



SPECIAL CIVIL SERVICE BOARD MEETING AGENDA

Date: November 30, 2023

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

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

STAFF TO THE BOARD: Mark Love, Interim HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board
Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=OTJwZ0JHSHIvWHRJa2l1T1RDZFEpOT09>

Meeting ID: 869 0003 5016 Passcode: CSB2023

One tap mobile

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

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

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

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

Webinar ID: 869 0003 5016 Passcode: 6922601

Find your local number: <https://us02web.zoom.us/j/86900035016?pwd=OTJwZ0JHSHIvWHRJa2l1T1RDZFEpOT09>

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE NOVEMBER 30, 2023 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA ACTION**3) UPDATES, SECRETARY TO THE BOARD** INFORMATION**4) CONSENT CALENDAR:** ACTION

- a) Approval of Provisional Appointment (1)
 - Housing and Community Development Department (1)
- b) Approval of Employee Requests for Leave of Absence (8)
 - Finance Department (1)
 - Department of Transportation (1)
 - Housing and Community Development Department (2)
 - Oakland Parks, Recreation and Youth Development Department (1)
 - Oakland Public Library (1)
 - Office of the City Attorney (1)
 - Oakland Police Department (1)
- c) Approval of Revised Classification Specifications (1)
 - Marine Sports Program Coordinator

5) OLD BUSINESS:

- a) Approval of October 26, 2023 Special Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

6) NEW BUSINESS:

- | | |
|--|-------------|
| a) Approval of New Classification Specification for Mobile Assistance Community Responders of Oakland (MACRO) Supervisor | ACTION |
| b) Overview of Statement of Economic Interests Statements also known as Form 700 - City Clerk's Office. | 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, December 21, 2023. All materials related to agenda items must be submitted by Thursday, December 7, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

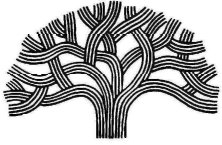


Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: October 27, 2023

TO: The Honorable Civil Service Board

FROM: Briana Wong
Human Resource Analyst

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

THROUGH: Tina Pruett & Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Human Resource Clerk to be ratified at Civil Service Board Meeting of November 30, 2023, (*Civil Service ID*)

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

The Administrative Analyst II will perform a variety of administrative duties in support of the Housing & Community Development Department, including assisting with developing and monitoring the departmental budgets, developing public-facing communications materials, administering grant programs, participating in public information projects, assisting in negotiating contracts, researching policies and best practices related to housing, racial equity and governmental affairs, and providing administrative support to the administration team; and performing related duties as assigned.

Education:

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

Experience:

Three (3) years of experience performing progressively responsible administrative work.

The selected candidate meets the minimum qualifications of an Administrative Analyst II. Their experience includes bachelor's degree from University of Berkeley and over a 10 years of performing progressively responsible administrative work.

The Recruitment team is in the process of developing the Civil Service Examination to permanently fill this vacancy within 120-days. Once the examination has been developed, the application intake process will begin. The expected application intake period is predicted to be no later than December 1, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Administrative Analyst II vacancy in the Housing & Community Development Department beginning November 11, 2023 and ending on or before March 10, 2024.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: November 30, 2023

AREA REQUESTED

POSITION: Administrative Analyst II

DEPARTMENT: Housing & Community Development Department

APPOINTMENT DURATION: 120 days

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION RECEIVED: October 27, 2023, pending approval

CURRENT STATUS OF EXAMINATION: HRM is working on the recruitment and anticipates opening the job announcement no later than December 1, 2023.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy within the department. The requisition requesting the provisional appointment is pending approval and HRM has initiated the full-time recruitment. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Administrative Analyst II position is needed to continue daily operations within the Housing & Community Development Department.

Other Alternatives Explored and Eliminated:

N/A.

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

Not having this vacancy filled while an eligibility list is established would hinder the Housing & Community Development Department's critical day-to-day functions. There is a need for support in researching policies, creating budgets, and administering grants. These functions would be at a standstill and the impacts of this vacancy would create an immense workload for current City employees who are already taking on additional duties.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

DATE: November 30, 2023

TO: The Honorable Civil Service Board

FROM: Mark Love, Interim HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of eight (8) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Luby, Oliver	Deputy City Attorney	Office of the City Attorney	October 30, 2023- February 16, 2024	CSR 8.0(c)
Cardini, Tania	Tax Enforcement Officer II	Finance Department	November 06, 2023- December 18, 2023	CSR 8.0(c)
Baker, Matthew	Construction Inspector (Field)	Department of Transportation	October 26, 2023- February 04, 2024	CSR 8.0 (c)
Durades, Arlecia	Housing Development Coordinator III	Housing & Community Development Department	December 09, 2023- December 08, 2024	CSR 8.0 (c)
Huggins, Marchelle	Administrative Analyst II	Housing & Community Development Department	October 28, 2023- October 27, 2024	CSR 8.0(c)
McLean, Emily	Librarian I PPT	Oakland Public Library Department	December 01, 2023- February 29, 2024	CSR 8.0 (c)
Aleem Jr, Emmett	Recreation General Supervisor	Oakland Parks, Recreation and Development Department	September 30, 2023- Duration of Exempt Appointment	CSR 8.0 (c)
Khairzadah, Masseeh	Police Dispatcher	Oakland Police Department	October 28, 2023- May 04, 2024	CSR 8.0 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:



FCL - Family Care Extended



FDN - Family Death (no pay)



MNP - Military Leave (no pay)



SLV - Sick Leave (no pay)



ANP - Miscellaneous (no pay)



Parental Leave (no pay)

Employee's Name Oliver LubyEmployee's ID 20868Today's Date 10/25/23Department/Division City Attorney's officeEmployee Job Title Deputy City AttorneyRequest: 110

No. of Days or Hours



Days



Hours

Select Days or Hours

From 10/30/23To 2/16/24

Unpaid Leave Taken This Year?



Yes



No

If yes, what type of leave

Family Medical Leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Oliver Luby
Digitally signed by Oliver Luby
DN: cn=Oliver Luby, o=City Attorney's Office,
ou=City Attorney's Office,
email=oluby@oaklandcityattorney.org, c=US
Date: 2023.10.25 18:57:03-0700

Employee's Signature

Date

Civil Service Board Approval

Date

11/3/2023

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:



FCL - Family Care Extended



FDN - Family Death (no pay)



MNP - Military Leave (no pay)



SLV - Sick Leave (no pay)



ANP - Miscellaneous (no pay)



Parental Leave (no pay)

Employee's Name Tania CardiniEmployee's ID 16897Today's Date 11/6/2023Department/Division FinanceEmployee Job Title TEO II

Request:

31

No. of Days or Hours



Days



Hours

From 11/6/2023To 12/18/2023

Select Days or Hours

Unpaid Leave Taken This Year?



