



OCTOBER REGULAR CIVIL SERVICE BOARD MEETING AGENDA

Date: October 17, 2024

OPEN SESSION 5:30 p.m.

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

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

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

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTEyeTZnRjdvUDBhQ09oaUZWQT09>

Passcode: CSB2024

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

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

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

ID: Webinar ID: 847 7008 1425 Passcode: 7708206

Find your local number: <https://us02web.zoom.us/j/84770081425?pwd=N0V1VTEyeTZnRjdvUDBhQ09oaUZWQT09>

ROLL CALL**1) PUBLIC COMMENT:**

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

2) APPROVAL OF THE OCTOBER 17, 2024, CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (3)

- Public Ethics Commission (1)
- Human Services Department (1)
- Oakland Police Commission (1)

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

- Human Resources Management (1)
- Oakland Public Library (3)
- Oakland Public Works (1)

c) Approval of Revised Classification Specifications (2)

- Animal Shelter Manager
- Battalion Chief



OCTOBER REGULAR CIVIL SERVICE BOARD MEETING AGENDA

5) OLD BUSINESS:

- a) Approval of the August 15, 2024, Civil Service Board Meeting Agenda Minutes. ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Data Analyst ACTION
- b) Approval of New Classification Specification Program Manager ACTION
- c) Quarterly Updates Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Studies Currently Under Review INFORMATION

7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 21st, 2024. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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

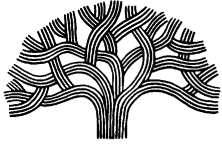


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



MEMORANDUM

CITY OF OAKLAND

DATE: October 17, 2024

TO: The Honorable Civil Service Board FROM: Alanna Butler
HR Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Administrative Services Manager II
to be ratified at Civil Service Board Meeting of October 17, 2024

Attached is a request from the Public Ethics Commission to make a provisional Administrative Services Manager II appointment. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Administrative Services Manager II is primarily responsible for using a full range of professional, managerial and supervisory skills to plan, direct, and coordinate the oversight of one or several administrative areas that may include payroll, personnel, recruitment and selection, labor relations, workers compensation, public records requests, budget development and monitoring, fiscal operations, contract administration, record system maintenance and other administrative functions; providing administrative policy direction to executive management staff; may supervise and train assigned staff. The minimum qualifications for Administrative Services Manager II are: a bachelor's degree from an accredited college or university in public or business administration, human resources, political science, finance, accounting, or a closely related field, and five years of experience performing progressively responsible and complex administrative and managerial duties.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in public policy and 9 years of administrative and managerial experience preparing reports and policy documents for executive committee, conducting research for grievances and arbitration hearings, and ensuring compliance within labor and election requirements.

Recruitment and Classification is in the process of updating the classification specification before administering a Civil Service Examination to permanently fill this position within 120 days.

I recommend that the Civil Service Board ratify the provisional appointment to this Administrative Services Manager II position in the Public Ethics Commission beginning on September 14, 2024, and ending on or before January 14, 2025.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: October 17, 2024

AREA REQUESTED

POSITION: Administrative Services Manager II
DEPARTMENT: Public Ethics Commission
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 04/19/2023
DATE PERSONNEL REQUISITION SUBMITTED: 07/29/2024
CURRENT STATUS OF EXAMINATION: Classification specification revision in progress

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was submitted on 07/29/24. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

CITY OF OAKLAND

DATE: October 17, 2024

TO: The Honorable Civil Service Board FROM: Melissa Davis
HR Analyst

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Office Assistant II to be ratified at
Civil Service Board Meeting of October 17, 2024

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

An Office Assistant II is primarily responsible for performing a wide variety of general clerical and/or operational support duties; typing forms, memoranda, correspondences, reports; performing data entry; assisting callers and visitors by supplying information personally or directing information requests according to established procedures; sorting, logging and maintaining records and other documents; performing basic payroll duties; and performing related duties as assigned.

The minimum qualifications for Office Assistant II are:

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

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience performing standard clerical duties including some public contact.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes some college education and over 11 years of experience performing clerical duties such as maintaining electronic and physical databases, scheduling appointments, and data entry.

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 tentatively open October 14, 2024.

I recommend that the Civil Service Board ratify the provisional appointment to this Office Assistant II vacancy in the Human Services Department beginning on October 12, 2024, and ending on or before February 9, 2025.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: October 17, 2024

AREA REQUESTED

POSITION: Office Assistant II
DEPARTMENT: Human Services Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 9/10/2024
DATE PERSONNEL REQUISITION SUBMITTED: 8/8/2024
CURRENT STATUS OF EXAMINATION: Exam Development, Job Announcement tentatively announced 10/14/24.

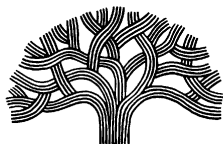
JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill a current vacancy. The requisition requesting a provisional appointment was approved on 8/26/2024. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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



MEMORANDUM

CITY OF OAKLAND

DATE: **October 17, 2024**

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

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

THROUGH: Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Project Manager II to be ratified at
Civil Service Board Meeting of October 17, 2024

Attached is a request from the Oakland Police Commission to make a provisional appointment to a Project Manager II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Project Manager II is primarily responsible for overseeing project planning, execution, and completion, ensuring projects meet organizational goals and objectives, and supervising and directing assigned professional, technical, and clerical staff. The minimum qualifications for Project Manager II are: a Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment and three (3) years of progressively responsible experience in area(s) related to the particular project assignment.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes an MBA in Executive Management and an MA in Leadership and Humanities, along with extensive experience in project management, strategic planning, stakeholder engagement, and team leadership.

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 currently being drafted with the department to post live.

I recommend that the Civil Service Board ratify the provisional appointment to this Project Manager II vacancy in the Oakland Police Commission beginning on November 9, 2024 and ending on or before March 9, 2025.

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: October 17, 2024

AREA REQUESTED

POSITION: Project Manager II
DEPARTMENT: Police Commission
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 8/15/2022
DATE PERSONNEL REQUISITION SUBMITTED: 4/8/2024
CURRENT STATUS OF EXAMINATION: Job Announcement in Development

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill a current Project Manager II vacancy. The requisition requesting a provisional appointment was on submitted on 4/8/24 and approved on 9/23/24. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

There are no other staff in the department as qualified or equipped to step in as an acting assignment. The position is also too high to quickly fill from a temporary agency. The current ELDE contract is set to expire Novembre 2025.

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

Without the provisional appointment, the Police Commission will have no staff to maintain the day-to-day operations of the Oakland Police Commission. This position supports Police Commission meetings, plans events, coordinates policymaking, and ensures that Commission operations run smoothly.

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

DATE: October 17, 2024
TO: The Honorable Civil Service Board
FROM: Mary Hao, HRM Director / Secretary to the Board
SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of five (5) Unpaid Leave of Absence Request's pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Title	Department	Dates	Civil Service Provision
Frances Cajucom	Human Resource Technician	Human Resources Management	October 14, 2024 – October, 18, 2024	CSR 8.07 (c)
Dayni Kuo	Librarian II	Oakland Public Library	October 1, 2024 – October 21, 2024	CSR 8.07 (c)
Amanda Lawrence	Librarian I	Oakland Public Library	December 19, 2024 – February 28, 2025	CSR 8.07 (c)
Hoang Nguyen	Heavy Equipment Mechanic	Oakland Public Works	October 28, 2024 – October, 27 2024	CSR 8.07 (c)
Alex Shen	Library Assistant	Oakland Public Library	September 25, 2024 – October, 9 2024	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: Frances Cajucum Employee ID# 27247 Date Requested: 09/17/2024

Department/Division: Human Resources Management Permanent Job Title Human Resource Technician

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 5 From: 10/14/24 To: 10/18/24

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

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

* Additional Information

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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

Frances Cajucum 09/17/2024
Frances Cajucum (Sep 17, 2024 15:19 PDT)
 Employee's Signature Date

 City Administrator Approval Date

Mary Hao 09/17/2024
Mary Hao (Sep 17, 2024 15:30 PDT)
 Department Head Approval Date

 Civil Service Board Resolution # Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: DAYNI KUO Employee ID# 16207 Date Requested: 9/25/24

Department/Division: OPL Permanent Job Title LIBRARIAN 2

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 9 From: 10/1/24 To: 10/21/24

