



SPECIAL CIVIL SERVICE BOARD MEETING AGENDA

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

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE OCTOBER 26, 2023 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA ACTION**3) UPDATES, SECRETARY TO THE BOARD** INFORMATION**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

5) OLD BUSINESS:

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

6) NEW BUSINESS:

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

- b) Quarterly Update per Section 3.04(f) of the Personnel Manual INFORMATION
of the Civil Service Board (“Civil Service Rules”) Providing
Status of all Classification Studies Currently Under Review

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 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



MEMORANDUM

DATE: October 26, 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 four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Dennis, Troy	Parking Control Technician	Oakland Department of Transportation	October 02, 2023- November 03, 2023	CSR 8.0(c)
Ruiz Garcia, Maria	Early Head Start Instructor	Oakland Human Services Department	August 04, 2023- August 03, 2024	CSR 8.0(c)
Steelman, Misty	Custodian	Oakland Human Services Department	August 05, 2023- August 04, 2024	CSR 8.0(c)
Jones, Trevelyon	Captain of Police	Oakland Police Department	September 30, 2023- Duration of Exempt appointment	CSR 8.0 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Print Form

Leave Type:

- ☐ FCL - Family Care Extended ☐ 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 Troy Dennis Employee's ID 24855 Today's Date 10/2/23

Department/Division DOT Employee Job Title Parking Tech

☒ Request: 30 days ☒ Days ☐ Hours From 10/2/23 To 11/3/23
No. of Days or Hours Select Days or Hours

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

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Troy Dennis 10/2/23
Employee's Signature Date

Civil Service Board Approval Date

Fred Kelley 10/6/23
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

[Print Form](#)

Leave Type:

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

Employee's Name María Ruiz GarcíaEmployee's ID 25123Today's Date 08/22/2023Department/Division Head StartEmployee Job Title Head start instructor☒ Request: 365

No. of Days or Hours

☒ Days ☐ Hours

Select Days or Hours

From Aug 2023To Aug 2024Aug 4, 2023Aug 3, 2024

Unpaid Leave Taken This Year?

☒ Yes☐ No

If yes, what type of leave

PNP

(Write appropriate code)

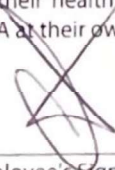
Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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* Additional Information

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


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


Employee's Signature8/22/2023

Date

Civil Service Board Approval

Date


Department Head Approval9/19/23

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.

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



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 **Misty Steelman**Employee's ID **14820**Today's Date **8/15/2023**Department/Division **Human Services**Employee Job Title **Custodian**

☒ Request: **365 Days**
☐ Days ☐ Hours From **8/5/23** To **8/4/24**

No. of Days or Hours
Select Days or Hours

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

(Write appropriate code)

Comparison of Different Leave Types

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

* Additional Information

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

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

Misty Steelman
Employee's Signature

8/14/2023
Date

Civil Service Board Approval

Date

[Signature]

9/1/23

Department Head Approval

Date

City Manager Approval

Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Trevelyan Jones

Employee's ID 3178

Today's Date 10/10/23

Department/Division Police

Employee Job Title Captain of Police

☒ I Request:

☐ Days ☐ Hours

From Sep 30, 2023

To 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?	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.

Employee Signature

Date

10/10/23

Civil Service Board Approval

Date

Department Head Approval

Date

10/10/23

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: October 26, 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 Human Resources
Technician, Supervising

Based upon a classification review at the request of the Human Resources Management (HRM) Department, staff has proposed revision of the **Human Resources Technician, Supervising** classification specification. It was established in May 1998 and has not been revised since that time.

There have been recent organizational changes in HRM that warrant the utilization of this classification. However, this position has not been filled in more than a decade. Many updates are necessary to better align the classification with current, operational functions and language that was added to other classifications in the Human Resources Technician job series.

The proposed edits to the description are summarized below:

- Update the Definition and Distinguishing Characteristics sections to reflect the nature and scope of the work.
- In the Examples of Duties section, streamline the assigned tasks and incorporate language that was already added to the revised Human Resources Technician and Human Resources Technician, Senior classification specifications.
- In the Knowledge and Abilities section, refine the knowledge areas and necessary skills.
- In the Minimum Qualifications, add desirable degree language and better define the qualifying experience.
- Align the classification specification with the current template format by adding missing sections.
- Update the classification title (formerly “Resource” instead of “Resources”).

There is one vacant position. The revised description will be used to initiate a 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 August and September 2023 to discuss the proposed revisions. The parties collaborated on minor language adjustments. In an email dated September 29, 2023, the union conveyed that there were no objections to the proposed revisions.

CIVIL SERVICE BOARD

Subject: Human Resources Technician, Supervising Classification Specification Approval

Date: October 26, 2023

Page 2

Staff recommends that the Civil Service Board approve the revised classification specification of **Human Resources Technician, Supervising** as proposed.

Attachment: Proposed Revised Human Resources Technician, Supervising classification specification.