Yes



No

If yes, what type of leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Tania Cardini11/6/2023

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

Nov 10, 2023

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Matthew Baker Employee's ID 27219 Today's Date 10/13/23

Department/Division Paving and Sidewalks Employee Job Title Construction Inspector (Field)

☒ Request: 240 ☐ Days ☒ Hours From 10/26/2023 To 02/04/2024
No. of Days or Hours Select Days or Hours

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

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

*** 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.

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.

Matthew Baker 10/13/23
 Employee's Signature Date

 Civil Service Board Approval Date

Fred Kelley Nov 8, 2023
 Fred Kelley (Nov 8, 2023 17:54 PST)
 Department Head Approval Date

 City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

☐

FCL - Family Care Extended

☐

FDN - Family Death (no pay)

☐

MNP - Military Leave (no pay)

☐

SLV - Sick Leave (no pay)

☒

ANP - Miscellaneous (no pay)

☐

Parental Leave (no pay)

Employee's Name Arlecia DuradesEmployee's ID 25552Today's Date 11/14/2023Department/Division HCD/Housing Development ServicesEmployee Job Title Housing Development Coordinator III

Request:

365

No. of Days or Hours



Days

☐

Hours

Select Days or Hours

From 12/9/2023To ~~12/9/2024~~12/8/2024

Unpaid Leave Taken This Year?

☐

Yes

☒

No

If yes, what type of leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Arlecia Durades (Nov 15, 2023 18:38 PST)

Employee's Signature

11/15/2023

Date

Civil Service Board Approval

Date

Emily Weinstein (Nov 15, 2023 18:30 PST)

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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

Print Form

Employee's Name Marchelle Huggins Employee's ID 4202 Today's Date 10/5/2023

Department/Division HCD/Residential Lending Services Employee Job Title Administrative Analyst II

☒ Request: 365 ☒ Days ☐ Hours From 10/28/2023 To 10/28/2024 10/27/2024
No. of Days or Hours Select Days or Hours

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

(Write appropriate code)

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

* Additional Information

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Marchelle Huggins

Employee's Signature

Date

10/5/23

Civil Service Board Approval

Date

Emily Weinstein

Emily Weinstein (Oct 5, 2023 21:04 PDT)

Department Head Approval

10/5/23

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:



FCL - Family Care Extended



FDN - Family Death (no pay)



MNP - Military Leave (no pay)



SLV - Sick Leave (no pay)



ANP - Miscellaneous (no pay)



Parental Leave (no pay)

Employee's Name Emily McLeanEmployee's ID 25032Today's Date 7/19/23Department/Division LibraryEmployee Job Title Librarian I PPTRequest: 91
No. of Days or HoursDays ☐ Hours
Select Days or HoursFrom Dec 1st, 2023 To Feb 29th, 2024

Unpaid Leave Taken This Year?



Yes



No

If yes, what type of leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

Employee's Signature
7/19/23

Date

Civil Service Board Approval

Date

Department Head Approval
Oct 26, 2023

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name **Emmett Harith Aleem Jr.**

Employee's ID **6600 -2**

Today's Date **10.26.2023**

Department/Division **OPRYD**

Employee Job Title **Recreation General Supervisor**

☒ I Request: Unknown at this time ☐ Days ☐ Hours From September 30, 2023 To write in interim role Duration of Exempt Appointment

No. of Days or Hours

Select Days or Hours

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

(Write appropriate code)

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

* Additional Information

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Harith Aleem (Oct 26, 2023 14:59 PDT)

Employee's Signature

10/26/23

Date

Civil Service Board Approval

Date

Department Head Approval

Date

City Manager Approval

Date

I'm taking leave from RGS role, while undertaking interim Assistant Director role. I would like to retain my medical and other benefits during this interim period.



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Masseeh KhairzadahEmployee's ID 25999Today's Date 10/13/2023Department/Division Oakland Police DepartmentEmployee Job Title Police Dispatcher
☐ Request: 185 128
No. of Days or Hours

☒ Days ☐ Hours
Select Days or Hours
From 11/2023
10/28/23To 05/2024
05/04/2024Unpaid Leave Taken This Year? ☐ Yes ☒ No If yes, what type of leave

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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10/13/2023

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

Date

10/23/23

City Manager Approval

Date

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



MEMORANDUM

DATE: November 30, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Marine Sports Program Coordinator

Based upon a classification review at the request of the Oakland Parks, Recreation, and Youth Development (OPRYD) Department, staff has proposed revision of the **Marine Sports Program Coordinator** classification. It was established in February 1997 and has not been revised since that time. The classification has not been allocated in the budget for several years.

OPRYD is in the process of reevaluating organizational structure and service delivery considering the proposed merger with the Human Services Department in 2024. As such, the department determined that revising the job description and utilizing the classification again would result in positive impacts to the department's staffing and programming.

A variety of minor revisions are proposed that include:

- Update the Definition and Distinguishing Characteristics sections to properly reflect the nature and scope of the work and reporting structure.
- Make minor changes to the Examples of Duties.
- Revise the Knowledge and Abilities section to convey the need for computer skills supervisory capabilities.
- Make small refinements to the Education and Experience sections under Minimum Qualifications.
- Revise the relevant safety and marine certifications in the License or Certificate section.
- Update formatting to align with the existing classification specification template.

There will be one vacancy once the necessary budget changes have been implemented. The approved classification specification will be used to initiate an upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in September and October to discuss the changes. In an email dated November 9, 2023, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specification of **Marine Sports Program Coordinator** as proposed.

Attachments: Proposed revised Marine Sports Program Coordinator classification specification.



DRAFT

MARINE SPORTS PROGRAM COORDINATOR

Class Code: SC177FTE

Civil Service Classified

DEFINITION

Under general supervision by ~~Office of Oakland~~ Parks, Recreation, and ~~Youth Development (OPRYD) Department~~ Cultural Affairs staff, develops, coordinates, and oversees boating, sailing, and water safety programs; ~~supervises, schedules, trains~~ and directs ~~subordinate staff who implement daily operations of and activities for~~ the boating and sailing programs at the Lake Merritt Boating Center, Estuary Park, and on the San Francisco Bay; develops promotional materials for marine programs; prepares and monitors a budget; orders equipment and supplies; solicits co-sponsorships for marine events; coordinates special events and activities; ~~handles~~ addresses complaints; ensures compliance with departmental safe work practices; provides technical staff assistance; ~~supervises, trains, and evaluates assigned staff~~; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent professional ~~position~~ classification ~~that~~ is responsible for the development, promotion, and implementation of all sailing and boating sports programs ~~offered on a citywide basis~~. The incumbent ~~directs-oversees~~ marine sports activities for all ages and works with other departmental and city-sponsored programs as well as potential sponsors in the ~~development and implementation~~ administration of marine sports programs. ~~Through subordinate staff, the incumbent directs day-to-day operations and activities for marine programs at the Lake Merritt Boating Center and a satellite site on the Oakland Estuary and special activities on the San Francisco Bay. A high degree independence is utilized in carrying out programmatic goals and objectives.~~ The incumbent is expected to independently carry out programmatic goals and objectives ~~assignment without little~~ direction except as new or unusual circumstances require. This classification is distinguished from the higher-level Recreation Supervisor in that incumbents of the latter supervisory classification oversee multiple program areas, including marine sports. It is further distinguished from the lower-level Recreation Program Director in that incumbents of the latter: lead classes, camps, and activities; update and maintain science curriculum to match state educational standards; write general descriptions of boating and science classes offered; and create programs in the recreation database.

The incumbent receives general supervision from ~~an Area Administrator~~ Recreation Supervisor or Recreation General Supervisor and provides direct and general supervision to Recreation Program Directors, Recreation Specialists ~~I, and IIII~~, Recreation Leaders ~~I and II~~, Recreation Attendants ~~I and II~~, Recreation Aides, Park Attendants, ~~court assignees~~, summer youth employees, and ~~clerical~~ administrative support staff.

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

Develops, directs, and implements a marine program for the City of Oakland, including boating

and sailing, boat rental and storage, sight-seeing charters, and building space rentals; conducts and analyzes needs assessment surveys for sports programs.

Selects, trains, supervises, and evaluates assigned staff; prepares work schedules; approves staff time cards-sheets and schedules; inspects and monitors programs and sites on a regular basis; coordinates program staffing of special events.

Develops and maintains positive relationships and collaborative enterprises with individuals, community organizations, businesses, non-profit agencies, and school officials to ensure that programs and activities are meeting the changing needs of the community in which they take place.

Develops and provides training in specific marine techniques; enforces departmental policies regarding program operation; ensures participant and staff safety through compliance with departmental safety policies and procedures.

Prepares and monitors a budget for the marine program; develops computerized reports and maintains related program records; orders all necessary equipment and supplies for the program; prepares grant applications and proposals for funding for specific marine programs; solicits co-sponsorship of marine programs through private sector agencies.

Responds to questions, complaints, and requests for information from the public, schools, City Council, and other City departments; prepares and distributes promotional and informational materials on marine programs and activities.

Drives to various local and regional marine facilities to attend meetings, monitor program activities, conduct program, and supervise staff.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~The~~ Fundamentals and rules of a variety of recreational marine activities including boating, sailing and navigation.
- Safe boating, rescue, and water safety; state, federal, and local regulations relating to boating, sailing, and marine activities.
- Departmental administrative /operational and safety policies, practices, and procedures.
- Principles of supervision and training.
- Problem solving techniques.
- The principles and practices of community recreation management, including the cultural and social needs of the community,
- Tools, equipment, and supplies utilized in various water sports and activities as well as age-appropriateness and safety issues for each.
- Funding sources and grant application procedures.
- Basic principles of contract negotiation for co-sponsorship of activities.
- Basic accounting and budgeting.
- Customer service and program marketing techniques.
- English punctuation, syntax, language mechanics, and spelling.
- Principles and techniques necessary for the persuasive presentation of ideas and concepts both in oral and written formats.
- Basic personal Computer systems and software applications, including database, word processing, and spreadsheet programs-applications.

- ~~b~~Basic accounting and budget preparation principles.

Ability to:

- Provide leadership and direction to staff.
- Supervise, train, and evaluate assigned staff.
- ~~p~~Plan, organize, implement, and evaluate a recreational sports program to serve community needs.
- ~~p~~Promote and enforce safe work practices.
- ~~e~~Coordinate activities between departments and outside agencies.
- Interpret and enforce administrative/operational policies, practices, and procedures.
- ~~a~~Analyze and resolve problems.
- Prepare and monitor a budget.
- ~~n~~Negotiate and monitor administrative contracts.
- ~~m~~Maintain accurate records.
- Communicate effectively orally and in writing.
- ~~p~~Prepare reports, correspondence, and written materials.
- ~~m~~Make verbal presentations to both large and small groups.
- ~~d~~Design and develop promotional materials including brochures, fliers, and training manuals.
- Utilize a computer system and software applications, including database, word processing, and spreadsheet programs.
- Establish and maintain ~~professional-effective~~ working relationships with staff, elected officials, representatives of other organizations, and the ~~general~~ public.

~~EXPERIENCE AND EDUCATION~~ MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in ~~r~~Recreation, ~~l~~Leisure studies, ~~s~~Services, ~~p~~Physical ~~e~~Education, sports science, or a related field.

Experience:

Three ~~(3)~~ (3) years of professional experience providing direct service in marine -related activities and program administration including one ~~(1)~~ (1) year in a supervisory capacity of marine sports activities.

LICENSE OR CERTIFICATE

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

Possession of Certification in basic Red Cross Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED). ~~Basic Rescue, Water Safety AND~~

The following must be obtained by the end of the probationary period and maintained throughout tenure of employment:

eCertification by the U.S. Sailing Association or equivalent as a licensed Sailing Instructor/Trainee. ~~must be maintained throughout employment.~~

~~A U.S. Coast Guard Auxilliary Marine Vessel Safety certificate.~~

For-Hire Vessel Operator's License through the State of California.

Certification in US Sailing/US Powerboating Safe Powerboat Handling.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 02/27/1997 CSB Resolution #: 44365 Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

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

(Previous title(s):)



SPECIAL CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: October 26, 2023

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD: Mark Love, Interim HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board
Caryl Casden, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

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

Meeting ID: 869 0003 5016 Passcode: CSB2023

One tap mobile

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

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

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

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

Webinar ID: 869 0003 5016 Passcode: 6922601

Find your local number: <https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

OPEN SESSION AGENDA

ROLL CALL

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

1) PUBLIC COMMENT:

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

No speakers

**2) APPROVAL OF THE OCTOBER 26, 2023 SPECIAL CIVIL
SERVICE BOARD MEETING AGENDA**

ACTION

**45223 A motion was made by Member Williams and seconded by Member Brown to
approve the October 26, 2023 Civil Service Board Meeting Agenda.**

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- Hiring optimization project updates

4) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointments

- There are no provisional appointments this month.

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

- Department of Transportation (1)
- Human Services Department (2)
- Police Department (1)

c) Approval of Revised Classification Specifications (2)

- Human Resources Technician, Supervising
- Inspector General Program & Performance Auditor

**45224 A motion was made by Member Brown and seconded by Vice Chair
Baranco to approve the October 26, 2023 Consent Calendar.**

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams
Board Member Noes: None
Board Member Abstentions: None

5) OLD BUSINESS:

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

45225 A motion was made by Member Williams and seconded by Vice Chair Baranco to approve the September 21, 2023 Regular Meeting Minutes.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

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

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Oracle Database Administrator ACTION

45226 A motion was made by Member Brown and seconded by Vice Chair Baranco to approve the New Classification Specification for Oracle Database Administrator

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

- b) Quarterly Update 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

45227 A motion was made by Member Williams and seconded by Vice Chair Baranco to adjourn the meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 16, 2023. All materials related to agenda items must be submitted by Thursday, November 2, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – November 30, 2023**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer (still pending)
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	7/06/2023-7/11/2023 12/14/2023, 01/30/24 – 02/03/24	Referred to Hearing Officer