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

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

* Additional Information

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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

Employee's Signature: [Signature] Date: 9/25/24

City Administrator Approval: _____ Date: _____

Department Head Approval: [Signature] Date: 9/26/24

Civil Service Board Resolution #: _____ Date: _____

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: Amanda Lawrence Employee ID# 27543 Date Requested: 9/25/2024

Department/Division: Library Permanent Job Title Librarian I

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

- ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 72 From: 11/21/2024 To: 2/28/2025

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


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

** Additional Information*

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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

 9/25/2024
Employee's Signature Date

City Administrator Approval Date

 9/26/2024
Department Head Approval Date

Civil Service Board Resolution # Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: Hoang Nguyen Employee ID# 25458 Date Requested: 10/7/24

Department/Division: OPW Permanent Job Title Heavy Equipment Mechanic

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

- ELDE Limited Duration Interim Non-Civil Service Permanent Appointment

Number of Business Days Requested: 365 From: 10/28/24 To: 10/28/25

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

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

* Additional Information

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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

RB Employee's Signature 10-10-2024 Date

City Administrator Approval Date

Michael Kashiwagi
Michael Kashiwagi (Oct 10, 2024 12:13 PDT)
Department Head Approval Oct 10, 2024 Date

Civil Service Board Resolution # Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee Name: Alex Shen Employee ID# 21763 Date Requested: 9.13.2024

Department/Division: Oakland Library Permanent Job Title Librarian Assistant

If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment.

Exempt Position Title: _____

- ELDE
 Limited Duration
 Interim
 Non-Civil Service Permanent Appointment

Number of Business Days Requested: 15 (days) ^{9 working} From: 09.25.24 To: 10.09.24

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


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

*** Additional Information**

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

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

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


 Employee's Signature _____ Date 9.13.24

City Administrator Approval Date


 Department Head Approval _____ Date 9/13/24

Civil Service Board Resolution # Date

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



MEMORANDUM

DATE: October 17, 2024

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

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

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

SUBJECT: Approval of Revised Classification Specification for Animal Shelter Operations
Manager (formerly Animal Control & Shelter Manager)

Based upon a classification review at the request of the Oakland Animal Services (OAS) Department, staff has proposed revisions and a title change for the **Animal Shelter Operations Manager** (formerly Animal Control & Shelter Manager) classification specification. It was established in September 2014 and has not been revised since that time.

OAS staff suggested that the Animal Control & Shelter Manager title was outdated. Human Resources evaluated the title, found it to be too narrow in scope, and determined that a title change and minor revisions were necessary.

The following modifications were proposed:

1. In the title and page headers, correct the name of the classification to better reflect the assigned duties; additionally, the revised naming convention aligns with other City of Oakland operations manager titles.
2. In the Knowledge and Ability statements, add references to computer and software applications usage.
3. Reformat necessary portions to ensure alignment with the current classification specification template.
4. Update punctuation throughout the description.

There is one vacant position. The updated classification specification will be used to initiate future recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City staff and union representatives discussed the revisions in December 2023. In an email dated January 3, 2024, the union confirmed that they had no objections to the proposed revisions.

The title change has already been processed through City Council via two readings of the salary ordinance (March 19, 2024; #13786 C.M.S.). Approval of this request will ensure that the information related to this classification in the City's Classification Plan, which is overseen by the Civil Service Board, matches the information in the City's Salary Schedule.

Staff recommends that the Civil Service Board approve the proposed revised and re-titled **Animal Shelter Operations Manager** classification specification.

Attachment: Revised draft Animal Shelter Operations Manager classification specification.



ANIMAL ~~CONTROL~~ & SHELTER OPERATIONS MANAGER

Class Code: SC102 FTE

Civil Service Classified

DEFINITION

Under general direction, plans, organizes, and manages the activities of the shelter staff; manages the daily operations of the shelter; develops policies and procedures; supervises staff; responds to public inquiries including those from government officials and advisory bodies; designs and implements public information campaigns; oversees the care, rescue, and euthanasia of animals; may oversee dispatching and licensing functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is a program manager classification with responsibility for the administration of program services and daily operations for the Oakland Animal Shelter. This classification is distinguished from the Director of Animal Services in that the latter is responsible for the overall administration of the entire Oakland Animal Shelter.

The incumbent receives general direction from the Director of Animal Services and supervises assigned professional, technical, and ~~clerical~~ administrative staff and volunteers.

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

Manage the daily operations of the shelter and assigned staff; oversee animal care and euthanasia injections; may oversee dispatching and licensing.

Serve as a liaison to advisory bodies; provide briefings; respond to inquiries and requests and maintain supportive, cooperative relations with advisory bodies.

Prepare or approve schedules, coordinate assignments, and supervise, train, and evaluate shelter personnel including professional, technical, and ~~clerical~~ administrative staff and volunteers.

Assist with the preparation and administration of the shelter budget; prepare technical reports and budget summaries; coordinate with City staff to develop sources of additional funding.

Monitor organizational performance and analyze data to detect trends and assess program requirements.

Provide information and respond to public complaints or inquiries regarding animal care services, lost animals, redemption, and adoption, etc.

Communicate effectively with a diverse community and handle emotional or political issues with tact and diplomacy.

Develop and maintain performance standards through training, supervision, and leadership to ensure quality customer service and service delivery.

Develop special animal care or control programs by supervising the development of promotional materials and public education campaigns; oversee the development and implementation of on-going and special programs and activities; prepare and present orientation sessions, educational courses, and on-the-job training to shelter personnel and the general public.

Establish and maintain cooperative relations with other organizations, jurisdictions, and agencies.

Inspect the facility equipment and supplies for compliance with safety standards and maintenance needs; prepare services requests; manage the acquisition of supplies; secure the storage, distribution, and inventory of supplies.

Prepare briefings and technical reports regarding shelter activities, personnel matters, new initiatives, or civil actions.

Review and interpret polices, rules, regulations, and state/local laws and ordinances concerning the care, treatment, and custody of animals (e.g., receipt, redemption and adoption, and euthanasia of animals).

Monitor veterinary care that is provided by contract; work cooperatively with the staff to establish or modify standards and procedures relating to animal capture, care, vaccination, sterilization, and disposal.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General practices of animal care and control in accordance with professional standards (Humane Society, National Animal Control Association, American Humane Association, etc.).
- Principles and practices of public speaking, customer service, and community relations.
- State and local codes, regulations and ordinances associated with animal control and care.
- Safety principles, practices, and procedures.
- Preparation and maintenance of records and technical reports.
- Basic accounting and revenue handling procedures; budget development and administration.
- Principles of supervision and staff development.
- Computer systems and software applications.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Promote and enforce safe work practices.
- Interpret state and local codes and regulations pertaining to animal control and care.
- Handle stressful or sensitive situations with tact and diplomacy.
- Communicate effectively in both oral and written form.
- Prepare and administer a budget.
- Prepare and analyze reports of a general or technical nature.
- Develop and implement goals, objectives, policies, procedures, work standards, internal controls, and performance measures.

- Maintain accurate records; prepare clear, concise reports and other written materials.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in a related field.

Experience:

Five (5) or more years of progressively responsible experience in animal welfare, behavior, and care, and/or shelter operations, with at least two (2) years in a supervisory capacity.

LICENSE OR CERTIFICATE

An incumbent in this position is 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 an efficient method for traveling to required locations. An individual 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.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 9/18/2014	CSB Resolution #: 44741	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date: / /	CSB Resolution #:	
Re-titled Date: n/a	CSB Resolution #:	Salary Ordinance #:

(Previous title(s): Animal Control & Shelter Manager/a-)



CITY OF OAKLAND

MEMORANDUM

DATE: October 17, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Battalion Chief

Based on a classification review that Human Resources Management (HRM) conducted in response to a request by the International Fire Fighters Association (IAFF, Local 55) to reconcile the job announcement language for the current Battalion Chief recruitment with the Minimum Qualifications in Section 4.8.6 of the Local 55 Memorandum of Understanding (MOU), HRM determined that minor changes are required to the Minimum Qualifications section to ensure proper alignment with the MOU. The Battalion Chief classification specification was established in March 2009 and revised in December 2011 and again in August 2020.

The primary reason for the change to the description is to bring the required minimum qualifications and licenses/certifications into alignment with language in the MOU. The revision pertains to the degree requirement for the Minimum Qualifications section, noting that the Associate's degree is required only at the time of appointment.

There are multiple vacancies in the classification. The revised classification specification is being used for the recruitment and selection process that is already in progress.

Local 55 was notified of the proposed classification specification revisions in September. They were previously notified that HRM made minor edits to the job posting while it was open for applications to ensure alignment with the MOU language. Local 55 and Employee Relations in engaged in phone conversations and email exchanges. Local 55 did not request to meet and sent an email in October indicating that there are no objections to the proposed language alignment.

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

Attachment: Revised draft Battalion Chief classification specification.



BATTALION CHIEF

DRAFT

Class Code: PS102 FTE
Class Code: PS180 FTE

Civil Service Classified
Civil Service Classified

DEFINITION

Under general direction in the Oakland Fire Department (OFD), commands a shift within the Operations or Support Services Bureau or manages a specific division or functional area within the Operations Bureau. When assigned as shift commander over all fire stations in the battalion/district, is responsible for emergency response and the supervision of a unit or division operations while on duty; and performs related duties as assigned. Incumbents will work 40 or 52 hours within a work week. When assigned as a unit or division head, provides highly responsible staff assistance to Fire Administration; supervises personnel in a specialized support function (In-Service Training, Fire Communications, etc.); and performs related duties as assigned. Incumbents will work an administrative 40-hour assignment within a work week.

DISTINGUISHING CHARACTERISTICS

This is a sworn, public safety officer, supervisory level classification responsible for managing an entire response district as the supervisor or specific division of functional area. This classification is distinguished from the class of Captain of Fire in that the latter has shift responsibility typically for a station, which includes the supervision of Lieutenants, Engineers, Firefighters and Firefighter Paramedics. It is further distinguished from the next higher-level class of Assistant Chief of Fire in that the former is responsible for oversight of several battalions and/or specialty areas including, but not limited to, Training, Support Services, Special Operations, Fire Dispatch Center, and Federal Emergency Management Agency Urban Search & Rescue, along with shift oversight (Duty Chief).

Incumbents receive supervision from an Assistant Chief of Fire and exercise supervision over Captains, Lieutenants, Engineers, Firefighter Paramedics, and Firefighters.

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

Plan, organize, supervise, direct, and ensure the operational readiness of a battalion’s staffing, apparatus, equipment, and resources to immediately respond to calls for assistance.

Relay and discuss significant shift activities with on-coming and off-going Battalion Chiefs; work with company officers to oversee resolution of shift personnel issues, equipment, and operation issues; review and approve shift correspondence and report.

Direct and coordinate personnel and equipment; management of incidents; deploy resources; make appropriate notification at the scene of working fire, rescue operation, or other emergency incident to ensure a safe and effective response.

Develop strategies, tactics, and plans for pre-emergency and emergency situations, and all risk

mitigation of related incidents to ensure safe and effective responses.

Communicate with other agencies at fire scenes or other emergency incidents to secure necessary resources, to provide updates about incidents, and coordinate responses.

Ensure evidence protection and the determination of cause and origin at fire incident or other incidents requiring additional investigation.

Inspect or coordinate inspections of stations, apparatus, equipment, safety gear, and personnel to ensure conformity with department standards, safe operation, and preparation for emergency incidents.

Enforce legal mandates, department policies, work rules, City Administrative Instructions, and command staff directives to improve performance and compliance with department and city regulations.

Assign work through direct order, planned schedules, or written memos to meet performance objectives; provide instructions, as necessary, to assist with performance improvement.

Train and develop subordinate officers; serve as mentor to subordinate staff to promote their professional development.

Identify training needs based on direct observation and review of reports and performance records to improve performance; ensure personnel safety to maintain a high level of morale and productivity.

Investigate allegations of policy, procedure, and/or rule violations. Recommend and implement disciplinary actions to improve personnel performance.

Monitor subordinates for potential personal problems and direct to appropriate sources of assistance to improve performance, such as drug and alcohol programs, counseling, and stress relief programs.

Evaluate and document the performance of company officers or other assigned staff to improve work and compliance with department regulations. Provide feedback to subordinates directly or through written report.

Participate in the grievance process to resolve personnel issues at the lowest possible level; conduct Skelly hearing; develop disciplinary recommendations.

Direct battalion activities and resources to ensure efficient completion of objectives; ensure full coverage of assigned functions in a unit using existing policies; maintain minimum staffing levels for a battalion.

Review subordinates' work for accuracy and completeness to ensure compliance with department regulations and policy.

Serve as acting Assistant Chief as required to maintain continuity of department operations.

Respond to media queries and make statements to the media to respond to the public's right to know about community issues and to facilitate fire service efforts. Refer media questions to appropriate source in accordance with department policy.

Attend meetings with community and work groups to make presentations about fire service issues and/or for problem resolution. Attempt to foster a cooperative working relationship through these

meetings to facilitate department operations and positive community relations.

Oversee implementation of special projects to improve the department's operation.

Monitor project progress and develop summary reports.

Operate and oversee TeleStaff operations under the oversight of the TeleStaff Administrators.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current strategies, tactics, methods, techniques, and equipment used for effective fire service operations.
- Emergency preparedness policies, principles, rules, regulations, codes, and agreements used in emergency response including Alameda County Mutual Aid Plan and California Master Mutual Aid Agreement.
- Fire Science and the Incident Command System (ICS).
- Conditions in the City which influence operations.
- Department's current direction, goals and priorities.
- City of Oakland geography, map correspondence and jurisdiction boundaries.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices.

Ability to:

- Set clear goals, to provide a sense of direction and to facilitate organizational change.
- Establish procedures to monitor and control the activities of subordinates to ensure effective performance; display clear ownership of department policies.
- Demonstrate personal integrity and a strong moral character.
- Clarify, explain and demonstrate commitment to department policies, procedures and goals.
- Apply department procedures and good fire service techniques appropriately to a variety of fire service situations, including personnel problems, program administration, and emergency incident management.
- Perform and direct operations dealing with emergency incidents, using appropriate resources to achieve tactical and strategic objectives.
- Correctly apply the Incident Command System.
- Effectively assign resources and personnel to meet objectives.
- Coordinate multiple tasks and schedule them in an efficient manner and complete assignments thoroughly including follow-up to projects.
- Determine and establish priorities.
- Be articulate and informative when addressing diverse individuals or groups.
- Instruct effectively.
- Listen to others attentively and with comprehension.
- Produce clear, concise, well-organized, and grammatically correct written statements, including letters, memos, reports, and training materials.
- Work harmoniously with others.
- Communicate a concern for building a strong bond between the department and the

community.

- Commit to public service and good community relations.
- Problem solve, direct operations, and communicate well under conditions of high activity or stress.
- Utilize computer systems and software applications.
- Successfully utilize current technology and incorporate new technologies into everyday use.

MINIMUM QUALIFICATIONS

The position requires the following education and experience:

Education:

An Associate's degree or higher in any major from an accredited college or university *at time of appointment. Acceptable written evidence of completion of all required courses (and any prerequisites) for certification as Chief Officer or the equivalent/replacement certification as Chief Fire Officer through the Office of the California State Fire Marshal [per International Association of Fire Fighters (IAFF, Local 55) Memorandum of Understanding (MOU) Section 4.8.6 Examination Eligibility*].

Experience:

Completion of forty-eight (48) months as an Oakland Lieutenant of Fire and Oakland Captain of Fire combined (with at least twelve (12) consecutive months as Captain) or completion of forty-eight (48) months as a Captain in one of the jurisdictions listed in Section 4.8.14, B, Subsection 12, entitled Acceptable Jurisdictions, of the MOU.

LICENSE OR CERTIFICATE

Must possess a valid California Class "C" or higher driver license throughout the tenure of employment. Within (1) one year, must obtain and maintain Firefighter Department of Motor Vehicles (DMV) certification through OFD, including medical clearance, and any other DMV and/or Department-required endorsements.

Must possess a current Emergency Medical Technician (EMT) or higher license/certification that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

Must possess a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (BLS for healthcare Provider or CPR/AED including Adult and Pediatric BLS) throughout the tenure of employment.

Must provide acceptable written evidence of completion of Chief Officer classes OR the equivalent/replacement Chief Fire Officer classes through the Office of the California State Fire Marshal

A unit member promoted to the rank of Battalion Chief must successfully complete an Office of the California State Fire Marshal Task Book within thirty (30) months of date of appointment. Note: Efforts to begin completing the Task Book may be initiated prior to promotion in accordance with Office of the California State Fire Marshal guidelines but must be fulfilled within 30 months of promoting to Battalion Chief.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation.

Must be physically fit to participate in emergency response as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY				
Established:	03/12/2009	CSB Resolution #:	44530	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		
Revision Date:	08/20/2020	CSB Resolution #:	45002	
Revision Date:	12/8/2011	CSB Resolution #:	44536	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):)			



AUGUST REGULAR CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: August 15, 2024

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD:

Mary Hao, HRM Director/Secretary to the Board
Tina Pruet, Human Resources Manager/Staff to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=N0V1VTEyeTZnRjdvUDBhQ09oaUZWQT09>

Passcode: CSB2024

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

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

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

ID: Webinar ID: 847 7008 1425 Passcode: 7708206

Find your local number: <https://us02web.zoom.us/j/84770081425>

ROLL CALL

The roll call was conducted, and it was noted that all Board members were present:

• **Present:**

Chairperson Hudson-Harmon

Vice Chair Baranco

Member Brown

Member Williams

There were no absences or abstentions, indicating full attendance of the Board members.

1) PUBLIC COMMENT:

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

No Public Comment's were taken during the Public Comment portion of the agenda.

2) APPROVAL OF THE AUGUST 15, 2024, CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45267 A motion was made by Member Brown and seconded by Member Williams to approve the agenda for the August 2024 Regular Civil Service Board meeting

Votes:

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

Noes: None

Abstentions: None

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

4) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointment (0)

- There are no Provisional Appointment requests at this time.

b) Approval of Employee Requests for Leave of Absence (8)

- Animal Control (1)
- Human Resources Management (1)
- Oakland Police Department (4)
- Oakland Public Library (1)
- Office of The Inspector General (1)

c) Approval of Revised Classification Specifications (1)

- Aquatics Program Coordinator

45268 A motion was made by Member Williams and seconded by Member Brown, to approve the Consent Calendar for the August 2024 Regular Civil Service Board meeting.

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

5) OLD BUSINESS:

- a) Approval of the July 18, 2024, Civil Service Board Meeting Agenda Minutes

ACTION

45269 A motion was made by Vice Chair Baranco and seconded by Member Brown, to approve the July 18, 2024 Regular Civil Service Board meeting minutes.

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

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

6) NEW BUSINESS:

- a) There are no New Business items this month.

7) ADJOURNMENT

45270 Member Williams motioned to adjourn the meeting, seconded by Member Brown

Votes:

- **Ayes: Chairperson Hudson-Harmon, Vice Chair Baranco, Member Brown, Member Williams**
- **Noes: None**
- **Abstentions: None**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 19, 2024. All materials related to agenda items must be submitted the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

civilservice@oaklandca.gov

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



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



Civil Service Board Appeals and Hearing Calendar

Pending List – October 2024

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes and Next Steps
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	TBD	To be determined following a meeting between the parties to discuss a resolution.
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	Further hearing dates scheduled for March 4, 5, 6, and 13, 2025	Referred to Hearing Officer

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

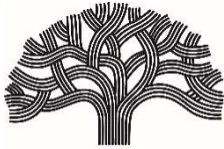
3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
OFD-2024-AP03	Administrative Assistant II	Oakland Fire Department	10.03 Appeal of Disciplinary Action	June 4, 2024	

October 17, 2024



CITY OF OAKLAND

STAFF REPORT

DATE: October 17, 2024

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Mary Hao, Human Resources Director & Secretary to the Board

SUBJECT: TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the August 15, 2024, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of the pay period ending September 21, 2024, there was a total of one hundred and five (105) employees in the following categories: TCSE (26), TCSE/Annuitant (23), and ELDE (56). None of these assignments is out of compliance with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred and five (105) temporary assignments, there are no employees reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: October 17, 2024

Page 2

RECOMMENDATION

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

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

Attachments:

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

The Civil Service Board Staff Report (Attachment A)

DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	ELDE DATE	TCSE HOURS	NOTES	STATUS
CLOSED THIS PERIOD (21)									
FINANCE	Boxdell	Ashley J	08121 - Finance and Management: Payroll	17-Feb-24	ELDE	17-Feb-24			
FINANCE	Zheng	Kelly	08121 - Finance and Management: Payroll	30-Mar-24	ELDE	30-Mar-24			
OPW	Flood	Cameron Scott	30541 - Equipment Services Administration		TCSE				
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency		TCSE				
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	19-AUG-23	TCSE/ANNUITANT		377.50		
POLICE	Harris	Regina Clenette	103310 - Communications Unit		TCSE				
POLICE	Marshall	LaRajia	106510 - Fiscal Services	10-SEP-23	ELDE	10-Sep-23			
VIOLENCE PREV	Corona Orellana	Ashley	70211 - Oakland Unite	8-May-23	ELDE	8-May-23			
POLICE COMM	Gums	Kiana	66311 - Inspector General	07-JAN-23	ELDE				
OPW	Weiss	Steven	30111 - Director and Human Resources Unit	14-OCT-23	TCSE		596.50		
OPW	Henry	Nocosha	30211 - Engineering and Construction - Administration	11-SEP-23	ELDE	17-Sep-23			
ANIMAL SERVICE	Taylor Krouse	Catherina	62111 - Animal Services	25-NOV-23	TCSE		756.50		
EWDD	Jack	Christina	67411 - Compliance	10-JUN-23	ELDE	02-Mar-24			
POLICE COMM	Peredon Mendez	Karla	66211 - Community Police Review Agency	02-MAR-24	ELDE	02-Mar-24			
HSD	Faughtner	Audenaye	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		85.00		
HSD	Hendad	Ruba	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		434.00		
HSD	Ahmed	Dhabya	78231 - HS Classroom & Seasonal	30-Mar-24	TCSE		336.50		
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	19-AUG-23	ELDE	19-Aug-23			
PBD	Hillmer	Jens	85221 - Project Implementation: Staffing	30-SEP-23	ELDE	30-Sep-23			
HCD	Howley	Janet	89929 - Housing Development	29-APR-23	TCSE		126.00		
HSD	Li	Qingxing	75231 - Multipurpose Senior Service Program Unit	05-AUG-23	ELDE	05-Aug-23			
PEC	Doran	Suzanne	65111 - Public Ethics Commission	16-SEP-23	ELDE	16-Sep-23			
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	16-SEP-23	ELDE	16-Sep-23			
NEW THIS PERIOD (6)									
EWDD	Lang	Phillip	67411 - Compliance	3-Aug-24	ELDE	3-Aug-24			COMPLIANT
VIOLENCE PREV	Martinez	Miguel Angel	70211 - Oakland Unite	17-Aug-24	ELDE	17-Aug-24			COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	17-Aug-24	ELDE	17-Aug-24			COMPLIANT
CITY AUDITOR	Lin	Marisa	07111 - City Auditor Unit		TCSE	14-SEP-24			COMPLIANT
HRM	Boxdell	Ashley	05511 - Human Resource Development Unit		TCSE	31-Aug-24			COMPLIANT
POLICE COMM	Dukich	Stephanie A	66211 - Community Police Review Agency		ELDE	14-Sep-24			COMPLIANT
COMPLIANT (105)									
CAO	James	Cooke	02111 - City Administrator: Administration Unit	12-JUN-21	TCSE		222.00		COMPLIANT
CAO	Lisa	Logan	02151 - City Administrator Call Center	13-MAY-23	ELDE	11-May-24			COMPLIANT
CAO	Rudi	Tcruz	02112 - Communications & Media	21-JAN-23	TCSE		0.00		COMPLIANT
CAO	Cerpas Lua	Maria Nayeli	02111 - City Administrator: Administration Unit	8-Jun-24	ELDE	08-Jun-24			COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	30-OCT-23	ELDE	31-Oct-23			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		195.00		COMPLIANT
HRM	Look	Daryl	05211 - Employment and Classification Unit	13-DEC-21	TCSE/ANNUITANT		210.00		COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	28-OCT-23	TCSE/ANNUITANT		211.00		COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		240.50		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		71.50		COMPLIANT

FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	14-OCT-23	ELDE	14-Oct-23		COMPLIANT
FINANCE	Wright	Lisa Dorene	08121 - Finance and Management: Payroll	30-Mar-24	TCSE		133.50	COMPLIANT
FINANCE	Fong	Angelica Leigh	08121 - Finance and Management: Payroll	11-MAY-24	ELDE	11-May-24		COMPLIANT
FINANCE	Kane	Benjamin	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24		COMPLIANT
FINANCE	Urtecho	Jessica Del Carmen	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24		COMPLIANT
FINANCE	Wang	Yan	08121 - Finance and Management: Payroll	27-APR-24	ELDE	27-Apr-24		COMPLIANT
FINANCE	Wilson	Harold	08243 - Purchasing	27-APR-24	ELDE	27-Apr-24		COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		143.50	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		244.00	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		252.00	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		207.00	COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT		171.00	COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		20.00	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		3.00	COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	17-FEB-24	ELDE	17-Jan-24		COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	12-AUG-19	TCSE/ANNUITANT		0.00	COMPLIANT
FIRE	Skillern	Sheryl	20331 - Inspectional Services Unit	28-MAY-22	TCSE/ANNUITANT		118.00	COMPLIANT
FIRE	Smyj	Matthew	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
OPW	Andersen	Joseph	30541 - Equipment Services Administration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
OPW	Kashiwagi	Michael	30111 - Director and Human Resources Unit	5-May-24	TCSE	25-May-24	484.00	COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	31-JAN-23	TCSE/ANNUITANT		0.00	COMPLIANT
OPW	Hightower Sr	Albert	30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE		40.00	COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	28-OCT-23	TCSE/ANNUITANT		0.00	COMPLIANT
OPW	Suarez Fuentes	Claudia	30559 - Facilities: Custodial - OPL	02-MAR-24	TCSE		38.50	COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		0.00	COMPLIANT
DOT	Amate	David J	35224 - Great Streets Maintenance Concrete and Guardrails		TCSE		0.00	COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		76.50	COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		131.50	COMPLIANT
DOT	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods	13-MAY-23	ELDE	11-May-24		COMPLIANT
ITD	Bailey	Ryan	46271 - Telecommunications	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	30-OCT-21	TCSE/ANNUITANT		204.00	COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		158.50	COMPLIANT
ANIMAL SERVICES	Cardott	Linda	62111 - Animal Services	06-JAN-24	TCSE		48.00	COMPLIANT
ANIMAL SERVICES	Stevenson	April	62111 - Animal Services	06-JAN-24	TCSE		33.00	COMPLIANT
ANIMAL SERVICES	Tierney	Melinda	62111 - Animal Services	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
ANIMAL SERVICES	Hasani	Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24		COMPLIANT
PEC	Lim	Trishia	65111 - Public Ethics Commission	02-MAR-24	TCSE		0.00	COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
POLICE COMM	Montgomery	Mykah	66111 - Police Commission	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
POLICE COMM	Bezehertrny	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	20-JAN-24	TCSE		256.50	COMPLIANT
VIOLENCE PREV	Truehill	Joseph Anthony	70211 - Oakland Unite	22-Jun-24	ELDE	22-Jun-24		COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT

VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	16-MAR-24	ELDE	16-Mar-24		COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	27-MAY-23	ELDE	20-Mar-24		COMPLIANT
VIOLENCE PREV	Wysinger	Ronald Howard	70211 - Oakland Unite	8-Jun-24	ELDE	08-Jun-24		COMPLIANT
HSD	Soghie	Benjamin	78231 - HS Classroom & Seasonal	7-Jun-24	TCSE		258.5	COMPLIANT
HSD	Boatwright	David	75631 - Senior Center Unit	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	King	Jennifer	75631 - Senior Center Unit	15-APR-23	TCSE/ANNUITANT		28.00	COMPLIANT
HSD	Poston	Dorothy	75631 - Senior Center Unit	08-FEB-20	TCSE		20.00	COMPLIANT
HSD	Banks	Nicole	78111 - DHS Administration Unit	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Buchanan	Wanda	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		228.50	COMPLIANT
HSD	Craig	Cameron	78111 - DHS Administration Unit	06-JAN-24	ELDE	06-Jan-24		COMPLIANT
HSD	Eddings	Marquitta	78111 - DHS Administration Unit	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
HSD	Fernandez	Lillian	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		0.00	COMPLIANT
HSD	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		0.00	COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	15-OCT-22	TCSE/ANNUITANT		255.00	COMPLIANT
HSD	Ho	Sing-Yuet	78111 - DHS Administration Unit	17-FEB-24	ELDE	17-Feb-24		COMPLIANT
HSD	Boyd	Marshay	78111 - DHS Administration Unit	30-SEP-23	ELDE	30-Sep-23		COMPLIANT
HSD	Housheya	Yaser	78235 - HS Central Office Administration	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		150.50	COMPLIANT
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		66.00	COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	03-FEB-24	ELDE	03-Feb-24		COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	30-SEP-23	TCSE		258.00	COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		262.50	COMPLIANT
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11-NOV-23	ELDE	11-Nov-23		COMPLIANT
HSD	Trist	Sarah	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	02-MAR-24	TCSE		66.75	COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		175.00	COMPLIANT
HSD	Huang	Jenny	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE	30-Mar-24		COMPLIANT
							New ELDE Date - Pending budget	
HSD	Galbraith	Angela	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23	approval	COMPLIANT
							New ELDE Date - Pending budget	
HSD	Steelman	Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	05-Aug-23	approval	COMPLIANT
							New ELDE Date - Pending budget	
HSD	Nash	Raven	78411 - Community Housing Services	16-SEP-23	ELDE	16-Sep-23	approval	COMPLIANT
EWDD	Hanserd	Erica Camille Shacole	67411 - Compliance	22-Jun-24	ELDE	22-Jun-24		COMPLIANT
EWDD	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		95.50	COMPLIANT

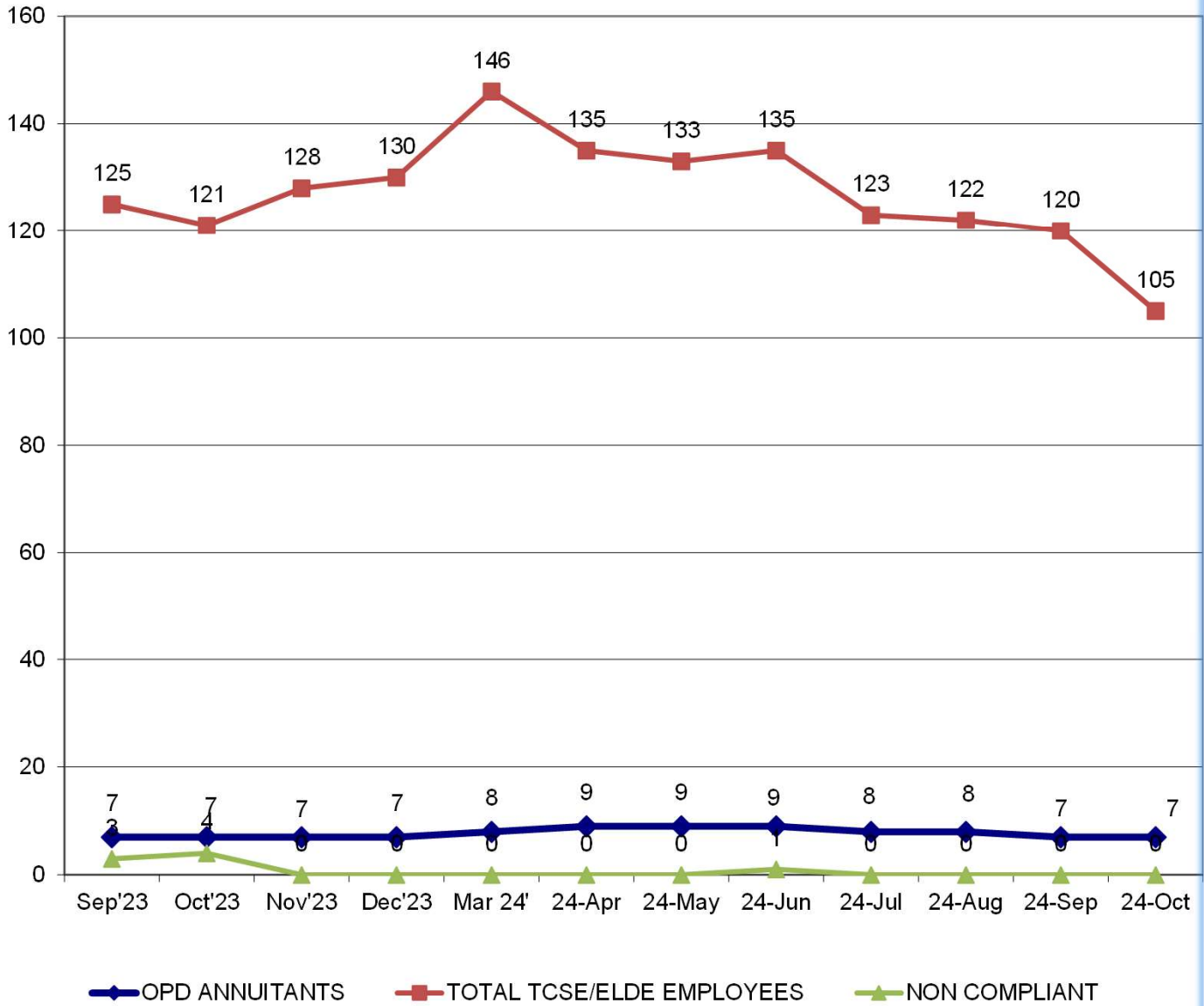
EWDD	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	20-Jan-24		COMPLIANT
HCD	Gonzalez	Trisha Reyes	89929 - Housing Development	22-Jun-24	ELDE	22-Jun-24		COMPLIANT
HCD	Crooms	Maya	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Durades	Arlecia	89929 - Housing Development	09-DEC-23	ELDE	09-Dec-23		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	28-OCT-23	ELDE	28-Oct-23		COMPLIANT
HCD	Latigue	Candace	89929 - Housing Development	02-MAR-24	ELDE	02-Mar-24		COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	26-NOV-22	TCSE		293.00	COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	25-Nov-23		COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	17-Feb-24		COMPLIANT

105

NON COMPLIANT (0)

26
56
23

TCSE/ELDE Rules Compliance





MEMORANDUM

DATE: October 17, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of New Classification Specification for Data Analyst

Based upon a classification review, Human Resources Management (HRM) has proposed the creation of a new classification specification for **Data Analyst**.

A new classification is being created as part of organizational development efforts pertaining to the City's use of metrics and data analytics. The City's Classification Plan does not include a singular classification that is focused on performing data analysis, and several departments have expressed interest in adding such positions. Data analysis is an emerging and rapidly growing field that offers many critical benefits to organizations. Incumbents are skilled at mining raw data and transforming it into actionable items to enhance systems and operations, improve deliverables and outcomes, and reduce costs and expenditure of resources. In recognizing the importance data analytics, HRM collaborated with department subject matter experts to draft a new classification to meet this need. The new Data Analysts will strive to improve transparency, service delivery, and operations through the application of metrics and data-driven decision-making.

A summary of the duties expected to be performed by the new Data Analyst classification is provided below:

Collects, mines, analyzes, interprets, and forecasts complex data to support outcome-driven analytics and makes data-driven decisions; develops digestible data reports and data visualizations; supports requests for the development of internal and public facing dashboards; recommends innovative solutions to complex problems in relation to citywide or departmental plans, goals, strategies, and operational effectiveness; develops, implements, and tracks a variety of operational metrics and key performance indicators (KPIs); uses statistical inference and optimization to analyze structured and unstructured data; participates in process improvement initiatives; and performs related duties as assigned.

Several departments intend to use this new classification to improve City operations and service delivery by capitalizing on data analytics – the Department of Race and Equity, Human Services Department, and Oakland Fire Department. Their budgets already contain placeholder positions, which will be converted once the new classification is fully established. The approved description will be used for future recruitment and selection processes.

CIVIL SERVICE BOARD

Subject: Data Analyst Classification Specification Approval

Date: October 17, 2024

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The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives discussed the item at meetings in August and September 2024. The union reviewed the draft, communicated specific concerns, and suggested additional language to ensure the description would be comprehensive. In response to this feedback, the City made additional changes and provided an updated draft to the union. The union sent an email in October 2024 stating that there are no objections to the updated draft of the new classification specification that incorporated the union's feedback.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is routing through City Council for approval. The first and second readings of the salary ordinance are scheduled for October 1 and 15, 2024, respectively.

Staff recommends that the Civil Service Board approve the proposed new **Data Analyst** classification specification.

Attachment: New Data Analyst classification specification.



DRAFT

DATA ANALYST

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under direction in a department, collects, mines, analyzes, interprets, and forecasts complex data to support outcome-driven analytics and makes data-driven decisions; develops digestible data reports and data visualizations; supports requests for the development of internal and public facing dashboards; recommends innovative solutions to complex problems in relation to citywide or departmental plans, goals, strategies, and operational effectiveness; develops, implements, and tracks a variety of operational metrics and key performance indicators (KPIs); uses statistical inference and optimization to analyze structured and unstructured data; participates in process improvement initiatives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Incumbents perform a variety of data analyses. This position helps determine the tactical plans needed to impact City performance, including identifying key data elements and data extraction/collection methodologies and systems. Incumbents identify, obtain, and provide essential data analysis of performance trends to determine growth areas and how to drive strategies at the City, department, and program levels. Incumbents also clarify and interpret information, data, and recommendations and negotiate with others to obtain support and cooperation related to recommended program modifications to improve program performance and outcomes. The position develops reports and responses to information requests from county, federal, and state agencies, in addition to City Council, boards and commissions, community groups, and other stakeholders.

The incumbent receives supervision from management staff and may provide lead direction to other staff on a project basis.

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

Review data and perform statistical research to support the organization's objectives, facilitate recommendations for process improvement, and ensure optimal allocation of resources.

Provide tracking of operational metrics and KPIs; evaluate KPIs to measure data operations for accountability, quality, and ethics; provide regular reporting on business KPIs so that the organization can gauge progress and see where changes might be needed.

Generate, analyze, and interpret data; check the reliability of collected data.

Research, identify, and run various database algorithms to find and locate data sets and other information; perform quantitative analysis; forecast, data mine, and perform statistical analysis to assist organization and department in solving challenging problems.

Apply various analytical, statistical, and business analysis methods to data to increase understanding of factors that influence service or outcomes, evaluate department effectiveness, support budget monitoring, and contribute to data quality.

Coordinate with management and staff to design integrated data analytic tools to monitor and analyze model performance and data accuracy; analyze information to improve business decisions.

Conduct studies; gather and analyze data from various databases and sources; communicate key insights revealed through data analysis, including creating compelling and intuitive data visualizations to aid in the comprehension of complex topics.

Create/update policies and procedures for data usage, storage, and analysis, especially in terms of privacy, confidentiality, security, and other ethical considerations.

May write SQL queries to pull the data needed from data warehouses to track business performance.

Adhere to relevant records retention policies for file keeping and storage, including digital records.

Document procedures for future reference and may make recommendations for data analysis process improvements.

May facilitate process improvement efforts with stakeholders and subject matter experts to enhance productivity, improve customer satisfaction, maximize resources, elevate employee team job satisfaction, and support a culture of continuous improvement.

Attend meetings with community stakeholders; may serve as a department liaison.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, methodologies, and practices used in data analysis.
- Theories, principles, and practices used in process improvement.
- Methods and techniques used in program evaluation.
- Federal, state, and local laws, codes, regulations, and ordinances.
- Statistical analysis and modeling techniques.
- Data management and systems.
- Data queries, data visualization, and presentation of data for data analysis.
- Data analysis and visualization tools such as SQL, Tableau, or PowerBI.
- Familiarity with database management systems and project management.
- Computer systems and software applications.

Ability to:

- Analyze, interpret, and explain data.
- Prepare reports, dashboards, and data visualizations.
- Create data queries to pull data from data warehouses.
- Assist with configuring and designing data analytic tools and collection and storage systems.
- Develop efficient methods for extracting data from source systems.
- Approach problems logically and make informed decisions and process improvements based on the data.
- Recommend solutions to business problems using data-driven approaches.
- Research, investigate, and identify data issues.
- Perform statistical analysis, modeling, and data forecasting; utilize standard statistical tools

and techniques.

- Interpret and develop quantitative outputs into measurable, qualitative outcomes.
- Extract and manage high volume data sets from multiple data systems.
- Manage data analytics projects and reporting timelines.
- Draft, review, and recommend changes to new and existing policies and procedures.
- Provide data system support, when needed.
- Communicate effectively verbally and in writing.
- Interact with and value diverse populations (i.e., educational, socio-economic, cultural, linguistic, special needs, etc.).
- Remain calm and perform effectively in a demanding work environment.
- Utilize advanced computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in data science, information systems/technology, computer science, operations research, business administration, public administration, public policy, economics, finance, statistics, behavioral science or a closely related field. A Master’s degree in a relevant field is desirable.

Experience:

Two (2) years of experience performing data analysis and interpretation, data/metrics reporting, and process improvement. Experience in an academic, data administration, or business data analytics environment is desirable, but public sector experience is preferred.

LICENSE OR CERTIFICATE

Possession of a data analytics certification is desirable.

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	/ /	CSB Resolution #:	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	

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



MEMORANDUM

DATE: October 17, 2024

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of New Classification Specification for Program Manager

Based upon a classification review, Human Resources Management (HRM) has proposed the creation of a new classification specification for **Program Manager**.

A new classification is being created to round out the existing Program Analyst series that performs program development administration in delivering services, often involving contracts and grants. The City's Classification Plan already includes the entry-level Program Analyst I, the journey-level Program Analyst II, and the advanced-journey level Program Analyst III that typically provides lead direction and does not usually supervise staff. There is a noticeable supervisory/managerial gap in the series, which has resulted in departments using imperfect classifications to oversee on-going program administration. The City is responsible for a variety of programs, and it will benefit the departments' internal organizational and service delivery structures to shift program oversight functions to this new classification. In recognizing the importance of program management and accountability, HRM collaborated with department subject matter experts to draft a new classification to meet these needs and fill an existing void in supervisory/managerial responsibilities in the series.

A summary of the duties expected to be performed by the new Program Manager classification is provided below:

Uses a full range of professional, managerial, and supervisory skills to plan, direct, and oversee one or more City programs; manages program operations and related administrative operations in support of the program area(s); manages program development and administration, program evaluation and compliance, funding sources including grants, grant proposals and applications, contract negotiations and administration, personnel activities, public records requests, budget development and monitoring, fiscal operations, record system development and maintenance, report preparation, and other administrative functions in support of the program area(s); provides administrative policy direction to executive management staff; provides recommendations and consulting with management to resolve issues; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

The Public Ethics Commission (PEC) intends to use this new classification to oversee the upcoming Democracy Dollars Program. The PEC's budget already contains a placeholder position,

CIVIL SERVICE BOARD

Subject: Program Manager Classification Specification Approval

Date: October 17, 2024

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which will be converted once the new classification is fully established. The approved description will be used for future recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives discussed the item in August 2024. The union sent an email on September 10, 2024, stating that there are no objections to the draft description and that they fully support the creation of the proposed new classification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is routing through City Council for approval. The first and second readings of the salary ordinance are scheduled for October 1 and 15, 2024, respectively.

Staff recommends that the Civil Service Board approve the proposed new **Program Manager** classification specification.

Attachment: New Program Manager classification specification.



CITY OF OAKLAND

PROGRAM MANAGER

DRAFT

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under direction in a department, uses a full range of professional, managerial, and supervisory skills to plan, direct, and oversee one or more City programs; manages program operations and related administrative operations in support of the program area(s); manages program development and administration, program evaluation and compliance, funding sources including grants, grant proposals and applications, contract negotiations and administration, personnel activities, public records requests, budget development and monitoring, fiscal operations, record system development and maintenance, report preparation, and other administrative functions in support of the program area(s); provides administrative policy direction to executive management staff; provides recommendations and consults with management to resolve issues; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification in the Program Analyst series that is responsible for managing one or more programs in a department and participates in creating and amending policies. This classification is distinguished from the higher level Deputy or Assistant Director in that incumbents of the latter coordinate the work of one or more divisions or multiple units in a department. It is further distinguished from the lower level Program Analyst III, which is serves as a team leader on complex projects and/or supervises assigned staff.

Incumbents receive direction from the Director or Deputy or Assistant Director and exercise supervision over Program Analysts, professional, technical, and administrative staff and interns.

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

Manage one or more programs in a department; perform short and long range planning and goal setting.

Direct and participate in the development and interpretation of policies and procedures for programmatic operations, including grant administration.

Manage program development and administration, program evaluation and compliance, funding sources including grants, and grant proposals and applications; may conduct site visits.

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

Oversee personnel and fiscal activities and other administrative functions in support of program operations.

Review and analyze complex reports; review and provide feedback on proposals and applications.

Direct, supervise, and evaluate assigned staff; provide staff training and development; complete performance appraisals; oversee the selection of new employees.

Provide staff assistance to advisory bodies, committees, and commissions; facilitate meetings of community organizations, district boards, and other groups relating to the development and implementation of programs.

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

Make public presentations relating to assigned programs; prepare and review written materials for public distribution.

Negotiate and administer contracts with vendors, service providers, and funding agencies.

Coordinate the use, implementation, and maintenance of software applications and database systems.

Direct record maintenance systems.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of management, supervision, and training.
- Principles and practices of program development, administration, research, analysis, and evaluation in a related program area.
- Practices and methods of procurement and contract administration.
- Procedures for writing grant proposals and filling out grant applications.
- Budget development and administration and other fiscal policies.
- Municipal government and organization.
- Personnel policies and procedures including labor agreements.
- Public contact and community relations techniques.
- Principles and techniques for persuasive presentation of ideas and concepts in both written and oral formats.
- Computer systems and software applications.

Ability to:

- Manage and direct program operations through assigned staff.
- Interpret regulations relating to grants.
- Establish, evaluate, and implement operational/administrative policies, practices, and procedures.
- Develop and administer a complex budget system.
- Negotiate and administer a variety of contracts.
- Coordinate functions and activities between departments and outside agencies.
- Foster collaborative relationships with community members, government and non-profit

agencies, program constituents, and other stakeholders.

- Prepare and review complex reports of a general and technical nature that may include statistical or financial data.
- Communicate effectively and persuasively in both oral and written form.
- Analyze and solve problems; make recommendations and consult with management.
- Exercise sound independent judgment within general policy guidelines.
- Supervise, train, evaluate, select, and motivate staff.
- Direct record maintenance systems.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

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

Experience:

Five (5) years of experience performing progressively responsible and complex program administration duties, including two (2) years of supervisory experience. Experience must include program development, administration, evaluation, and compliance. Previous experience with grant proposals and applications and securing funding sources for programs is highly desirable.

LICENSE OR CERTIFICATE

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

Additional licensing or certification may be required based upon project needs or requirements, as applicable.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY		
Established: / /	CSB Resolution #:	Salary Ordinance #:

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



STAFF REPORT

DATE: October 17, 2024

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Mary Hao, Director of Human Resources Management

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

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

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on September 30, 2024. During this reporting period, zero (0) studies were completed, one (1) study was canceled, and two (2) new studies were received. There are currently eleven (11) active classification studies, including one (1) study that is close to being finalized and released in October 2024.

EXPLANATION OF DELAYS

Seven (7) studies have passed the one-year mark:

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

The delays are largely attributed to competing demands among available staff and recent staffing changes. Competing priorities make it difficult to dedicate significant blocks of time to conduct research and evaluate the many factors in each study. Two staff members were reassigned to the Classification Unit and have been focused on orientation and training in this new domain. Also notable, staff continues to experience a sustained uptick in the number of classification specification assignments.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: October 17, 2024

Page 2

Human Resources Management (HRM) is considering multiple strategies for assessing priorities and adding capacity to HRM’s classification assignment efforts. We will be training additional analyst staff to conduct classification studies and assist with classification specification assignments. Staff expects to continue enlisting assistance from an external consultant to help with addressing the on-going queue as well.

Despite these considerations, HRM remains focused on addressing overdue studies. Of the seven (7) studies that exceeded the one-year mark, one (1) was canceled, one (1) is expected to be released in October 2024, one (1) is in progress, and two (2) are newly assigned. Staff remains committed to demonstrating measurable progress by eliminating the classification study backlog in the coming months and by seeking ways to process more classification specification assignments.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2024 showing a total of one hundred-thirty-six (136) classifications: during this reporting period, there were two (2) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; four (4) classifications are being advanced by HRM to the Board for the October 17, 2024 meeting; an additional thirty (30) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are ninety-two (92) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will eventually be distributed among all analysts as part of the overall efforts to strengthen their skill sets and increase HRM’s flexibility and responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	2
Scheduled to CSB for Approval	4
Under Review for Scheduling of Meet & Confer with Representative Union	30
Assigned to Analyst for Review	92
Pending for Assignment	8
TOTAL	136

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

Attachment A – Classification Studies (Desk Audits) July 1, 2024 – September 30, 2024

Attachment B – Classification Specifications under review July 1, 2024 – September 30, 2024

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

ATTACHMENT A

#	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			Yes	Finalizing findings for release in October 2024.
2	PBD	Technical Communications Specialist	5/16/2023			Yes	In progress.
3	OPRYD	Recreation Supervisor	5/22/2023	9/27/2024	N/A	Yes	Canceled; employee stated that their duties have changed and no longer need to be studied.
4	CAO	Program Analyst II	5/25/2023			Yes	Assigned, in initial stages.
5	OFD	Emergency Medical Services Coordinator	7/23/2023			Yes	Assigned, in initial stages.
6	HSD	Maintenance Mechanic	8/24/2023			Yes	Pending assignment.
7	ATTORNEY	Information System Administrator	8/31/2023			Yes	Pending assignment.
8	OFD	Administrative Assistant II	1/24/2024			No	Pending assignment.
9	ITD	Project Manager	4/12/2024			No	Pending assignment.
10	OPD	Police Records Specialist	5/6/2024			No	Pending assignment.
11	PBD	Public Service Representative	7/15/2024			No	New assignment.
12	LIBRARY	Payroll Personnel Clerk III	8/26/2024			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (2)					
MA173	EWD	Special Activity Permits Coordinator	UM2	SPEC REVISION	Approved at 7/18/2024 CSB Meeting.
SC104	OPRYD	Aquatics Program Coordinator	TW1	SPEC REVISION	Approved at 8/15/2024 CSB Meeting.
SCHEDULED (4)					
SC102	OAS	Animal Shelter Operations Manager (formerly Animal Control & Shelter Manager)	UH1	SPEC REVISION	Scheduled for 10/17/2024 CSB Meeting (9/19/2024 Meeting was canceled).
PS102	OFD	Battalion Chief	FQ1	SPEC REVISION	Scheduled for 10/17/2024 CSB Meeting.
TBD	CITYWIDE	Data Analyst	UM2	NEW SPEC	Scheduled for 10/17/2024 CSB Meeting.
TBD	CITYWIDE	Program Manager	UM2	NEW SPEC	Scheduled for 10/17/2024 CSB Meeting.
PENDING MEET & CONFER (30)					
EM100	CITYWIDE	Administrative Services Manager II	UM2	SPEC REVISION	Exchanging feedback with Local 21.
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Received additional feedback from Local 21; City representatives are reviewing for response to union.
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Received additional feedback from Local 21; City representatives are reviewing for response to union.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	Finalizing proposed revisions with CMEA.
TBD	HSD	Early Childhood Education Aide	TBD	NEW SPEC	For Local 1021 meeting in October.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in October.
TBD	OFD	Fire Plan Examiner	TBD	NEW SPEC	For Local 21 meeting in October.
TBD	OFD	Hazardous Materials Inspector I	TBD	NEW SPEC	For Local 1021 meeting in October.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in October.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in October.
TBD	HCDD	Housing Development Coordinator V	TBD	NEW SPEC	In progress with Local 21.
TBD	OPD	Investigative Technician (Civilian)	TBD	NEW SPEC	For Local 1021 meeting in October.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	Received additional feedback from Local 21; City representatives are meeting in mid-October to discuss.
TBD	CAO	OAK311 Communications Center Specialist	TBD	NEW SPEC	Finalizing draft and other stipulations with Local 1021.
TBD	CAO	OAK311 Communications Center Specialist, Senior	TBD	NEW SPEC	Finalizing draft and other stipulations with Local 21.
TR162	CITYWIDE	Park Equipment Operator	SC1	SPEC REVISION	Exchanging feedback with Local 1021; scheduling a meeting date in October 2024.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	Finalizing draft and other stipulations with Local 1021.
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	For Local 1021 meeting in October.
TR168	DOT	Parking Meter Repair Worker (Technician)	SB1	SPEC REVISION	For Local 1021 meeting in October.
PS165	OPD	Police Evidence Technician	SC1	SPEC REVISION	For Local 1021 meeting in November.
AP366	OPRYD	Pool Manager	SC1	SPEC REVISION	For Local 1021 meeting in October.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR207	OPW	Pool Technician	SC1	SPEC REVISION	For Local 1021 meeting in October.
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	In progress with Local 21.
SS187	FINANCE	Storekeeper II (Mail Operations Clerk)	UH1	SPEC REVISION	For Local 21 meeting in November.
SS188	FINANCE	Storekeeper III (Mail Operations Clerk, Supervising)	UH1	SPEC REVISION	For Local 21 meeting in November.
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	For Local 1021 meeting in October.
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	For Local 1021 meeting in October.
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	For Local 1021 meeting in November.
TR190	OPW	Tree Worker	SC1	SPEC REVISION	For Local 1021 meeting in November.
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed revisions with Local 21.
		IN PROGRESS (92)			
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Classification exists; drafting class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TR115	DOT	City Land Surveyor	UM2	SPEC REVISION	Preparing proposed spec revisions for department
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	On hold.
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	On hold.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	On hold.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	On hold.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	On hold.
TBD	FINANCE	Contracting and Procurement Administrator	TBD	NEW SPEC	
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CPRA	CPRA Policy Analyst (formerly CPRB Policy Analyst)	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing proposed spec revisions with department
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Classification exists; drafting class spec
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	On hold.
AP252	LIBRARY	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Classification exists; drafting class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Classification exists; drafting class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Classification exists; drafting class spec
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	On hold.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Classification exists; drafting class spec
TBD	FINANCE	Finance Administrator	TBD	NEW SPEC	Drafting new class spec
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
SC262	OFD	Fire Inspector (Civilian)	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
PS143	OFD	Fire Protection Engineer	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Protection Engineer, Supervising	TBD	NEW SPEC	Drafting new class spec
SC257	OPD	Fleet Compliance Coordinator	UM2	SPEC REVISION	Department preparing proposed revisions
PP184	HSD	Head Start School Readiness Coordinator	TW1	SPEC REVISION	Department preparing proposed revisions
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	On hold.
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
TC115	FINANCE	Human Resource Operations Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TC114	FINANCE	Human Resource Operations Technician, Senior	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP207	FINANCE	Human Resource Systems Analyst	TA1	SPEC REVISION	Preparing proposed spec revisions for department
AP202	FINANCE	Human Resource Systems Analyst, Senior	TA1	SPEC REVISION	Preparing proposed spec revisions for department
SC166	FINANCE	Human Resource Systems Analyst, Supervising	U31	SPEC REVISION	Preparing proposed spec revisions for department
AP213	CLERK	Legislative Recorder	TA1	SPEC REVISION	Preparing proposed title change and spec revisions.
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Classification exists; drafting class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	Finalizing proposed revisions with department.
TBD	CAO	Neighborhood Services Representative	TBD	NEW SPEC	Drafting new class spec
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	DOT	Parking Control Technician	SC1	SPEC REVISION	Preparing proposed spec revisions for department
AF025	DOT	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	DOT	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	FINANCE	Payroll Administrator	TBD	NEW SPEC	Drafting new class spec
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	Finalizing proposed revisions with department.
SS164	PBD	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
SC206	OPW/DOT	Public Works Supervisor I	UH1	SPEC REVISION	On hold.
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Classification exists; drafting class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	DOT	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
TR185	DOT	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
TBD	DVP	Violence Intervention Specialist	TBD	NEW SPEC	Drafting new class spec
TBD	DVP	Violence Prevention Coach	TBD	NEW SPEC	Drafting new class spec
PENDING ASSIGNMENT (8)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Pending analyst assignment
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Pending analyst assignment
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment