CITY OF OAKLAND

CIVIL SERVICE BOARD (DRAFT) MEETING AGENDA

Date: March 19, 2015
OPEN SESSION 5:30 p.m.
CLOSED SESSION 6:00 p.m. (or as soon as reasonably practicable thereafter)
City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS: **Chair, Alex Drexel; Vice Chair, Andrea Gourdine; Winnie Anderson; Lauren Baranco; Judith Bodenhausen; David Jones; Jeffrey Levin**

STAFF TO THE BOARD: **Anil Comelo, HRM Director/Secretary to the Board**
Tracy Chriss, Deputy City Attorney
Kip Walsh, Recruitment & Classification Manager/Staff to the Board
Cecilia Carey, Human Resources Technician/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM 3 Minutes

2) CONSENT CALENDAR: ACTION

a) Ratification of Provisional Appointment
- Case Manager I – (DHS-2015-PA01)
- Fire Marshall, Assistant (OFD-2015-PA01)
- Police Officer (OPD-2015-PA01)

b) Approval of Employee Request for Leaves of Absence
- LIB-2015-LA01
- LIB-2015-LA02
- LIB-2015-LA03
- LIB-2015-LA04
- DHS-2015-LA01
- OFD-2015-LA01
- OPD-2015-LA02

c) Approval of Revised Classification Specification
- Child Education Coordinator
- Fire Fighter
- Fire Fighter Paramedic
- Port Risk Manager (Port of Oakland)
- Manager, Financial Planning (Port of Oakland)

3) OLD BUSINESS:

a) Approval of January 15, 2015 Civil Service Board Meeting Minutes ACTION

b) Determination of Schedule of Outstanding Board Items ACTION
- 3.04 (e) Appeal of Classification Study Findings
  Certification Officer, Ernestine Nettles (CAO-2015-AP01)

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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

d) Update Regarding the Status of Port's Compliance with Ordinance No. 13120 C.M.S. (Amended Ordinance No. 8979) INFORMATION

4) NEW BUSINESS:

a) Approval of New Classification Specifications ACTION
- Senior Employee & Labor Relations Analyst
  - Exemption from Civil Service the classification of Senior Employee & Labor Relations Analyst

CLOSED SESSION AGENDA

ROLL CALL

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

1) Personnel Matter for Public Employees (CAU-2013-AP01)

2) Personnel Matter for Public Employees (PWA-2013-AP003)

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

OPEN SESSION AGENDA

1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

ADJOURNMENT

The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday April 16, 2015. All materials related to agenda items must be submitted by Thursday April 2, 2015. For any materials over 100 pages, please also submit an electronic version.

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

City of Oakland - Civil Service Board
Attn: Cecilia Carey, Staff to the Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter or assistive listening device, please call the Civil Service Board staff at (510) 238-6467 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City's website at: http://www2.oaklandnet.com/Government/o/HumanResources/s/CivilServiceBoard.

CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: John Flores
Interim City Administrator

FROM: Dana Perez-St. Denis
HSD Personnel Manager

SUBJECT: **Case Manager I**
Provisional Appt.

DATE: March 10, 2015

This is a request to hire Mr. Javier Jimenez as a Case Manager I in a provisional appointment in the Oakland Unite violence prevention program. This position requires case management of high risk clients previously engaged in activities in very high crime neighborhoods in Oakland. This position is responsible for referring and securing training, education and employment, medical insurance and other life enhancing services and opportunities that provide alternatives to violence. Without this position, a large client-base would go underserved.

Mr. Jimenez is currently fulfilling the required duties as a Temporary Contract Services Employee. He possesses all the desired qualifications to fulfill this provisional appointment.

Thank you for your assistance.

Dana Perez-St. Denis

For questions please contact Dana Perez, Asst. to the Director, 238-3247

Attachments:
Personnel Requisition
Hiring Packet

CITY OF OAKLAND

Interoffice Memo

HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE:	**March 19, 2015**
TO:	**The Honorable Civil Service Board**
ATTN:	**Anil Comelo, Director** **Human Resources Management Department**
THROUGH:	**Kip Walsh, Human Resources Manager**
FROM:	**Preston Treichel, Assistant Human Resource Analyst**
SUBJECT:	**Request for Provisional Appointment in Classification of Case Manager I to be ratified at Civil Service Board Meeting of March 19, 2015 (DHS-2015-PA01)**

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

A Case Manager I provides case management services to high risk youth and adults population, including individuals who are gang-involved and are on probation or parole. The incumbent will work directly with the City of Oakland's Oakland Unite Programs, serving clients identified through Ceasefire call-ins, Street Outreach, the Crisis Response Network and through other referrals from law enforcement partners. The case management services includes reassessment and/or recertification, care plan development and implementation, purchase and arrangement of client services, monitoring of clients, home visits, and documentation, and performs related duties as assigned. The minimum qualifications for Case Manager I are: a bachelor's degree from an accredited college or university in social work, psychology or related field and two years of experience in providing case management services to high-risk youth and adults, including individuals who are gang-involved and are on probation or parole, with the focus on providing employment and support services to the population served. Certification and/or experience working with substance addicted population is highly desirable.

The selected candidate meets the minimum qualifications of a Case Manager I.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on January 26, 2015.

I recommend the selected candidate for provisional appointment to this Case Manager I vacancy in the Human Services Department.

CITY OF OAKLAND

HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE: **March 19, 2015**
TO: **Human Services Department**
ATTN: **Dana Perez**
FROM: **Human Resources Management Department**
SUBJECT: **Case Manager I Provisional Appointment**

Attached is your copy of the packet of materials requesting provisional appointment of Javier Jimenez to a vacant Case Manager I position.

Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at the March 19, 2015 scheduled meeting.

Mr. Jimenez may be provisionally appointed to the classification noted above effective **Monday March 2, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be March 19, 2015 at 5:30 pm**.** Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Mr. Jimenez that to be considered for permanent appointment, he must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **June 2, 2015.** You will receive a notice from this office when 30 days are remaining.

Please call me at (510) 238-7068 if you have any questions or need any additional information concerning this provisional appointment.

Preston Treichel
Assistant Human Resource Analyst

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: March 19, 2015

AREA REQUESTED

POSITION: Case Manager I
DEPARTMENT: Human Services
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 11/25/14
DATE PERSONNEL REQUISITION RECEIVED: 1/15/15
CURRENT STATUS OF EXAMINATION: In Progress

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 1/27/15. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

Without this position, a large client-base would go underserved, and the Ceasefire Grant that funds this position could be jeopardized.

Attachments:
N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

CITY OF OAKLAND

INTER OFFICE MEMORANDUM

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT
15 JAN 28 PM 12: 37

TO: John Flores
Interim City Administrator

FROM: Teresa Deloach Reed
Fire Chief

SUBJECT: **Request to Make Provisional Appointment to Position of Assistant Fire Marshal (Sworn)**

DATE: **January 27, 2015**

Approval Date

Recently, the position of Assistant Fire Marshal (Sworn) was unfrozen. This is a critically important position for the effective management of both Fire Prevention and the Field Operations inspection programs. This position will also address serious span of control issues in the Fire Prevention Bureau.

Along with other duties, and through a coordinated effort with Department staff, this position will assure that commercial and vegetation management inspections are being performed and billed. Compliance with these inspection programs will lead to a safer community and proper revenue collection.

Currently DHRM staff is developing a promotional test for this position. Until such time as a test can been prepared and an eligible list posted, I am requesting permission to fill this spot with a provisional appointment(s). I have held interviews for a provisional assignment to the rank and would like to make a provisional appointment of Captain of Fire Dino Torres to the rank of Assistant Fire Marshal (Sworn).

Please contact me with any questions or concerns.

Teresa Deloach Reed
Fire Chief

CITY OF OAKLAND

Interoffice Memo

HUMAN RESOURCES MANAGEMENT
Anil Camelo, Director

DATE:	**March 19, 2015**
TO:	**The Honorable Civil Service Board**
ATTN:	**Anil Camelo, Director** **Human Resources Management Department**
THROUGH:	**Kip Walsh, Human Resources Manager, Recruitment & Classification**
FROM:	**Montrice Goodman, Senior Human Resource Analyst**
SUBJECT:	**Request for Provisional Appointment in Classification of Fire Marshal, Assistant (Sworn) to be ratified at Civil Service Board Meeting of March 19, 2015 (OFD-2015-PA01)**

Attached is a request from the Oakland Fire Department/ Fire Prevention Bureau Division to make a provisional appointment to a Fire Marshal, Assistant (Sworn) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Fire Marshal, Assistant (Sworn) is primarily responsible for the direct day-to-day activities within the Fire Prevention Division which is responsible for fire prevention, investigation, and inspections. The minimum qualifications for Fire Marshal, Assistant (Sworn) are: graduation from accredited college with an associate's degree in fire science, public, or business administration and three years' of progressively responsible professional experience in fire prevention, inspection, personnel and training.

The selected candidate meets the minimum qualifications of a Fire Marshal, Assistant (Sworn). Their experience includes a Master's Degree in Public Administration, Certifications in Fire Management, Fire Command, and FEMA USAR Safety Officer and nineteen years of progressively professional experience with the Oakland Fire Department.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on a future date.

I recommend the selected candidate for provisional appointment to this Fire Marshal, Assistant (Sworn) vacancy in the Oakland Fire Department/ Fire Prevention Bureau Division.

CITY OF OAKLAND

HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE:	**March 19, 2015**
TO:	**Oakland Fire Department/Fire Prevention Bureau Division**
ATTN:	**Dara Wiseman, Fire Personnel Operations Specialist**
FROM:	**Human Resources Management Department**
SUBJECT:	**Assistant Fire Marshal (Sworn) Provisional Appointment**

Attached is your copy of the packet of materials requesting provisional appointment of Dino Torres to a vacant Assistant Fire Marshal (Sworn) position.

Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at the March 19, 2015 scheduled meeting.

Dino Torres may be provisionally appointed to the classification noted above effective Saturday, January 31, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be March 19, 2015 at 5:30 pm. Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Dino Torres that to be considered for permanent appointment, he must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is May 31, 2015. You will receive a notice from this office when 30 days are remaining.

Please call me at (510) 238-3849 if you have any questions or need any additional information concerning this provisional appointment.

Montrice Goodman
Senior Human Resource Analyst

cc: File –CSB March 19, 2015
Payroll

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: March 19, 2015

AREA REQUESTED

POSITION: Assistant Fire Marshal (Sworn)
DEPARTMENT: Oakland Fire Department/ Fire Prevention Bureau Division
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:
DATE PERSONNEL REQUISITION RECEIVED: 1/13/15
CURRENT STATUS OF EXAMINATION: in progress

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on February 6, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

This is a critically important position for the effective management of both Fire Prevention and the Field Operations inspection programs. This position will also address a serious span of control issues in the Fire Prevention Bureau. Compliance with these inspection programs will lead to a safer community and proper revenue collection.

Attachments:
Revised Class Specification

Recruitment and Classification Staff Recommendation, including following pertinent information:
- Summary of Application Qualifications✓
- Current Residency Status: Non-Oakland Resident
- Current Employment Status Current City of Oakland employee

CITY OF OAKLAND

Memorandum

To: Office of City Administrator
Attn: Mr. John Flores
From: Oakland Police Department
Date: February 23, 2015

Re: Approval to Hire One (1) Provision Lateral Police Officer

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Your approval is requested to authorize the Oakland Department to hire one (1) Provisional Lateral Police Officer Josef Callaghan effective 21 Feb 15.

The Oakland Police Department has an authorized strength of 722 and currently 699 positions are filled. This lateral officer will be used to backfill the current sworn vacancies that the Department desperately need in the Patrol Division.

Please feel free to contact Penny Ha at 238-3733 if you have questions regarding this request.

Sincerely,

Cee Belue
Personnel Manager

Reviewed and approved: _____ 3/6/15
City Administrator Date

CITY OF OAKLAND

Interoffice Memo

HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE:	**March 19, 2015**
TO:	**The Honorable Civil Service Board**
ATTN:	**Anil Comelo, Director** **Human Resources Management**
THROUGH:	**Kip Walsh, Human Resources Manager**
FROM:	**Lisette Del Pino, Senior Human Resource Analyst**
SUBJECT:	**Request for Provisional Appointment in Classification of Police Officer to be ratified at Civil Service Board Meeting of March 19, 2015 (OPD-2015-PA01)**

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

A Police Officer is primarily responsible for working closely with the community to preserve the peace and promote public safety. After successful completion of the Transitional Course and the Field Training Officer Programs, the Police Officer is assign to the Field Operations Bureau (Patrol Division). The minimum qualifications for Police Officer are: High School graduate or G.E.D. equivalent and meet one of the following requirements: (1) Have been employed as a police officer for at least one (1) year in a law enforcement agency within the last thirty-six (36) months and possess a current basic California P.O.S.T. Certificate; OR (2) Successful in the completion of the Basic Course Waiver Process administered by California P.O.S.T. OR (3) Successfully completed a California Basic P.O.S.T. approved academy within the past twenty-four (24) months from date of application.

The selected candidate meets the minimum qualifications of a Police Officer.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on January 9, 2015. Once the eligible list is established, the police department will conduct hiring interviews and a comprehensive background.

I recommend the selected candidate for provisional appointment to this Police Officer vacancy in the Oakland Police Department.

CITY OF OAKLAND

HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE: **March 6, 2015**
TO: **Oakland Police Department**
ATTN: **Penny Ha**
FROM: **Human Resources Management**
SUBJECT: **Management Assistant Provisional Appointment**

Attached is your copy of the packet of materials requesting provisional appointment of Josef Callaghan to a vacant Police Officer position.

Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at the March 19, 2015 scheduled meeting.

Josef Callaghan may be provisionally appointed to the classification noted above effective **Monday, February 23, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be March 19, 2015 at 5:30 pm**.** Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Josef Callaghan that to be considered for permanent appointment, he must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **June 22, 2015.** You will receive a notice from this office when 30 days are remaining.

Please call me at (510) 238-3179 if you have any questions or need any additional information concerning this provisional appointment.

Lisette Del Pino
Sr. Human Resource Analyst

OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: March 19, 2015

AREA REQUESTED

POSITION: Police Officer
DEPARTMENT: Oakland Police Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: _____
DATE PERSONNEL REQUISITION RECEIVED: 01/29/15
CURRENT STATUS OF EXAMINATION: In Progress

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill a current vacancy. The requisition requesting a provisional appointment was approved on 3/5/15. A provisional appointment will increase the sworn staffing and have the incumbent perform the work while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:
Reinstatement process followed however employee declined reinstatement opportunity.

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

Grant funds from resolution No. 85308 will not be utilized for the COPS Hiring Program.

Attachments:
N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications✓
- Current Residency Status: Oakland Resident - No
- Current Employment Status A current City of Oakland employee

CITY OF OAKLAND

MEMORANDUM

DATE: March 19, 2015

TO: The Honorable Civil Service Board

FROM: Kip Walsh, HR Manager, Recruitment & Classification / Staff to the Board

THROUGH: Anil Comelo, Director DHRM / Secretary to the Board

SUBJECT: Request Authorization for Employee Request for Leave of Absence

DHRM is in receipt of nine (9) complete Unpaid Leave of Absence request (s) pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

CSR 8.07 c 3 Urgent Personal Business/can't be accomplished by anyone else
CSR 8.07 c 5 Accepted Exempt Position w/City

2/3/2015	Hill, May	Administrative Assistant II	DHS	DHS-2015-LA01	CSR 8.07 c 5 Accepted Exempt Position w/City	Appointment to Exempt Classification
2/12/2015	Sharon Vaughn	Library Assistant	LIBRARY	LIB-2015-LA01	CSR 8.07 c 3 Urgent Personal Business/can't be accomplished by anyone else	Personal Leave
2/12/2015	Nicholas Raymond	Library Assistant	LIBRARY	LIB-2015-LA02	CSR 8.07 c 3 Urgent Personal Business/can't be accomplished by anyone else	Personal Leave
2/12/2015	Cristina Flores	Library Aid	LIBRARY	LIB-2015-LA03	CSR 8.07 c 3 Urgent Personal Business/can't be accomplished by anyone else	Personal Leave
2/12/2015	Margaret Simmons	Library Assistant	LIBRARY	LIB-2015-LA04	CSR 8.07 c 2 Assisting Another Governmental Jurisdiction	Alameda County
1/6/2015	White, Darin	Deputy Chief of Fire	OFD	OFD-2015-LA01	CSR 8.07 c 5 Accepted Exempt Position w/City	Appointment to Exempt Classification
3/2/2015	Szu, Sun Kwong (Michael)	Neighborhood Services Coordinator	OPD	OPD-2015-LA02	CSR 8.07 c 5 Accepted Exempt Position w/City	Appointment to Exempt Classification
3/2/2015	Jamie Turbak	Administrative Librarian	LIB	LIB-2015-LA05	CSR 8.07 c 5 Accepted Exempt Position w/City	Appointment to Exempt Classification
3/2/2015	Oliver Cunningham	Captain of Police	OPD	OPD-2015-LA03	CSR 8.07 c 5 Accepted Exempt Position w/City	Appointment to Exempt Classification

RECOMMENDATION:

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

DHS 2015 LA01

CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Anil Comelo, Director HR
CC: Dana Perez, Asst. to the Director/HSD

FROM: May Hill

SUBJECT: Leave of Absence/Request to Accept Exempt Position

DATE: February 3, 2015

APPROVAL DATE

This memo is to request a leave of absence from the position of Administrative Assistant II (represented by bargaining unit Local 21- Rep Unit TW1) in order to accept the appointment of exempt position of Executive Assistant to the Director effective February 9, 2015.

This request is in accord with the Personnel Manual of the Civil Service Board, Section 8.07-Miscellaneous Leave of Absence (c), v which states in part: "Reasons for which Leaves of Absence Without Pay May Be Granted ...To permit the employee to take an exempt position in the City Services". Please see attached document.

Respectfully submitted,

May B. Hill, Administrative Assistant II
Human Services Department/Administration

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name MAY B. HILL Employee's ID _____ Today's Date 2/3/15

Department/Division HSD/ADMINISTRATION Employee Job Title ADMINISTRATIVE ASST. II

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

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)

** Additional Information*

Employees on ANP, MNP, and SLV 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.

[signature]	2-3-15		
Employee's Signature	Date	Civil Service Board Approval	Date
[signature]	2/6/15		
Department Head Approval	Date	Office of the City Administrator	Date

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

Distrubution: Original to DHRM Admin., Copy to Department, and Employee

LIB 2015 LA01

Unpaid Leave of Absence

Leave Type:

- [ ] VTN—Voluntary to Save Funds
- [ ] FCL—Family Care Extended
- [ ] FDN—Family Death–no pay
- [ ] MNP—Military Leave–no pay
- [ ] SLV—Sick Leave–no pay
- [x] ANP—Miscellaneous–no pay

Sharon Vaughn — Employee Name

Social Security Number

10 / 1 / 14 — Today's Date

Library — Department/Division

Library Assistant — Employee Job Title

[x] I request 10 (days / hours) — Circle days or hours

12 / 12 / 14 — From

12 / 31 / 14 — To

(Dec 12, 13, 19, 20, 23, 24, 26, 27, 30, 31)

Yes (No) — Unpaid Leave Taken This Year? Kind? (write appropriate code)

Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
VTN	60 days	Yes	Yes	Yes	May take one hour increments
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

* *Additional information*

Employees on ANP, MNP, and SLV 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.

Sharon Vaughn — Employee Signature — Date 10 / 1 / 14

Civil Service Board Approval — Date / /

[illegible] — Department Head Approval — Date 12 / 18 / 14

NOTE: Civil Service Board approval is required for leave of 5 days or more for classified employees.

528—074—000 (4/93) Dist: Original to OPRM Admin., Canary to HRIS Operations, Pink to Department, Goldenrod to employee

LIB 2015 LA02

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name: Nicholas Raymond Employee's ID: _____ Today's Date: 12/12/14

Department/Division: Library Employee Job Title: Library Assistant

☑ I Request: 15 (No. of Days or Hours) ☑ Days ☐ Hours (Select Days or Hours) From: See To: attached

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

Comparison of Differant Leave Types

Leave Type	Maximum Duration	Keep Accured Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & ujnpaid 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's Signature: _____ Date: 12.12.14 Civil Service Board Approval: _____ Date: _____

Department Head Approval: C. Rimbault Date: 1/5/14 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.

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

CIB 2015 LA03

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name: Cristina Flores Employee's ID: _____ Today's Date: 12/10/14

Department/Division: Main/ Acq. Employee Job Title: Library Aide

☒ I Request: 8 (No. of Days or Hours) ☒ Days ☐ Hours (Select Days or Hours) From January 05, 2015 To January 15, 2015

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

Comparison of Differant Leave Types

Leave Type	Maximum Duration	Keep Accured Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & ujnpaid 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's Signature: _____ Date: 12/10/14 Civil Service Board Approval: _____ Date: _____

Department Head Approval: _____ Date: 12/10/14 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.

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

LIB 2015 LA04

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name Margaret (Peggy) Simmons Employee's ID _____ Today's Date 2/24/15

Department/Division Oakland Public Library Employee Job Title Library Assistant

☒ I Request: 2/wk: Tue,Thu (No. of Days or Hours) ☒ Days ☐ Hours (Select Days or Hours) From April 25th, 2015 To Oct 23rd ,2015

Unpaid Leave Taken This Year? ☐ Yes ☒ No If yes, what type of leave (two days requested May 2015) (Write appropriate code)

Comparison of Differant Leave Types

Leave Type	Maximum Duration	Keep Accured Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & ujnpaid 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's Signature Date 2/24/15

Department Head Approval Date 2/25/15

Civil Service Board 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.

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

CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Teresa Deloach Reed
Fire Chief

FROM: Darin White
Battalion Chief

SUBJECT: Leave of Absence Request to Accept Exempt Position **DATE:** January 8, 2015

Approval Teresa Deloach Reed Date 1-8-15

This memo is to request a 1 year leave of absence from the position of Battalion Chief (represented by bargaining unit local 55) in order to accept the appointment to the exempt position of Deputy Chief of Fire effective January 17, 2015.

This request is in accord with the Personnel Manual of the Civil Service Board, Section 8.07 – Miscellaneous Leaves of Absence (c), v which states in part: "Reasons for Which Leaves of Absence without Pay May Be Granted..... To permit the employee to take an exempt position in the City Services". Please see attached document.

Respectfully submitted,

Darin White

Darin M. White
Battalion Chief
Special Operations/Safety Officer
Oakland Fire Department

cc: Trinette Gist-Skinner, Division Manager
File

OFD-2015-LA01

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name Darin White Employee's ID _____ Today's Date 1/8/15

Department/Division Oakland Fire Department Employee Job Title Battalion Chief

☑ I Request: _____ (No. of Days or Hours) ☐ Days ☐ Hours (Select Days or Hours) From Jan. 16, 2015 To Jan 16, 2016

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

Comparison of Differant Leave Types

Leave Type	Maximum Duration	Keep Accured 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.

Darin White 1/8/15
Employee's Signature Date

Civil Service Board Approval Date

Teresa Deborah Reed
Department Head Approval Date 1-8-15

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.

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

OPD-2015-LA01

CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Human Resources Management Department

FROM: Sun Kwong (Michael) Sze

SUBJECT: Request for Leave of Absence from Civil Service

DATE: March 4, 2015

Pursuant to Civil Service Rule 8.07 (c)(5), I am requesting a leave of absence from my Civil Service classified position of Neighborhood Services Coordinator to accept an appointment to the exempted position of Special Assistant to the Mayor I in the Office of the Mayor, with an effective date of March 2, 2015.

Respectfully Submitted,

SUN KWONG (MICHAEL) SZE
Special Assistant to the Mayor I

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT

15 JAN 13 AM 9:11

CITY OF OAKLAND

Memorandum

Date: 6 Jan 15
To: Human Resources Management Department
ATTN: Anil Comelo, Director
From: Oliver Cunningham

RE: Request for Leave of Absence from Civil Service

Pursuant to Civil Service Rule 8.07(c)(5), I am requesting a leave of absence from my Civil Service classified position of Captain of Police to accept an appointment to the exempted position of Deputy Chief of Police with an effective date of 20 Dec 14.

Sincerely,

Oliver Cunningham
Deputy Chief of Police
Oakland Police Department

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name JAMIE TURBAK Employee's ID _____ Today's Date 7/17/13

Department/Division LIBRARY Employee Job Title Administrative Librarian

☒ I Request: 1 year and in perpetuity (No. of Days or Hours) ☐ Days ☐ Hours (Select Days or Hours) From 3/28/15 To ~~3/27/16~~ and in perpetuity

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

Comparison of Differant Leave Types

Leave Type	Maximum Duration	Keep Accured Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & ujnpaid 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.

Jamie Turbak 3/3/15
Employee's Signature Date

Civil Service Board Approval Date

Department Head Approval 3/4/15 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.

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

CITY OF OAKLAND

MEMORANDUM

DATE: March 19, 2015

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Kip Walsh, Human Resources Manager, Recruitment & Classification

THROUGH: Anil Comelo, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Classification Specification for the Classification of Child Education Coordinator

Based upon a classification review at the request of the Human Services Department (HSD), staff has proposed the revision of the Child Education Coordinator classification specification. The classification was originally approved in October 1995.

Many formatting changes are necessary to bring the classification specification into alignment with the new template. In addition to serving the Head Start Program, this classification also serves the Early Head Start Program and references have been added accordingly. Language has been developed to complete the Definition and Distinguishing Characteristics sections. Minor refinements have been made to the Examples of Duties and Knowledge and Abilities sections. The Minimum Qualifications have been modified; the required Education is now a Bachelor's degree in early childhood education or a related field, replacing the former Associate's degree requirement. Lastly, the "Other Requirements" section has been added. There are no vacancies and only one incumbent.

The International Federation of Professional and Technical Engineers Union (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union representatives briefly reviewed the proposed changes at a meeting on January 22, 2015. The union committed to further reviewing the proposed changes and planned to respond via email at a later date. The City received email confirmation on February 10, 2015 that the union does not have any objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specification for Child Education Coordinator as amended.

Attachment: Revised classification specification for Child Education Coordinator

DRAFT

CHILD EDUCATION COORDINATOR

CITY OF OAKLAND

Class Code: PP108 FTE **Civil Service Classified**

DEFINITION

Under general supervision in the Human Services Department, uses a full range of professional skills to plan, oversee, coordinate and implement all aspects of the Education program requirements of the Head Start and Early Head Start Programs in accordance with federal, state and local regulations; works cooperatively with other program content coordinators to ensure that children are provided with the learning environment and opportunities to develop physically, socially, cognitively, and emotionally and to support parents in their role as the child's primary role model; ~~To~~ supervises and trains assigned teaching staff~~personnel~~, ~~for the Head Start Program in compliance with federal and local regulations;~~ develops curricula, ~~;~~ and ~~to~~ provides educational resources to implement the educational objectives and P~~p~~erformance S~~s~~tandards for the Head Start and Early Head Start ~~p~~Programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS~~SUPERVISION RECEIVED AND EXERCISED~~

This is a journey-level classification that oversees and administers the Education program for Head Start and Early Head Start in accordance with federal, state and local regulations. It is distinguished from the higher level Head Start Supervisor in that the latter class is a full supervisory position over a broad range of program content coordinators and other administrative staff. It is further distinguished from the lower level Early Childhood Center Director, which is a working supervisor level position located at the childhood centers.

The incumbent r~~R~~eceives general supervision from the Head Start Supervisor and e~~. E~~xercises direct supervision over Early Childhood Center Directors, Early Childhood Instructors, ~~Permanent Part-time Teachers~~ and other assigned staff.

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

Develop the annual education plan to carry out goals and objectives as determined by the Director and in accordance with the program requirements and needs assessment; meet with the policy council, parents and center staff to solicit feedback and viability of the plan.

Supervise, review and evaluate teaching staff with an emphasis on encouraging professional development and facilitating mentoring relationships; perform on-the-job technical assistance and coaching regarding specific skills.

Conduct site visits; monitor program progress to ensure program goals, objectives, health and safety standards are met; utilize a motor vehicle in the conduct of site visits.

Coordinate the educational plan with other program components; meet with other coordinators to share information and coordinate efforts to implement performance standards.

- Utilize a computer and software applications for various functions including assessments, data collection, analysis and retrieval, and report generation.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS~~EXPERIENCE AND EDUCATION~~

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

Education:
A Bachelor's degree from an accredited college or university in Early Childhood Education, public health, public administration or related field. ~~An Associate of Arts degree in public health, education, public administration or a related field from an accredited college or university. A Bachelor's degree is desirable.~~ A Master's degree (or higher) in a related field is desirable.

Experience:
Two years of progressively responsible ~~work~~ experience working in social service, public health, or educational programs. Experience teaching preschool-age children is desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	10/27/1995	CSB Resolution #: 44346	Salary Ordinance #:
Exempted:	Y ☐ N ☒	Exemption Resolution #:	
Revision Date:		CSB Resolution #:	
Re-titled Date:	n/a	CSB Resolution #:	Salary Ordinance #:
(Previous title(s): n/a)			

CITY OF OAKLAND

MEMORANDUM

DATE: March 19, 2015

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Kip Walsh, Human Resources Manager, Recruitment & Classification

THROUGH: Anil Comelo, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Classification Specifications for the Classifications of Fire Fighter and Fire Fighter Paramedic

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed revision of the **Fire Fighter** and **Fire Fighter Paramedic** classification specifications. The classifications were last revised on August 9, 2012, and September 8, 2011, respectively.

A variety of modifications are being proposed, which involve: (1) re-stating language to be consistent with the most recent classification specification template, (2) ensuring consistency between the two classification specifications, and (3) correcting grammar and punctuation errors. With regard to Fire Fighter Paramedic specifically, it now lists an eighteen (18) month experience requirement that replaces the previous one (1) year of experience requirement; this change does not apply to Fire Fighter.

The proposed changes are necessary to: (1) ensure the classification specifications are consistent with the current template, (2) bring the minimum qualifications into alignment with language in the IAFF Memorandum of Understanding (July 1, 2014 – October 31, 2017), (3) accurately describe the primary functions of each classification, and (4) clearly communicate the required physical components of each classification.

The International Association of Firefighters (IAFF, Local 55) was notified of the proposed revisions to the classification specifications. City staff and union representatives engaged in informal discussions and email exchanges during the month of February to seek clarification and explore potential issues. The City received email confirmation on February 27, 2015, that the union does not wish to meet and does not have any objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specifications for Fire Fighter and Fire Fighter Paramedic as amended.

Attachments: Revised classification specifications for Fire Fighter and Fire Fighter Paramedic

CITY OF OAKLAND

FIRE FIGHTER

Class Code: PS128~~5~~ FTE **Civil Service Classified**

DEFINITION

Under general supervision in the Oakland Fire Department (OFD), performs~~ a variety~~ the full range of duties related to the protection of life and property under emergency and hazardous conditions~~. Responsibilities~~ includeing~~ activities in~~ fire prevention, fire suppression, rescue, Basic Life Support and emergency care, public education, salvage, and overhaul~~ emergency; ~~, ~~provide basic medical care~~serves as first responder to emergency calls that require basic emergency medical services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Firefighter~~This is a journey~~-~~-level classification in the sworn public safety officer series. Incumbents are required to provide basic life support, medical care and treatment, fire suppression and/or other assistance as necessary. This classification is distinguished from the higher level officer classes of Lieutenant of Fire and Captain of Fire in that incumbents of the latter are first-line and second-line supervisors. It~~This class~~ is further distinguished from the higher level classification of Firefighter Paramedic in that the Firefighter Paramedic is licensed for and required to provide Basic Life Support and emergency medical services as a condition of employment.

This classification is distinguished from the lower level Firefighter Trainee in that the former has successfully completed the training academy and is serving as first responders to emergencies as a part of a truck or engine crew.

~~This classification~~ Incumbents receives supervision from Lieutenant of Fire, Captain of Fire, and Emergency Medical Services (EMS) Coordinator.

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

Perform firefighting duties related to the protection of life and property under emergency and hazardous conditions; respond to emergency calls and provide basic emergency medical services, fire prevention, suppression, rescue, salvage and overhaul.

Locate fires and extinguish; respond to and mitigate hazardous materials incidents and emergencies; assist other company members in providing the best suppression techniques for fire incidents, rapid intervention crew assignments, and technical rescues; examine fire structure for signs of fire extension; recognize conditions that may lead to back draft or flashover; select appropriate equipment for various firefighting scenarios; receive and follow orders and oral instructions at fire scenes under conditions of stress, noise, heat and distractions; understand and utilize ICS and NIMS; wear full protective clothing equipment including self contained breathing apparatus; and stabilize the scene of an emergency to ensure the safety of victims and rescuers.

Provide EMT-I level of basic emergency medical care and treatment; coordinate efforts with other emergency responders on the scene; don appropriate protective equipment according to medical protocols; check vital signs of patient to determine whether circulations and respiration are functional; assess and clear oral and nasal airways to administer oxygen in proper quantity as per protocol in order to facilitate patient's breathing; operate bag valve mask; apply cervical collar or splints to stabilize patient; position patient on stretcher or stair chair for transport; and apply bandages or sterile dressing, pressure and elevation in order to control bleeding.

Drive apparatus, as needed, according to state, local and department regulations governing operations of emergency vehicles; signal drivers to assist maneuvering apparatus at scene of emergency to locate apparatus in the best firefighting position and to avoid interfering with other companies; assist in operating apparatus controls; stabilize apparatus using wheel chocks; and operate radio and other communication equipment.

Open and close hydrants using hydrant wrench; pull hose, nozzle and fittings from apparatus; make and unmake hose connection to water sources (hydrant and standpipes) to pumps, nozzles, appliance and to other hose sections; lay or secure hose line from hydrant to scene of fire for reverse lay; carry or drag charged or empty hose lines to fire scene, around obstacles, or up ladder; and manipulate nozzle for application of water stream to extinguish fire.

Select appropriate ladder based on the type and height of building; remove, carry, maneuver, raise, and lower straight, extension, roof, pole, attic and A-frame ladders; assist driver in extending, raising, lowering, rotating and mounting operating streams apparatus on aerial ladder; elevate, rotate and extend aerial ladder bed and fly sections for supported or unsupported operation; and climb, work from and descend ladder carrying people or equipment using appropriate safety equipment and procedures.

Listen to sounds of roof to help determine if it is structurally safe; create ventilation openings by opening or forcing doors and windows, by cutting or breaking walls and roofs using minimum necessary force; determine appropriate place to cut ventilation hole, type of ventilation (e.g. horizontal, vertical) and plan direction in which cuts will be made; and start~~, use,~~ and operate axe and chain saw to cut hole.

Enter structures to determine if a rescue situation exists by systematically searching room to room for occupants and for those who are not accounted for; enter, walk, and crawl through smoke-filled areas providing little or no visibility with charged or uncharged hose in hand; carry equipment from emergency scene; cut, lift or pry open vehicles using machinery to free person trapped or pinned inside using appropriate extrication tools; locate and rescue victims trapped in burning, smoke-filled buildings; and remove people from life threatening situations and place them in a safe area.

Inspect interiors of burned buildings after fire to check for signs of rekindling; locate hidden fire by feeling walls and ceiling or by smelling fire; protect and salvage property from theft and fire department equipment damage; and remove water and debris after fire is extinguished and investigated using water vacuum, portable pump, shovel, debris bag, mop, bucket, broom and squeegee.

Locate, inspect, and maintain firefighting tools and equipment (breathing apparatus, oxygen, nozzles, rescue equipment, hoses and hand tools) for readiness on apparatus; place personal safety gear on apparatus; clean, dry, inspect, and perform daily, weekly, monthly, quarterly, and

annual equipment checks and inventories; and properly secure medical equipment including Advanced Life Support and resuscitator equipment~~,~~ and drugs, and replace emergency medical supplies per Oakland Fire Department policy.

Document patient care, drug inventories, company records, journals, training records and other Oakland Fire Department administrative~~ tasks by using data entry to~~ and documentation procedures using computers, the internet, email, department forms, and various software tools provided by the Oakland Fire Department.

Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials and related subjects; and study maps, diagrams, direct routes, locations of streets, water mains, structural components of building, ~~and~~ purpose for all equipment and safety precautions.

Present public education programs to the community on safety, medical, disaster preparedness and fire prevention topics; promote fire prevention programs by conducting vegetation management, building, and structural inspections and perform other fire and life safety inspections; and use patience, tact, and courtesy when dealing with the public to maintain good community relations.

Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of fire services to citizens; promote a positive image of the department to the public by adhering to department code of conduct; and document incidents, complete reports and records, and maintain other applicable logs and records.

Coordinate and rapidly perform a series of complex operations involving the use of arms, hands and legs; use physical strength to manipulate heavy hose for drafting; employ upper body to lift and leg strength to move an adult of average weight; and use sense of sight, touch, hearing and smell to monitor operation of equipment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern fire prevention, fire suppression, occupational safety and basic emergency medical services principles, procedures, techniques and equipment.
- Applicable laws, ordinances, departmental standard operating procedures, regulations, hazardous materials, rapid intervention crew, technical rescue, and ICS.
- Emergency vehicle communication equipment.
- Local geography and the use of maps.
- Basic Life Support Emergency Care at the ~~(~~EMT-I level~~)~~.
- Cardio-Pulmonary Resuscitation (CPR).
- Patient moving procedures.
- Basic math and grammar.
- Computer systems and software applications, ~~to complete documents. Use~~ electronic equipment and other electronic mobile devices.
- How to conduct field assessments.
- Extrication procedures and techniques.
- How to apply pre-fire planning, building inspection, the relay of information to company members, and appropriate response to emergencies.

- Reports and forms designed to maintain company operations.

Ability to:

- Work under dangerous and stressful conditions.
- Apply principles and procedures to solve practical problems.
- Recognize relevant information~~,~~ and~~—to~~ make informed decisions by analyzing information in a timely and appropriate manner.
- Consider the consequences of decisions and ~~to~~ involve a supervisor in the decision making process when appropriate.
- Exercise sound independent judgment within general policy guidelines.
- Operate emergency vehicle and equipment in a safe manner.
- Read and write the English language.
- Perform physical and strenuous fire fighting work requiring physical strength, coordination, endurance, and flexibility.
- Drag 160# lbs.
- Work irregular hours as required by assigned work shift.
- Work with others as a team; work effectively as a team with company members and interact appropriately with the public in emergency and non-emergency situations; live harmoniously in a community living situation; treat all persons with dignity and respect.
- Follow orders.
- Coordinate efforts with other emergency responders on scene.
- Express thoughts in a clear, understandable and respectful manner.
- Don and operate self-contained breathing apparatus (SCBA).
- Read and interpret operating procedures, materials dealing with the technical aspect of firefighting, building plans; draw diagrams and maps.
- Conduct fire and life safety inspections.
- Read gauges.
- Administer basic emergency medical services at the Emergency Medical Technician I (EMT-I) level and CPR.
- Assess a patient's physical condition.
- Prepare clear and concise reports, records and other written materials.
- Perform data entry and use computer systems and software applications such as Microsoft Word and Outlook~~.;~~ ~~Use~~ operate electronic equipment and other electronic mobile devices.

MINIMUM QUALIFICATIONS

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

Education:

~~Equivalent to the completion of the twelfth grade.~~High school diploma or GED equivalent. Firefighter I certification and/or graduation from an accredited college with an Associate of Arts/Science Degree or higher is desirable.

Experience:

None required. Previous paid or volunteer firefighting experience is desirable. Experience working with Oakland community members is desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must ~~Possession of~~ possess and will be required to maintain a valid California Class "C" or higher driver's license with Firefighter Endorsement issued by DMV, including medical clearance, and be able~~ility~~ to pass department certification (within first twelve 12 months of probation) throughout the tenure of employment.

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

~~Possession of~~Must possess a current Alameda County EMS Agency approved certification for ~~certification for Cardio-Pulmonary Resuscitation (~~CPR~~)~~Basic Life Support (BLS for Health Care Provider) throughout the tenure of employment.

~~Successful completion of a certified~~ Must possess a ~~Candidate Physical Ability Test (CPAT) card issued by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC).~~

OTHER REQUIREMENTS

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

Must pass a thorough background investigation. ~~that complies with the background clearance of California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)~~.

Successful completion of the fire academy.

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

Must have an acceptable driving record.

Must possess a Candidate Physical Ability Test (CPAT) card issued by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) in accordance with the Memorandum of Understanding.

Must be physically capable of performing all tasks required of an Oakland Firefighter, including rigorous activities associated with emergency operations, and meet California Department of Motor Vehicle visual acuity standards necessary to maintain the required licenses. Fitness will initially be determined by possession of a CPAT certificate/card and ability to pass a medical evaluation.

Vision must be 20/20 corrected or uncorrected with both eyes with an acceptable level of color vision.

Bilingual skills are highly desirable.

FLEXIBLE STAFFING

Incumbents in the Firefighter classification are eligible to promote to the Firefighter Paramedic classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	4/22/2010	CSB Resolution #:	44341	Salary Ordinance #:
Exempted:	Y ☐ N ☐	Exemption Resolution #:		
Revision Date:	8/9/2012	CSB Resolution #:	44580	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:

(Previous title(s):

CITY OF OAKLAND

FIRE FIGHTER PARAMEDIC

Class Code: PS183 FTE **Civil Service Classified**
PS184 FTE

DEFINITION

Under supervision in the Oakland Fire Department (OFD), performs~~ a variety~~ the full range of duties related to the protection of life and property under emergency and hazardous conditions~~.~~ ~~Responsible for~~ including fire suppression, fire prevention, rescue, Basic and Advanced Life Support and Emergency care, public education, salvage and overhaul~~.~~; ~~Responds~~serves as first responder to emergency calls that require advanced emergency medical services; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the sworn public safety officer series. The Firefighter Paramedic is required to provide advanced life support medical care and treatment,~~;~~ fire suppression or other assistance as required. This classification is distinguished from the higher level officer classes of Lieutenant of Fire and Captain of Fire in that the incumbents of the latter are first and second-line supervisors. It~~This class~~ is further distinguished from the lower level classification of Firefighter in that incumbents of the latter class provide Basic Life Support and emergency services.~~the Firefighter Paramedic is licensed for and required to provide Advanced Life Support and Emergency medical services as a condition of employment.~~

~~This class~~ Incumbents receive~~s~~ supervision from Lieutenant of Fire, Captain of Fire, and Emergency Medical Services (EMS) Coordinator.

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

Perform firefighting duties related to the protection of life and property under emergency and hazardous conditions; respond to emergency calls and provide advanced emergency medical services, fire suppression, prevention, rescue, salvage and overhaul.

Locate fires and extinguish; respond to and mitigate hazardous materials incidents and emergencies; assist other company members in providing the best suppression techniques for fire incidents, rapid intervention crew assignments, and technical rescues; examine fire structure for signs of fire extension; recognize conditions that may lead to back draft or flashover; select appropriate equipment for various firefighting scenarios; receive and follow orders and oral instructions at fire scenes under conditions of stress, noise, heat and distractions; understand and utilize ICS and NIMS; wear full protective clothing equipment including self contained breathing apparatus; and stabilize the scene of an emergency to ensure the safety of victims and rescuers.

Provide EMT-P level of advanced emergency medical care and treatment; perform defibrillation and/or synchronized cardioversion to correct any life threatening arrhythmia occurring with the patient's heart; institute intravenous (IV) catheters, intraosseous (IO), saline locks, needles, or

other cannualae (IV/IO lines), in peripheral veins and/or intraosseous; administer and monitor approved medications and dosage by intravenous, intraosseous, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, oral or topical means; assess and clear oral and nasal airways to administer oxygen in proper quantity as per protocol in order to facilitate patient's breathing; inspect the airway by the use of laryngoscope and remove foreign bodies with forceps; operate bag valve mask; perform pulmonary ventilation by use of approved Alameda County and EMS agency advanced basic and/or advanced procedure and adjunct;~~ and~~ use a glucose-measuring device; and perform Valsalva maneuver, percutaneous trans tracheal jet ventilation, and pleural decompression.

Don appropriate protective equipment according to medical protocols; check vital signs of patient to determine whether circulations and respiration are functional; apply cervical collar or splints to stabilize patient; position patient on stretcher or~~,~~ stair chair for transport; and apply bandages or sterile dressing, pressure and elevation in order to control bleeding.

Coordinate efforts with other emergency responders and/or healthcare providers on the scene regarding the delivery of services to patient; communicate with physician and base hospital, by radio or by phone, in order to report patient status and to ensure that EMS procedures are conducted according to the standards of care adhering to Alameda County EMS and/or Oakland Fire Department protocols.

Drive apparatus, as needed, according to state, local and department regulations governing operations of emergency vehicles; signals to driver to assist maneuvering apparatus at scene of emergency to occupy best firefighting position and to avoid interfering with other companies; assist in operating apparatus controls; stabilize apparatus using wheel chocks; and operate radio and other communication equipment.

Open and close hydrant using hydrant wrench; pull hose, nozzle and fittings from apparatus; make and unmake hose connection to water sources (hydrant and standpipes) to pumps, nozzles, appliance and to other hose sections; lay or secure hose line from hydrant to scene of fire for reverse lay; carry or drag charged or empty hose lines to fire scene, around obstacles, or up ladder; and manipulate nozzle for application of water stream to extinguish fire.

Select appropriate ladder based on the type and height of building; remove, carry, maneuver, raise, and lower straight, extension, roof, pole, attic and A-frame ladders; assist driver in extending, raising, lowering, rotating and mounting operating streams apparatus on aerial ladder; elevate, rotate and extend aerial ladder bed and fly sections for supported or unsupported operation; and climb, work from and descend ladder carrying people or equipment using appropriate safety equipment and procedures.

Listen to sounds of roof to determine if roof is structurally safe; create ventilation openings by opening or forcing doors and windows, by cutting or breaking walls and roofs using minimum necessary force; determine appropriate place to cut ventilation hole, type of ventilation (e.g. horizontal, vertical) and plan direction in which cuts will be made; and~~ use,~~ start and operate axe and chain saw to cut hole.

Enter structures to determine if a rescue situation exists by systematically searching room to room for occupants and for those who are not accounted for; enter, walk, and crawl through smoke-filled areas providing little or no visibility ~~sometimes~~ with charged or uncharged hose in hand; carry equipment from emergency scene; cut, lift or pry open vehicles using machinery to free person trapped or pinned inside using appropriate extrication tools; locate and rescue victims trapped in burning, smoke-filled buildings; and remove people from life threatening situations and place them in a safe area.

Inspect interior of burned buildings after fire to check for signs of rekindling; locate hidden fire by feeling walls and ceiling or by smelling fire; protect and salvage property from theft and fire department equipment damage; and remove water and debris after fire is extinguished and investigated using water vacuum, portable pump, shovel, debris bag, mop, bucket, broom and squeegee.

Locate, inspect, and maintain firefighting tools and equipment (breathing apparatus, oxygen, nozzles, rescue equipment, hoses and hand tools) for readiness on apparatus; place personal safety gear on apparatus; clean, dry, inspect, and perform daily, weekly, monthly, quarterly, and annual equipment checks and inventories; and properly secure medical equipment including Advanced Life Support and resuscitator equipment~~,~~ and drugs, and replace emergency medical supplies per OFD policy.

Document patient care, drug inventories, company records, journals, training records and other Oakland Fire Department administrative and documentation procedures using computers, the internet, email, department forms, and various software tools provided by the Oakland Fire Department.

Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials and related subjects; and study maps, diagrams, direct routes, locations of streets, water mains, structural components of building, purpose for all equipment and safety precautions.

Present public education programs to the community on safety, medical, disaster preparedness and fire prevention topics; promote fire prevention programs by conducting vegetation management, building, structural and other fire and life safety inspections; and use patience, tact, and courtesy when dealing with the public in order to maintain good community relations.

Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of fire services to citizens; promote a positive image of the department to the public by adhering to department code of conduct; and document incidents, complete reports and records, and maintain other applicable logs and records.

Coordinate and rapidly perform a series of complex operations involving the use of arms, hands and legs; use physical strength to manipulate heavy hose for drafting; employ upper body to lift and leg strength to move an adult of average weight; and use sense of sight, touch, hearing and smell to monitor operation of equipment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern fire suppression, fire prevention, occupational safety and advanced emergency medical services principles, procedures, techniques and equipment.
- Applicable laws, ordinances, departmental standard operating procedures, regulations, hazardous materials, rapid intervention crew, technical rescue, and ICS.
- Emergency vehicle communication equipment.
- Local geography and the use of maps.
- Basic and Advanced Life Support Emergency Care at the EMT-P level.
- Cardio-Pulmonary Resuscitation (CPR).
- Patient moving procedures.
- Cardiac monitors and respiratory therapy.
- Various medications and their appropriate dosage, implications and administration.
- Proper aseptic techniques in order to initiate, secure and monitor IV/IO.
- Basic math and grammar.
- Computer systems and software applications, electronic equipment and other electronic mobile devices.
- How to conduct field assessment.
- Extrication procedures and techniques
- How to apply pre-fire planning, building inspection, the relay of information to company members, and appropriate response to emergencies.
- Reports and forms designed to maintain company operations.

Ability to:

- Work under dangerous and stressful conditions.
- Apply principles and procedures to solve practical problems.
- Recognize relevant information, and ~~to~~ make informed decisions by analyzing information in a timely and appropriate manner.
- Consider the consequences of decisions and ~~to~~ involve a supervisor in the decision making process when appropriate.
- Exercise sound independent judgment within general policy guidelines.
- Operate emergency vehicle and equipment in a safe manner.
- Read and write the English language.
- Perform physical and strenuous fire fighting work requiring physical strength, coordination, endurance, and flexibility.
- Drag 160lbs.
- Work irregular hours as required by assigned work shift.
- Work with others as a team; work effectively as a team with company members and interact appropriately with the public in emergency and non-emergency situations; live harmoniously in a community living situation; treat all persons with dignity and respect.
- Follow orders.
- Coordinate efforts with other emergency responders on scene.
- Express thoughts in a clear, understandable and respectful manner.
- Don and operate self-contained breathing apparatus (SCBA).
- Read and interpret operating procedures, materials dealing with the technical aspect of firefighting, building plans; draw diagrams and maps.

- Read gauges.
- Administer advanced emergency medical services at the Emergency Medical Technician Paramedic (EMT-P) level and CPR.
- Assess a patient's physical condition.
- Administer and draw medication from ampules and vials.
- Administer and monitor IV treatment.
- Test and use glucometer.
- Set up IV drips; establish intravenous line.
- Intubate patient.
- Use laryngoscope, Magill Forceps and cardiac monitor.
- Prepare clear and concise reports, records and other written materials.
- Use computer systems and software applications.

MINIMUM QUALIFICATIONS

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

Education:

~~Equivalent to the completion of the twelfth grade.~~ High school diploma or GED equivalent. Firefighter I certification and/or graduation from an accredited college with an Associate of Arts/Science Degree or higher is desirable.

Experience:

Internal recruits: ~~one (1) year~~ eighteen (18) months of experience as a Firefighter with the City including successful completion of the probationary period.
OR
External lateral recruits: eighteen (18) months ~~one (1) year~~ of experience as a Firefighter Paramedic who has not been out of service as a Firefighter Paramedic for more than eighteen (18) months.
OR
External recruits: eighteen (18) months ~~one (1) year~~ of experience as an Advanced Life Support (ALS) Paramedic first responder.

LICENSE AND CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. ~~Possession of~~Must possess a valid California Class "C" or higher driver's license with Firefighter Endorsement issued by DMV, including medical clearance, and ~~ability~~be able to pass department certification (within first twelve (12) months of probation) throughout the tenure of employment.

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

~~Possession of~~Must possess and be able to maintain current certifications from the American Heart Association or ~~a current~~ an Alameda County EMS Agency approved equivalent ~~certification for Cardio-Pulmonary Resuscitation (CPR)~~ throughout the tenure of employment:~~.~~

CPR (BLS for Healthcare Provider)

Advanced Cardiac Life Support (ACLS).

Pediatric Advanced Life Support (PALS).

Pre-Hospital Trauma Life Support (PHLTS) or International Trauma Life Support (ITLS).

~~Successful completion of a certified~~~~Must possess a Candidate Physical Ability Test (CPAT) card issued by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC). (*Effective January 1, 2012)*~~

OTHER REQUIREMENTS

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

Must pass a thorough background investigation~~that complies with the background clearance of California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)~~.

Successful completion of the fire academy.

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

Must have an acceptable driving record.

Must possess a Candidate Physical Ability Test (CPAT) card issued by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) in accordance with the Memorandum of Understanding.

Must be physically capable of performing all tasks required of an Oakland Firefighter, including rigorous activities associated with emergency operations, and meet California Department of Motor Vehicle visual acuity standards necessary to maintain the required licenses. Fitness will initially be determined by possession of a CPAT certificate/card and ability to pass a medical evaluation.

Vision must be 20/20 corrected or uncorrected with both eyes with an acceptable level of color vision.

Bilingual skills are highly desirable.

FLEXIBLE STAFFING

Incumbents in the Firefighter classification are eligible to promote to the Firefighter Paramedic classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	4/22/2010	CSB Resolution #:	44341	Salary Ordinance #:
Exempted:	Y ☐ N ☒	Exemption Resolution #:		
Revision Date:	9/8/2011	CSB Resolution #:	44396	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:

(Previous title(s):

PORT OF OAKLAND

MEMO

To: City of Oakland Civil Service Board

From: Christopher Boucher CB
Director of Human Resources, Port of Oakland

Date: March 19, 2015

Subject: Approval of Amendments to the Following Classification Specifications:
Port Risk Manager and Manager, Financial Planning

Creating, amending and editing classification specifications is critical as the Port's endeavors to ensure the Maritime, Aviation and Commercial Real Estate business lines are adequately supported and positioned to grow business. The Financial Services Division ("Finance Division") plays a critical role in ensuring the Port's financial health can withstand fluctuations within the maritime, aviation and commercial real estate sectors. The Finance Division achieves this through prudent near term and long term financial planning to ensure the Port is able to meet its debt obligations, capital improvement needs and other fiscal obligations. In addition to managing Port finances, the Finance Division administers the risk management program to mitigate liability and exposure through compliance with Federal, State and local ordinances. The Port's risk management program plays an integral role in reviewing lease agreements, contracts and contingency provisions to ensure Port interests are adequately protected and risk is appropriately mitigated or transferred. To continue a high level of performance in these areas, and in anticipation of recruitment needs, the Port has made amendments to the Manager, Financial Planning and Port Risk Manager classification specifications. The amendments reflect the Port's ongoing effort modernize our classifications to better align with operational needs.

The International Federation of Professional and Technical Engineers Union, Local 21, was notified of the proposed amendments to the Manager, Financial Planning and Risk Manager classification specifications, and the Union does not have any objections to the amendments made.

The Port recommends that the Civil Service Board approve the proposed amendments to the **Manager, Financial Planning** and **Port Risk Manager** classification specifications. Port staff will be available at the next Civil Service Board meeting to answer any questions or provide additional information as needed.

Attachment: Port Risk Manager - Track Changes Version
Port Risk Manager - Clean Version
Manager, Financial Planning - Track Changes Version
Manager, Financial Planning - Clean Version

PORT RISK MANAGER

A. CLASS DEFINITION

Under general direction, directs and administers the risk management programs of the Port of Oakland in accordance with the mission, goals, and objectives as articulated by the ~~Chief Financial Officer~~executive management; to ensure compliance with Federal, State and local ordinances pertaining to public liability, special exposure, safety and worker's compensation; to ensure insurance and related funds are available to cover potential losses. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This management level, single incumbent position has overall policy development for program planning, administration and operations of the Port ~~Enterprise R~~risk ~~M~~management. The incumbent is responsible for accomplishing departmental goals and objectives within general policy guidelines for major functional area assigned and for special programs and projects.

The incumbent receives direction from the Chief Financial Officer and exercises direction over assigned staff.

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Manages the activities of the Risk Management Department, including safety, worker's compensation, and insurance matters.

2. Identifies the Port's exposure to accidental, legal and regulatory losses; recommends the appropriate risk treatment, such as avoidance, control or transfer.

3. Reviews leases, contracts agreements for potential liabilities and for unacceptable contingency provisions.

4. ~~Establishes and maintains Port property valuation records; a~~Analyzes exposure to update information regarding insured values and nature of risks.

5. Establishes and monitors a risk transfer system.

6. Confers with Port management, attorneys and other professionals on issues relating to risk and insurance management.

7. Develops and administers a departmental budget that allows for necessary program development and safety control while adhering to cost containment measures.

8. Develops short and long range objectives that are in concert with operational objectives and regulatory requirements.

9. Supervises support staff and provides general guidance and direction; conducts formal performance evaluations of support staff.

10. Performs related duties as required.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.
Knowledge of:

- Principles of risk management, including thorough knowledge of insurance.
- Modern principles and practices of management and supervision.
- Investigation and settlement of claims including Worker's Compensation.
- Federal and State Occupation Safety and Health Act and state and local ordinances pertaining to employee safety and health.
- California Worker's Compensation and claim handling.
- Court-ordered settlement conferences and hearings.
- State and federally mandated insurance regulations and requirements.
- Modern principles and practices of budgeting.

Ability to:

- Exercise sound independent judgment within general policy guidelines.
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls.
- Prepare and administer departmental budgets; negotiate and administer a variety of contracts.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational polices, practices and procedures; analyze and solve problems of a complex nature.
- Analyze complex administrative and program information, evaluate alternative solutions and recommend or adopt effective courses of action.
- Deal effectively with employees, managers, directors, industry professionals, and the general public.
- Operate and apply word processing, spreadsheet, and database software.
- Prepare clear, concise and complete reports, presentations, correspondence and other related documents.
- Communicate effectively both orally and in writing.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the executive duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents;

hear nuances in oral communications; have fine motor control to manipulate a keyboard and a multi-button telephone set; and have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information and eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

F. EDUCATION AND EXPERIENCE

This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include: graduation from a accredited college or university with a bachelor's degree in Public Administration, Business Administration, Management, Industrial Engineering or a related field plus five years of progressively responsible experience in insurance and risk management~~, safety, and/or worker's compensation,~~ of which two years must be in a manager capacity. An equivalent combination of education and experience may be considered. Professional designation as a Chartered Property and Casualty Underwriter or Associate in Risk Management is preferred.

G. OTHER CHARACTERISTICS

1. This classification requires the incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the Port for unescorted access on to airport properties.

2. Must possess a valid California Class C driver's license at the time of and for the duration of appointment.

CLASS CODE:	10057
STANDARD HOURS-DAY/WEEK:	7.5/Day-37.5/Week
CS STATUS:	Unclassified
FLSA:	Exempt
Classification Created: (Port Ordinance) Risk Manager	July 1, 1986 (2714)
Title Change: Port Risk Manager	April 2, 2002 (3690)

PORT RISK MANAGER

A. CLASS DEFINITION

Under general direction, directs and administers the risk management programs of the Port of Oakland in accordance with the mission, goals, and objectives as articulated by the executive management; to ensure compliance with Federal, State and local ordinances pertaining to public liability, special exposure, safety and worker's compensation; to ensure insurance and related funds are available to cover potential losses. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This management level, single incumbent position has overall policy development for program planning, administration and operations of the Port risk management. The incumbent is responsible for accomplishing departmental goals and objectives within general policy guidelines for major functional area assigned and for special programs and projects.

The incumbent receives direction from the Chief Financial Officer and exercises direction over assigned staff.

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Manages the activities of the Risk Management Department, including safety, worker's compensation, and insurance matters.

2. Identifies the Port's exposure to accidental, legal and regulatory losses; recommends the appropriate risk treatment, such as avoidance, control or transfer.

3. Reviews leases, contracts agreements for potential liabilities and for unacceptable contingency provisions.

4. Analyzes exposure to update information regarding insured values and nature of risks.

5. Establishes and monitors a risk transfer system.

6. Confers with Port management, attorneys and other professionals on issues relating to risk and insurance management.

7. Develops and administers a departmental budget that allows for necessary program development and safety control while adhering to cost containment measures.

8. Develops short and long range objectives that are in concert with operational objectives and regulatory requirements.

9. Supervises support staff and provides general guidance and direction; conducts formal performance evaluations of support staff.

10. Performs related duties as required.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.
Knowledge of:

- Principles of risk management, including thorough knowledge of insurance.
- Modern principles and practices of management and supervision.
- Investigation and settlement of claims including Worker's Compensation.
- Federal and State Occupation Safety and Health Act and state and local ordinances pertaining to employee safety and health.
- California Worker's Compensation and claim handling.
- Court-ordered settlement conferences and hearings.
- State and federally mandated insurance regulations and requirements.
- Modern principles and practices of budgeting.

Ability to:

- Exercise sound independent judgment within general policy guidelines.
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls.
- Prepare and administer departmental budgets; negotiate and administer a variety of contracts.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational polices, practices and procedures; analyze and solve problems of a complex nature.
- Analyze complex administrative and program information, evaluate alternative solutions and recommend or adopt effective courses of action.
- Deal effectively with employees, managers, directors, industry professionals, and the general public.
- Operate and apply word processing, spreadsheet, and database software.
- Prepare clear, concise and complete reports, presentations, correspondence and other related documents.
- Communicate effectively both orally and in writing.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the executive duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; hear nuances in oral communications; have fine motor control to manipulate a keyboard and a multi-button telephone set; and have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact

and voice modulation and projection to convey or underscore points of information and eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

F. EDUCATION AND EXPERIENCE

This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include: graduation from a accredited college or university with a bachelor's degree in Public Administration, Business Administration, Management, Industrial Engineering or a related field plus five years of progressively responsible experience in insurance and risk management of which two years must be in a manager capacity. An equivalent combination of education and experience may be considered. Professional designation as a Chartered Property and Casualty Underwriter or Associate in Risk Management is preferred.

G. OTHER CHARACTERISTICS

1. This classification requires the incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the Port for unescorted access on to airport properties.

2. Must possess a valid California Class C driver's license at the time of and for the duration of appointment.

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STANDARD HOURS-DAY/WEEK:	7.5/Day-37.5/Week
CS STATUS:	Unclassified
FLSA:	Exempt
Classification Created: (Port Ordinance) Risk Manager	July 1, 1986 (2714)
Title Change: Port Risk Manager	April 2, 2002 (3690)

MANAGER, FINANCIAL PLANNING

A. CLASS DEFINITION

Under administrative direction, the Manager, Financial Planning is a working level manager charged with developing and managing the Port's ~~capital improvement program,~~ budgeting, debt, cash, capital improvement program, and long range financial planning.

~~The incumbent works with internal divisions, project managers and external resources to design, develop and implement the Port's ongoing capital improvement program.~~ The incumbent will prepare long-range financial projections and schedules, including financial statement projections, financial feasibility studies and debt capacity analyses. Using quantitative analysis tools, the incumbent will continuously assess financial ~~risk~~ outlook and outcomes through scenario planning and ~~simulation~~ financial modeling. This position is responsible for the successful planning and implementation of the Port-wide budget process and related fiscal programs and directs the services of the Financial Planning Department. The incumbent works with internal divisions, project managers and external resources to design, develop and implement the Port's ongoing capital improvement program. The incumbent is responsible for supervising a staff of professional-level analysts and accountants and performing the highest level of complex budget analysis and serves as a mentor for other professional staff.

DISTINGUISHING CHARACTERISTICS

The Manager, Financial Planning has frequent interaction with staff and leaders of other Port divisions, the Chief Financial Officer, the Executive Director and Board of Commissioners and citizens. The incumbent works as an integral member of various Port leadership teams in helping the Port achieve its objectives, including public presentations to citizens and other interested parties.

This class is distinguished from the Chief Financial Officer in that the latter is a division head and has broader management responsibility for policy development, strategy planning, and for implementation of Board of Commissioner priority programs and Port-wide strategic planning initiatives.

B. TYPICAL TASKS/DUTIES

(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Prepares financial projections and relevant analysis based on the current Port Strategic plan.
2. Creates the on-going financial plan of Port, analyzes ~~financing and~~ debt requirements, ~~including~~ monitor~~ings~~s debt covenants and analyz~~inges~~ financing alternatives to fund ~~construction schedules~~ capital projects.
3. Prepares lease versus buy decisions as required and in conjunction with Port revenue divisions.
4. Prepares long term debt capacity analyses; works with revenue divisions and engineering personnel with ~~quarterly~~ capital projections; prepares ~~quarterly~~ feasibility analyses based on changes in the capital program and revenue projections.
5. Oversees the development of ~~an~~ in-house financial modeling ~~and simulation program~~.
6. Works as a financial planning liaison with the revenue divisions ~~financial capital planning personnel~~.
7. Assumes the role of team leader for the Port's financing team, which includes underwriters, financial advisors, the Port Attorney's office, bond counsel, and revenue division personnel.

8. Works with the City of Oakland Treasurer to insure that return on Port funds deposited with the City is maximized.

9. Develops cost of capital models and capital structure analyses.

10. Prepares periodic review and analysis of Port reserve funds; integrates with financial planning and debt models.

11. Prepares presentations to the Board of Port Commissioners, the City, the county, and the public regarding the Port's long-range financial plans.

12. Prepares related procedures, policies, and publications ~~regarding capital budgeting and resource allocation models, including net present value, internal rate of return, and debt coverage ratio~~.

13. Keeps abreast of monetary and capital markets, interest rate fluctuations, and financing products in municipal finance.

14. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Management principles of planning, organizing, controlling, and directing business operations.
- Principles and practices of financial management, such as financial theory, capital budgeting decision methods, risk and return analyses, municipal finance capital structure concepts, long term debt structures, financial statement presentation and analysis, forecasting, cash management, financial modeling and sensitivity analysis, quantitative methods and time value of money concepts, financial operating leverage, and money and capital markets.
- Business environment and marketplace to provide a wide range of depth analysis to Port problems and the appropriate solutions.
- Organizational structures and financial systems of governmental enterprise agencies.
- Personnel administration cost items and their application to budgeting.
- Principles and practices of effective employee supervision including selection, training, evaluation, and discipline, team building and employee empowerment programs.
- Business computer user applications, including spreadsheet programs and automated financial management systems ~~to assist in the development of simulation models~~.
- Financial concepts and financing products introduced in the capital marketplace.
- Accounting principles.

Ability to:

- Persuade others to take action.
- Facilitate ongoing Port projects.
- Create and evaluate ~~simulation~~ financial models and forecasts.

- Communicate in oral and written format in order to produce clear, logical, and well-reasoned reports, conduct presentations, and convey recommendations.

- Maintain a credible professional image to executive management and the Board of Port Commissioners.

- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

- Handle multiple complex tasks simultaneously within prescribed time limitations.

- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls.

- Prepare and administer departmental budgets; negotiate and administer a variety of contracts.

- Supervise and direct subordinate staff; interpret and enforce administrative and operational policies, practices and procedures; analyze and solve problems of a complex nature.

- Analyze complex administrative and program information, evaluate alternative solutions and recommend or adopt effective courses of action.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests and other documents. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works in-doors in an air-conditioned office, with a mixture of natural, incandescent, and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet, and sound-deadening wall panels.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree in accounting, finance, or business administration (an advanced degree is preferable and encouraged) **plus** six years of ~~public or internal audit experience, or~~ experience in the financial area, ~~including~~ such as financial and budget analysis, ~~or experience in the financial applications for accounting systems,~~ debt and capital markets and/or experience in airport, commercial real estate, and/or maritime finance. ~~A background in enterprise accounting in a public agency environment is desirable to provide depth to the position.~~

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.

CLASS CODE:	10594
SALARY GRADE/SCALE:	579.2
STANDARD HOURS-DAY/WEEK:	7.5/DAY-37.5/WEEK
JOB CLASS:	Classified
FLSA:	Exempt
JOB CATEGORY (EEO-1):	Professional
JOB GRADE:	Supervisory
Classification Created: (Port Ordinance)	April 2, 2002 (3690)

MANAGER, FINANCIAL PLANNING

A. CLASS DEFINITION

Under administrative direction, the Manager, Financial Planning is a working level manager charged with developing and managing the Port's budgeting, debt, cash, capital improvement program, and long range financial planning.

The incumbent will prepare long-range financial projections and schedules, including financial statement projections, financial feasibility studies and debt capacity analyses. Using quantitative analysis tools, the incumbent will continuously assess financial outlook and outcomes through scenario planning and financial modeling. This position is responsible for the successful planning and implementation of the Port-wide budget process and related fiscal programs and directs the services of the Financial Planning Department. The incumbent works with internal divisions, project managers and external resources to design, develop and implement the Port's ongoing capital improvement program. The incumbent is responsible for supervising a staff of professional-level analysts and accountants and performing the highest level of complex budget analysis and serves as a mentor for other professional staff.

DISTINGUISHING CHARACTERISTICS

The Manager, Financial Planning has frequent interaction with staff and leaders of other Port divisions, the Chief Financial Officer, the Executive Director and Board of Commissioners and citizens. The incumbent works as an integral member of various Port leadership teams in helping the Port achieve its objectives, including public presentations to citizens and other interested parties.

This class is distinguished from the Chief Financial Officer in that the latter is a division head and has broader management responsibility for policy development, strategy planning, and for implementation of Board of Commissioner priority programs and Port-wide strategic planning initiatives.

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Prepares financial projections and relevant analysis based on the current Port Strategic plan.
2. Creates the on-going financial plan of Port, analyzes debt requirements, monitors debt covenants and analyzes financing alternatives to fund capital projects.
3. Prepares lease versus buy decisions as required and in conjunction with Port revenue divisions.
4. Prepares long term debt capacity analyses; works with revenue divisions and engineering personnel with capital projections; prepares feasibility analyses based on changes in the capital program and revenue projections.
5. Oversees the development of in-house financial modeling.
6. Works as a financial planning liaison with the revenue divisions.
7. Assumes the role of team leader for the Port's financing team, which includes underwriters, financial advisors, the Port Attorney's office, bond counsel, and revenue division personnel.
8. Works with the City of Oakland Treasurer to insure that return on Port funds deposited with the City is maximized.
9. Develops cost of capital models and capital structure analyses.

10. Prepares periodic review and analysis of Port reserve funds; integrates with financial planning and debt models.

11. Prepares presentations to the Board of Port Commissioners, the City, the county, and the public regarding the Port's long-range financial plans.

12. Prepares related procedures, policies, and publications.

13. Keeps abreast of monetary and capital markets, interest rate fluctuations, and financing products in municipal finance.

14. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Management principles of planning, organizing, controlling, and directing business operations.
- Principles and practices of financial management, such as financial theory, capital budgeting decision methods, risk and return analyses, municipal finance capital structure concepts, long term debt structures, financial statement presentation and analysis, forecasting, cash management, financial modeling and sensitivity analysis, quantitative methods and time value of money concepts, financial operating leverage, and money and capital markets.
- Business environment and marketplace to provide a wide range of depth analysis to Port problems and the appropriate solutions.
- Organizational structures and financial systems of governmental enterprise agencies.
- Personnel administration cost items and their application to budgeting.
- Principles and practices of effective employee supervision including selection, training, evaluation, and discipline, team building and employee empowerment programs.
- Business computer user applications, including spreadsheet programs and automated financial management systems.
- Financial concepts and financing products introduced in the capital marketplace.
- Accounting principles.

Ability to:

- Persuade others to take action.
- Facilitate ongoing Port projects.
- Create and evaluate financial models and forecasts.
- Communicate in oral and written format in order to produce clear, logical, and well-reasoned reports, conduct presentations, and convey recommendations.
- Maintain a credible professional image to executive management and the Board of Port Commissioners.

- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Handle multiple complex tasks simultaneously within prescribed time limitations.
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls.
- Prepare and administer departmental budgets; negotiate and administer a variety of contracts.
- Supervise and direct subordinate staff; interpret and enforce administrative and operational policies, practices and procedures; analyze and solve problems of a complex nature.
- Analyze complex administrative and program information, evaluate alternative solutions and recommend or adopt effective courses of action.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests and other documents. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

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F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree in accounting, finance, or business administration (an advanced degree is preferable and encouraged) **plus** six years of experience in the financial area, such as financial and budget analysis, debt and capital markets and/or experience in airport, commercial real estate, and/or maritime finance.

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.

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JOB CATEGORY (EEO-1):	Professional
JOB GRADE:	Supervisory
Classification Created: (Port Ordinance)	April 2, 2002 (3690)

CITY OF OAKLAND

CIVIL SERVICE BOARD (DRAFT) MEETING MINUTES

Date: January 15, 2015
OPEN SESSION 5:30 p.m.
CLOSED SESSION 6:00 p.m. (or as soon as reasonably practicable thereafter)
City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS PRESENT: 5 -	**Vice Chairperson Andrea Gourdine** **Board Member Lauren Baranco** **Board Member Judith Bodenhausen (arrived at 5:35pm)** **Board Member David Jones** **Board Member Jeffrey Levin**
BOARD MEMBERS ABSENT: 2 -	**Chairperson Alex Drexel** **Board Member Winnie Anderson**
STAFF PRESENT:	**Anil Comelo HRMD Director / Secretary to the Board** **Tracy Chriss, Deputy City Attorney** **Kip Walsh, HR Manager / Staff to the Board**

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM 3 Minutes

2) CONSENT CALENDAR: ACTION

a) Ratification of Provisional Appointment
- Management Assistant (OPD-2014-PA01)
- Program Analyst III – Foreclosure (PBD-2015-PA01)

b) Approval of Employee Request for Leaves of Absence
- PRD-2015-LA01
- FMA-2015-LA01
- OFD-2015-LA01

44754 A motion was made by Board Member Levin and seconded by Board Member Jones to approve the items on the Consent Calendar. The motion was moved by consensus:

Votes: Board Member Ayes: 5 - Gourdine, Baranco, Bodenhausen, Jones, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Drexel, Anderson

The motion passes

3) OLD BUSINESS:

a) Approval of December 18, 2014 Civil Service Board Meeting Minutes

44755 A motion was made by Board Member Jones and seconded by Board Member Baranco to approve the minutes of the December 18, 2014 Civil Service Board meeting. The motion carried with four ayes and one abstention.

Votes: Board Member Ayes: 4 - Gourdine, Baranco, Bodenhausen, Jones
Board Member Noes: None
Board Member Abstentions: 1 - Levin
Board Members Absent: 2 – Drexel, Anderson

The motion passes

b) Determination of Schedule of Outstanding Board Items

- *No new items*

Kip Walsh, HR Manager, Recruitment & Classification advised the board that she met with the SEIU Local 1021 Union Representatives regarding Personnel Matter for Public Employees (PWA-2013-AP003), Heavy Equipment Operator at which the Union Representative requested that the hearing be re-scheduled to the February 15, 2015 Civil Service Board meeting.

Kip Walsh, HR Manager, Recruitment & Classification advised the Board that the appellant (HCD-2014-AP02 3.04 Appeal of Classification Study Results) has cancelled the appeal that was scheduled before the Board at the February 19, 2015 meeting.

The pending list report is received and filed as amended.

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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

The report is received and filed.

d) Update Regarding the Status of Port's Compliance with Ordinance No. 13120 C.M.S. (Amended Ordinance No. 8979)

Christopher Boucher, HR Director – Port of Oakland advised the Board that there were no new items to report and that the Port continues to work with the Unions to secure a final version of the Port Personnel Rules manual. The Civil Service Board accepted Mr. Boucher's report and took no new action on this item.

4) NEW BUSINESS:

a) Approval of New Classification Specifications
- Engineer, Civil Principal
- Case Manager, Supervising
- Treasurer

Board Member Levin asked that Staff confirm that the classification of Treasurer was exempted through by way of 902b or 902f process.

The classification of Treasury Manager (now retitled to Treasurer) was recommended for exemption by Council Resolution #83024 10/19/2010 and approved by Civil Service Board Resolution #44586 10/11/2012 pursuant to Charter Section 902 (f). The classification specification has been revised to reflect the correct Charter reference.

44756 A motion was made by Board Member Bodenhausen and seconded by Board Member Baranco to approve the new classifications of Engineer, Civil Principal, Case Manager, Supervising and Treasurer. The motion was moved by consensus.

Votes: Board Member Ayes: 5 - Gourdine, Baranco, Bodenhausen, Jones, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Drexel, Anderson

The motion passes

b) Quarterly Classification Report

Board Member Levin advised that the classification of Treasurer as listed in the report erroneously represented as UMI and should be UK2.

The report was received and filed with the revisions noted.

c) Appeal of Classification Study Findings (Accountant II to Accountant III)
- Accountant II, Elvira Galang (OPW-2014-AP02)

Appellant, Elvira Galang submitted a request to the Board that the appeal be heard in her (appellant) and representative's absence. Eric Williams, Staff was present to present the City's findings.

44756 A motion was made by Board Member Jones and seconded by Board Member Baranco to deny the Appeal of Classification Study Findings Accountant II, Elvira Galang (OPW-2014-AP02). The motion was moved by consensus.

Votes: Board Member Ayes: 5 - Gourdine, Baranco, Bodenhausen, Jones, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Drexel, Anderson

The motion passes

CLOSED SESSION AGENDA

1) Personnel Matter for Public Employees (PWA-2013-AP003)

In the discussion of pending items under 3b the Board rescheduled the hearing to the February 19, 2015 Civil Service Board meeting.

ADJOURNMENT 5:55 pm

The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on February 19, 2015. All materials related to agenda items must be submitted by Thursday February 5, 2015. For any materials over 100 pages, please also submit an electronic version.

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

City of Oakland - Civil Service Board
Attn: Cecilia Carey, Staff to the Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter or assistive listening device, please call the Civil Service Board staff at (510) 238-6467 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

CIVIL SERVICE BOARD

APPEALS & HEARINGS CALENDAR
PENDING LIST – March 19, 2015

1. TO BE SCHEDULED

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CAO-2015-AP01	Contract Compliance Office Assistant	CAO	3.04 (e) Appeal of Classification Study Results	April 16, 2015	Submitted to CSB 3/19/2015 for scheduling.

2. SCHEDULED AND PENDING

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PWA-2013-AP003	Heavy Equipment Operator	Public Works	6.05 Appeal of Probationary Removal/Demotion	March 19, 2015	Review of Hearing Officer Findings
CAU-2013-AP01	Performance Auditor	City Auditor	Confirmation of Hearing Officer	March 19, 2015	Referred to Hearing Officer

3. REFERRED TO OUTSIDE HEARING OFFICER

Case Number	Classification	Dept.	Action Pending	Referral Date	Notes
OPD-2014-AP01	Police Officer	Police Department	6.05 Appeal of Probationary Removal/Demotion	March 20, 2014	Referred to Outside Hearing Officer. Hearing Officer selected 9/8/2014 - Received from Appellant's representative Notice of Withdrawal Feb 23, 2015.
CAU-2014-AP01	Performance Auditor	City Auditor	10.03 - Appeal of Disciplinary Action	March 20, 2014	Referred to Outside Hearing Officer – Hearing Officer Selected 9/18/14
OPR-2014-AP01	Gardener Crew Leader	Parks & Recreation	6.05 Appeal of Probationary Removal/Demotion	December 18, 2014	Request to refer to Outside Hearing Officer – Referred to Outside Hearing Officer

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
PBD-2015-AP01	Urban Economist Analyst III	Planning & Building	10.03 - Appeal of Disciplinary Action		Under Personnel Director review
OPD-2015-AP01	Police Records Specialist	OPD	3.04 (e) Appeal of Classification Study Results		Under Personnel Director review
OFD-2015-AP01	Captain of Fire	OFD	4.19 Appeal of Examination Results		Under Personnel Director review

CITY OF OAKLAND

STAFF REPORT

DATE: March 19, 2015

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Kip Walsh, HR Manager, Recruitment & Classification

THROUGH: Anil Comelo, 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 of February 19, 2015. 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 but are not in compliance with the Civil Service Rules and other City policies.

As of the pay period that ended February 27, 2015 there are a total of eighty-three (83) employees in the TCSE (24), TCSE/Annuitant (42), and ELDE (17) categories, of which eight (8) require technical solutions not yet available and two (2) are out of compliance with the Civil Service Rules. Nine (9) assignments were added and sixteen (16) removed during this reporting period.

Reports showing all of 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." The limitation for TCSEs is interpreted to mean that assignments in that category may not extend across more than one fiscal year and for longer than twelve months.

STATUS OF CURRENT ASSIGNMENTS

The following chart shows a summary of the status of all TCSE, TCSE/Annuitant, and ELDE assignments currently in the City.

NON-COMPLIANT

DEPARTMENT	ELDE	TCSE	TCSE/Annuitant	TOTAL
Planning & Building		1		1
City Administrator		1		1
TOTALS		**2**		**2**

PART TIME CLASSIFICATION REQUIRED

DEPARTMENT	ELDE	TCSE	TCSE/Annuitant	TOTAL
City Administrator		1		
Fire		2	2	4
Housing & Community		1		1
Police		1		1
Public Works		1		1
TOTALS		**6**	**2**	**7**

POLICY COMPLIANT

DEPARTMENT	ELDE	TCSE	TCSE/Annuitant	TOTAL
City Administrator	3	2	1	6
City Auditor		1	1	2
Council				
Finance	1		1	2
Housing & Community	6			6
Human Resources	2		1	3
Human Services	2	3	3	8
Library			1	1
Mayor	1			1
Planning & Building	1	5		6
Police		4	30	34
Public Works	1	1	2	4
TOTALS	**17**	**16**	**40**	**73**

Grand Total	**17**	**24**	**42**	**83**

NON-COMPLIANT ASSIGNMENTS

The one assignment showing as non-compliant above represent:

1. Planning & Building Department – HRM has received notification from the department that this employee has reached it's fiscal maximum. HRM is currently working with the deparmment to resolve this compliancy issue.

2. City Administrator's Office – HRM has received notification from the department that this employee has reached it's fiscal maximum. HRM is currently working with the deparmment to resolve this compliancy issue.

TECHNICAL SOLUTION REQUIRED

The TCSE assignments in this group are for work that is part time and intermittent and should be categorized as exempt part time assignments, consistent with Charter Section 902(d) which exempts assignments of this type from civil service. The category of "TCSE" is used in lieu of an available exempt part time equivalent title in the Salary Schedule of the Salary Ordinance. Because exempt part time assignments have been under particular scrutiny in the past two years or so, it has been very challenging to bring forward Salary Ordinance amendments for City Council to approve to address this specific system barrier. HRM staff will continue to work with departments and the City's internal systems to create a more effective means of managing and reporting on these assignments.

Progress to Date

The chart provided ***(Attachment B)*** with this report demonstrates the movement of temporary TCSE and ELDE assignments from the starting point in September 2010 followed by the monthly numbers for the past 12 months.

HRM will continue to meet and confer with the representative unions, work on development or refinement of related City policies, and continue to develop staffing solutions for departments. HRM is committed to resolving the remaining non-compliant temporary assignments in as timely a manner as possible.

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 Kip Walsh Human Resources Manager, Recruitment & Classification at (510) 238-7334.

Attachments:
A. TCSE/ELDE Report: For Pay Period ending February 27, 2015
B. TCSE/ELDE Compliance Trend Chart: Pay Period ending February 27, 2015

TCSE/ELDE Report
March 19, 2015 Civil Service Board Meeting
Sixteen (16) Closed / Nine (9) Added

Attachment A

	TCSE/ELDE	DEPT	FULL NAME	ORG	CLASS DATE		RESOLUTION	NOTES
CLOSED ASSIGNMENTS								
1	TCSE/Annuitant	Mayor	Cowan, Richard	01111-Mayor	27-Jan-14	YES	Assignment End	Annuitant/Special Assistant to the Mayor
2	TCSE/Annuitant	OPD	Cronin, David	103130- Animal Shelter	3-Apr-13	Technical	Recruitment	Temporarily supporting Animal Shelter operations and transition.
3	TCSE	MAYOR	Duncan, Felicia	85311-Workforce Development	28-Apr-14	YES	Assignment End	Support to Mayor's Summer Job Program and reporting. Estimated end date is Nov 2014 - Hours at 929.50 below max.
4	TCSE	OPD	Hunt, Shaun	107210 - Administration	18-Aug-14	YES	Recruitment	Pending Recruitment
5	TCSE	HSD	Jimenez, Javier	78311 - DHS Policy & Planning - Ceasefire	12-Apr-14	YES	Assignment End	Ceasefire Program Coordination. Estimated end date April 13, 2015.
6	TCSE	OPD	Lloyd, Jessica	103130 - Animal Shelter	30-Jun-14	YES	Recruitment	Temporary support of Shelter operations.
7	TCSE/Annuitant	Mayor	Lyles, Reginald	01111 - Mayor - Admin Unit	18-Nov-13	YES	Assignment End	Annuitant providing direct support to the Mayor regarding public safety policies. Estimated end date of 06/30/2014.
8	TCSE	Mayor	McDonald, Pamela	01111 - Communications Unit	15-Oct-14	YES	Assignment End	Assisting Communications Director
9	ELDE	MAYOR	Moore, Margaret	01111 - Mayor - Admin Unit	5-Jan-15	YES	Pending Recruitment	Temporary assignment pending Assistant to the Mayor II recruitment.
10	ELDE	MAYOR	Nosakhare, Shereda	01111 - Mayor - Admin Unit	6-Jan-15	YES	Pending Recruitment	Temporary assignment pending Assistant to the Mayor II recruitment.
11	TCSE/Annuitant	Finance	Obligacion, Teresita	08721 - Treasury	21-Jan-14	YES	Assignment End	Providing temporary accounting support during permanent employee LOA.
12	TCSE/Annuitant	Library	Singh, Surinder P.	61511 - African American Museum & Library	28-Nov-09	Technical	Assignment End	Specialized assignment at AAMLO. CalPERS rules allow limited use, but until Oracle upgrade will continue to show on report.
13	TCSE/Annuitant	CAO	Uber, William	02111 - City Manager Administration Unit	13-May-13	Technical	Assignment End	Temporary and intermittent support of special projects.
14	TCSE/Annuitant	OPD	Viglienzone, Thomas	106610 - Background & Recruiting	18-Jan-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
15	TCSE	PBD	Virtucio, Emma	08261-Controller's Office	11-Mar-14	YES	Assignment End	Project support of new Oracle system implementation. Estimated end date is March 2015.
16	ELDE	OPD	Walker, Adrian	106610 - Background & Recruiting	14-Nov-14	YES	Assignment End	Temporary administrative support
NON-COMPLIANT ASSIGNMENTS PENDING CREATION OF PART TIME "CLASSIFICATIONS"								
1	TCSE	FIRE	Hutchens, Gail Lee	20711 - Emergency Services Program Unit	15-Mar-06	Technical	SO-PT/L21	Addition of PT class to Salary Ordinance recommended. Following meetings with Local 21, Salary Ordinance amendment continues to be pending. (24 hours worked FY13/14)
2	TCSE/Annuitant	FIRE	Kelly, Michael M.	20815 - U.S.A.R	24-Jan-05	Technical	SO-PT/L21	Annuitant. USAR Cache Manager. Has highly specialized and unique skills/training. Paid by FEMA Grant. CalPERS rules allow. (124 hours worked FY13/14)
3	TCSE	FIRE	Morelli, Jeffrey E	20711 - Emergency Services Program Unit	4-Apr-11	Technical	SO-PT/L21	Addition of PT class to Salary Ordinance recommended. Following meetings with Local 21, Salary Ordinance amendment continues to be pending. (716 hours worked FY13/14)
4	TCSE	HCD	Moroz, Linda M.	88969 - Residential Rent Arbitration	25-Feb-08	Technical	SO-PT/L21	Addition of PT class to Salary Ordinance recommended. Following meetings with Local 21, Salary Ordinance amendment continues to be pending. (287 hours worked FY13/14)
5	TCSE	OPD	Singer, Carl E.	103130 - Animal Shelter	3-Feb-01	Technical	SO-PT/L21	Addition of PT class to Salary Ordinance recommended. Following meetings with Local 21, Salary Ordinance amendment continues to be pending. (339 hours worked FY13/14)
6	TCSE	CAO	Starling, Lane Foster	63221 - KTOP Operations	1-Jul-03	Technical	SO-PT/L21	Addition of PT class to Salary Ordinance recommended. Following meetings with Local 21, Salary Ordinance amendment continues to be pending. (599 hours worked FY13/14)
7	TCSE	PWA	Troyan, Vitaly	30111-Public Works	17-Aug-13	Technical	Assignment End	Temporary and intermittent support of special projects.
8	TCSE/Annuitant	FIRE	Williams, James Alvin	20711 - Emergency Services Program Unit	18-Aug-08	Technical	Assignment End	Unique assignment. Retired Alameda County Sheriff. Provides expertise on Homeland Security issues. Paid by Homeland Security Grant. (49 hours FY13/14)
	ELDE	DEPT	FULL NAME	ORG	CLASS DATE	COMPLIANT?	RESOLUTION	NOTES
9	ELDE	HRM	Aaron, Denise M.	05111 - Personnel Administration	12-May-14	YES	Recruitment	Temp assignment pending creation of new classification (Training Coordinator) and budgeted position. Examination planning underway.
10	ELDE	HCD	Bailey-Curry, Azaria	89919 - HCD Administration Unit	17-Mar-14	YES	Assignment End	Temp admin support for Sustainability Communities Planning Grant - estimated end date March 2015.
11	ELDE	HCD	Dillard, Ellen	89979 - Loan Servicing Unit	20-Jan-15	YES	Assignment End	Pending classification analysis of permanent assignment.
12	ELDE	HCD	Hall, Pamela	89919 - HCD Administration Unit	27-May-14	YES	Assignment End	Temporary project support for Acela implementation project.
13	ELDE	PRD	Jones, Carol	501110 - Directors Unit	3-Jan-15	YES	Assignment End	Developing and maintaining contracts, assisting with community response and complaints, fund development and community focus groups.
14	ELDE	CAO	Klasse, Verdene	02211 - City Administrator's Office	31-Mar-14	YES	Recruitment	New Director; pending assignment of appropriate classification. Measure Y Committee Support
15	ELDE	FMA	Lee, Jacqueline	08721 - Treasury	1-Oct-14	YES	Assignment End	Assisting with Day to Day debt management and with the SEC Muninicipal Rule as well as Continuing Disclosure Oversight
16	ELDE	HSD	Ly, Ngoc	78235 - Food Services	2-Sep-14	YES	Assignment End	Addition of PT class to Salary Ordinance recommended. Under review for Council report.
17	ELDE	HCD	Ma, Susan	89919 - HCD Administration Unit	1-Oct-14	YES	Assignment End	Estimated end date is April 27, 2015
18	ELDE	DHS	Magano, Tatiana	75231 - Aging & Adult Srvcs	17-Feb-15	YES	Assignment End	Meeting performance objectives of the California Dept on Aging contract.
19	ELDE	PWD	Maher, Sean	30682 - Env Svcs Recycling & Solid Waste	3-Jan-15	YES	Assignment End	The position oversees the developmemt and implementation of a communications plan for the transition to the new Zero Waste contracts and serves as public information contact for the project.

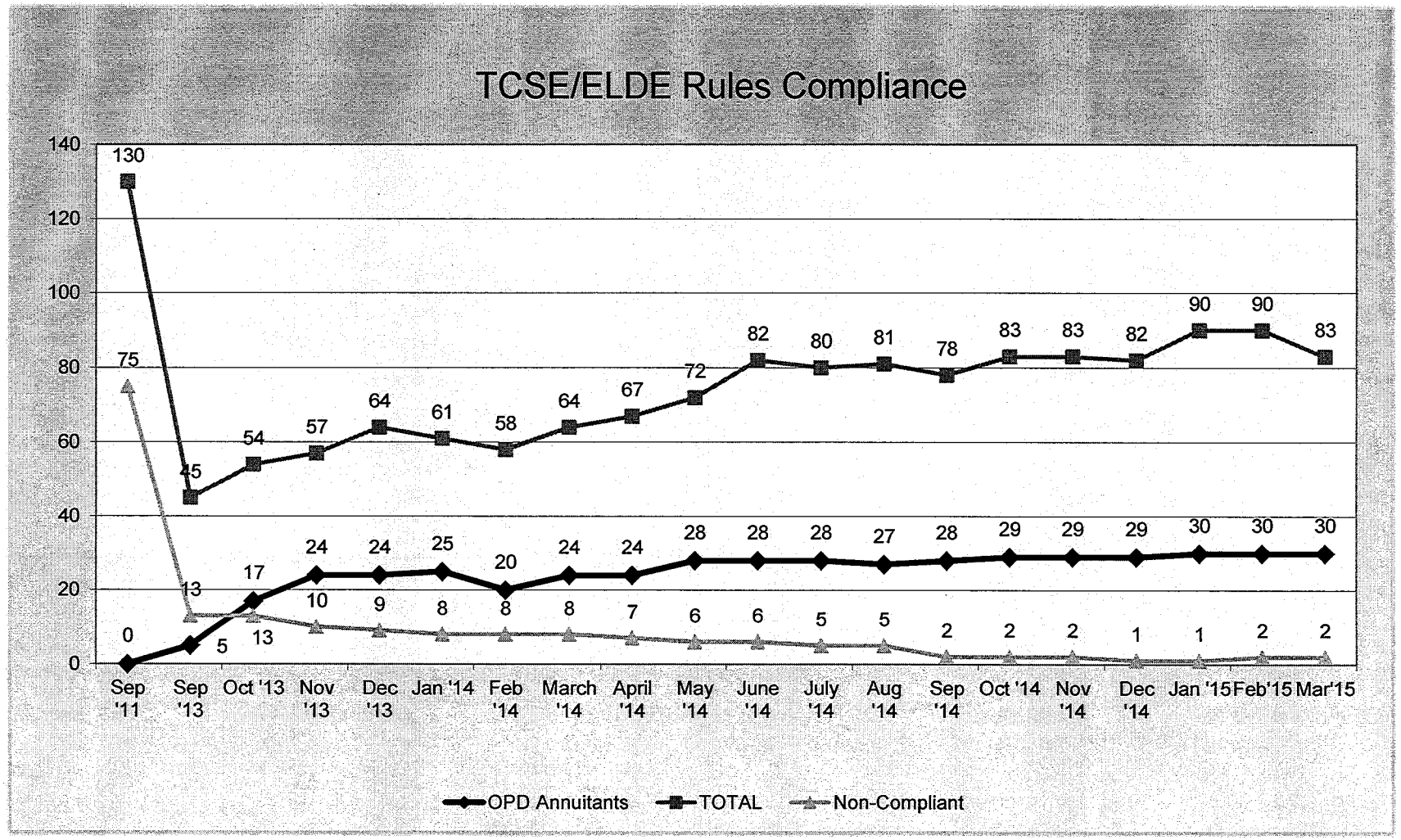
Data Date:PPE 02.27.2015

TCSE/ELDE Report
March 19, 2015 Civil Service Board Meeting
Sixteen (16) Closed / Nine (9) Added

Attachment A

	TCSE/ELDE	DEPT	FULL NAME	ORG	CLASS DATE		RESOLUTION	NOTES
61	TCSE/Annuitant	OPD	Grieve, Irma	103310 - Communications Division	20-Dec-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
62	TCSE/Annuitant	OPD	Hannon-Orozco, Mercedes	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
63	TCSE/Annuitant	OPD	Hart, Rutherford	106610 - Background & Recruiting	22-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
64	TCSE/Annuitant	OPD	Hassna, Jeff	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
65	TCSE/Annuitant	OPD	Hicks, Mark	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
66	TCSE/Annuitant	OPD	Hill, Barbara	103310 - Communications Division	13-Dec-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
72	TCSE/Annuitant	OPW	Jew, Jeanne	30264 - Admin / Fiscal Srvcs	17-Feb-15	YES	Recruitment	Backfill for permanent vacancy (retiree) pending recruitment.
67	TCSE/Annuitant	OPD	Johnson, Carmen	106610 - Background & Recruiting	9-Nov-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
68	TCSE/Annuitant	OPD	Johnson, Steven	106610 - Background & Recruiting	9-Nov-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
69	TCSE/Annuitant	OPD	Leaks, Delores	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
70	TCSE/Annuitant	OPD	Lighten, Ronald	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
71	TCSE/Annuitant	OPD	McFarlane, Robert	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
73	TCSE/Annuitant	OPD	Mestas, Alfred	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
74	TCSE/Annuitant	OPW	Ogbamichael, Letterbrhan	30244 - Administration	20-Jun-14	YES	Assignment End	Temporary accounting support pending permanent appointment. Departmental interviews scheduled early September. Estimated end date November 30, 2014 - maxed at 1005.00 hours.
75	TCSE/Annuitant	OPD	Parker, Norma	106610 - Background & Recruiting	17-Mar-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
76	TCSE/Annuitant	OPD	Parkinson, John	106610 - Background & Recruiting	17-Mar-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
77	TCSE/Annuitant	OPD	Pressnell, Edward	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
78	TCSE/Annuitant	OPD	Quintero, Joseph Michael	106610 - Background & Recruiting	12-Oct-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
79	TCSE/Annuitant	OPD	Taylor, Mayumi	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
80	TCSE/Annuitant	OPD	Thomas, Mark	106610 - Background & Recruiting	18-Jan-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
81	TCSE/Annuitant	OPD	Valladon, Robert	106610 - Background & Recruiting	17-Mar-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
82	TCSE/Annuitant	OPD	Vaughn,John	106610 - Background & Recruiting	23-Sep-13	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU
83	TCSE/Annuitant	OPD	Williams, Ashlei	106610 - Background & Recruiting	18-Jan-14	YES	OPOA MOU Provision	Annuitant supporting background investigations per OPOA MOU

Data Date:PPE 02.27.2015



Data as of January 22, 2015

CITY OF OAKLAND

MEMORANDUM

DATE: March 19, 2015

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Kip Walsh, Human Resources Manager, Recruitment & Classification

THROUGH: Anil Comelo, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Classification Specification for the Classification of Employee & Labor Relations Analyst, Senior and Approval of Exemption of the Classification from the Provisions of Civil Service Pursuant to Oakland City Charter Section 902(f)

Based upon a classification review at the request of the Employee Relations (ER) Department, staff has proposed the creation of a new classification specification for **Employee & Labor Relations Analyst, Senior** and that the classification be exempted from the provisions of Civil Service pursuant to Charter Section 902(f).

Historically, advanced-journey level employee relations work was assigned to employees in the classification of Human Resource Analyst, Senior. In January 2012, City Council approved a reorganization that moved Employee Relations out of the Human Resources Management Department and into the City Administrator's Office. A new Employee Relations Analyst, Principal classification was established in 2013 to serve as the specialized, expert level classification in ER; the classification replaced the former Human Resource Analyst, Principal positions. Existing staff in the Human Resource Analyst, Senior classification remained unaffected by the reorganization and continued to function as consultants to department heads, the City Attorney, the City Administrator, and professional and management staff.

Since that time, a new Employee Relations Director has been hired and additional analysis has been conducted regarding position allocation and required functions in ER. It was determined that the work performed and the level of responsibility associated with those assignments within the City organization supported the creation of another specialized classification, this time at the advanced-journey level in ER. The classification would not be represented by an employee bargaining group or association.

The duties of an Employee & Labor Relations Analyst, Senior will include performing specialized and complex professional employee and labor relations duties; providing analysis, critical thinking, consultation, training, and coaching to City Departments and professional and management staff on interpretation of labor agreements and policy while ensuring regulatory compliance; conducting workplace investigations; administering labor agreements; and managing and responding to union grievances and employee complaints. Given the duties ascribed, the classification is a "Management" employee within the meaning set out in Section 1(b) of Resolution No. 55881 C.M.S., the City of Oakland Employer-Employee Relations Resolution. Because of the nature of the work, the position's role in the bargaining process, and the high consequence of error, Human Resources Management recommends that the

classification be exempted from the provisions of Civil Service. The City Council, at its meeting on March 17, 2015, is expected to approve a resolution recommending to the Civil Service Board that the classification be exempted from Civil Service. (A copy of the proposed exemption resolution has been included in the agenda packet for this item.)

ER's budget is currently under development. At the present time, there is funding for one Employee & Labor Relations Analyst, Senior position. The approved classification specification will be used to recruit for and fill that vacancy in the near future.

The City notified the International Federation of Professional and Technical Engineers Union (IFPTE, Local 21) of the proposed new classification, that replaces the former Human Resource Analyst, Senior, in the Employee Relations Department. Due to attrition, there are no longer incumbents in this classification in Employee Relations. A meeting occurred on February 24, 2015, between City and union representatives to discuss the impacts of this proposed new classification. The City received email confirmation from Local 21 on February 26, 2015, that the union does not object to the proposed new classification.

Staff recommends that the Civil Service Board approve the proposed new classification specification for Employee & Labor Relations Analyst, Senior and approve the exemption of the classification from Civil Service pursuant to Charter Section 902(f).

Attachments: Proposed new classification specification for Employee & Labor Relations Analyst, Senior
Draft City Council Resolution recommending exemption from civil service

Gather, prepare and analyze technical and statistical data for use in negotiation of labor agreements, grievance processing, mediation, arbitration, fact-finding, and other employee relations activities; research, analyze and estimate costs and other results of union and management proposals.

Maintain current knowledge of labor relations laws, court decisions and trends affecting both the private and public sector; study statutory requirements and recommendations; analyze pending State legislation for effect on City departments.

Administer and participate in the meet-and-confer process, either during the contract labor negotiation process and/or on individual matters; meet with department managers prior to bargaining sessions in order to identify management concerns and possible proposals; analyze the impacts and costs of proposals and makes recommendations for City positions; serve as Chief Negotiator at the bargaining table for a specific bargaining session, unit, or other meeting; inform the Director of Labor Relations, City Administrator, City Council, and others on the status of the bargaining process as needed.

Serve as a subject matter expert in meetings with the Civil Service Board, department heads and other City staff.

Integrate knowledge from human resources functions such as benefits, exams, classification and risk management administration into effective recommendations to address labor related issues.

Negotiate, develop, and monitor professional services contracts; assist in the preparation of department budget; develop and prepare financial reports.

Train, assign, review, participate in and coordinate the work of subordinate staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public sector administration including employee and labor relations.
- Principles of organization and management; local government organizational structure; mediation and conflict management; supervision and staff development.
- Legal standards and guidelines governing employee relations activities, other personnel related functions.
- Principles and practices for analyzing and interpreting statistical and organizational data.
- Concise writing skills, with English language mechanics, syntax, grammar and spelling.
- Computer systems and software applications including spreadsheet database and word processing applications.

Ability to:

- Interpret for compliance administrative/operational policies, practices and procedures.
- Analyze and solve workplace and labor problems of a complex nature.

- Maintain departmental standards and procedures.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings.
- Conduct research; collect, analyze and interpret a wide variety of employment related information and data; prepare and analyze comprehensive reports.
- Prepare and execute detailed and comprehensive work plans in a timely and competent manner.
- Exercise sound judgment in stressful and difficult situations.
- Negotiate and administer labor contracts; resolve conflicts and utilize deescalating communication techniques.
- Analyze complex and difficult personnel problems and make effective recommendations; interpret and apply regulations, policies, and guidelines.
- Utilize computer systems and related software programs.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in labor or industrial relations, human resource management, industrial organizational psychology, public or business administration or a closely related field. A Master's degree in a related field or Juris Doctorate degree is highly desirable.

Experience:

Four (4) years of progressively responsible professional experience in the field of Employee and Labor Relations or closely related field including one (1) year of lead or supervisory experience.

LICENSE OR CERTIFICATE

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / /	CSB Resolution #:	Salary Ordinance #:
Exempted: Y ☒ N ☐	Exemption Resolution #:	
Revision Date: / /	CSB Resolution #:	
Re-titled Date: n/a	CSB Resolution #:	Salary Ordinance #:
(Previous title(s): n/a)		

CITY OF OAKLAND

SENIOR EMPLOYEE & LABOR RELATIONS ANALYST

Class Code: MA158 FTE Exempt

DEFINITION

Under general direction in the Employee Relations Department of the Office of the City Administrator, uses analytical decision making to perform specialized and complex professional employee and labor relations duties; provides analysis, critical thinking, consultation, training, and coaching to City Departments on interpretation of labor agreements and policy and ensures regulatory compliance; responds to requests for information; conducts workplace investigations; administers labor agreements and manages and responds to union grievances and employee complaints; uses conflict resolution techniques to resolve workplace problems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Employee & Labor Relations Analyst, Senior is an advanced-journey level classification in the Employee Relations Department. Pursuant to the Oakland Charter 902(f), this position has been exempted from the regulations of the Civil Service Board. This classification is distinguished from the Employee Relations Analyst, Principal, which is responsible for administering the technical operations of a departmental function.

The incumbent provides direction to assigned professional, technical and clerical staff and may coordinate work activities of external consultants.

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

Provide analysis, consultation, training and coaching to City Administrator, City Attorney and City departments on disciplinary procedures and standards of just cause and progressive discipline, contract interpretation, grievances, personnel rules, labor law, and related personnel issues; resolve grievances through formal and informal procedures between employee organization and management; provide consultation to executive level managers on complex organizational and personnel performance issues.

Analyze, interpret and explain provisions of all labor agreements and City policies and procedures regarding labor relations; prepare, analyze and maintain a variety of records, reports, studies, documents and statistical findings; draft Memoranda of Understanding (MOUs); draft ordinances, resolutions, policy statements, and administrative instructions to implement terms of the MOUs.

Participate in employer-employee labor negotiations with various bargaining units; conduct a variety of surveys to gather and compile information for negotiation purposes; compile data and prepare various charts and graphs; work with finance to calculate negotiated costs.

Approved as to Form and Legality

City Attorney

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2015 JAN 29 PM 12:52

OAKLAND CITY COUNCIL

RESOLUTION No._____C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE FOLLOWING CLASSIFICATION FROM THE OPERATION OF CIVIL SERVICE: EMPLOYEE AND LABOR RELATIONS ANALYST, SENIOR

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

WHEREAS, the Employee and Labor Relations Analyst, Senior classification is an advanced journey level classification in the field of employee and labor relations, possessing advanced credentials, functioning as consultants to department heads, the City Administrator, and professional and management staff, incumbents of the classification train personnel and other staff on employee relations, disciplinary processes, civil service rules, and other related City policies; and

WHEREAS, Employee and Labor Relations Analysts, Senior are required to utilize a high degree of independence in carrying out the City Administrator's, City Council and Civil Service Board goals and objectives; the scope of responsibilities are broad and complex, the individuals in this class must deal with challenging, sensitive and confidential matters; and assists management in difficult and complex labor negotiations; and

WHEREAS, the Employee and Labor Relations Analyst, Senior classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, and reporting relationships within Employee Relations Department; now, therefore be it

RESOLVED: The City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Employee Relations Analyst, Senior be exempted from the requirements of civil services; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GUILLEN, KALB, KAPLAN, REID, CAMPBELL WASHINGTON and PRESIDENT MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST _____

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