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	Withdrawn 2/21/2023	Referred to Hearing Officer
HRM-2023-AP01	Human Resources Analyst	Human Resources Management Department	6.04- Appeal of Probationary Release	05/18/2023	
PORT-2023-AP01	Port Delivery Person	Port of Oakland	9.07- Medical Separation	05/18/2023	
PORT-2023-AP02	Administrative Specialist	Port of Oakland	6.04- Appeal of Probationary Release	05/18/2023	

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



STAFF REPORT

DATE: November 30, 2023

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Mark Love, Interim 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 October 26, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred twenty-eight (128) employees were in the TCSE (18), TCSE/Annuitant (41), and ELDE (69) categories as of pay period ending November 03, 2023. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred twenty-eight (128) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

RECOMMENDATION

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

For questions regarding this report, please contact Interim Human Resources Director Mark Love at (510) 238-6338.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending November 03, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

CIVIL SERVICE BOARD
NOVEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (9)								
ECONOMIC & WORKFORCE DEVELOPMENT	Luna Torio	Kathleen	85611 - Special Activities	11/12/2022	ELDE		Assist in the special event permitting policies approved by City Council	COMPLIANT
HUMAN SERVICES	Falls	C'Mone	78411 - Community Housing Services	5/13/2023	ELDE		Perform short and long range planning for CHS. Plan directm supervise and evaluate subordinate	COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE		Provide intensive relationship building and support to individuals living in homeless encampments Comment: Employment has been terminated. There was a delay in payroll processing the paperwork.	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to Community Housing Comment: Employment has been terminated. There was a delay in payroll processing the paperwork.	COMPLIANT
HUMAN SERVICES	Webb	Nyila	78231 - HS Classroom & Seasonal	1/21/23	ELDE		Provides clerical support to the depa	COMPLIANT
POLICE	Fuller	Amber	106510 - Fiscal Services	10/15/2022	ELDE		Tracking and maintenance of grants; solicit grant opportunities; work on backlog of grant	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects. Comment: Tracey Jones has been hired as a Police Services Manager effective 11/11/23. Recruitment process is in progress, interviews scheduled for 10/20, ELDE assignment will conclude as soon as the position is filled in the next 1-2 weeks.	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
VIOLENCE PREVENTION	Teshome	Theodeross	70211 - Oakland Unite	9/3/2022	ELDE		Perform administrative duties in support of program planning Comment: DVP has concluded the departmental selection process. They have extended a conditional job offer to the selected candidate.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
NEW THIS PERIOD (15)								
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	10/30/2023	ELDE		Provide desktop support and on-board new users FUND 1010, conduct training sessions on existing software and create training	COMPLIANT
CITY AUDITOR	Luna	Eduardo	07111 - City Auditor Unit	10/28/2023	TCSE/Annuitant		Oversee current audit work, evaluate the work of audit and administrative staff, represent the City Auditor in a variety of	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Hillmer	Jens	85221 - Project Implementation: Staffing	9/30/2023	ELDE		Succession planning to train new Real Estate Property Manager in all aspects of job,	COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	10/28/2023	TCSE/Annuitant		Train new hires, help create an updated payroll manual and job aids, Create recorded video on tasks, help train department payroll	COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	10/14/2023	ELDE		Oversee citywide procurement of professional services, goods and services via grants, Supervise 3 contracts unit staff and	COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	10/28/2023	ELDE		Plan, organize, manage, participate in and direct the work of the project including the development, successful implementation and	COMPLIANT
HUMAN SERVICES	Boyd	Marshay	78111 - DHS Administration Unit	9/30/2023	ELDE		Oversee or perform a variety of office administrative tasks	COMPLIANT
HUMAN SERVICES	Eddings	Marquitta	78111 - DHS Administration Unit	9/30/2023	ELDE		Oversee or perform a variety of office administrative tasks	COMPLIANT
HUMAN SERVICES	Rebollo	Martha	78231 - HS Classroom & Seasonal	9/30/2023	TCSE/Annuitant	115.5	Instruct children in basic infant/toddler education concepts, organize/set up developmentally appropriate education and	COMPLIANT
HUMAN SERVICES	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	10/14/2023	TCSE/Annuitant	61.5	Maintain high quality classroom environments that meet or exceed the national average, plan and organize and	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30541 - Equipment Services Administration	10/14/2023	TCSE/Annuitant	75	Seek out and apply for grant funding to comply with zero-emission mandates, assess options available for zero-emission	COMPLIANT
PUBLIC WORKS	Weiss	Steven	30111 - Director and Human Resources Unit	10/14/2023	TCSE	53.5	Coordinate interagency projects to ensure Bureau consistency	COMPLIANT
PUBLIC WORKS	Santiago III	Jose	30652 - Landscape Maintenance	10/28/2023	TCSE		Direct and assign the work of a crew, schedule vehicle and equipment use, train staff, perform the more complex gardening	COMPLIANT
VIOLENCE PREVENTION	Cox	Natashca	70211 - Oakland Unite	10/14/2023	ELDE		Provide case management support, administer an intake and assessment to inform a case plan and work with the client	COMPLIANT
VIOLENCE PREVENTION	Diaz Vasquez	Alex	70211 - Oakland Unite	10/14/2023	ELDE		Provide case management support, administer an intake and assessment to inform a case plan and work with the client	COMPLIANT
COMPLIANT (113)								
CITY ADMINISTRATOR	Carney	Patrice Lorraine	02151 - City Administrator Call Center	1/21/2023	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Enslow	Michael	02112 - Communications & Media	6/10/2023	ELDE		Support the migration of the website to a new content management system	COMPLIANT
CITY ADMINISTRATOR	Huff	VaShone	02141 - Homelessness	2/4/2023	ELDE		Coordinate Volunteers for the Homelessness Division, and assess needs and opportunities	COMPLIANT
CITY ADMINISTRATOR	Logan	Lisa	02151 - City Administrator Call Center	5/13/2023	ELDE		Supervise and train Public Service Representatives, Ensures daily operations are up to date, Oversees	COMPLIANT

CIVIL SERVICE BOARD
NOVEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Martinez	Gabriel	02151 - City Administrator Call Center	12/10/2022	ELDE		Assist 311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Oladeji	Segun Kunle	02111 - City Administrator: Administration Unit	7/8/2023	TCSE	559,5	Point of contact of Summer food vendors, sites and monitors, attending advisory board meetings	COMPLIANT
CITY ADMINISTRATOR	Smith	Jallah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tacruz	Rudi A	02112 - Communications & Media	1/21/2023	TCSE	0	Assist Communications and Media Division	COMPLIANT
CITY ATTORNEY	Collins	Justin	04111 - City Attorney Administration Unit	8/5/2023	ELDE		Draft legal documents, including discovery, pre trial documents, Compile, organize, summarize and analyze materials obtained through	COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	8/19/2023	ELDE		Draft legal documents, including discovery, pre trial documents. Compile, organize summarize and	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/2020	TCSE/Annuitant	234	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	125,5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/Annuitant		Provide administrative support to City Council	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	368	Develop and monitor maintenance management program	COMPLIANT
DEPT. OF TRANSPORTATION	Calderon	Kristel	35121 - DOT Fiscal Services	8/5/2023	ELDE		Accounts Payable and Receivables functions, Grants billing, reconciliation of deposits, deposit of	COMPLIANT
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 - Structures & Emergency Response	1/7/2023	TCE/Annuitant	206	Serves as project manager for public improvements projects	COMPLIANT
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE/Annuitant	404	Perform preliminary review of allegations to recommend course of action, recommend scope timing	COMPLIANT
DEPT. OF TRANSPORTATION	Lee	LaMejonna	35247 - Mobility Management	7/8/2023	ELDE		Assisting with OPD tows, scofflaw, Vehicle Encampment and Abandoned Vehicle	COMPLIANT
DEPT. OF TRANSPORTATION	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	5/13/2023	ELDE		Engage the community in complex project design and policy decisions, Assist higher level staff to	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/Annuitant	301,5	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Berens	Matthew	67211 - Workplace Standards	6/10/2023	ELDE		Oversee receipt and assignment complaints and investigations to subordinate staff, assist in	COMPLIANT

CIVIL SERVICE BOARD
NOVEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF WORKPLACE AND EMPLOYMENT STANDARDS	Jack	Christina	67411 - Compliance	6/10/2023	ELDE		application for complete and accurate information, work with certification applicants to provide	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	8/5/2023	TCSE/Annuitant	107.5	Advising staff on term sheet negotiations for a few projects such as 73rd and Foothill & others	COMPLIANT
FINANCE	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Reviewing and processing payment requests from City departments. Communication with City staff to Create a project plan and manage various project tasks for OCL document test cases and scripts	COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	9/16/2023	ELDE		Temporary assistance to complete Capital projects and end of year fiscal reconciliations	COMPLIANT
FINANCE	Treglow	Donna	08222 - General Ledger	6/18/2018	TCSE/Annuitant	313.5		COMPLIANT
FIRE	Chow	Daniel	20351 - Engineering Unit	4/17/2023	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/Annuitant	14	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire	COMPLIANT
FIRE	Skillem	Sheryl	20331 - Inspectional Services Unit	5/28/2022	TCSE/Annuitant	129	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	285.5	Reviewing and assisting with preparation of staff reports to	COMPLIANT
HCD	Jackson	Brittini L.	89969 - Residential Rent Arbitration	2/4/2023	ELDE		Provide support to the department	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/Annuitant	301	Facilitates extensive interaction with Mayor, Council, community leaders.	COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	9/16/2023	ELDE		Hearing officer with the Rent Adjustment Program unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/Annuitant	257.5	Recruitment support for HSD	COMPLIANT
HUMAN SERVICES	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/2023	ELDE		Perform functional administrative duties for the department	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center	COMPLIANT
HUMAN SERVICES	Cooke	James	78241 - Year Round Lunch Program Unit	6/12/2021	TCSE	143	Direct and oversee the smooth delivery of lunch and snack program	COMPLIANT
HUMAN SERVICES	Echevaria	Rosalio	78231 - HS Classroom & Seasonal	2/4/2023	ELDE		install and repair signs, masonry, playground hardware and other equipment, assist journey level	COMPLIANT
HUMAN SERVICES	Galbraith	Angela	75631 - Senior Center Unit	8/5/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	0	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hampton	Janell	75631 - Senior Center Unit	9/2/2023	ELDE		Receive and screen visitors and telephone calls, provide follow-up on more routine inquiries from the	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE/Annuitant	397.5	Provide specialized assistance and/or work direction in a wide	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	422	implementation of program strategies	COMPLIANT

CIVIL SERVICE BOARD
NOVEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

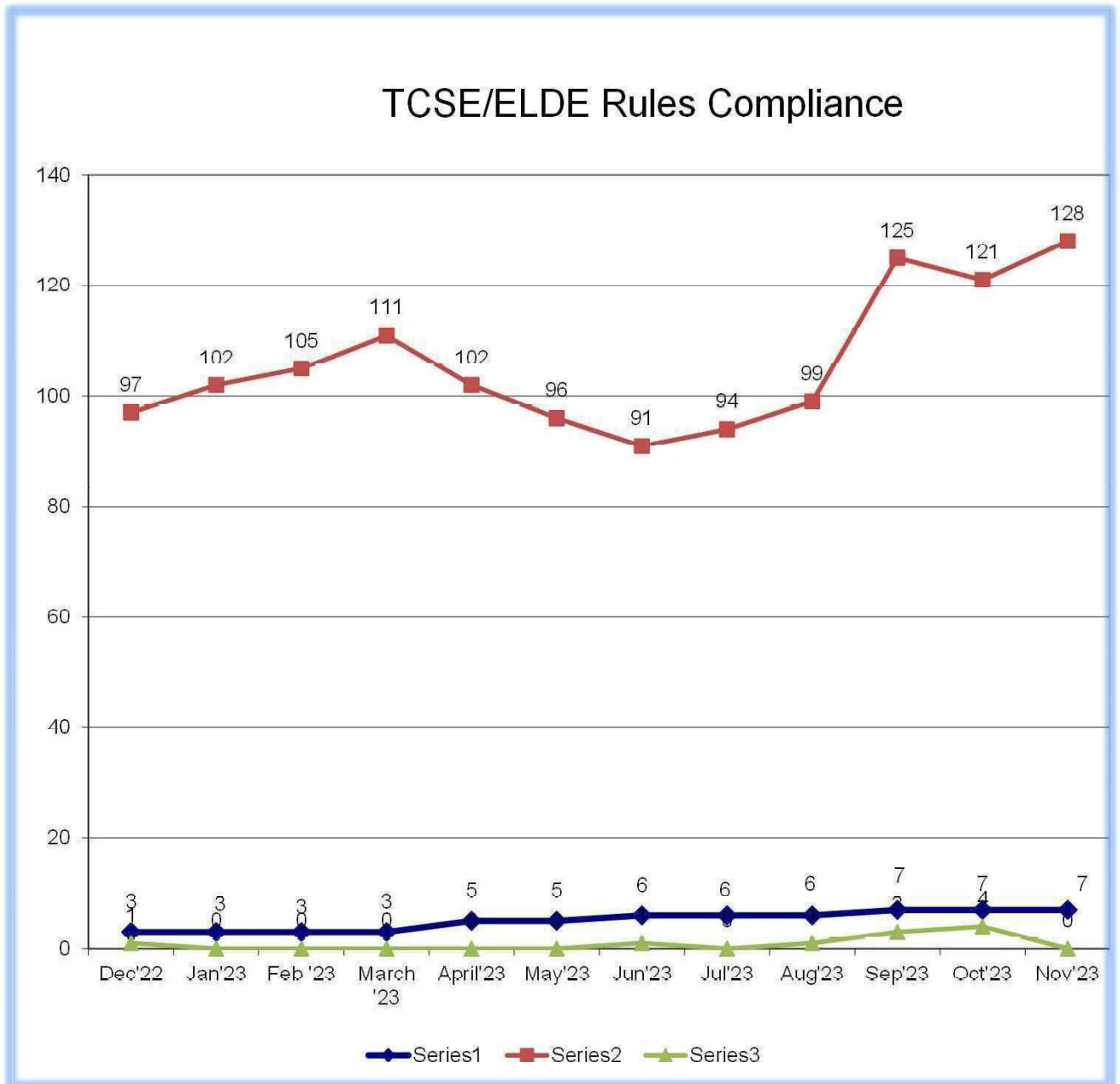
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE/Annuitant	0	Teach and/or lead program and classes in field of expertise	COMPLIANT
HUMAN SERVICES	LaMichhane	Margaret	78231-HS Classroom & Seasonal	6/10/2023	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Li	Qingxing	75231 - Multipurpose Senior Service Program Unit	8/5/2023	ELDE		Complete psycho-social assessments for enrolled clients. Complete initial needs	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Ly	Sandra	78235 - HS Central Office Administration	4/1/2023	ELDE		Prepare meals and snacks for Head Start Children	COMPLIANT
HUMAN SERVICES	Nino Ignacio	Norma	78232-HS Central Office Administration	6/10/2023	ELDE		Acts as program leader, including the planning and implementation of programs	COMPLIANT
HUMAN SERVICES	Padilla	Manuel	75631 - Senior Center Unit	12/10/2022	ELDE		Assist with Custodian duties	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231-HS Classroom & Seasonal	5/14/2022	TCSE	0	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/Annuitant	305	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/Annuitant	0	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Steelman	Misty	75631 - Senior Center Unit	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
HUMAN SERVICES	Tiras	Sara	78251 - Youth Services	12/24/2022	ELDE		Develop and coordinate citywide youth leadership program, provide support, training and mentorship	COMPLIANT
HUMAN SERVICES	Williams	David	78111 - DHS Administration Unit	7/22/2023	ELDE		assessments for enrolled clients, Complete initial needs assessments and develop care plans for clients.	COMPLIANT
HUMAN SERVICES	Williams	Dwight	78361 - CSBG - Admin	4/15/23	ELDE		compliance. Acts as program leader, including the planning and implementation of programs.	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
ITD	Ibrahim	Mamadou	46341-Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/Annuitant	207	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531-Public Safety Applications	2/18/2023	TCSE	166	Coordinate delivery of intensive services.	COMPLIANT
ITD	Wei	Mingyi	46341-Application Development	6/10/2023	ELDE		Managing support and database ETLs. ITD customer service	COMPLIANT
LIBRARY	Dubois	Sara	61121 - Departmental Operation Unit	2/4/2023	ELDE		Write grant proposals and apps review and evaluate for compliance; administer develop monitor	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE/Annuitant	172.5	Assist department in processing accounts payable invoices	COMPLIANT
PLANNING AND BUILDING	Gunari	Luke Charles	84229- Zoning	3/18/2023	ELDE		Permitting and schedule	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE/Annuitant	160	Respond to inspection questions from permit infor and permit questions portal	COMPLIANT

CIVIL SERVICE BOARD
NOVEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PLANNING AND BUILDING	Ramirez	Andrea	84229 - Zoning	6/10/2023	ELDE		respond to applicant/resident requests, attend staff meetings and board and commission hearings	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	Neighborhood Preserv	10/29/2022	TCSE/Annuitant	422.5	Develop policy and procedures for permit and fiscal operations payable activities. Processes invoices and provide support to administrative duties.	COMPLIANT
POLICE	Averiett	Cydney	103242 - Records & Warrants	5/13/2023	ELDE		Completing overdue Public Records request	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Harris	Regina	103310 - Communications Unit	3/19/2022	TCSE/Annuitant	0	Background Investigations	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	3/18/2023	TCE/Annuitant	95	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/Annuitant	352.5	Background investigations	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE/Annuitant	128	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	341	Assist in developing and administering budget for the Police department and oversee A/P and	COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	9/10/2023	ELDE		Develop comprehensive health and wellness program for OPD employees	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/28/2023	ELDE		Call taker, Dispatching and working service channel	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	99	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	211.5	Creating, restoring and editing reports for the vision app.	COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	8/19/2023	TCSE	152	Identifying recommendations for	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	6	Background Investigations	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE/Annuitant	47	Background Investigations	COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	1/7/2023	ELDE		Create official agency communications to be distributed to	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/21/2023	TCSE	345	Manage IGs calendar, conduct administrative tasks independently to include HR and Fiscal.	COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311 - Inspector General	9/16/23	TCSE		Plan, organize, manage and participate in and direct the work of the Democracy Dollars Program	COMPLIANT
PUBLIC ETHICS	Doran	Suzanne	65111 - Public Ethics Commission	9/16/2023	ELDE		Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	702	Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682 - Env Svcs Recycling & Solid Waste	4/29/2023	ELDE			COMPLIANT

CIVIL SERVICE BOARD
NOVEMBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Charles	Kevin	30652 -Landscape Maintenance	8/5/2023	TCSE	442.5	Plan,assign, and supervise gardening and maintenance work in and around city parks. Prepare daily	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 -Director and Human Resources Unit	1/31/2023	TCSE/Annuitant	50	Direct and monitor the city's design and construction project	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 -Graffiti Abatement & Rapid Response	4/30/2022	TCSE	0	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Henry	Nocoasha	30211 -Engineering and Construction - Administration	9/11/2023	ELDE		Review, process and file Notice of Completion, and to complete final balancing contracts to close out	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 -Landscape Maintenance	2/18/2023	TCSE/Annuitant	442	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 -Facilities & Environ Asst., Director's Office	3/19/2022	TCSE/Annuitant	0	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 -Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	502.5	Project manage sewer and storm drainage capital projects and stormwater permit compliance projects	COMPLIANT
PUBLIC WORKS	Loman	Alexius	30557 -Facilities: Structural	4/29/2023	TCSE	673.5	Provide administrative support to dept.	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 -Equipment Services Administration	4/1/2023	ELDE		Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Williams	Tedd	30673-Graffiti Abatement & Rapid Response	6/10/2023	ELDE		Facility security assistant	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 -Director & Human Resources Unit	11/1/2021	TCSE/Annuitant	138	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 -Violence Prevention Administration	11/12/2022	ELDE		Assist department with program planning,research, analysis and development	COMPLIANT
VIOLENCE PREVENTION	Corona Orellana	Ashley	70211 -Oakland Unite	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard Alfred	70211 -Oakland Unite	6/10/2023	ELDE		Set work priorities, coordinate assignments, monitor daily case mgmt activities	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 -Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Medina	Laura	70111 -Violence Prevention Administration	2/4/2023	ELDE		Coordinate safety services to individuals/families at the highest level of risk for gun	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 -Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management, Administer intake and assessment and work	COMPLIANT
VIOLENCE PREVENTION	Nieves	Jennifer	70211 -Oakland Unite	2/4/2023	ELDE		Direct and manage direct service unit. Implement a variety of direct service programs including short	COMPLIANT
VIOLENCE PREVENTION	Romero	Jennifer	70211 -Oakland Unite	5/27/2023	ELDE		Monitor case management loads, hold case conferences and ensure focus on high-risk clients.	COMPLIANT
VIOLENCE PREVENTION	Summers	Jeremy	70211-Oakland Unite	6/10/2023	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 -Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT
NON-COMPLIANT (0)								



*** The November 2022 meeting was canceled.

Data as of PPE November 03, 2023



MEMORANDUM

DATE: November 30, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of New Classification Specification for Mobile Assistance Community Responders of Oakland (MACRO) Supervisor

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed the creation of a new classification: Mobile Assistance Community Responders of Oakland (MACRO) Supervisor. This new supervisory classification is being established to oversee the daily operations of the City's MACRO responders who provide basic life support and wellness referral services to individuals in the community during non-emergency and low-emergency calls. The MACRO Supervisor will supervise the crews that are each comprised of one Community Intervention Specialist and one Emergency Medical Technician. This new classification will be critical in filling a gap in the reporting structure between the MACRO Program Manager and the MACRO field crews.

The new MACRO Supervisor will: oversee the daily operations of the Mobile Assistance Community Responders of Oakland (MACRO) crews that serve as first responders to non-violent low-level calls for services including situations involving mental health incidents, de-escalation, and referral to services; oversee referrals to a variety of health and wellness services; perform clinical supervision duties; may attend meetings with community members and advocacy groups; supervise, train, and evaluate assigned staff; and perform related duties as assigned.

OFD has placeholder positions in their budget. The approved classification specification will be used to initiate an upcoming recruitment and selection process to fill up to five (5) vacancies.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create the new MACRO Supervisor classification in June 2023. City and union representatives discussed the item at three meetings. In an email dated November 9, 2023, the union confirmed that there were no objections to the creation of the new classification.

The salary ordinance amendment to add this new classification to the Salary Schedule is currently being drafted. It will be routed to City Council for approval in February/March 2024.

Staff recommends that the Civil Service Board approve the new **MACRO Supervisor** classification specification as proposed.

Attachments: Proposed MACRO Supervisor classification specification.



MOBILE ASSISTANCE COMMUNITY RESPONDERS OF OAKLAND (MACRO) SUPERVISOR

Class Code: APXXX FTE

Civil Service

DEFINITION

Under general direction in the Oakland Fire Department (OFD), oversees the daily operations of the Mobile Assistance Community Responders of Oakland (MACRO) crews that serve as first responders to non-violent low-level calls for services including situations involving mental health incidents, de-escalation, and referral to services; oversees referrals to a variety of health and wellness services; performs clinical supervision duties; may attend meetings with community members and advocacy groups; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification. The incumbent is responsible for the day-to-day operations associated with MACRO Responders. This classification is distinguished from the MACRO Program Manager in that the latter has responsibility for managing the entire MACRO Program operations. It is distinguished from the lower-level MACRO Emergency Medical Technician and Community Intervention Specialist positions, which respond to calls for service.

The incumbent receives general supervision from the MACRO Program Manager, may receive direction from a Fire Division Manager (Medical Services Division), and exercises general supervision over the Community Intervention Specialist (CIS), and Emergency Medical Technician (EMT), and other professional, technical, and administrative staff.

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

Monitor daily operational activities and logistics of MACRO's responders (CIS and EMT staff) during shifts; track number of calls for services, number of contacts made, number of transports completed, and number of individuals served; and generate reports and analyze data.

Convene weekly team meetings and care-plan conferences to review and approve care plans and assure quality appropriateness and cost effectiveness of services.

Approve services ordered by MACRO responder crews as detailed in the service plan.

Supervise, assign, train, and evaluate assigned staff; conduct performance evaluations; conduct coaching sessions; participate in the selection of new employees.

Resolve conflicts between staff, the public, service recipients, and their families.

Ensure that MACRO responders enter service recipient information, service plans, and contact notes into a manual or computer-based file in accordance with OFD standards.

Develop, maintain, and update the data management system, charts, and files; maintain confidentiality of information; ensure accuracy of data entries.

Collaborate with outside community-based organizations to find ways to partner and provide coordinated care including advocacy and referral to a variety of health and wellness services.

Maintain a resource database to use for referrals for service recipients.

Oversee and monitor the on-going maintenance and daily upkeep of all assigned vehicles in the MACRO fleet.

Provide senior and long-term service information, referral or consultation services to the public related to non-emergency low acuity mental health and quality of life concerns.

Make field visits to observe and assist MACRO responders with calls for service; assist with calls for service that are escalated to ensure timely and appropriate response.

Attend and conduct department training; may attend public meetings to assist with and make presentations and perform community outreach.

Maintain effective community relations by using empathy, patience, tact, and courtesy when serving and delivering services to the community.

Operate a vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oakland's diverse communities, including intersections between a variety of demographic, social dynamic, and community issues.
- Principles and best practices in the field of intervention, with emphasis on public health, trauma informed, harm-reducing, restorative approaches towards community healing, engagement, and empowerment.
- Principles and techniques of interviewing and (diagnostic) assessment.
- Public contact and community engagement techniques that foster collaborative community exchanges.
- Available short-term health and wellness and long-term care resources in the city, county, and state.
- Interviewing and counseling techniques.
- Applicable laws, ordinances, departmental standard operating procedures, and regulations.
- Integrated mobile dispatch communications including mobile data technology (MDT) vehicle communication, mobile radio equipment, and cellular telephones.
- Local geography and the use of maps and traffic navigation platforms.
- Principle and practices of records management systems, including time and records management for case workers.
- Components of case management and MACRO Responder note standards and techniques.
- Methods of research, analysis, and preparation of reports.
- Principles and practices of supervision and training.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices.

Ability to:

- Establish, evaluate, and implement administrative/operational policies, practices, and procedures.

- Analyze complex problems; evaluate alternative solutions; recommend or adopt effective courses of action.
- Oversee the daily operations and logistics of MACRO responders who work in an environment of competing, urgent priorities, and community scrutiny.
- Supervise, select, train, motivate, and evaluate assigned staff; train staff in work methods and procedures.
- Relate to the needs of a diverse community using a trauma-informed approach.
- Assist with the assessment of or assess an individual's mental, social, physical, and functional status; engage individuals in the problem-solving process, as applicable.
- Interact appropriately with the community in emergency and non-emergency situations; treat all persons with empathy, tact, dignity, and respect.
- When calls are escalated, take lead when on scene and coordinate efforts with other first responders on scene.
- When at an incident, perform under difficult and stressful conditions and manage confrontations with community members who may be or become agitated or disagreeable.
- Recognize relevant information and make informed decisions by analyzing information in a timely and appropriate manner.
- Exercise sound independent judgment within general policy guidelines.
- Safely operate a City vehicle.
- Express thoughts in a clear, understandable, and respectful manner.
- Communicate effectively and persuasively in both oral and written format with individuals from diverse ethnic and socio-economic backgrounds; speak in large and small group settings; intervene on behalf of a community member.
- Maintain record and filing systems, including automated record systems.
- Prepare clear and concise reports, records, and other written materials; maintain confidentiality of information.
- Perform data entry and analyze data; ensure records are accurate and current.
- Utilize computer systems and software applications; operate electronic equipment and other electronic mobile devices.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent. Coursework or a degree from an accredited college or university in public health, emergency management, social work, sociology, counseling, psychology, gerontology, health services, human services or other MACRO-related field is highly desirable.

Experience:

Three (3) years of progressively responsible experience serving in an advocacy/outreach/support role, providing referral services, and heavily engaging with the community including one (1) year of experience providing lead direction or

supervision. Highly desirable experience includes previous work performing outreach with unsheltered populations, case management in group homes or transitional houses, detention facility experience, front-line street response, and/or crisis work.

NOTE: Personal or familial lived experience with mental health conditions, alcohol or other substance abuse, houselessness, detention/incarceration and/or violence is highly desirable. Experience in public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention is desirable. Experience working with Oakland community members is highly desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a valid California Class “C” issued by DMV throughout the tenure of employment.

OTHER REQUIREMENTS

Registration as a Licensed Clinical Social Worker is highly desirable.

Depending on nature of assignment, candidates who receive offers of employment may be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

May be required to wear a uniform when on duty and out in the field.

Must be a U.S. citizen or legally authorized to work in the United States.

Bilingual skills are highly desirable.

Must be willing to work irregular hours including nights and weekends.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

Salary Ordinance #:

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

Salary Ordinance #:

(Previous title(s):)

Greetings Board And Commission Members

Form 700 Overview

This Informational Presentation from the Office Of The City Clerk is intended to further inform and increase Board And Commission Member's compliance with the timely filing of all Statement of Economic Interests Statements also known as Form 700.

This Overview includes a breakdown of all your responsibilities as a required filer commencing before you participate in public meetings, as well as your responsibilities once you separate as a member of this body.

Your Responsibilities As A Board /Commission Member And Form 700 Filer

Oath of Office


- **Your first responsibility as a Board/Commission member is to take the Oath of Office. The Oath Of Office is administered by the Office of the City Clerk.**
- **THIS MUST BE COMPLETED BEFORE VOTING/PARTICIPATING IN A MEETING**

***the Office of the City Clerk will create the Form 700 account during the Oath appointment**

Statement of Economic Interests (FPPC Form 700)

- **What is a Form 700 ?**
 - Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.
 - Another name for Form 700 is Statement of Economic Interest

2022-2023
Statement of
Economic Interests



Form 700

A Public Document:

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission
1102 Q Street, Suite 3000 • Sacramento, CA 95811
Email Advice: advice@fppc.ca.gov
Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772
Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2022

Statement of Economic Interests (FPPC Form 700)

- The cover page is always required (pictured right), even if you “have nothing to report”.
- Each Section (1-5) should be completed accurately.
- List your Last Name, First Name & Middle
- **Section 1 Agency Name** is City of Oakland; **Division/Board** list the full name of your board/commission (no acronyms).
- **Section 2 Jurisdiction** is City of Oakland
- **Section 3 Type of Statement** depends on the filer’s timeline, see slide 5.
- **Section 4 Schedule Summary** – review each schedule and the corresponding instructions, check the box of the schedule(s) that apply to you and total your pages *OR* check None – No reportable interest
- **Section 5 Verification** – list up to date contact information, date your form and add your wet signature.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

STATEMENT OF ECONOMIC INTERESTS Date Initial Filing Received
Filing Official Use Only

COVER PAGE
A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER: (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court
Agency Name (Do not use acronyms)
Division, Board, Department, District, if applicable Your Position
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
Agency: Position:

2. Jurisdiction of Office (Check at least one box)
☐ State ☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)
☐ Annual: The period covered is January 1, 2019, through December 31, 2019.
-or- The period covered is through December 31, 2019.
☐ Assuming Office: Date assumed
☐ Leaving Office: Date Left
(Check one circle.) The period covered is January 1, 2019, through the date of leaving office.
-or- The period covered is through the date of leaving office.
☐ Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: Schedules attached
☐ Schedule A-1 - Investments - schedule attached
☐ Schedule A-2 - Investments - schedule attached
☐ Schedule B - Real Property - schedule attached
☐ Schedule C - Income, Loans, & Business Positions - schedule attached
☐ Schedule D - Income - Gifts - schedule attached
☐ Schedule E - Income - Gifts - Travel Payments - schedule attached
-or- ☐ None - No reportable interests on any schedule

5. Verification
MAILING ADDRESS: STREET CITY STATE ZIP CODE
(Business or Agency Address, if recommended - Public Document)
DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date Signed (month, day, year) Signature (File the original signed paper statement with your filing official.)

Clear Page Print

FPPC Form 700 - Cover Page (2019/2020)
advice@fppc.ca.gov • 866-275-3771 • www.fppc.ca.gov
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Statement of Economic Interests (FPPC Form 700)

- **What Financial Interests Are Involved?**

Financial Interest are disclosed within the applicable schedule(s) listed below

- Schedule A-1 : Investments
- Schedule A-2 : Business Entities/Trusts
- Schedule B : Oakland Rental Property
- Schedule C : Non-governmental salaries
- Schedule D : Gifts from public officials, businesses, vendors, or other contractors
- Schedule E : Travel payments or reimbursements made to you by someone other than your employer

*see the back of each schedule for specific instructions on that particular schedule.

Did You Know That There Are Many Different Times You Are Required To File A Form 700?

Types of Statements	Due Date
Assuming Office	Within 30 Days of Assuming Office Date
Annual Statement	April 1st Every Year (excluding weekends and holidays)
Leaving Office*	Within 30 Days of Resignation or Expiration of Term
Amendments	Immediately Upon Discovery Of Error

*contact the Office of the City Clerk with your Leaving Office Date

Statement of Economic Interests (FPPC Form 700)

- **How to File?**

- File an electronic form via NetFile here: <https://netfile.com/filer>
Please Note: new filers are not able to create their own account. The City Clerk's Office will create the account.
- File a hardcopy with **wet signature**, by visiting <https://www.oaklandca.gov/services/file-a-statement-of-economic-interest-form-700>,

Complete the form and mail or drop off to

City of Oakland
Office of the City Clerk
ATTN: SEI
1 Frank H. Ogawa Plaza
Oakland, CA 94612

PLEASE NOTE YOU CANNOT SUBMIT A SCAN OR COPY

Statement of Economic Interests (FPPC Form 700)

- **Enforcement:**

- Late statements are subject to a fine of \$10 per day for each day the statement is late, up to \$100.
- Failing to file can result in referral to the California Fair Political Practices Commission (FPPC), additional fines and possible prosecution.
- Failure to file may be cause for removal of an appointed member

QUESTIONS

If you have questions related to Form 700

Please contact Elections Services:

electionservices@oaklandca.gov