DRAFT

HUMAN RESOURCES TECHNICIAN, SUPERVISING

Class Code: SC168 FTE

Civil Service Classified

DEFINITION

Under direction, in the Human Resources Management (HRM) Department, To plans, directs, supervise and participate performs in technical personnel-paraprofessional duties in support of a major personnel-human resources functions including recruitment and examination/assessment, classification and compensation, labor relations or employee development programs; supervises, and trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory, and most technically advanced level, in the Human Resources Technician series. This position which supervises and coordinates technical administrative support duties, which includes the supervision of technical and clerical personnel performs the most complex work assigned, requiring considerable discretion and independent judgment. As a working supervisor, this position is responsible for providing supervision, training, evaluation, and guidance to human resources staff; establishing objectives, timelines, and methods to deliver services; and reviewing and designing procedures to increase efficiency and accuracy of processes in the assigned functional area, while performing similar work to their direct reports positions they are assigned to supervise. It is distinguished from the Human Resources Analyst classification series, which performs comprehensive professional, analytical duties. It is distinguished from the lower-level Human Resources Technician classifications, which perform non-supervisory clerical and technical a variety of responsible technical administrative and paraprofessional support duties.

SUPERVISION RECEIVED AND EXERCISED

The incumbent Receives general supervision from professional level a Principal Human Resources Analyst or other human resources supervisory or management staff, and Exercises general supervision over subordinate technical and clerical level employees administrative and paraprofessional employees.

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

Supervise, train, and direct assigned staff; evaluate performance and provide coaching; participate in selecting new staff.

Process a variety of human resource transactions to ensure timeliness, accuracy, and proper completion, including position control, flexible staffing, recruitment and examination, and classification and salary issues; assist with the processing and implementation of annual and mid-year budget adjustments.

Assist with the coordination of recruitment activities by creating draft job postings, contacting media to advertise recruitment, reviewing applications for completeness, sending notices to candidates, scheduling test facilities, identifying and making arrangements for interview

panelists, preparing and distributing test materials, and proctoring written, oral, physical agility and performance examinations; may assist with routine application screening of entry-level recruitments using structured criteria.

~~Review job announcements and examination materials for accuracy and completeness prior to publication.~~

~~Receive employment applications from prospective candidates and enter information into computer file.~~

~~Send reject notices to unqualified candidates; send examination notices to qualified candidates.~~

~~Coordinated examination preparation, including scheduling, arranging test facilities and providing test materials.~~

Operate and maintain applicant tracking system; generate routine reports for assessment, classification, and employee development programs; and verify system data.

~~Supervise and coordinate the proctoring and administration of oral, written, physical agility and related examinations.~~

Enter examination assessment scores into an automated examination support system; prepare~~produce~~ eligible lists; notify candidates of examination results; perform certification (referral) activities related to eligible lists, transfer lists, reinstatement lists, and re-employment lists.

~~Supervise and participate in the provision of information on job opportunities, application and examination procedures, and personnel rules and regulations, to applicants, staff and the general public.~~

~~Conduct clerical examination process, including performing job analysis, preparing job announcements, assisting in development of oral examinations, orienting raters, administering examinations and performance tests, and establishing lists.~~

Research and compile examination data; prepare reports.

Document practices and procedures, update existing forms, and create new forms; prepare training materials and make presentations.

Evaluate business processes and recommend improvements to streamline and optimize efficiencies; remain abreast of changes in technology related to human resources operations.

Attend job fairs and community events and participate in other outreach activities.

~~Make presentations at local schools and colleges regarding clerical employment with the City.~~

~~Assign, direct, train and evaluate clerical and technical staff.~~

~~Perform related duties as required.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of personnel human resources administration, including examination procedures.
- Relevant federal, state, and local laws, rules, and regulations.
- Principles and practices of supervision and training.

- Business English, including spelling, grammar, and punctuation.
- Basic mathematics and ~~elementary~~ fundamental statistics.
- Computer systems and software applications.
- Record keeping and filing systems.

Ability to:

- ~~Communicate effectively orally and in writing and make public presentations.~~
- Supervise, train, and evaluate assigned staff; prepare performance appraisals; provide coaching.
- Interpret and apply guidelines, procedures, and directions.
- Evaluate business processes and recommend improvements to achieve efficiencies.
- Independently organize work and meet critical deadlines; function effectively under stressful conditions.
- Exercise sound judgment; research and resolve problems.
- ~~Type or word process accurately.~~
- Communicate effectively orally and in writing and make public presentations.
- Utilize ~~Operate~~ computer systems and ~~to utilize various~~ software applications.
- Compile and analyze data; prepare reports.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

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

Education:

~~Graduation from a~~ High school diploma or equivalent. An Associate's Degree or two (2) years of full-time equivalent coursework from an accredited college or university in human resources, business administration, public administration or related field is highly desirable.

Experience:

Four (4) years of ~~progressively responsible~~ experience ~~technical or administrative support experience in a Human Resources Department or Division, preferably in a public sector environment comparable to a Human Resource Technician with the City of Oakland, including at least two one years providing as a lead~~ direction to worker or supervising or administrative or technical human resources staff.

LICENSE OR CERTIFICATE

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid

California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

Must be willing to work irregular days and hours, as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 05/14/1998 CSB Resolution #: 44376 Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

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

(Previous title(s):)



MEMORANDUM

DATE: October 26, 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 Inspector General Program and Performance Auditor

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

In reviewing the Minimum Qualifications during the examination planning process, it became apparent that the language as written may cause confusion to applicants. Therefore, we are removing the sentence in the Education section that describes qualifying coursework if the degree type is not accounting. Further, we are inserting new language in the Experience section that conveys the need for qualifying auditing and analytical experience to involve generally accepted standards.

Additionally, another desirable professional certification is being added. The Certified Inspector General Inspector/Evaluator (CIGIE) Certification covers the following content areas that are in direct alignment with the functions of the OIG:

- Professional standards for conducting inspections/evaluations;
- Inspection/evaluation process;
- Types of inspections/evaluations;
- Evidence collections, analysis, and documentation;
- Ethics and IG inspections/evaluations;
- Working with investigators and auditors; and,
- Peer review process.

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

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in August and September 2023 to discuss the proposed revisions, and they expressed support for the changes. In an email dated September 28, 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 **Inspector General Program and Performance Auditor** as proposed.

Attachment: Proposed Revised Inspector General Program and Performance Auditor classification specification.



INSPECTOR GENERAL PROGRAM AND PERFORMANCE AUDITOR

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

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

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

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

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

Conduct entrance and exit conferences with auditees.

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

Prepare audit reports, including specific findings and recommendations.

Communicate audit results to the Inspector General, Police Commission, Police Chief, and all involved parties.

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

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

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

- Conduct impartial performance, program and/or fiscal audits and investigations.
- Gather and analyze financial, program, performance, and statistical data.
- Research, understand, and apply laws, regulations, administrative policies, and procedures.
- Conduct best practices research.
- Use computer systems and software applications.
- Reduce complex issues to their most basic form; identify causes of unsatisfactory performance; develop sound, logical, fact-based conclusions; formulate reasonable and achievable recommendations with available resources.
- Identify potential risk exposures to the City; assist with making recommendations to rectify situations.

- Communicate clearly and concisely in both oral and written form.
- Prepare clear and concise reports, correspondence, and written materials.
- Make verbal presentations to both large and small groups.
- Work effectively as a member of a team and independently.
- Work in stressful situations and under strict deadlines.
- Exercise discretion and work in a highly confidential environment.
- Work collaboratively with sworn and civilian staff, elected officials, representatives from other organizations and the public.
- Provide lead direction to assigned administrative support staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in criminal justice, business administration, public administration, public policy, economics or a related field. ~~If the degree is not in accounting, must have completed and be able to show proof of advanced course work in accounting or auditing.~~ A Master's Degree in a related field is desirable.

Experience:

Two (2) years of progressively responsible experience as an auditor in a public or private setting, including previous experience with conducting audits, performing analysis of programs and projects in accordance with generally accepted standards, and preparing written recommendations and reports on efficiency and effectiveness measures.

LICENSE OR CERTIFICATE

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

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

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

- Certified Government Financial Manager (CGFM)

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

Exempted: Y ☐ N ☒ Exemption Resolution #:

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

Previous title(s):



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: September 21, 2023

OPEN SESSION 5:30 p.m.

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

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

STAFF TO THE BOARD: Mark Love, Interim HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource 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 SEPTEMBER 21, 2023 CIVIL SERVICE BOARD MEETING AGENDA**ACTION**

45219 A motion was made by Member Brown and seconded by Vice Chair Baranco to approve the September 21, 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**

- Update on Process Mapping

4) CONSENT CALENDAR:**ACTION**

- a) Approval of Provisional Appointments (2)
 - Human Services Department (2)
- b) Approval of Employee Request for Leave of Absence (1)
 - Oakland Public Ethics Department (1)
- c) Approval of Revised Classification Specifications (3)
 - Captain of Fire Department
 - Engineer of Fire Department
 - Clean Community Supervisor

45220 A motion was made by Member Williams and seconded by Member Brown to approve the September 21, 2023 Consent Calendar.

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

Board Members Absent: None

5) OLD BUSINESS:

- a) Approval of August 17, 2023 Civil Service Board Meeting Minutes ACTION

45221 A motion was made by Member Williams and seconded by Vice Chair Baranco to approve the August 17, 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 for Special Activity Permits Coordinator ACTION

45222 A motion was made by Member Brown and seconded by Member Williams to approve the New Classification Specification for Special Activity Permits Coordinator

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

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, October 19, 2023. All materials related to agenda items must be submitted by Thursday, October 05, 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 – October 26, 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: October 26, 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 September 21, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred twenty-one (121) employees were in the TCSE (19), TCSE/Annuitant (32), and ELDE (70) categories as of pay period ending September 08, 2023. Of the those, four (4) 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-one (121) temporary assignments, there are four (4) 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 October 06, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (9)								
DEPT. OF TRANSPORTATION	Evans	Alexander	35231 - Street Lighting Admin	4/15/2023	ELDE		Prepare City reports and educate local elected officials on the teams legislative items	COMPLIANT
FINANCE	Nguyen	Hang Thanh	08721 - Treasury Operations Unit	12/10/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
POLICE	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Administrative support	COMPLIANT
POLICE	Kong-Sanders	Kiley Racquel	103242 - Records & Warrants	2/4/2023	ELDE		Appraisals	COMPLIANT
POLICE	Olivera	Viridiana	103242 - Records & Warrants	11/26/2022	ELDE		Provide administrative support	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Provide Administrative support	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholanda	70111 - Violence Prevention Administration	3/18/2023	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Payne-Hoover	Madison	70211 - Oakland Unite	5/13/2023	ELDE		Perform administrative and contract support duties to assist our	COMPLIANT
VIOLENCE PREVENTION	Salvador	Yvonne	70211 - Oakland Unite	8/19/2023	ELDE		Case management support, administer intake and assessment to inform a case plan and work with	COMPLIANT
NEW THIS PERIOD (5)								
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	9/16/2023	ELDE		Create a project plan and manage various project tasks for OCI, document test cases and scripts	COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	9/16/2023	ELDE		Hearing officer with the Rent Adjustment Program unit	COMPLIANT
POLICE	Marshall	LaRajia	106510 - Fiscal Services	9/10/2023	ELDE		Assistin developing and administering budget for the Police department and oversee A/P and	COMPLIANT
PUBLIC ETHICS	Doran	Suzanne	65111 - Public Ethics Commission	9/16/2023	ELDE		Plan, organize, manage and participate in and direct the work of the Democracy Dollars Program	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
COMPLIANT (112)								
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
CITY ADMINISTRATOR	Martinez	Gabriel	02151 - City Administrator Call Center	12/10/2022	ELDE		Asssit 311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Oladeji	Segun Kunle	02111 - City Administrator: Administration Unit	7/8/2023	TCSE	418	Point of contact of Summer food vendors, sites and monitors, attending advisory board meetings	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Smith	Jalilah 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/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/trial documents. Compile, organize, summarize and	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	9/8/2020	TCSE/Annuitant	183	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/Annuitant	91.5	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		Provide administrative support to City Council	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/Annuitant	288	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	165	Serves as project manager for public improvements projects	COMPLIANT
DEPT. OF TRANSPORTATION	Kueh	Sow	35121 - DOT Fiscal Services	6/10/2023	TCSE	286	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 in	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	231	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
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	41	Advising staff on term sheet negotiations for a few projects such as 73rd and Foothill & others	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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
FINANCE	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Scarborough	Latisha	08241 - Payables	5/27/2023	ELDE		Reviewing and processing payment requests from City departments. Communicating with City staff to	COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/2018	TCSE/Annuitant	233.5	Temporary assistance to complete Capital projects and end of year financial reconciliations	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	0	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	43	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE/Annuitant	225.5	Reviewing and assisting with preparation of staff reports to	COMPLIANT
HCD	Jackson	Brittni 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	225.5	Facilitates extensive interaction with Mayor, Council, community leaders.	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/Annuitant	187.5	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	COMPLIANT
HUMAN SERVICES	Falls	C'Mone	78411 - Community Housing Services	5/13/2023	ELDE		Perform short and long range planning for CHS. Plan direct supervision and evaluate subordinate	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	315	Provide specialized assistance and/or work direction in a wide	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	332	implementation of program strategies	COMPLIANT
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

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	247	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	Webb	Nyila	78231 - HS Classroom & Seasonal	1/21/23	ELDE		Provides clerical support to the department	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	Annuitant	167	Assistance with Police/Fire CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE	132	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	128	Respond to inspection questions from permit info and permit questions portal	COMPLIANT
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

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

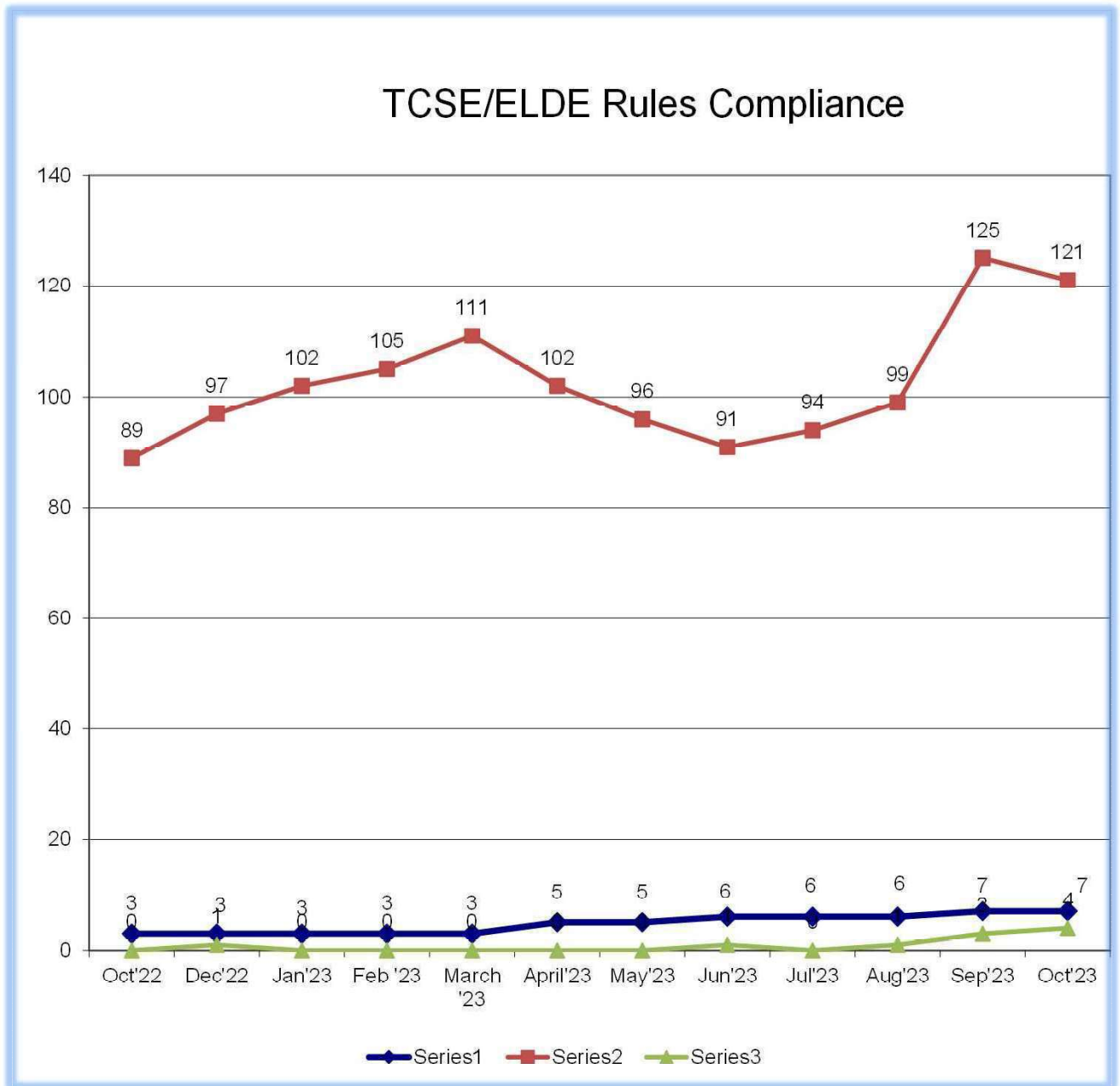
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PLANNING AND BUILDING	Rex	Diana	Neighborhood Preserv	10/29/2022	TCSE/Annuitant	393.5	Develop policy and procedures for permit and fiscal operations payable activities. Processes invoices and provide support to administrative duties.	COMPLIANT
POLICE	Averiett	Cydney	103242 - Records & Warrants	5/13/2023	ELDE			COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Completing overdue Public Records request	COMPLIANT
POLICE	Fuller	Amber	106510 - Fiscal Services	10/15/2022	ELDE		Tracking and maintenance of grants; solicit grant opportunities; create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Harris	Regina	103310- Communications Unit	3/19/2022	TCSE/Annuitant	0		COMPLIANT
POLICE	Hicks	Mark	106610- Background & Recruiting	3/18/2023	TCE/Annuitant	40	Background Investigations	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/Annuitant	270.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	8/19/2023	TCSE	6	Background investigations	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	290	Per MOU Agreement; TCSE/Annuitant supporting OPD	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		wellness program for OPD employees	COMPLIANT
POLICE	O'Connell	Maricela	103310 - Communications Unit	4/29/2023	TCSE	99	Call taker, Dispatching and working service channel	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/Annuitant	178.5	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	8/19/2023	TCSE	112	Creating, restoring and editing reports for the vision app. 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	42	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	Sanchez	Marubeth	66311 - Inspector General	9/16/23	TCSE		Manage IGs calendar, conduct administrative tasks independently to include HR and Fiscal.	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	542	Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Charles	Kevin	30652 - Landscape Maintenance	8/5/2023	TCSE	292.5	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	28	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	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE/Annuitant	314	Assist Park and Tree services unit	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Kaltchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	Annuitant	0	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE/Annuitant	352.5	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	523.5	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	117	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 - Violence Prevention Administration	10/12/2022	ELDE		Assist department with program planning, research, analysis and development	COMPLIANT
VIOLENCE PREVENTION	Corona Orellana	Ashley	70211 - Oakland Unite	8/5/2023	ELDE		Provide administrative support to the department	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard Alfred	70211 - Oakland Unite	6/10/2023	ELDE		Set work priorities, coordinate assignments, monitor daily case mgmt activities	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 - Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Medina	Laura	70111 - Violence Prevention Administration	2/4/2023	ELDE		Coordinate delivery of intensive services to individuals/families at the highest level of risk for gun	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 (4)								
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.	NON-COMPLIANT

CIVIL SERVICE BOARD
OCTOBER MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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.	NON-COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects. Comment: 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.	NON-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.	NON-COMPLIANT



*** The November 2022 meeting was canceled.



MEMORANDUM

DATE: October 26, 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 Oracle Database Administrator

Based upon a classification review originally requested by an employee at the Information Technology Department (ITD), Human Resources Management (HRM) has proposed the creation of a new classification specification for **Oracle Database Administrator**.

The incumbent who performs Oracle system programming and application development duties requested a classification study in June 2019, which was completed in June 2020. The findings determined that the assigned duties exceeded the current position allocation and that the position should be upgraded. Further, a new classification was necessary to more fully capture the breadth, depth of work, and level or responsibility as assigned to the position. HRM initiated a collaborative process with ITD representatives to develop a draft classification specification to more accurately reflect this body of work.

A summary of the duties expected to be performed by the new Oracle Database Administrator classification is provided below:

Provides technical services and expertise in the design, production support, and maintenance of all aspects of the City's operational enterprise resource planning (ERP) application and middleware technology stack, including the deployment of software updates, incident management, middleware management, and administration of user access and application security; oversees performance and availability management of the database application and middleware products, data warehousing, backups and restoration; and performs related duties as assigned.

There is only one filled position that is responsible for this role in the organization. The approved description will be used for any 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 in October 2021. City and union representatives discussed the draft intermittently, and incumbent feedback was also elicited. The union sent an email on August 23, 2023 stating that there are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule has already been processed. City Council approved the ordinance upon second reading at the December 20, 2022 Meeting. Steps to implement the reclassification have already been executed.

CIVIL SERVICE BOARD

Subject: Oracle Database Administrator Classification Specification Approval

Date: October 26, 2023

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Staff recommends that the Civil Service Board approve the proposed new **Oracle Database Administrator** classification specification.

Attachment: New Oracle Database Administrator classification specification



DRAFT

ORACLE APPLICATIONS DATABASE ADMINISTRATOR

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Information Technology Department, provides technical services and expertise in the design, production support, and maintenance of all aspects of the City's operational enterprise resource planning (ERP) application and middleware technology stack, including the deployment of software updates, incident management, middleware management, and administration of user access and application security; oversees performance and availability management of the database application and middleware products, data warehousing, backups and restoration; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an expert level classification with responsibility for planning, directing, and coordinating all activities related to maintaining the City's operational ERP system; establishes and implements standards and procedures related to security and integrity of database and customer departments' data. The incumbent in this classification uses considerable independent judgment in performing daily duties. This is distinguished from the higher-level Information Systems Manager II in that the incumbent of the latter is responsible for directing the work of a division within the Information Technology Department. It is further distinguished from the lower level Database Analyst III and Oracle Application Developer III classifications in that the Oracle Application Database Administrator performs the most complex database design, analysis, and maintenance and application development.

The incumbent receives direction from an Information Systems Manager II and may provide lead direction to Application Developers.

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

Provide expert technical support to the City's mission-critical and business critical operational ERP system.

Perform service-specific maintenance and administrative tasks.

Install software releases, system upgrades, evaluate and install patches, and resolve software related problems related to the City's operational ERP application and middleware components.

Provide operational support for middleware products such as, but not limited to, Oracle WebLogic Server, Oracle HTTP Server, Oracle Identity Management, and Oracle WebCenter.

Perform troubleshooting, performance tuning, testing, and administration support of the City's operational ERP application and middleware products; perform troubleshooting and root cause analysis for operational incidents.

Build and support all different components of Oracle Fusion Middleware.

Deploy code and configurations to the City's operational ERP system.

Assist customers and developers with troubleshooting and recommendations.

Respond to outages to the environments and correct issues.

Assist in the evaluation and implementation of new technology initiatives, especially those relating to the City's operational ERP system.

Provide subject matter expertise for a variety of technology projects with an emphasis on system administration, databases, enterprise applications, and security.

Implement and update user security.

Review and audit end users' accounts, permissions, and access rights; align segregation of duties and security profiles.

Manage quality control and auditing of applications and databases to ensure accurate and appropriate use of data compliance.

Consult with Application Developer staff to assist them with troubleshooting and resolving issues.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oracle Fusion Middleware products and components as a system administrator.
- Oracle ERP applications and its components, ideally Oracle Enterprise e-Business Suite (EBS) R12, as a system administrator.
- Oracle databases and real application clusters (RAC).
- Oracle EBS R12 application administration, installation, configuration, cloning, and upgrades, using Oracle utilities and other tools to apply patches and system updates.
- Java development and Web technologies.
- Multi-node EBS environments to administer and monitor Concurrent Managers, Concurrent Programs, Request Sets, Request Groups, and Workflow Mailer/Notification Issues.
- Performance management troubleshooting, including WebLogic, Oracle Application Server (OAS) web application servers, administration servers, concurrent processing, and reports, interfaces, conversions, enhancements, and forms (RICEF)/configuration, extension, modification, localization, and integration (CELM) components.
- Implement user security.
- PL/SQL coding and Unix scripting.
- Capacity planning for production and development/test of Oracle Fusion Middleware.
- JVM and its memory management, tuning, diagnostics and configuration.
- Java development and web technologies.
- Oracle WebLogic configuration, administration, upgrades, and patching.
- Oracle best practices for system administration for Oracle EBS and Oracle middleware products.
- Computer systems and software applications.

Ability to:

- Install software releases and system upgrades; evaluate and install patches and resolve software related problems related to the City's operational ERP application and

middleware components.

- Perform troubleshooting and root cause analysis of operational incidents to the City's operational ERP system and middleware products.
- Utilize Oracle system administration and system management tools.
- Troubleshoot problems regarding databases, applications, and development tools.
- Configure, monitor, and tune WebLogic domains in Cluster and high availability environment to prevent single points of failure.
- Implement and use proactive database and application monitoring tools.
- Provide technical assistance to other Departments regarding Oracle.
- Review and edit established policies and procedures as well as develop new procedures for the City's operational ERP system.
- Enforce security related requirements on appropriate services and review and audit end users accounts, permissions, and access rights.
- Work independently and communicate effectively both verbally and in writing.
- Code in SQL and PL/SQL.
- Develop Linux/Unix commands and shell scripts.
- Deploy Oracle AOL objects, client side and database side code in an Oracle technology stack.
- Exercise sound judgment, evaluate alternatives, and make recommendations.
- Communicate effectively both orally and in writing.
- Interact with department staff to troubleshoot and resolve issues.
- Work independently and as part of a team.
- 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 computer science, information technology, information systems, software engineering or a related field.

Experience:

Five (5) years of experience with system administration of at least one ERP or application management suite, such as Fusion Applications, Oracle EBS, Peoplesoft, Siebel, etc., at a medium to large size enterprise. At least (3) years of hands-on experience with administration of Oracle Middleware products is desirable.

LICENSE OR CERTIFICATE

Oracle Certification is desirable.

OTHER REQUIREMENTS

None required.

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):)



STAFF REPORT

DATE: October 26, 2023

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Mark Love, Interim Director of Human Resources Management

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

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

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on September 30, 2023. During this reporting period, two (2) studies were completed, one (1) study was canceled, three (3) new studies were received, and six (6) studies exceeded the one-year mark. There are currently fourteen (14) active classification studies, three (3) of which are overdue.

EXPLANATION OF DELAYS

The following six (6) studies passed the one-year mark:

- Administrative Services Manager I (OFD) – ***Expected completion by 11/22/2023***
- Public Service Representative (PBD) – ***Completed 8/29/2023***
- Police Services Technician II (OPD) – ***Expected completion by 10/31/2023***
- Police Services Technician II (OPD) – ***Expected completion by 10/31/2023***
- Administrative Assistant II (OPW) – ***Completed 8/18/2023***
- Program Analyst I (OPW) – ***In progress***

The delays are mostly attributed to staff availability. Due to vacancies, existing staff faced competing priorities including a sustained uptick in the number of classification specification reviews. Human Resources Management (HRM) hired nearly a dozen new employees in the first quarter of 2023, in addition to making a few internal promotions. Training is on-going as the new and promoted employees perform their duties and take on new assignments. It continues to be an exciting time, and we expect to see returns on these investments in the coming quarters this year. HRM intends to resolve currently overdue classification studies in the current quarter and will focus on completing other studies that will roll overdue soon.

CIVIL SERVICE BOARD

Subject: Quarterly Update Regarding Pending Classification Studies

Date: October 26, 2023

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Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2023 showing a total of one hundred thirty-two (132) classifications: during this reporting period, there were five (5) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; three (3) classifications are being advanced by HRM to the Board for the October 26, 2023 meeting; an additional thirty-four (34) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are eighty-two (82) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts, including new analysts once they have been sufficiently trained, as part of the overall efforts to increase their knowledge and abilities and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	5
Scheduled to CSB for Approval	3
Under Review for Scheduling of Meet & Confer with Representative Union	34
Assigned to Analyst for Review	82
Pending for Assignment	8
TOTAL	132

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, 2023 – September 30, 2023

Attachment B – Classification Specifications under review July 1, 2023 – September 30, 2023

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OFD	Administrative Services Manager I	11/30/2021			Yes	Final findings to be released in November 2023.
2	PBD	Public Service Representative	1/12/2022	8/29/2023	594	Yes	Completed.
3	CAO	Police Services Technician II	4/11/2022			Yes	Final findings to be released in October 2023.
4	CAO	Police Services Technician II	4/11/2022			Yes	Final findings to be released in October 2023.
5	DOT	Administrative Assistant II	4/18/2022	8/18/2023	487	Yes	Completed.
6	OPW	Program Analyst I	5/8/2022			Yes	In progress.
7	OPW	Program Analyst II	7/29/2022	7/22/2023	N/A	No	Canceled; employee promoted.
8	PBD	Urban Economic Analyst III, PPT	11/1/2022			No	Drafting preliminary findings.
9	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			No	Assigned; in initial stages.
10	OPRYD	Recreation General Supervisor	1/26/2023			No	Pending assignment.
11	OPRYD	Recreation General Supervisor	1/26/2023			No	Pending assignment.
12	PBD	Technical Communications Specialist	5/16/2023			No	Pending assignment.
13	OPRYD	Recreation Supervisor	5/22/2023			No	Pending assignment.
14	HSD	Program Analyst II	5/25/2023			No	Pending assignment.
15	OFD	Emergency Medical Services Coordinator	7/23/2023			No	New assignment.
16	HSD	Maintenance Mechanic	8/24/2023			No	New assignment.
17	ATTORNEY	Information System Administrator	8/31/2023			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
		CLOSED THIS QUARTER (5)			
PS104	OFD	Captain of Fire Department	FQ1	SPEC REVISION	Approved at 9/21/2023 CSB Meeting.
SC116	OPW	Clean Community Supervisor	UH1	SPEC REVISION	Approved at 9/21/2023 CSB Meeting.
PS119	OFD	Engineer of Fire Department	FQ1	SPEC REVISION	Approved at 9/21/2023 CSB Meeting.
TBD	DVP	Triangle Incident Response Coordinator	TBD	NEW SPEC	Approved at 8/17/2023 CSB Meeting.
TBD	EWD	Special Activity Permits Coordinator	TBD	NEW SPEC	Approved at 9/21/2023 CSB Meeting.
		SCHEDULED (3)			
SC168	HRM	Human Resource Technician, Supervising	UH1	SPEC REVISION	Scheduled for 10/26/2023 CSB Meeting.
AP464	OIG	Inspector General Program and Performance Auditor	TW1	SPEC REVISION	Scheduled for 10/26/2023 CSB Meeting.
TBD	ITD	Oracle Database Administrator	TBD	NEW SPEC	Scheduled for 10/26/2023 CSB Meeting.
		PENDING MEET & CONFER (34)			
SC104	OPRYD	Aquatics Program Coordinator	TW1	SPEC REVISION	For Local 21 meeting in October.
TBD	DVP	Community Crisis Responder	TBD	NEW SPEC	For Local 1021 meeting in November.
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	For Local 21 meeting in October.
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	For Local 21 meeting in October.
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	For Local 1021 meeting in August.
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	Finalizing proposed revisions with Local 21.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	Finalizing proposed revisions with CMEA.
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	On hold.
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	On hold.
TBD	HSD	Early Childhood Education Aide	TBD	NEW SPEC	For Local 1021 meeting in November.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in November.
TBD	OFD	Hazardous Materials Inspector I	TBD	NEW SPEC	For Local 1021 meeting in November.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in November.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in November.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22/21; pending L1021.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Finalizing proposed draft with Local 1021.
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	Finalizing proposed draft with Local 21.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	Finalizing proposed revisions with Local 21.
TBD	OFD	MACRO Supervisor	TBD	NEW SPEC	Finalizing proposed revisions with Local 21.
EM200	FINANCE	Manager, Contracting & Purchasing	UM1	NEW SPEC	In progress with Local 21.
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	For Local 21 meeting in November.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
SC177	OPRYD	Marine Sports Program Coordinator	TW1	SPEC REVISION	For Local 21 meeting in October.
TBD	CAO	OAK311 Communications Center Specialist	TBD	NEW SPEC	Finalizing proposed draft with Local 1021.
TBD	CAO	OAK311 Communications Center Specialist, Senior	TBD	NEW SPEC	Finalizing proposed draft with Local 21.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	For Local 1021 meeting in October.
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	For Local 21 meeting in November.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
SC206	OPW/DOT	Public Works Supervisor I	UH1	SPEC REVISION	Finalizing proposed revisions with Local 21.
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	For Local 1021 meeting in November.
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	For Local 1021 meeting in November.
TBD	DVP	Violence Prevention Program Planner	TBD	NEW SPEC	In progress with Local 21.
		IN PROGRESS (82)			
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TR144	DOT	Chief of Party	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
IS106	OPW	Construction Inspector	SC1	SPEC REVISION	Preparing proposed spec revisions with departments
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HRM	Data Analyst	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
SC136	ITD	Electronics Supervisor	UH1	SPEC REVISION	Finalizing proposed revisions with 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
AP444	PEC	Ethics Analyst I	TW1	SPEC REVISION	Finalizing proposed revisions with department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP445	PEC	Ethics Analyst II	TW1	SPEC REVISION	Finalizing proposed revisions with department
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Reviewing proposed spec revisions from department.
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS199	OFD	Fire Fighter Paramedic Trainee	US1	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
TBD	OFD	Fire Protection Engineer, Assistant	TBD	NEW SPEC	Drafting new class spec
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
MA127	HRM	Human Resource Analyst, Principal	U31	SPEC REVISION	Preparing proposed spec revisions for department
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
TBD	CAO	Neighborhood Services Representative	TBD	NEW SPEC	Drafting new class spec
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	Drafting new class spec

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR168	DOT	Parking Meter Repair Worker (Technician)	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
AP283	PBD	Planning Investigator, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS165	OPD	Police Evidence Technician	SC1	SPEC REVISION	Preparing proposed revisions for department
TBD	CITYWIDE	Program Manager	TBD	NEW SPEC	Drafting new class spec
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	Drafting new class spec
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS187	FINANCE	Storekeeper II	UH1	SPEC REVISION	Finalizing proposed revisions with department
SS188	FINANCE	Storekeeper III	UH1	SPEC REVISION	Finalizing proposed revisions with department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed revisions with department
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	Finalizing proposed revisions with department
TR190	OPW	Tree Worker	SC1	SPEC REVISION	Finalizing proposed revisions with department
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
		PENDING ASSIGNMENT (8)			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment