is vital to the operation of the Oakland Public Works Department to increase the department's communication efforts internally and externally to promote Oakland Public Works programs and services to create communication plans on how best to outreach residents using various forms of media, community meetings, and digital tool.

Other Alternatives Explored and Eliminated:

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

The impact of not having this vacancy filled will hindered the development and implementation of Oakland Public Works communication plan internally and externally to promote the department's programs and services.

Attachments:

Revised Class Specification, if applicable

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*



CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2020

TO: The Honorable Civil Service Board **FROM:** **Mary Ann Gonzales**
Human Resource Analyst

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

THROUGH: Greg Preece, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of **Program Analyst III – Selective Certification in Watershed** to be ratified at Civil Service Board Meeting of May 21, 2020.

Attached is a request from the Public Works Department to make a provisional appointment to a Program Analyst III – Selective Certification in Watershed vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst III – Selective Certification in Watershed is primarily responsible for program planning, research, analysis and development; negotiates and administers contracts; 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; supervises assigned staff; and performs related duties as assigned.

The minimum qualifications for Program Analyst III – Selective Certification in Watershed are: Bachelor's degree in environmental studies, geography, geology, hydrology, landscape architecture or a related field from an accredited college or university. A Master's degree and/or Stormwater Management Certificate is desirable. Four years of relevant experience in stormwater or watershed management, regulatory compliance or water related projects, including one year of lead direction or supervisory experience.

The selected candidate meets the minimum qualifications of a Program Analyst III – Selective Certification in Watershed with a Bachelor's Degree in Environmental Studies and five years of experience performing stormwater or watershed related duties, including one year of lead direction or supervisory experience.

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 May 8, 2020.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst III – Selective Certification in Watershed vacancy in the Public Works Department beginning on May 18, 2020 and ending on or before September 14, 2020.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 21, 2020
AREA REQUESTED

POSITION: Program Analyst III, Selective Certification in Watershed
DEPARTMENT: Public Works Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 6/20/17
DATE PERSONNEL REQUISITION RECEIVED: May 3, 2020
CURRENT STATUS OF EXAMINATION: The posting of the job announcement closed on May, 8 2020

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was approved on May 8, 2020. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Program Analyst III is vital to the operation of the Oakland Public Works Department to meet the State and Federal Clean Water Regulatory mandates and provide the necessary technical assistance on City's storm drainage infrastructure and watershed systems, and implement storm drainage and stormwater quality projects.

Other Alternatives Explored and Eliminated:

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

The impact of not having this vacancy filled will hindered the development and implementation of Oakland Public Works watershed and stormwater projects and not meet the state and Federal Clean Water Regulatory mandates. Failure to meet regulatory mandates can result in fines, enforcement procedures, and third party lawsuits.

Attachments:

Revised Class Specification, if applicable

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*



MEMORANDUM

DATE: May 21, 2020

TO: The Honorable Civil Service Board

FROM: Greg Preece, HRM Manager / Staff to the Board

THROUGH: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Hajny, Megan	Engineer of Fire	Fire Department	March 18, 2020 – March 17, 2021	CSR 8.07 (c)
Moran, Patricia	Librarian I	Library Department	March 16, 2020 – March 23, 2020	CSR 8.07 (c)
Sottile, Jennifer	Fire Fighter Paramedic	Fire Department	May 20, 2020 – September 20, 2020	CSR 8.07 (c)
Dial, Lazandra	Program Analyst III	Economic & Workforce Development Department	May 16, 2020 – May 15, 2021	CSR 8.07 (c)

RECOMMENDATION:

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



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 Megan Hajny Employee's ID 21653 Today's Date 2/11/2020

Department/Division Fire Employee Job Title Engineer of Fire

Request: 365 Days Hours From 3/18/20 To 3/17/21

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] 2/17/2020
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 2/27/20
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.

RECEIVED DEPT OF HUMAN RESOURCES MANAGEMENT 20 MAR - 2 AM 11:16
RECEIVED CIVIL SERVICE BOARD 20 FEB 24 AM 9:19



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 Patricia Moran Employee's ID 25630 Today's Date 3/4/20

Department/Division Library Employee Job Title Librarian I

Request: 6 Days Hours From 3/16 To 3/23
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Patricia Moran 3/4/20
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 3/6/2020
 Department Head Approval Date

 City Manager Approval Date

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



Unpaid Leave of Absence

Print Form

Leave Type:

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

Employee's Name Jennifer Sottile Employee's ID 21649 Today's Date 4/25/2020

Department/Division Fire Department Employee Job Title Firefighter Paramedic

Request: 4 months Days Hours From 05/20/2020 To 09/20/2020
No. of Days or Hours Select Days or Hours

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

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.

Jennifer Sottile 4/25/2020
Employee's Signature Date

Civil Service Board Approval Date

Melinda Drayton 4/29/2020
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 _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

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

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

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

* Additional Information

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

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

L. Dial
Employee's Signature _____ Date _____

Civil Service Board Approval _____ Date _____

[Signature]
Department Head Approval _____ Date 5/8/20

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.



CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2020

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Manager, Capital Improvement Program

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revisions to the **Manager, Capital Improvement Program (CIP)** classification specification. The classification specification was established in February 2011 and revised in August 2018.

Only minimal edits were proposed because the revisions in 2018 were quite comprehensive. They are as follows:

- In the Distinguishing Characteristics section, the reporting structure is being further refined.
- In the Examples of Duties section, one task statement is being amended and another statement involving long-range planning is being added back.
- In the Education section, the broad “business development” major is being added as a qualifying field of study.
- In the License and Certification section, an additional licensing body is being added as acceptable since the license can be issued by the State of California or National Council of Architecture Registration Board.

The position is not currently allocated in OPW’s budget. Once the revisions and salary adjustment are processed, OPW will add a new position. The revised classification specification will be used to initiate an exempt recruitment and selection process later this year.

It is also necessary to modify the salary range of the classification. The department intends to have Project Manager II positions newly report to the Manager, Capital Improvement Program as part of its efforts to re-envision capital improvement projects into a more comprehensive and integrated CIP program. However, the Project Manager II classification is also at the same pay grade and pay rate as Manager, Capital Improvement Program. That posed a problem in the City’s pay structure and required a proposal to adjust the salary rate for the Manager, Capital Improvement Program to reduce the possibility of compaction in the reporting structure. Therefore, the City proposed adjusting the Manager, Capital Improvement Program salary range to match the similarly situated Principal Civil Engineer classification. OPW has already received budget approval to advance this proposal, which requires City Council approval of a salary ordinance amendment following union discussions.

CIVIL SERVICE BOARD

Subject: Manager, Capital Improvement Program Classification Specification

Date: May 21, 2020

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The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions and salary change proposal in December 2019. City staff and union representatives discussed the potential impacts at meetings in December 2019 and February 2020. In an email dated March 3, 2020, the union confirmed that there are no objections to the proposed revisions and salary adjustment.

The salary ordinance amendment to adjust the salary rate in the City's Salary Schedule will be scheduled for the Finance and Management Committee in April or May. Two readings by City Council will follow.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Manager, Capital Improvement Program** classification specification.

Attachments: Revised draft Manager, Capital Improvement Program classification specification.



DRAFT

MANAGER, CAPITAL IMPROVEMENT PROGRAM

Class Code: MA107 FTE

Exempt

DEFINITION

Under general direction in the Oakland Department of Transportation or Oakland Public Works Department, uses operational decision making in the direction and coordination of work in the assigned Division; plans, organizes, manages, and directs the review and implementation of the City's major capital improvement projects and programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a division head classification with responsibility for the overall administration of an assigned division. 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 distinguished from the department Director, which is responsible for overseeing an entire department.

The incumbent receives administrative direction from the Director or Assistant Director ~~other management staff~~ and exercises direction over professional, technical, and clerical staff in the division.

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

Plan, organize, manage, participate in, and direct the work of the division's portfolio of programs in close coordination with other departments and agencies, including capital improvements program, and project planning.

Prepare long-range plans in coordination with City departments, other divisions in the Oakland Department of Transportation and Oakland Public Works Department, and other public agencies.

Develop policies and procedures for establishing costs, schedule controls, and coordinating activities.

Negotiate and administer contracts with project participants and service providers.

Resolve conflicts in a timely manner satisfying the client's needs and the designer's concepts in keeping with the budgetary constraints and established schedule.

Prepare or review staff reports and resolutions for the City Administrator, City Council or commissions.

Work closely with the Council, public and private groups, professional groups, and citizens to explain or coordinate plans for proposed projects and to solicit their support.

Direct the preparation and administration of division, program, and project budgets.

Manage, assign, supervise, and evaluate assigned staff; provide training and staff development.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Engineering, architecture, landscape architecture or planning principles and practices.
- Principles and practices of program and project management.
- Principles and practices of management and supervision.
- English punctuation, syntax, language mechanics, and spelling.
- Negotiation and conflict resolution techniques.
- Principles of budget development and monitoring including program and project budget development and schedule controls.
- Computer systems and applications.
- Principles and techniques for clear presentation of ideas and concepts in both oral and written formats.

Ability to:

- Select, train, and evaluate assigned staff.
- Negotiate and manage contracts.
- Coordinate functions and activities between the department and outside agencies.
- Prepare and administer a division budget.
- Prepare and present complex and comprehensive reports in both oral and written formats.
- Communicate effectively orally and in writing.
- Utilize computer systems and software applications.
- Establish professional working relationships with staff, elected, and appointed officials, representatives of other organizations, and the general public.

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 engineering, architecture, landscape architecture, planning, design management, business administration and management, [business development](#) or a related field. A Master's degree is desirable.

Experience:

Three (3) years of progressively responsible experience in engineering, project and program management, architecture, landscape architecture, planning or other qualifying field

including two years (2) in a supervisory capacity.

LICENSE OR CERTIFICATE

Possession of one of the following is desirable: (1) a Certificate of Registration as a professional Civil Engineer in the State of California, (2) Certification as a Professional Planner with the American Institute of Certified Planners, (3) an Architecture license in the State of California or with the National Council of Architectural Registration Board or (4) a Landscape Architect’s License in the State of California.

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.

<u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u>				
Established:	2/10/2011	CSB Resolution #:	44360	Salary Ordinance #:
Exempted:	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	83024C .MS	9.02(f) 10/19/2010
Revision Date:	7/19/2018	CSB Resolution #:	44904	
Re-titled Date:	n/a	CSB Resolution #:		Salary Ordinance #:
(Previous title(s): n/a)				



CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2020

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Spatial Data Administrator

Based upon a classification review at the request of the Information Technology Department (ITD), staff has proposed revisions to the **Spatial Data Administrator** classification specification. The classification specification was established in July 1993 and has not been revised since that time.

The classification specification is being overhauled to update and modernize the description since technology has improved greatly in the last few decades. Most of the sections are being revised significantly, however, the minimum qualifications remain acceptable. Other changes are necessary for compliance with the classification specification template.

There is one vacant position. The approved classification specification will be used to initiate a recruitment and selection processes in the near future. Filling this position is a priority for the City Administration.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City and union representatives discussed the potential impacts of the proposed revisions at monthly meetings in January and February. The concerns of union members were communicated via email in early March, and the City agreed to accept their proposed additions using slightly modified language. In an email dated March 11, 2020, the union confirmed that the union members are agreeable to the revisions and there are no lingering objections to the proposed changes.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Spatial Data Administrator** classification specification.

Attachments: Revised draft Spatial Data Administrator classification specification.



DRAFT

SPATIAL DATA ADMINISTRATOR

Class Code: AP325 FTE

Civil Service Classified

DEFINITION

Under general direction in the Information Technology Department, administers the Geographic Information Systems (GIS) of the City, delivers GIS databases and map products in support of City programs and departments; maintains GIS hardware and software and performs planning analyses; ~~To~~ identifies and coordinates all procedures, standards, and methods for sharing enterprise spatial data resources (GIS data) by all departments in the City of Oakland; ~~to~~ organizes all spatial information resources into a consistent system that supports the City's needs; ~~and to~~ facilitates the development and implementation of a strategic plan to deploy spatial data architectures, and spatial design and development methodologies in support of the deployment of spatial information systems; ~~may train, supervise, and evaluate assigned staff; and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

This is a first-level supervisory classification. Incumbents determine ~~graphic~~ GIS needs of City departments and supervise professionals, who design and maintain ~~graphic~~ GIS databases, ~~and~~ data elements, ~~and~~ services. This classification ~~differs~~ is distinguished from the higher-level Information Systems Manager II in that the latter manages a division of a department. It is further distinguished from the lower-level Spatial Data Analyst III in that the latter produces and maintains data elements for City departments.

~~SUPERVISION RECEIVED AND EXERCISED~~ The incumbent R receives direction from an Information Systems Manager II - and may E exercises general supervision over Spatial Data Analysts I, II, & III and Spatial Database Analysts I, II, & III.

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

Consult with City departments to determine their spatial information (GIS) needs; identify and determine spatial data structures and application functions; define spatial data symbol and data architecture standards and procedures; evaluate and select spatial data modeling tools; prepare and document conceptual and logical spatial data models.

~~Supervise the production of spatial database designs from spatial data models for all spatial information systems.~~

~~Participate in the strategic planning process for Corporate Information Services.~~

Prepare detailed project schedules for activities in the ~~Spatial Data Administration section~~ GIS division.

Assist in maintaining enterprise data security.

Respond to inquiries from spatial data users in City departments.

Manage and support the City's multiple GIS platforms and spatial databases in high performance conditions and high availability including monitoring and enhancing database performance; plan

and perform database and GIS software upgrades and system migration; may require the use of programming language to directly query databases for database maintenance and administrative tasks.

Manage the City's geodatabase; coordinate and participate in the development and maintenance of GIS databases; post changes; verify and reconcile various geodatabase versions; compress, analyze, and rebuild the indexes, etc.; recommend procedures to enable access privileges; and oversee activity and process for updating city-wide spatial data.

Maintain GIS systems and data including all hardware, software, and software licenses; ensure all workstations, servers are working efficiently; and ensure data is easily accessible and is properly organized.

Perform GIS analysis for all departments; create maps, spatial databases, web-driven applications, spreadsheets, and statistics; provide maps and graphics to be included in various meeting agendas throughout the agency.

Provide GIS assistance and data to external agencies working with City departments.

Create and maintain ArcGIS REST services and Online applications.

Ensure that key datasets are up to date such as city-wide aerials, parcels, and jurisdiction/political boundaries.

Work with local jurisdictions in completing comprehensive, city-wide dataset such as General Plan, Existing Land Use, and active transportation.

Represent the City in technical meetings and coordinate plans with municipal and regional data managers to acquire, exchange, share, and integrate digital data.

Identify GIS issues and strategies; provide recommendations to City staff, and external agencies, elected officials and the public.

Assist in the development of goals, objectives, budgets, policies and procedures; investigate, interpret, analyze, and prepare recommendations in relation to proposals for new GIS programs, grants and/or services.

Attend, participate, and represent ITD at interdepartmental, interagency and professional meetings; stay abreast of new developments within assigned area of responsibility; maintain awareness of federal, state and local regulations.

May sSelect, supervise, and evaluate subordinate staff.

Prepare and administer a unit budget.

Provide training on priorities, policies, procedures, technology, and methodology to assigned staff.

Perform related duties as assigned.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Theory, principles and practices of GIS including data compilation, database management, and spatial models.

- Principles and procedures used to design, develop, and maintain relational databases.
- Project management planning principles, tools, and techniques.
- Latest Environmental Systems Research Institute (ESRI) programs including ArcMap, ArcPro, ArcGIS Online, and ArcGIS Enterprise.
- Microsoft Office software (Word, PowerPoint, Access, and Excel).
- Scripting language(s) such as VB.net, C#, Javascript, and/or Python; application development using API editor such as Visual Studio.
- Database creation and maintenance.
- Quality assurance procedures and documentation standards for database systems.
- Administration and maintenance principles of network operating domains and specialized software applications.
- Management and organization of department policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles and practices of supervision and training.
- ~~Relational, object-oriented, and spatial database structures.~~
- ~~System design life cycle methodology, preferably "Data Driven."~~
- ~~Information engineering and object-oriented design techniques.~~
- ~~Principles and practices of computer programming and general systems design.~~
- ~~Budget development process, administration, and management.~~
- ~~Computer Aided Systems Engineering in support of strategic information planning, spatial data architecture development, business system planning, and SDLC implementation.~~
- ~~Project management and leadership techniques.~~

Ability to:

- Use ESRI software suite and other specialized application programming languages, including web-based applications.
- Operate a personal computer using specialized GIS software.
- Analyze, identify, and implement solutions to technical problems.
- Develop, manipulate, and analyze GIS information in a variety of formats.
- Understand and work with data from multiple organizations.
- Compile, organize, and present technical information in reports and inter-agency meetings.
- Assess and prioritize multiple tasks, projects and demands.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~Analyze user's needs and develop data and process models that reflect those needs.~~
- ~~Manage the integration and migration of conceptual, logical and spatial data models into enterprise data models.~~
- ~~Coordinate projects between departments and OCIS.~~
- Prepare and monitor a unit budget.

- ~~Write technical data processing reports.~~
- Supervise, train, and evaluate assigned staff.
- 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:

A Bachelor's degree from an accredited college or university in computer science, management information systems, geography, electrical engineering, or a related field. A Master's degree or higher in a related field is desirable.

Experience:

Five (5) years of experience in the successful analysis and design of medium-to-large scale data processing systems, including two years of supervisory experience. Three (3) years of project management experience for medium-to-large projects is desirable.

LICENSE OR CERTIFICATE

None required.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	07/22/1993	CSB Resolution #:	44287
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Salary Ordinance #:
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2020

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Investment and Operations
Manager (formerly Investment Officer)

Based upon classification reviews originally requested by incumbents in the classification in the Finance Department, Human Resources Management (HRM) has proposed revisions to the **Investment and Operations Manager**. The (Investment Officer) classification was last revised and re-titled in August 2013.

The classification study outcomes suggest that revisions are necessary to the current job description coupled with a slight salary modification. The Finance Department concurs that certain changes to this classification are critical to their successful operations. Over time, the positions in Treasury and Retirement have taken on additional functionality with significantly increased consequence of error in making investments for the City, running a closed retirement system, participating in audits, and overseeing expanded accounting and payroll duties. HRM has determined that the authority and responsibility of this classifications are more commensurate with other manager classifications across the City in the UM2 representation unit.

Regarding the classification specification, a variety of revisions have been proposed:

- Overhaul the Definition and Examples of Duties sections to better reflect current duties.
- In the Distinguishing Characteristics section, identify the position as a manager instead of a supervisor.
- Increase the required years of experience from four to five, specify the exact type of qualifying experience, and eliminate the option for previous lead experience; past experience must now include a true supervisory relationship.
- Make minor changes in alignment with the classification specification template.

Further, the City is proposing a title change from Investment Officer to Investment and Operations Manager. The reference to operations is more reflective of the full breadth of the positions. Duties have expanded greatly in the last few years, and now accounting and payroll duties represent a significant portion of the required work. Additionally, classifying the position as a manager is more appropriate than supervisor given the scope of authority and responsibility that are assigned to these positions.

CIVIL SERVICE BOARD

Subject: Investment and Operations Manager (formerly Investment Officer) Classification
Specification Date: May 21, 2020

Page 2

The classification is in representation unit UM2 at Pay Grade 017. Based on the increased level of responsibility and similarity to other principal level, technical expert, and management classifications in the Finance Department, the City proposes adjusting the salary range to Pay Grade 019 still in UM2. The department has already received budget approval to advance this proposal, which requires City Council approval of a salary ordinance amendment following mandatory bargaining obligations.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions, title change, and salary adjustment on April 6, 2020. City staff and union representatives discussed the potential impacts at a meeting on April 9, 2020. In an email dated April 10, 2020, the union confirmed that there are no objections to the proposed revisions, title change, and salary adjustment.

The salary ordinance amendment to change the title and adjust the salary rate in the City's Salary Schedule will be scheduled for upcoming City Council meetings. Two readings of the ordinance are required.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions and title change to the **Investment and Operations Manager** (formerly Investment Officer) classification specification.

Attachments: Revised draft Investment and Operations Manager classification specification.



INVESTMENT AND OPERATIONS OFFICER/MANAGER

Class Code: AF042 FTE

Civil Service Classified

DEFINITION

Under direction in the ~~Administrative Services~~ Finance Department, ~~Treasury Division~~, invest monies for the ~~designs, implements, and manages~~ City portfolio of Oakland, the Oakland Successor Agency, and the City's legacy or retirement systems: Police fund investments; assists with managing unit operations, including investments, cash flow analysis, banking, debt service, capital budgeting, and Fire Retirement System (PFRS) general financial management; provides assistance to the Treasury Administrator in cash management administration to ensure financial liquidity for City operations; and the Oakland Municipal Employees Retirement System (OMERS); administer the purchase and sale of securities; communicate with bondholders; ~~prepare~~ prepares monthly and annual reports; ~~and trains, and supervises, and evaluates~~ assigned staff; ~~and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

~~Investment Officer~~ This is a supervisory management classification that is responsible for determining appropriate City investments overseeing the City's investment operations and related functions. This position performs duties of a highly complex and technical nature and is responsible for the achievement of goals, standards, and objectives for treasury and retirement financial programs. This classification differs from the Retirement Systems Accountant ~~and~~ Treasury Analyst III in that it has responsibility for managing a particular investment portfolio and supervises subordinate staff. It is further differentiated from the ~~City Treasurer~~ Assistant Treasury Administrator who ~~has responsibility for~~ assists the Treasury Administrator in managing an organizational division and the City's total portfolio of investments the Treasury Bureau's activities.

The incumbent ~~r~~Receives direction from the Treasury Administrator, City Treasurer Assistant Treasury Administrator or other ~~Finance~~ management staff and exercises general supervision over professional, ~~and clerical~~ accounting, and administrative staff.

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

~~Plan, organize, Manage and implement an invest funds in compliance with the Treasury Administrator's investment program for portfolios of the City of Oakland, the Oakland Successor Agency, policy guidelines and the City's legacy retirement systems: Police~~ California law.

~~Perform daily needs assessments, conduct cash flow analyses, develop cash and Fire Retirement System (PFRS) revenue projections, analyze investment opportunities, and the Oakland Municipal Employees Retirement System (OMERS)-make recommendations on investing surplus funds.~~

~~Administer~~ Oversee the preparation of highly complex financial statements, cash flow analysis, variance reporting, and Governmental Accounting Standards Board (GASB) reporting for the annual audits; ensure accuracy and compliance with all accounting and financial requirements in

accordance with generally accepted accounting principles, governmental accounting standards, and compliance with California Government Investment Code 53601.

Negotiate and administer the purchase and sale of securities with financial dealers and brokers; ~~make arrangement~~ monitor and maintain relationships with banks to service the City's investments; keep track of wire transfers; direct the transfer of funds and securities to implement investment decisions; prepare reports on investment activity.

Direct and lead the Treasury Bureau and Finance Department on the City's Annual Financial Reporting and Bi-Annual Budget; review departmental budget submittals and make recommendations to management; assist in revenue projections and analysis and work on the quarterly Revenue and Expenditure reporting with the Controller and Budget Bureau.

Develop, communicate, and implement bureau work plans and strategies, goals, objectives, and priorities, including formulating, interpreting, analyzing, and explaining financial/program policies and activities to ensure understanding and to measure performance and compliance.

Recommend the identification, development, and implementation of financial software applications to ensure compliance with internal controls, financial goals, policies, and objectives.

Assist in annual operating, capital and debt service budget preparation, coordinate the preparation of financial statements and reports, and review and finalize account analysis performed by staff.

Produce reports for Retirement Systems Boards, City departments and Council regarding cash position, investment procedures, policies, and regulations; ~~Assist~~ in preparing and presenting all investment-related items to the Retirement Systems Boards.

Review ~~Investment Manager's~~ Investment portfolios and invested securities to ensure that they are in compliance with the governing Board-~~approved~~ Investment Policy, City Charter and City policies, statutory rating requirement, type of security, term of issue, and asset allocation needs of the portfolio.

Administer bond issues, including payments to bondholders or trustees and providing responses to their questions.

Prepare cash-flow projection and analysis to determine investable cash and/or operating cash needs and quarter and annual market evaluation of the investment portfolio to meet compliance; ensures City's bank account has sufficient cash balance to meet cash disbursements.

Schedule monthly draw downs and conduct all inter-fund transfers and oversee payment of retiree pension and benefits.

Calculate interest income; compare to common market indicators; make allocations to proper accounts.

Prepare monthly revenue and cash management reports; prepare an annual cash flow report and a cash report for the Comprehensive Annual Financial Report.

Contact City departments regarding cash position, investment procedures, policies, and regulations.

~~Participate in meetings, conferences, and seminars.~~

Review and update forms Represent the department at meetings with administrative officials, legislative bodies, employee organizations, and the public; explain policies, procedures, and

regulations on complex fiscal, budgetary or accounting matters.

Assign, monitor, and procedure manuals.

Train, supervise, and evaluate the work of subordinate assigned staff; -

Prepare, design, and coordinate the training for unit staff.

and mMaintain records and reports.

Assist in the preparation and administration of the unitsection's budget.

Perform related dutiesParticipate in the selection and hiring of staff, conduct performance evaluations, recommend merit step awards or disciplinary action as assigned appropriate.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws, regulations, and procedures governing municipal investment operations.
- Investment instruments and opportunities.
- Retirement benefits calculations and processes.
- Principles of investment management procedures and processes, finance, statistics and administrative analysis.
- Accounting principles and cash management.
- Financial markets and credit ratings of issuers.
- Computer systems and applications.
- Budget development and administration.
- Principles of supervision and training.

Ability to:

- Make prudent judgments regarding the investment of large sums of money.
- Interpret federal and state regulations pertaining to municipal investments.
- Establish cooperative relationships with financial institutions and bondholders.
- Communicate effectively in both oral and written form.
- Prepare and administer a unit budget.
- Maintain accurate records; prepare clear, concise reports.
- Supervise, train and evaluate assigned staff.
- Utilize computer systems and software applications including automated financial systems and online platforms.
- 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:

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

Experience:

~~Four~~ Five (5) years of ~~professional treasury or progressively responsible~~ investment management experience in a ~~financial institution-public agency, commercial bank, investment banking firm or brokerage firm with responsibility for the purchase and/or municipal government~~ sale of money market instruments, analysis of short-term investments, economic forecasting, and/or experience managing a multi-million dollar fixed-income investment portfolio, including one (1) year of ~~lead~~ or supervisory experience.

LICENSE OR CERTIFICATE

None required.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 6/8/1995 CSB Resolution #: 44337 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: 08/15/2013 CSB Resolution #: 44644
Re-titled Date: 08/15/2013 CSB Resolution #: 44644 Salary Ordinance #:

(Previous title(s): Investment Supervisor)



CITY OF OAKLAND

MEMORANDUM

DATE: May 21, 2019

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

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Planning Investigator

Based upon a classification review at the request of the Planning & Building Department (PBD), staff has proposed revision of the **Planning Investigator** classification. It was established in - February 1996 and has not been revised since that time. The classification was not used for several years, and a position was only recently added to the budget.

The City of Oakland is proposing the following changes to the classification specification:

- Make minor changes to the Definition and Examples of Duties sections to better reflect the assigned duties.
- Enhance the Distinguishing Characteristics section by adding information about peripheral positions and correcting the reporting structure.
- Add additional statements to the Knowledge and Abilities section to fully communicate the necessary skills required to perform this work.
- Refine the Experience requirement under Minimum Qualifications and add desirable experience language.
- Amend the License or Certificate section to ensure possession of a driver's license, include a new code enforcement certification, and list other desirable certifications.
- The Other Requirements section was added to communicate additional information regarding hours and working conditions.

There is one vacancy. The revised classification specification will be used to initiate a recruitment and selection process to fill this vacancy.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification. City and union representatives had an in-depth discussion on February 24, 2020. We were scheduled to meet on March 16th but that was the day before the shelter-in-place order was set to take effect so the meeting was canceled. The April 20th meeting was canceled as well but the parties agreed to try to finalize the classification specification via email. In an email dated May 11, 2020, the union conveyed that there were no lingering concerns related to the proposed revisions.

Local 1021 recently expressed interest in adjusting the hours of the classification from 37.5 to 40 hours per week. Since the Civil Service Board does not govern work hours, the City notified the

CIVIL SERVICE BOARD

Subject: Planning Investigator – Revised Classification Specification Approval

Date: May 21, 2020

Page 2

union that the hours issue would be discussed separately from the classification specification. HRM staff has been in touch with PBD about the possibility of changing the hours, and Employee Relations is poised to help address specific concerns about the work schedule. We hope to resolve this pending request in the near future.

Additionally, the “common class” status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

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

Attachment: Proposed revised Planning Investigator classification specification.



DRAFT

PLANNING INVESTIGATOR

Class Code: AP282 FTE

Civil Service Classified

DEFINITION

Under general direction in the Planning and Building Department, he performs technical field work and investigation in the enforcement of City Planning codes and regulations; he initiates surveys of compliance, performs field investigations and recommends corrective action; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification whose incumbents work with minimum supervision. This classification is distinguished from the higher level Specialty Combination Inspector in that incumbent of the latter has a more extensive knowledge on Building Code and construction methods. It is further distinguished from the Planner series in that Planners are responsible for complex entitlement review of design review, conditional use permits, variances and tentative maps.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives general supervision from a Supervising Planning Investigator/Principal Inspection Supervisor.

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

Conduct field surveys and investigations of land use, site and/or environment issues relative to compliance with conditions of permit approvals; operate a motor vehicle in the performance of assigned duties.

Interpret and monitor Departmental and City rules, policies, or procedures pertaining to zoning administration.

Appraise the effectiveness of established conditions of zoning and subdivision approval and, provide recommendations for improvement.

Respond to service requests or referral from public, agencies or City Departments.

Check for code violations through field inspections and enforce compliance with City building, zoning, housing, subdivision and related codes.

Issue ~~infraction citations for~~ notice(s) of violations of approved conditions.

Prepare records for monitoring deficiencies and status of compliance.

Testify and present evidence before boards, commissions, and courts.

Investigate and respond to complaints of unauthorized building construction work ~~or unpermitted activity.~~

Write responses to inquiries from public, agencies or City Departments.

Provide information about permits and applications; review applications for completeness and

research application or permit status.

~~Perform related duties as assigned.~~

QUALIFICATIONS

Knowledge of:

- Laws, rules, and regulations related to ~~urban~~ zoning enforcement.
- Investigative principles and practices.
- Public relations techniques and procedures.
- Basic land use, zoning and planning related codes and ordinances.
- ~~Urban p~~Problem analysis, identification and resolution.
- Construction drawings and methods.
- Real estate principles and practices.
- Court testifying procedures.
- Communication methods and techniques.
- Computer systems and software applications including mobile devices and cameras.

Ability to:

- Read and interpret provisions of City Ordinance pertaining to land use concepts, zoning principles and enforcement.
- Read and interpret construction drawings and site plans.
- Communicate effectively both orally and in writing.
- Use public contact and community engagement techniques to foster collaborative interactions.
- Handle stressful, sensitive, and confrontational situations with tact and diplomacy.
- Issue and explain notices of violation.
- Collect and analyze data.
- Make oral presentations and explain provisions of the code; perform outreach and provide information.
- Understand and follow both verbal and written instructions.
- Meet and deal effectively with the public, other governmental officials, and community organizations.
- Prepare accurate and concise written reports; prepare notice(s) of violation and stop work orders.
- Utilize computer systems and software applications including mobile devices and cameras.
- 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 demonstrate possession of the required knowledge and abilities. 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:

A Bachelor's degree from an accredited college or university in ~~City~~ planning, zoning, architecture or closely related field.

Experience:

Two (2) years of planning, code enforcement, and/or inspection ~~investigative~~ related work experience including public contact. Previous experience performing investigations is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License to be maintained throughout duration of employment. ~~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.~~

Certification by California Association of Code Enforcement Officers (CASEO) must be obtained within 12 months of appointment to this position, unless the appointee is otherwise exempted based on California Building Standards Code 18949.28. The Planning Investigator is required to maintain possession of a valid inspector certification throughout tenure of employment with the City of Oakland and renew on or before expiration. Failure to maintain this certificate may result in dismissal from employment.

Certification as a building inspector from the International Code Council (ICC) is desirable.

Certification from the American Institute of Certified Planners (AICP) is desirable.

OTHER REQUIREMENTS

May be required to conduct field visits on nights and weekends and outside of standard work hours.

Must be willing to work outdoors and in a variety of weather conditions.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	02/22/1996	CSB Resolution #:	44352
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):)	Salary Ordinance #:	



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: February 20, 2020

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived at 5:40 p.m.); Lauren Baranco (arrived at 5:42 p.m.); Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams (absent)

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Jessica Rutland, HR Technician/Staff to the Board
Vadim Sidelnikov, Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) APPROVAL OF THE FEBRUARY 20, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

44969 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin to approve the February 20, 2020 Civil Service Board Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Johnson, Williams

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment

- Finance Department (1)
 - Human Services Department (1)
- b) Approval of Employee Requests for Leave of Absence
- Library Department (1)
 - Police Department (1)
- c) Approval of Revised Classification Specifications
- Head Start – Early Head Start Assistant Instructor, PT

44970 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the Consent Calendar: Provisional Appointments, Employee Requests for Leave of Absence, and Approval of Revised Classification Specifications. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Martinez, Hudson-Harmon, Levin

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Williams

5) OLD BUSINESS:

- a) Approval of January 16, 2020 Civil Service Board Meeting Minutes ACTION

44971 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chair Johnson to approve the January 16, 2020 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 5 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin

Board Member Noes: None
Board Member Abstentions: Baranco
Board Members Absent: Williams

- b) Approval of December 19, 2019 Civil Service Board Meeting Minutes ACTION

Due to lack of quorum of members present at the December 2019 meeting, approval of the December 19, 2019 Civil Service Board Meeting Minutes will carry over to the March 2020 meeting.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Williams

- c) Approval of the July 18, 2019 Civil Service Board Meeting Minutes ACTION

44972 A motion was made by Vice Chair Johnson and seconded by Member Levin to approve the July 18, 2019 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None
 Board Member Abstentions: Baranco, Hudson-Harmon
 Board Members Absent: Williams

- d) Determination of Schedule of Outstanding Board Items INFORMATION

Report received and filed.

- e) 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

Report received and filed.

- f) Update on Common Class Study - Draft Koff & Associates Report Regarding Information Technology Occupational Grouping INFORMATION

There was no a presenter on this topic; the report will be presented at the March 2020 meeting.

6) NEW BUSINESS:

- a) 6.06 – Appeal of Probationary Release PORT-2020-001 (J. Wilson) ACTION

The appellant requested the Board delay the appeal until the next meeting to allow for more time to prepare as a result of receiving the Port's response to the appeal on February 14, 2020. Chairperson Gourdine asked if the appellant received the documents by the time required, to which the appellant confirmed he did; however, wanted more time to prepare. Chairperson Gourdine advised the

requirements for the appeal were met and a delay would not be timely, but would consider a motion if made.

44973 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to deny the appellant’s request to delay the hearing. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Martinez, Hudson-Harmon, Levin

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Williams

44974 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to deny the appeal and uphold the decision of the Port Human Resources Department. The motion passed unanimously.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Martinez, Hudson-Harmon, Levin

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Williams

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:

1) Personnel Matter for Public Employee: 6.06 – Appeal of Probationary Release: OPL-2019-001 (T. Dowell)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

With regard to the Personnel Matter for Public Employee: 6.06 - Appeal of Probationary Release: OPL-2019-001 (T. Dowell), Deputy City Vadim Sidelnikov reported that the Civil Service Board, by unanimous vote, voted to sustain the Appeal (OPL-2019-001) and reverse the decision to terminate employment. The Board's decision is to reinstate the employee to the position of Library Aide, PPT effective February 21, 2020. The Board also determined that an interruption of three (3) months occurred in the probationary period. As part of the reinstatement, the employee is to serve an additional three (3) month probationary period commencing February 21, 2020 and must receive two evaluations within the 90-days.

3) ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, March 19, 2020. All materials related to agenda items must be submitted by Thursday, March 5, 2020. 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
civilservice@oaklandca.gov



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.

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CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: December 19, 2019

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (absent); Lauren Baranco; Yvonne Hudson-Harmon (absent); Brooke Levin (absent); Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Vadim Sidelnikov, Deputy City Attorney

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) APPROVAL OF THE DECEMBER 19, 2019 CIVIL SERVICE BOARD MEETING AGENDA ACTION

44958 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the December 19, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

Director Appleyard presented to the Board the most recent staffing report presented to City Council in November, 2019.

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointment
 - Oakland Fire Department (1)
- b) Approval of Employee Requests for Leave of Absence
 - Oakland Public Library
- c) Approval of Revised Classification Specification
 - Planner III, Historic Preservation

44959 A motion was made by Board Member Williams and seconded by Board Member Martinez to approve the Consent Calendar: Provisional Appointments, Employee Requests for Leave of Absence, and Approval of Revised Classification Specifications. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

5) OLD BUSINESS:

- a) Approval of November 14, 2019 Civil Service Board Meeting Minutes

ACTION

Due to lack of quorum of members present at the November 2019 meeting, approval of the November 14, 2019 Civil Service Board Meeting Minutes will carry over to the January 2020 meeting.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

- b) Approval of the July 18, 2019 Civil Service Board Meeting Minutes ACTION

Due to lack of quorum of members present at the July 2019 meeting, approval of the July 18, 2019 Civil Service Board Meeting Minutes will carry over to the January 2020 meeting.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

- c) Determination of Schedule of Outstanding Board Items ACTION

Denise Eaton-May, Esq. and Deputy City Attorney Caryl Casden spoke regarding Appeal OFD-2019-AP02. The parties have agreed to delay the appeal scheduled for this meeting and to request the Board allow the appeal to be heard by a mutually agreed upon Hearing Officer. The parties have secured dates for the Hearing Officer in February, 2020.

44960 A motion was made by Board Member Martinez and seconded by Board Member Williams to receive the Schedule of Outstanding Items, accept the request to postpone Appeal OFD-2019-AP02, and to assign Appeal OFD-2019-AP02 to a hearing officer. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

- d) 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

Report received and filed.

- e) Update on Common Class Study – Draft Koff & Associates Report INFORMATION
Regarding General, Administrative, Clerical, and Office Occupational
Grouping

There was one speaker on this item. Local 21 Chapter Vice President
Jennifer Foster.

Report received and filed.

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Fire Inspection ACTION
Supervisor

**44961 A motion was made by Board Member Williams and seconded by
Board Member Baranco to approve the new Classification
Specification for Fire Inspection Supervisor. The motion passed
unanimously.**

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

- b) Approval of New Classification Specification for Chief of Fire, ACTION
Assistant

**44962 A motion was made by Board Member Williams and seconded by
Board Member Martinez to approve the new Classification
Specification for Chief of Fire, Assistant. The motion passed
unanimously.**

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

- c) Approval of New Classification Specification for Capital ACTION
Improvement Coordinator, Assistant

44963 A motion was made by Board Member Martinez and seconded by Board Member Williams to approve the new Classification Specification for Capital Improvement Coordinator, Assistant. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

d) Approval of New Classification Specification for Ethics Analyst III

ACTION

44964 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the new Classification Specification for Ethics Analyst III. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Williams, Baranco, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Johnson, Levin, Hudson-Harmon

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 16, 2020. All materials related to agenda items must be submitted by Thursday, January 2, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – MAY 21, 2020**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Appellant has requested an outside hearing officer.
PORT-2020-AP02	Port Custodian	Port of Oakland	6.06 Appeal of Probationary Release	July 16, 2020	
CPRA-2020-AP01	Complaint Investigator II	CPRA	6.06 Appeal of Probationary Release	June 18, 2020	

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: May 21, 2020

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Human Resources Manager & Staff to the Board

THROUGH: Ian Appleyard, 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 February 20, 2020 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 seventy-one (71) employees were in the TCSE (15), TCSE/Annuitant (33), and ELDE (23) categories as of pay period ending May 1, 2020. Of those, eight (8) 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. Please note, due to the cancelation of the March and April meetings, there were no reports prepared for those months.

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.”

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: May 21, 2020

Page 2

STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the seventy-one (71) temporary assignments, we are reporting eight (8) in this period as out of compliance with Rule 5.06.

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 Manager Greg Preece at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending May 1, 2020
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
MAY 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (0)								
NEW THIS PERIOD (0)								
COMPLIANT (63)								
CITY ADMINISTRATOR	Furr	Christina	02491- Oakland Animal Services	12/28/19	TCSE	608	Temporary Assistance in AOS Shelter Operations	COMPLIANT
CITY ADMINISTRATOR	Gibson	Mercedes	02112 - Communications & Media	5/4/19	TCSE	8	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	4/23/18	TCSE/ Annuitant	535	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Nedith	Nicole	02112 - Communications & Media	3/21/20	ELDE		Support in Citywide Communications Unit	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/19	TCSE	495	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Umaphathy	Kiran	02112 - Communications & Media	6/26/19	TCSE	20	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Woodall-Johnson	Marissa	02491 - Oakland Animal Services	4/6/19	TCSE	255.5	Temporary relief veterinarian support at the Oakland animal shelter.	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/19	TCSE/ Annuitant	734	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY ATTORNEY	Hugo	Scott	04111 - City Attorney Administration	12/9/19	ELDE		Legal Support in City Attorney Admin Unit	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/19	TCSE/ Annuitant	892	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/16	TCSE/ Annuitant	88.5	Filling in for Council staff out on leave	COMPLIANT
DEPT. OF TRANSPORTATION	Aghamir	Shahram	35219 - Dept of Transportation	10/5/19	TCSE/ Annuitant	835.5	Temporary project to manage the Highway Bridge Program Projects, Railroad Safety Improvement Project, and Stairs and Paths Program.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/19	TCSE/ Annuitant	740.5	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	De La Torre	Juan	35224 - Great Streets Maintenance	2/22/20	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/18	TCSE/ Annuitant	677.75	Temporary assignment to support and train section leaders, assist with budget planning and	COMPLIANT
DEPT. OF TRANSPORTATION	Martinez	Victorino	35224 - Great Streets Maintenance	2/22/20	ELDE		Project Assistance in Street Maintenance Unit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Doug	35247 - Mobility Management	2/5/20	TCSE	375	Temporary Assistance in the Off-Street Parking Program	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/18	TCSE/ Annuitant	424	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Duhon-Kelley	Coco	85511- Cultural Arts & Marketing	7/13/19	TCSE	898	Temporary assistance to help establish more efficient systems in the grant contracting process.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/17	TCSE	109.25	Temporary project support in the Film Office.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/19	TCSE/ Annuitant	344.5	Assist with EWD Project Implementation	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/18	TCSE	891	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT

**CIVIL SERVICE BOARD
MAY 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

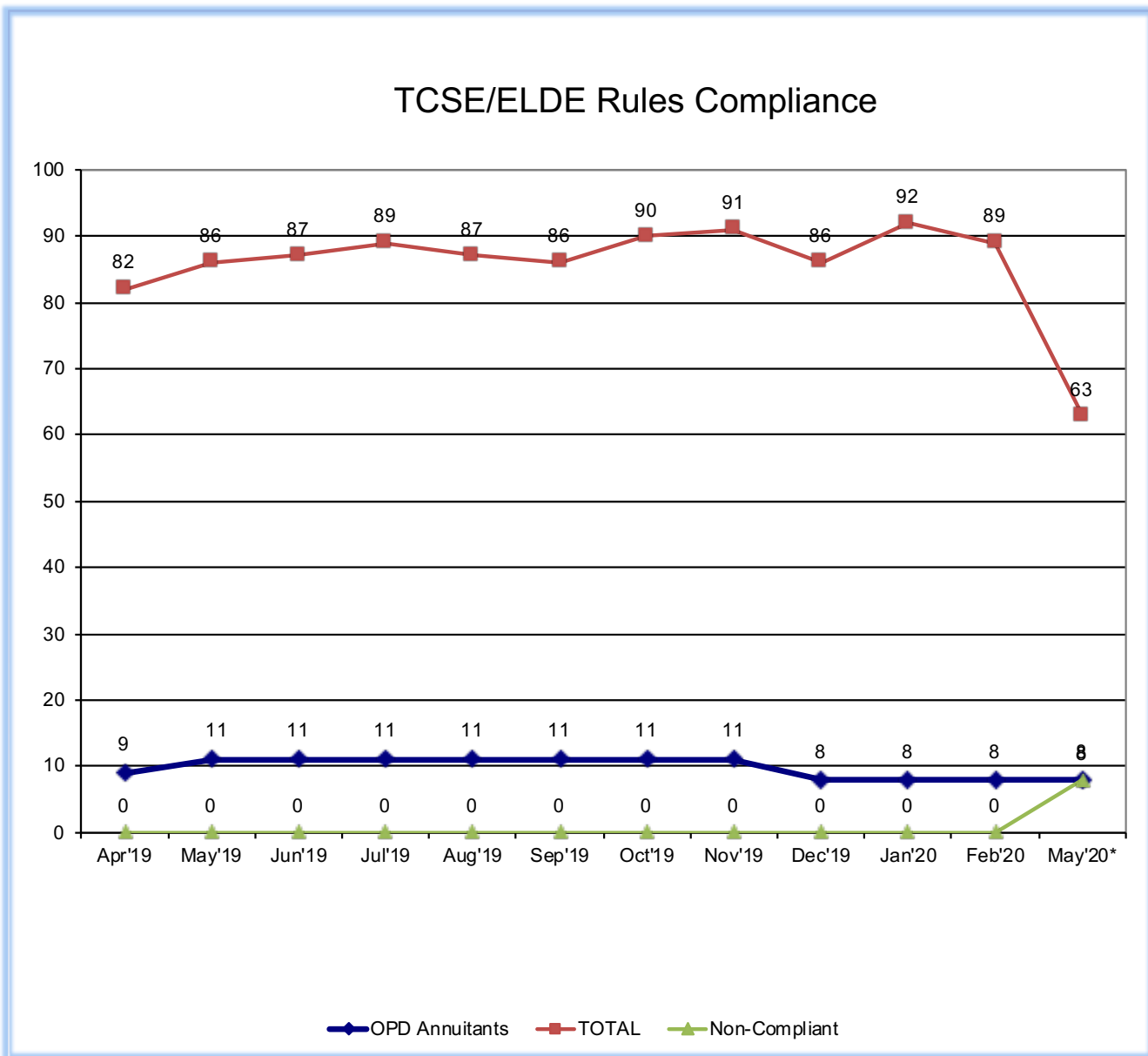
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Hatcher, Jr.	Lucius	08222 - General Ledger	12/14/19	TCSE/ Annuitant	274	Temporary assistance with special projects and essential functions in Finance Department.	COMPLIANT
FINANCE	Roberts Jackson	Tanisha	08741 - Treasury/Payroll Unit	2/3/20	ELDE		Assistance in Payroll Operations Unit	COMPLIANT
FINANCE	Stoker	Barbara	08421 -Revenue Audit Unit	2/8/20	ELDE		Temporary project to assist with new and on going back logged division work load	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/18	TCSE/ Annuitant	391.25	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	9/6/19	TCSE/ Annuitant	454	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FIRE	Feil	Jessica	20711 - Emergency Services Program Unit	2/8/20	ELDE		Critical Assistance in the City's Emergency Operations Unit	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/19	TCSE/ Annuitant	181	Temporary project to train current staff and possibly expand the limited use of the Sea Wolf fire vessel	COMPLIANT
FIRE	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/18	TCSE/ Annuitant	527.5	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
HOUSING & COMMUNITY DEV.	Durades	Arlecia	89929 - Housing Development	1/11/20	ELDE		Assistance with projects in the Housing Development Division.	COMPLIANT
HOUSING & COMMUNITY DEV.	Fa-Kaji	Marguerita	89969 - Residential Rent Arbitration	12/14/19	ELDE		Temporary Assistance as a Hearing Officer in the Rent Control Board	COMPLIANT
HOUSING & COMMUNITY DEV.	Kennedy	Vanessa	89929 - Housing Development	1/25/20	ELDE		Assistance with projects in the Housing Development Division.	COMPLIANT
HOUSING & COMMUNITY DEV.	Lothlen	Brittini	89969 - Housing & Community Development	9/10/19	ELDE		Temporary critical assistance to maintain operations in the Rent Adjustment Program	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	1/11/20	ELDE		Assistance in the Housing Resource Center	COMPLIANT
HUMAN RESOURCES MGMT.	Li	Wei	05211 - Employment and Classification	8/26/19	ELDE		Temporary project to integrate the Oracle benefits system.	COMPLIANT
HUMAN RESOURCES MGMT.	Look	Daryl	05211 - Human Resources Management	9/24/18	TCSE/ Annuitant	688	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/18	TCSE/ Annuitant	345	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Bouey	Martina	78235 - HS Central Office Administration	7/27/19	ELDE		Critical support to the Assistant Human Services Director during transitional period	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/16	TCSE	0	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 - HS Classroom & Seasonal	1/13/18	TCSE/ Annuitant	0	Temporary Assistance as Head Start Substitute Teacher	COMPLIANT
HUMAN SERVICES	Miller	Tamika	78411 - Community Housing Services	3/7/20	ELDE		Temporary project planning - Homelessness	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/20	TCSE/ Annuitant	252.5	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/17	TCSE/ Annuitant	292	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Trist	Sarah	78232 - Head Start - Central Office Program	12/7/19	ELDE		Temporary Assistance in Head Start Administration	COMPLIANT
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	7/8/19	ELDE		Temporary assignment to assist with critical reprographic projects	COMPLIANT

**CIVIL SERVICE BOARD
MAY 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/19	TCSE/ Annuitant	123	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/19	TCSE/ Annuitant	750	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	COMPLIANT
PLANNING & BUILDING	Chan	Mei	84111 - Admin: Planning & Building	2/8/20	ELDE		Project Planning Assistance in the PBD Admin Unit	COMPLIANT
PLANNING & BUILDING	Lehmer-Chang	Aaron	84111 - Admin: Planning & Building	6/1/19	ELDE		Temporary project to support the planning, coordinating, implementation and evaluation of external web publications.	COMPLIANT
PLANNING & BUILDING	Moriarty	William	84454 - Inspections: Neighborhood Preservation	12/28/19	TCSE/ Annuitant	103	Temporary assistance in the Inspection Division	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/19	TCSE/ Annuitant	472	Temporary assistance with back-log of inspections.	COMPLIANT
POLICE	Chambers	Paul	101110 - Office of Chief - Administration	11/30/19	ELDE		Temporary Project Assistance in Chief/Admin Division	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/18	TCSE/ Annuitant	357	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/17	TCSE/ Annuitant	125	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/13	TCSE/ Annuitant	159.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/14	TCSE/ Annuitant	812	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/13	TCSE/ Annuitant	802	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/18	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/13	TCSE/ Annuitant	598	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/13	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30542 - Equipment Services	9/10/19	TCSE	808	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/17	TCSE/ Annuitant	230	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
Non-Compliant (8)								
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/19	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	NON-COMPLIANT
PUBLIC WORKS	Chambers	Jason	30541 - Equipment Services	9/21/19	TCSE	1148	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/19	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	NON-COMPLIANT
PUBLIC WORKS	Lai	Jimmy	30541 - Equipment Services	9/21/19	TCSE	1210.5	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT
PUBLIC WORKS	Nguyen	Hoang	30542 - Equipment Services	9/22/19	TCSE	1221.5	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT

**CIVIL SERVICE BOARD
MAY 2020 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Pierce	Brittany	30551 - Facilities Administration	10/5/19	TCSE	969.5	Temporary appointment to assist with backlogged complex clerical and admin support duties	NON-COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/19	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	NON-COMPLIANT
PUBLIC WORKS	Vargas	Abel	30542 - Equipment Services	7/1/19	TCSE/ Annuitant	1224	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	NON-COMPLIANT



*Note - The March 2020 and April 2020 meetings were canceled due to COVID-19 shelter orders and no report was prepared.