



CIVIL SERVICE BOARD MEETING AGENDA (DRAFT)

Date July 16, 2015

OPEN SESSION 5:30 p.m.

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
 - Administrative Assistant II (HSD-2015-PA02)
 - Policy Analyst (CAO-2015-PA01)
- b) Approval of Revised Classification Specifications
 - Telecommunication Systems Engineer
 - Internal Auditor III
- c) Approval of Employee Requests for Leave of Absence
 - LIB-2015-LA06
 - PWA-2015-LA02
 - CAO-2015-LA01
 - OFD-2015-LA02

3) OLD BUSINESS:

- a) Approval of May 21, 2015 Civil Service Board Meeting Minutes **ACTION**
- b) Determination of Schedule of Outstanding Board Items **ACTION**
 - No New Items

- | | |
|--|-------------|
| 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) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05) | ACTION |
| b) Quarterly Classification Report | INFORMATION |
| c) Approval of New Classification Specifications | ACTION |
| <ul style="list-style-type: none"> a. Ethics Investigator b. Ethics Analyst I c. Ethics Analyst II d. Executive Director, Public Ethics Commission e. Deputy Director, Public Ethics Commission | |
| d) 6.04 Appeal of Probationary Release /Removal OFD-2015-AP02 (Pope) | ACTION |
| <ul style="list-style-type: none"> – City Attorney's Request to Refer to Outside Hearing Officer | |
| e) 6.04 Appeal of Probationary Release /Removal OPW-2015-AP01(Lemi) | ACTION |
| <ul style="list-style-type: none"> – City Attorney's Request to Refer to Outside Hearing Officer | |
| f) Appeal of Classification Study Findings (Assistant Contract Compliance Officer to Contract Compliance Officer) | ACTION |
| <ul style="list-style-type: none"> – Assistant Contract Compliance Officer, Ernestine Nettles (CAO-2015-AP01) | |

ADJOURNMENT TO CLOSED SESSION:

CLOSED SESSION AGENDA

ROLL CALL

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

1) Determination of Civil Service Board's Jurisdiction in the Appeal of Examination Results (OFD-2015-AP01)

An appellant must notify the Civil Service Board in writing if she/he wishes to have a matter heard in closed session.

OPEN SESSION AGENDA

1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

2) ADJOURNMENT:

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday July 16, 2015. All materials related to agenda items must be submitted by Thursday July 9, 2015. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

City of Oakland - Civil Service Board
Attn: 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) 238-3112 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.

CITY OF OAKLAND

Interoffice Memo



HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE: June 18, 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 Administrative Assistant II to be ratified at Civil Service Board Meeting of July 16, 2015 (DHS-2015-PA02)

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

This provisional (DHS-2015-PA02) was brought before the Board at the May 21, 2015 CSB meeting. After the meeting the incumbent Kahala Drain withdrew from this provisional appointment and was replaced with Diana Walcott and is the reason this provisional is before the Board again at the July 16, 2015 CSB meeting.

An Administrative Assistant II performs responsible clerical and administrative support to division managers and other management staff, supervises assigned clerical staff, and performs related duties as assigned. The minimum qualifications for Administrative Assistant II are: education equivalent to the completion of the twelfth grade and two years of experience comparable to Administrative Assistant I in the City of Oakland. Business or other college course work is desirable.

The selected candidate meets the minimum qualifications of an Administrative Assistant II.

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 April 20, 2015.

I recommend the selected candidate for provisional appointment to this Administrative Assistant II vacancy in the Human Services Department.

CITY OF OAKLAND



HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE: June 18, 2015
TO: Human Services Department
ATTN: Dana Perez
FROM: Human Resources Management Department
SUBJECT: Administrative Assistant II Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Diana Walcott to a vacant Administrative Assistant II position.

Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at the June 18, 2015 scheduled meeting.

Ms. Walcott may be provisionally appointed to the classification noted above effective June 1, 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 June 18, 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 Ms. Walcott that to be considered for permanent appointment, she 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 **September 22, 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: June 18, 2015

AREA REQUESTED

POSITION: Administrative Assistant II

DEPARTMENT: Human Services

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 12/31/14

DATE PERSONNEL REQUISITION RECEIVED: 11/6/14

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 4/15/15. 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):

This position is vital in its support of the Planning and Oversight Committee and day-to-day operations of the Children and Youth Services Division and its Manager.

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: Not a current City of Oakland employee



CITY OF OAKLAND

MEMORANDUM

DATE: July 16, 2015

TO: The Honorable Civil Service Board **FROM:** Cynthia Ng (CN)
Human Resource Analyst

THROUGH: Anil Comelo, HRM Director
Secretary to the Board

THROUGH: Kip Walsh, Recruitment & Classification Manager

SUBJECT: Request for Provisional Appointment in Classification of Policy Analyst to be ratified at Civil Service Board Meeting of July 16, 2015 (CAO 2015-PA01)

Attached is a request from the City Administrator's Office to make a provisional appointment to a Policy Analyst vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Policy Analyst plans and coordinates administrative functions, provides policy direction and engages in community outreach to advance the goals and objective of the Citizens' Police Review Board (CPRB). A Policy Analyst works with the CPRB, CPRB staff, Oakland Police Department, other City departments, community organizations, Oakland Police Officer's Association, the Mayor and City Council, and the general public. This incumbent is responsible for analyzing policies and practices as related to citizen's complaints regarding police misconduct and Oakland Police Department operations. The incumbent is responsible for tracking and monitoring trends in alleged police misconduct.

The minimum qualifications for Policy Analyst are:

Education: Bachelor's degree in public administration, public policy, criminal justice, or a related field from an accredited college or university. Master's degree in public policy or related field is highly desirable.

Experience: Three (3) years of professional experience in public interest work in a related field that includes experience with statistics and data collection. Legal experience is desirable.

The selected candidate's combined education and experience meets the minimum qualifications of a Policy Analyst. He has a doctorate in Human Services with a specialization in Social and Community Services. His experience includes 23 years of law enforcement experience in the Indianapolis Metropolitan Police department. His positions ranged from Patrol Officer, to Detective, to Sergeant, to Director Training and Programming, to Field Supervisor. He worked 7 years as the Executive Director of O.K., Program of Indiana – a non-profit organization that worked to reduce high incarceration and homicide rates among African American males. He was responsible for the day-to-day operations, established and maintained working relationships with key community stake holders and directed the growth and expansion of the program.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was opened on May 26, 2015. Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Policy Analyst vacancy in the City Administrator's Office beginning on May 26, 2015 and ending on or before September 23, 2015.



CITY OF OAKLAND

MEMORANDUM

DATE: June 18, 2015

TO: Alexandra Orologas, Assistant to the City Administrator
City Administrator's Office

FROM: Cynthia Ng (CN)
Human Resource Analyst

SUBJECT: Policy Analyst Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Dr. Timothy Knight to a vacant Policy Analyst position.

Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at their next regularly scheduled meeting.

Dr. Timothy Knight may be provisionally appointed to the classification noted above effective Tuesday, May 26, 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 July 16, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Dr. Timothy Knight that to be considered for permanent appointment, he must submit the appropriate application materials, and place high enough on the eligibility list to be scheduled for a departmental interview. As you are aware, a recruitment to permanently fill this position is currently in progress.

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 120 calendar days from appointment date (September 23, 2015). You will receive a notice from this office when 30 days are remaining, which is August 24, 2015.

If you have any questions or need any additional information concerning this provisional appointment, please call Cynthia Ng, Human Resource Analyst at (510) 238-6491.

cc: File – CSB June 18, 2015

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 16, 2015

AREA REQUESTED

POSITION: Policy Analyst

DEPARTMENT: City Administrator's Office

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:

DATE PERSONNEL REQUISITION RECEIVED: 05/07/15

CURRENT STATUS OF EXAMINATION: The job announcement will post on May 26, 2015. When all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

JUSTIFICATION:

Reason Needed: This position will become vacant as of 05/15/15 due to a resignation. This provisional appointment is necessary given the immense workload of the Citizen's Police Review Board (CPRB). This position is critical to the support of the CPRB, CPRB staff and Executive Director Anthony Finnell on the operations of the CPRB.

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting a provisional appointment was approved on May 14, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

The job announcement was posted on May 26, 2015.

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

There is a critical need for a provisional appointment given the expected forthcoming direction from the City Council to consolidate all walk in citizen complaints against the Oakland Police Department (OPD) at the CPRB. The provisional appointment is necessary to investigate citizen complaints against sworn members of the OPD; staff the CPRB including preparing agendas, investigative reports and meetings; prepare the CPRB's disciplinary and policy recommendations for review and decision by the City Administrator; hold policy forums and meetings to engage discussions on policy and community relations; interview potential members of the CPRB, coordinate trainings and conduct community outreach to share information about the organization's services.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: Yes

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

DATE: July 16, 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 Telecommunication Systems Engineer

The classification specification for **Telecommunication Systems Engineer** was just revised in May 2015. Based upon some recent challenges in yielding any qualified candidates during the recruitment process for this classification, it became apparent that a minor refinement was necessary. Specifically, the License or Certificate section has been amended such that the incumbent does not already need to possess a General Radio Telephone license; rather, it can be obtained within the probationary period.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revision to the classification specification. City staff and union representatives met on May 28, 2015. There are no objections to the proposed revision.

Staff recommends that the Civil Service Board approve the classification specification for Telecommunication Systems Engineer as amended.

Attachments: Revised classification specification for Telecommunication Systems Engineer



TELECOMMUNICATION SYSTEMS ENGINEER

Class Code: AP339 FTE

Civil Service Classified

DEFINITION

Under general direction in the Information Technology Department (ITD), performs complex and highly technical duties in the planning, analysis, design, installation and support of the City's wireless telecommunications systems and equipment, including 24x7 mission critical public safety radio infrastructure; consults with departments and makes technical recommendations on Internet Protocol (IP) based wireless telecommunications needs; participates in review and selection of new systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Telecommunication Systems Engineer is an advanced journey level classification whose incumbents exercise independent judgment and initiative to plan and complete all aspects of a wireless telecommunications project, including mission critical public safety radio system. This classification is distinguished from the higher level Information Systems Supervisor in that incumbents of the latter act in a supervisory capacity and provide project management.

The incumbent receives general supervision from the Information Systems Supervisor and may provide technical direction to assigned personnel.

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

Plan and coordinate changes in the City's wireless telecommunications network.

Continually review supported City agency business requirements to determine future requirements and recommend telecommunications hardware, networks, and procedures to support the departments and City's goals and objectives.

Prepare detailed supporting plans and layouts for major public safety voice and broadband wireless related telecommunications projects.

Analyze new equipment and technology for City public safety voice communication and broadband wireless media.

Provide technical advice, planning assistance, and consultation services to City agencies in determining options, costs, and features pertaining to wireless telecommunications equipment and service decisions as they relate to the business needs of the agency.

Analyze City telecommunications network needs and provide recommendations; conduct appropriate traffic studies to determine volume and concentration of telecommunications traffic loads.

Provide assistance and coordinate telecommunications functions in the installation and operation of local and wide area networks.

Prepare technical specification documents for all wireless telecommunications related systems required by City agencies.

Track progress of documents through all phases of the City procurement process.

Participate in the review and selection of wireless telecommunications Request for Proposals.

Prepare oral and written reports on topics affecting radios and related wireless telecommunications system operation, improvement, or equipment.

Provide cost estimates for wireless telecommunications systems and procedures as to operational and technical performance, determine corrective measures, and provide recommendations for improvement.

Coordinate services with vendors to ensure efficient operation support and maintenance of City wireless telecommunications network and related services.

Act as the Wireless Section Supervisor, in the Public Safety Division, as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Two-Way Radio and Broadband Wireless Communications Systems, including P25 Land Mobile Radio (LMR) System and 4G LTE systems.
- IP based large scale network deployments, integration, operations and support.
- Voice (including voice messaging), video, and data communications systems, performance capabilities, and evaluative techniques used to determine telephone, video, and data communications service requirements.
- Trends and current developments in the wireless communications field, including methods, procedures, systems, and equipment.
- Rules, codes, regulations, and laws applicable to the wireless telecommunications sector.
- Rate structures and billing procedures of communications common carriers.
- Report preparation.
- Traffic engineering principles and applications.
- Personal computer systems.
- 9-1-1 system operation and principles.
- Project cost estimating.

Ability to:

- Design, plan, and specify a Wireless Communications System.
- Plan, coordinate, and track complex projects.
- Communicate effectively orally and in writing.
- Operate a personal computer.
- Follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

qualifications is acceptable.

Education:

A Bachelor's degree from an accredited college or university with a major in telecommunications, computer science, electrical engineering or closely related field.

Experience:

Five years of experience in wireless telecommunications performing work related to Wireless system administration, Microwave backhaul design and support, public safety radio system administration and support, P25 digital radio system acquisition, , telephone service ordering, and/or coordinating the maintenance or operation of large voice communications systems.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License that must be maintained throughout tenure of employment.

Institute of Electrical and Electronics Engineers (IEEE) Wireless Communications Professional (WCP) certification is desirable.

Must obtain Possession of a General Radio Telephone license issued by the Federal Communications Commission (FCC) or equivalent within the probationary period, to be maintained throughout tenure of employment.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 04/22/1993 CSB Resolution #: 44280 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: 05/21/2015 CSB Resolution #: _____
Re-titled Date: / / CSB Resolution #: _____ Salary Ordinance #:

(Previous title(s):)



MEMORANDUM

DATE: July 16, 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 Police Performance Auditor
(formerly Internal Auditor III)

Based upon a classification review at the request of the Oakland Police Department (OPD), staff has proposed revision of the **Internal Auditor III** classification specification that was approved in June 1995. Staff further proposes a title change to **Police Performance Auditor**.

This classification specification largely required an overhaul to ensure the description accurately reflects the duties as assigned. This classification will be specific to OPD and its purpose is related to the Negotiated Settlement Agreement (NSA). The position is responsible for closely monitoring OPD activities to ensure compliance with the requirements of the NSA.

- Modifications have been made to the Definition and Examples of Duties sections to better characterize the work.
- The Distinguishing Characteristics section identifies the correct reporting structure.
- The Knowledge and Abilities section has been revised significantly.
- The Education section now reflects a broader educational background.
- The Experience section changed the years of experience requirement to two (2) years.
- The License or Certificate section has been amended such that a valid driver's license is now required and the list of desirable professional certifications has been expanded.
- The Other Requirements section is being added because the incumbent must undergo a thorough background investigation per federal regulations.
- New language has been added to align the description with the current classification specification template.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification and change in title. City staff and union representatives met on May 28, 2015, but there were some lingering concerns. Union representatives followed up with the current incumbent to vet those concerns. City staff received email confirmation from Local 21 on June 9, 2015, that there are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specification for Police Performance Auditor (formerly Internal Auditor III) as amended.

Attachments: Revised classification specification for Police Performance Auditor (formerly Internal Auditor III)



INTERNAL AUDITOR III POLICE PERFORMANCE AUDITOR

Class Code: AP210 FTE Civil Service Classified

DEFINITION

~~To conduct complex financial, compliance, and operational audits and reviews of City departments and other organizations.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general supervision from the City Auditor or the Assistant to the City Auditor.~~

~~May provide lead direction as a team leader to Associate Auditors or other Internal Auditors III. Under general supervision in the Oakland Police Department, conduct financial, compliance and performance audits and reviews of Police Department procedures, operations and systems; and perform related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

~~This is a professional civilian classification whose incumbents perform various audit functions. The Police Performance Auditor receives general supervision from a Police Program and Performance Auditor, other civilian managers or sworn command staff and may provide lead direction or supervision to assigned technical or clerical staff.~~

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

Conduct compliance and performance audits and reviews of Police operations; assess police operations and programs for effectiveness, efficiency and economy.

Assess whether Police operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures. ~~Develop audit programs; plan and schedule audits; perform preliminary surveys and field work.~~

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

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

Collect data through interviews, observations, and other appropriate research methods.

Compile, evaluate, analyze and interpret data regarding the efficiency of the department in meeting established compliance standards.

~~Conduct audits of City contractors; ascertain compliance with applicable policies and~~

~~regulations.~~

~~Conduct entrance and exit conferences with auditees.~~

~~Prepare work papers, forms and reports to support conclusions and recommendations; determine adequacy of record systems and procedures; modify audit programs with approval.~~

~~Prepare audit reports, including specific findings and recommendations.~~

~~Communicate audit results to supervisors. Evaluate the internal controls of departmental accounting and record keeping procedures~~

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

~~May assign, review, participate in and coordinate the work of subordinate staff; may orient, train and supervise subordinate staff.~~

~~Review the operational procedures of departments for effectiveness and efficiency.~~

~~Prepare findings and recommendations for improving operational procedures and strengthening internal controls~~

~~Write audit reports and conduct exit conferences with auditees.~~

~~Follow up on extent to implementation of recommendations.~~

~~Prepare adequate work papers to support their reports.~~

~~Perform related duties as assigned.~~

QUALIFICATIONS

KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~Principles~~General auditing ~~and practices of governmental accounting principles and auditing procedures including Generally Accepted Government Auditing Standards (GAGAS).~~
- ~~Principles~~Governmental accounting, auditing and ~~practices of computer applications and input/output reporting standards.~~
- ~~Law enforcement and public safety organizations including principles, practices, methods and equipment; legal and government auditing practices.~~
- ~~Computerized accounting and tracking systems.~~
- ~~audit controls.~~
- ~~Performance evaluation systems, program evaluation, and performance and procedural analysis.~~
- ~~Contractual provisions~~Program and ~~requirements~~budget management.
- ~~Statistical methods and research techniques.~~

- Report writing.
- English syntax, language mechanics, punctuation and grammar.
- Personal computer applications including word processing, spreadsheet, database, and presentation software programs; basic accounting and budgeting applications.
- Principles and methods of supervision, training, and evaluation.

Ability to:

- Review reports and Conduct financial and/or performance records for accuracy, completeness, adequacy of audit trails audits and investigations.
- Gather and supporting documents, analyze financial, program and compliance with applicable statistical data.
- Perform accounting standards, regulations, tasks related to the audit process.
- Research, interpret and apply laws, regulations, administrative policies and procedures.
- Conduct best practice research.
- Use personal computers and agreements software applications.
- Develop sound recommendations to correct deficiencies regarding internal controls and operating procedures.
- Identify potential risk exposures to the City; assist with making recommendations to rectify situations.
- Communicate clearly and concisely in oral and written form.
- Prepare adequate work papers; write clear and concise reports.
- Work effectively as a member of a team and independently.
- Work in stressful situations and under strict deadlines.
- Work in a confidential environment and maintain discretion.
- Work collaboratively with sworn and civilian staff, elected officials, representatives from other organizations and the general public.
- Provide lead direction or supervision to subordinate support staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in accounting, business administration, public administration, public policy, economics or a related field, ~~including course work in advanced accounting, auditing, or computer science.~~

If degree is not in accounting, must have completed and be able to show proof of advanced course work in accounting or auditing. A Master's Degree in a related field is desirable.

Experience:

ThreeTwo years of professional level auditing progressively responsible experience preferably as an auditor in a governmental or public agency environment or private setting.

LICENSE OR CERTIFICATE

~~None required.~~

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

Possession of a professional designation as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Internal Control Auditor (CICA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA) or Certified Government Financial Manager (CGFM) is highly desirable.

~~Possession of a Certified Public Accountant Certificate is desirable.(note: combined)~~

~~Possession of a Certified Internal Auditors Certificate is desirable.(note: combined)~~

~~Possession of a Certified Information Systems Auditor Certificate is desirable.(note: combined)~~

OTHER REQUIREMENTS

Must pass a thorough background investigation.

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 6/8/1995 CSB Resolution #: 44337 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

Previous title(s): Internal Auditor III



MEMORANDUM

DATE: July 16, 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

Date of Request	Employee Name	Title	Dept	Reason	Duration
6/2/2015	McKellar, Sharon	Senior Librarian	Library	CSR 8.03 Maternity Leaves	1 year
6/5/2015	Berens, Matt	Contract Compliance Field Technician	CAO	CSR 8.07 c 5 Accepted Exempt Position w/City	1 year
7/1/2015	Near, Hilary	PAI – Recycling	PWA	CSR 8.07	11 days
7/1/2015	Megan Bryon	Firefighter	OFD	CSR 8.07	27 days

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Sharon McKellar Employee's ID 14453 Today's Date _____

Department/Division Library Employee Job Title Senior Librarian

I Request: 5 Days Hours From 6/22/2015 To 6/26/2015
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 6/11/15
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 6/11/15
 Department Head Approval Date

 City Manager Approval Date

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



INTER OFFICE MEMORANDUM

TO: Deborah Barnes

FROM: Matt Berens

SUBJECT: ELD return to previous Field Tech position **DATE:** 5/20/2015

Thank you for the opportunity to serve in the ELD Compliance Officer for Minimum Wage Enforcement. Per our discussions, I am requesting the right to return to my current position of Field Technician at the end of the ELD Minimum Wage Compliance Officer appointment.

Matt Berens

Matt Berens
Contract Compliance Field Tech, Contracts and Compliance

For questions please contact Matt Berens Contract Compliance Field Tech at 510-238-7735.



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 BERENS, Matt Employee's ID 17825 Today's Date 5/19/15

Department/Division CAO - CONTRACTS & COMPLIANCE Employee Job Title CONTRACT COMPLIANCE FIELD TECH

Request: 1950 Days Hours From Jun 8, 2015 To Jun 7, 2016
No. of Days or Hours Select Days or Hours

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

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

*** 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.

Matt Berens 5/20/15
 Employee's Signature Date

 Civil Service Board Approval Date

Debra Danner 5/23/15
 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.



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 Hilary Near Employee's ID 22516 Today's Date 6/16/15

Department/Division Environmental Services Employee Job Title PA 1 Recycling Program Analyst

I Request: 11 Days Hours From Jul 6, 2015 To Jul 20, 2015
No. of Days or Hours Select Days or Hours

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

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

RECEIVED DEPT OF HUMAN RESOURCES MANAGEMENT 15 JUL 17 AM 10:00

* 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.

Hilary Near 6/16/2015
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 6/25/2015
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Megan Bryan Employee's ID 15936 Today's Date 7/2/15

Department/Division Fire Employee Job Title Firefighter

I Request: 27 days Days Hours From July 1 To July 27
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Megan Bryan 7/2/15
 Employee's Signature Date

 Civil Service Board Approval Date

Mesa Delosh Reed 7-5-15
 Department Head Approval Date

 City Manager Approval Date

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



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: May 21, 2015
OPEN SESSION 5:30 p.m.
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

ROLL CALL

Vice-Chair Gourdine called the meeting to order at 5:30 p.m.

1) OPEN FORUM 3 Minutes

Retired Fire Captain Bruce Nielsen spoke, requesting that the Civil Service Board review the recruitment and hiring process for the classification of Firefighter Trainee since it is the feeder classification to the Firefighter academy and permanent appointment to the Firefighter classification.

2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Administrative Assistant II (HSD-2015-PA02)
 - Administrative Assistant II (HSD-2015-PA03)
- b) Approval of Revised Classification Specifications
 - Arboricultural Inspector
 - Telecommunication Systems Engineer
- c) Approval of Employee Requests for Leave of Absence

44766 A motion was made by Board Member Bodenhausen and seconded by Board Member Baranco to approve the items on the Consent Calendar. The motion carried by the following vote:

Votes: Board Member Ayes: 4 - Baranco, Bodenhausen, Gourdine, Jones
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 3 – Anderson, Drexel, Levin

3) OLD BUSINESS:

- a) Approval of April 16, 2015 Civil Service Board Meeting Minutes ACTION

44767 A motion was made by Board Member Jones and seconded by Board Member Bodenhausen to approve the minutes for the April 16, 2015 Civil Service Board meeting. The motion carried by the following vote:

Votes: Board Member Ayes: 3 - Baranco, Bodenhausen, Jones
 Board Member Noes: None
 Board Member Abstentions: 1 - Gourdine
 Board Members Absent: 3 – Anderson, Drexel, Levin

- b) Determination of Schedule of Outstanding Board Items ACTION
 – No New Items for Scheduling

Note: Chairperson Drexel and members Levin and Anderson arrived during the discussion of this item.

44768 A motion was made by Board Member Bodenhausen and seconded by Chairperson Drexel requesting that staff provide a report at the next meeting to address the questions raised by Mr. Nielsen in Open Forum regarding the recruitment methods and hiring process for Firefighter Trainee.. The motion carried by the following vote:

Votes: Board Member Ayes: 7 – Anderson, Baranco, Bodenhausen, Drexel, Gourdine, Jones, Levin
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

- 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

Received and filed.

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

Human Resources Director for the Port of Oakland, Christopher Boucher provided the Board with a brief update on the Port's discussions with its bargaining groups regarding the adoption of the revised Port Personnel Rules.

4) NEW BUSINESS:

- a) Approval of New Port Classification Specifications
- Airport Operations Specialist I
 - Airport Operations Specialist II

ACTION

This item was presented by Human Resources Director for the Port of Oakland, Christopher Boucher.

44769 A motion was made by Board Member Gourdine and seconded by Chairperson Drexel to approve the classification specifications as presented. The motion carried by the following vote:

Votes: Board Member Ayes: 7 – Anderson, Baranco, Bodenhausen, Drexel, Gourdine, Jones, Levin
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

- b) Presentation Regarding the Process for Conducting Classification Studies and for Responding to Employee Requests for Reclassification INFORMATION
- Personnel Manual of the Civil Service Board Section 3.04(d) Classification Studies

Following a presentation made by Kip Walsh, HR Manager for Recruitment and Classification, and Jaime Pritchett, Principal HR Analyst, the Board discussed the processes related to Classification Studies.

5) ADJOURNMENT – the meeting was adjourned at 6:45 p.m.

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday June 18, 2015. All materials related to agenda items must be submitted by Thursday June 4, 2015. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



Meetings are 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) 238-3112 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>.

CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – July 16, 2015

1. SCHEDULED AND PENDING

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CAO-2015-AP01	Contract Compliance Office Assistant (Nettles)	CAO	3.04 (e) Appeal of Classification Study Results	July 16, 2015	Rescheduled from June 2015 at request of Appellant & Union Representative
OFD-2015-AP01	Captain of Fire (Gascie)	OFD	4.19 Appeal of Examination Results	July 16, 2015	Hearing Before Board Re: City's Motion to Dismiss
OPW-2015-AP01	Heavy Equipment Operator (Lemi)	Public Works	6.05 Appeal of Probationary Removal/Demotion	July 16, 2015	Hearing Before Board to Refer to Outside Hearing Officer
OFD-2015-AP02	Fire Fighter (Pope)	OFD	6.05 Appeal of Probationary Removal/Demotion	July 16, 2015	Hearing Before Board to Refer to Outside Hearing Officer
OPR-2014-AP01	Gardener Crew Leader (Gold)	Parks & Recreation	6.05 Appeal of Probationary Removal/Demotion	Aug/Sept 2015	City is requesting appeal heard by CSB instead of Hearing Officer.

2. REFERRED TO OUTSIDE HEARING OFFICER

Case Number	Classification	Dept.	Action Pending	Referral Date	Notes
CAU-2014-AP01	Performance Auditor	City Auditor	10.03 - Appeal of Disciplinary Action	3/20/14	Hearing Officer selected; 2 nd Hearing Date June 1, 2015

3. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
OPD-2015-AP01	Police Records Specialist (Duong)	OPD	3.04 (e) Appeal of Classification Study Results	3/19/15	Under Personnel Director review
PBD-2015-AP01	Urban Economist Analyst III	Planning & Building	10.03 - Appeal of Disciplinary Action	4/2/15	Assigned in City Attorney's Office
Port-2015-AP01	Port Staff Accountant I (Hii)	Port	6.05 Appeal of Probationary Removal/Demotion	4/2/15	Referred to Port: CB reports agreement made and Appellant dismissed appeal 6/16/2015.
Port-2015-AP02	Maritime Service Coordinator	Port	10.03 - Appeal of Disciplinary Action	4/2/15	Referred to Port
HRM-2015-AP01	Benefits Technician (Lee)	Human Resources/Risk	3.04 (e) Appeal of Classification Study Results	4/10/15	Under Personnel Director review



STAFF REPORT

DATE: July 16, 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 May 21, 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 June 5, 2015 there are a total of seventy-two (72) employees in the TCSE (18), TCSE/Annuitant (32), and ELDE (22) categories. Ten (10) assignments were added and twelve (12) 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

There are seven (7) of the total fifty (50) TCSE or TCSE Annuitant assignments that are for ongoing intermittent or part time work. Of those, one (1) is an annuitant who provides highly specialized assistance on projects or assignments for which they are uniquely qualified and for which the work is related to legacy programs or services that will eventually end (Fire), although specific end dates are not known. Another four (4) TCSE assignments are for ongoing part time work for which an appropriate part time classification had not existed. As of City Council meeting May 19, 2015; Ordinance No. 13306 C.M.S amends Salary Schedule 12187 C.M.S designating these TCSE classifications as part –time.

Non-Compliant Assignment

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

POLICY COMPLIANT

DEPT	Annuitant	ELDE	TCSE	Total
HRM		1		1
MAYOR		1		1
POLICE	25		2	27
CITY ADMINISTRATOR		3	5	8
HOUSING		6	1	7
HUMAN SERVICES	3	5		8
PLANNING & BUILDING		3	5	8
LIBRARY	1			1
CITY ATTORNEY	1	1		2
PUBLIC WORKS	3	1	1	5
CITY AUDITOR			1	1
PARKS & REC		2		2
FINANCE		1		1
Total	33	24	15	72

ONGOING/NON-COMPLIANT

DEPT	Annuitant	ELDE	TCSE	Total
CITY ADMINISTRATOR			4	4
FIRE	1		2	3
Total	1		6	7

RECOMMENDATION

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: July 16, 2015

Page 3

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 July 3, 2015

B. TCSE/ELDE Compliance Trend Chart: Pay Period ending July 3, 2015

**CIVIL SERVICE BOARD
July 2015 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

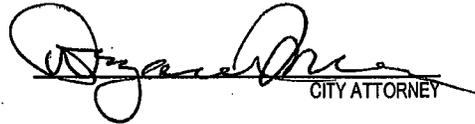
DEPT	FIRST NAME	LAST NAME	ORG	JOB DATE	TYPE	NOTES
CITY ADMINISTRATOR	Derek	Calhoun	02491 - Oakland Animal Services	27-Aug-2014	TCSE	Temporary assignment pending approved budget for permanent position.
CITY ADMINISTRATOR	Doris	Freeman	02111 - City Manager Administration Unit	03-Jan-2015	TCSE	Part time office support.
CITY ADMINISTRATOR	Benjamin	Metzger	02331 - Employee Relations	08-Dec-2014	ELDE	Permanent assignment pending Add/Delete following budget action.
CITY ADMINISTRATOR	Stephen	Roundfield	02331 - Employee Relations	02-Feb-2015	ELDE	Permanent assignment pending Add/Delete following budget action.
HOUSING	Linda	Moroz	89969 - Residential Rent Arbitration	25-Feb-2008	TCSE	Pending approval of PT classification.
HOUSING	Erin	Schwarzbaur	78411 - Community Housing Services	16-Apr-2015	ELDE	Temporary Support for HUD/HOPWA Compliance
LIBRARY	Maria	Barra	61231 - Art/History/Literature	23-Jun-2014	Annuitant	Specialized assignment at AAMLO.
HUMAN SERVICES	Barbara	Andrade-Reed	78232 - Head Start - Central Office Program	12-Nov-2013	Annuitant	Temporary backfill for LOA.
HUMAN SERVICES	Bereather	Edge-Wilson	78361 - CSBG - Admin	20-Aug-2014	Annuitant	Temporary backfill for LOA.
HUMAN SERVICES	Ngoc	Ly	78235 - HS Central Office Administration	02-Sep-2014	ELDE	Pending approval of PT classification.
PLANNING & BUILDING	Danny	Ford	84421 - Engineering: Permit Center	08-Jul-2014	TCSE	Temporary assignment supporting City Clerk's records management program.
POLICE	Kim	Quach	106510 - Fiscal Services	15-Apr-2014	TCSE	Civilian annuitant; backfill for temporary LOA.
CLOSED 12						
CITY ADMINISTRATOR	Matthew	Berens	02111 - City Manager Administration Unit	08-Jun-2015	ELDE	Implementation and enforcement of measure FF (Minimum Wage)
CITY ADMINISTRATOR	Dorothy	Geddes	02331 - Employee Relations	01-Jul-2015	TCSE	Serving as temporary administrative support in Labor Negotiations
CITY ADMINISTRATOR	Ari	Rozycki	02491 - Oakland Animal Services	18-Feb-2015	TCSE	Serving as temporary support in Oakland Animal Services
CITY ADMINISTRATOR	Ronald	San-Miguel	02611 - Contract Compliance Unit	01-Jun-2015	ELDE	Temporary assignment supporting the City's Disparity Study
PLANNING & BUILDING	LaVonce	Block	84421 - Engineering: Permit Center	16-Mar-2015	TCSE	Serving as temporary administrative support
HOUSING	Ahmed	Conde	89919 - Admin: Housing & Community D	27-Apr-2015	ELDE	Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program
HOUSING	Susan	Piper	89919 - Admin: Housing & Community D	16-Mar-2015	TCSE	Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program
PLANNING & BUILDING	Adoracion	Silva Rodriguez	84412 - Admin: Building Inspection	27-Apr-2015	TCSE	Serving as temporary administrative support
PLANNING & BUILDING	Gloria	Smart	84421 - Engineering: Permit Center	16-Mar-2015	TCSE	Serving as temporary administrative support
WORKFORCE DEVELOPMENT	Jacqueline	Noguera	85311 - Workforce Development	30-Mar-2015	TCSE	Temporary support for the coordination of the Summer Youth Program
NEW 10						
FIRE	Gail	Hutchens	20711 - Emergency Services Program U	15-Mar-2006	TCSE	Pending approval of PT classification.
FIRE	Michael	Kelly	20815 - U.S.A.R	24-Jan-2005	Annuitant	USAR Cache Mgr - highly specialized intermittent assignment.
FIRE	Jeffrey	Morelli	20711 - Emergency Services Program U	04-Apr-2011	TCSE	Pending approval of PT classification.
CITY ADMINISTRATOR	Carl	Singer	02491 - Oakland Animal Services	03-Feb-2001	TCSE	Pending approval of PT Veterinarian classification.
CITY ADMINISTRATOR	Lane	Starling	63221 - KTOP Operations	01-Jul-2003	TCSE	Pending approval of PT classification.
ONGOING 5						
CITY ADMINISTRATOR	Bela	Kisamov	02491 - Oakland Animal Services	27-Aug-2014	TCSE	Pending approval of PT Veterinarian classification.

CIVIL SERVICE BOARD
July 2015 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	FIRST_NAME	LAST_NAME	ORG	JOB_DATE	TYPE	NOTES
CITY ADMINISTRATOR	Catherine	Kenny	02111 - City Manager Administrative	26-May-2015	ELDE	Serving at Media & Communications Manager/Special Assistant to the Mayor - Backfill.
CITY AUDITOR	Carlos	Hickerson	07111 - City Auditor Unit	27-Apr-2015	TCSE	Temporary role of Performance Audit Manager until eligible list can be generated
CITY ATTORNEY	Clea	Bennett	04311 - Advisory Unit	02-Mar-2015	ELDE	Temporary assignment providing expert consultation.
CITY ATTORNEY	Ellen	Dolese	04211 - Litigation Unit	08-Dec-2014	Annuitant	Temporary assignment providing expert consultation.
FINANCE	Jacqueline	Lee	08721 - Treasury Operations Unit	27-Oct-2014	ELDE	Temporary assistance with debt management projects.
HOUSING	Ellen	Dillard	89979 - Commercial Lending	16-Feb-2015	ELDE	Temporary assignment pending approved budget for permanent position.
HOUSING	Pamela	Hall	89919 - Admin: Housing & Community De	06-Jun-2015	TCSE	Temporary assignment supporting Housing Assistance Center
HOUSING	Li (Susan)	Ma	89919 - Admin: Housing & Community De	27-Oct-2014	ELDE	Housing assistance program; recruitment pending spec revision.
HOUSING	Leilah	Moeinzadeh	89919 - Admin: Housing & Community De	05-Jan-2015	ELDE	Temporary assignment supporting Int'l Blvd Transit project.
HRM	Felicia	Selva	05211 - Employment and Classification U	02-Feb-2015	ELDE	Permanent assignment pending Add/Delete following budget action.
HUMAN SERVICES	Sylvia	Chaney-Williamson	78241 - Year Round Lunch Program Uni	16-Jun-2014	Annuitant	Temporary and intermittent assignment for vendor oversight.
HUMAN SERVICES	Kathryn	Dupree	78235 - HS Central Office Administration	16-Jun-2014	Annuitant	Pending development of PT classification.
HUMAN SERVICES	Tatiana	Magano	75231 - Multipurpose Senior Service Pro	17-Feb-2015	ELDE	Temporary assistance for meeting performance objectives of the California Dept on Aging contract.
HUMAN SERVICES	Cameron	Murphey	78231 - HS Classroom & Seasonal	12-Jan-2015	ELDE	Temporary support of development of pre-kindergarten project.
HUMAN SERVICES	Lisa	Ruhland	78235 - HS Central Office Administration	05-Jan-2015	ELDE	Temporary assignment pending recruitment for permanent position.
HUMAN SERVICES	Kennedy	Solomon	78311 - Policy & Planning	17-Feb-2015	ELDE	Temporary assignment to Blight Abatement outreach project.
MAYOR	Matthew	Nichols	01111 - Mayor - Administration Unit	02-Mar-2015	ELDE	Mayor's transportation analyst.
PARKS & REC	Carol	Jones	501110 - Directors Unit	03-Jan-2015	ELDE	Temporary to address backlog of contracts.
PARKS & REC	Melissa	Vargas	501110 - Directors Unit	03-Jan-2015	ELDE	Temporary support of administrative projects.
PLANNING & BUILDING	Elizabeth	Anderson	84412 - Admin: Building Inspection	05-Jan-2015	TCSE	Temporary assignment supporting City Clerk's records management program.
PLANNING & BUILDING	Azaria	Bailey-Curry	84454 - Inspections: Neighborhood Pres	05-Jan-2015	ELDE	Temporary assignment pending approved budget for permanent position.
PLANNING & BUILDING	Shaneice	Brown	84412 - Admin: Building Inspection	23-Jun-2014	TCSE	Temporary assignment pending approved budget for permanent position.
PLANNING & BUILDING	Ellen	Ellsworth	84421 - Engineering: Permit Center	28-Feb-2015	ELDE	Temporary assignment to Brooklyn Basin project.
PLANNING & BUILDING	Samuel	Johnson	84421 - Engineering: Permit Center	23-Jun-2014	TCSE	Temporary assignment supporting City Clerk's records management program.
PLANNING & BUILDING	Allene	Taylor	84111 - Admin: Planning, Building & Neic	10-Nov-2014	ELDE	Temporary assignment pending approved budget for permanent position.
POLICE	Tae	Chey	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Ernest	Christmas	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Benjamin	Denson	106610 - Background & Recruiting	17-Mar-2014	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Daniel	Donovan	101120 - Internal Affairs	02-Jan-2013	Annuitant	Annuitant supporting OPD Internal Affairs.
POLICE	James	Fisher	106610 - Background & Recruiting	12-Oct-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Dana	Flynn	106610 - Background & Recruiting	12-Oct-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Drew	Knight	103310 - Communications Unit	22-Apr-2015	TCSE	Civilian supporting OPD Dispatch.
POLICE	Doretha	Green	103310 - Communications Unit	02-Feb-2015	Annuitant	Civilian annuitant supporting OPD Dispatch.
POLICE	Irma	Grieve	103310 - Communications Unit	13-Feb-2015	Annuitant	Civilian annuitant supporting OPD Dispatch.
POLICE	Rutherford	Hart	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Jeffrey	Hassna	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.

CIVIL SERVICE BOARD
July 2015 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	FIRST NAME	LAST NAME	ORG	JOB DATE	TYPE	NOTES
POLICE	Mark	Hicks	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Barbara	Hill	103310 - Communications Unit	02-Feb-2015	Annuitant	Civilian annuitant supporting OPD Dispatch.
POLICE	Carmen	Johnson	106610 - Background & Recruiting	18-Jan-2014	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Steven	Johnson	106610 - Background & Recruiting	18-Jan-2014	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Edward	Juarez	106610 - Background & Recruiting	28-Feb-2015	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Delores	Leaks	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Ronald	Lighten	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Alfred	Mestas	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Norma	Parker	106610 - Background & Recruiting	17-Mar-2014	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Edward	Pressnell	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Joseph	Quintero	106610 - Background & Recruiting	12-Oct-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Mayumi	Taylor	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Mark	Thomas	106610 - Background & Recruiting	18-Jan-2014	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	Robert	Valladon	106610 - Background & Recruiting	17-Mar-2014	Annuitant	Annuitant supporting OPD backgrounding.
POLICE	John	Vaughn	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Annuitant supporting OPD backgrounding.
PUBLIC WORKS	Debra	Corso	30112 - Human Resources	22-Sep-2014	Annuitant	Temporary backfill for LOA.
PUBLIC WORKS	Jeanne	Jew	30264 - Traffic Capital Projects	17-Feb-2015	Annuitant	Temporary pending recruitment to fill permanent position.
PUBLIC WORKS	Sean	Maher	30682 - Env Svcs Recycling & Solid Was	03-Jan-2015	ELDE	Temporary assistance on communications related to Zero Waste Initiative.
PUBLIC WORKS	Lettebrhan	Ogbamichael	30244 - Sanitary Sewer Design	23-Jun-2014	Annuitant	Permanent assignment pending Add/Delete following budget action.
PUBLIC WORKS	Richard	Vaughan	30541 - Equipment Services Administrati	27-Oct-2014	TCSE	Temporary assignment pending recruitment for permanent position.
COMPLIANT						57
TOTAL						


CITY ATTORNEY

INTRODUCED BY COUNCIL MEMBER _____
OFFICE OF THE CITY CLERK
OAKLAND

2015 APR -1 AM 2:00

OAKLAND CITY COUNCIL
ORDINANCE NO. 13306 C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE PART TIME CLASSIFICATIONS OF ~~CABLE TV STAGE MANAGER, PT; HEARING OFFICER PT; LANGUAGE INTERPRETER, PT;~~ AND TO MODIFY EXISTING FULL TIME CLASSIFICATIONS BY ADDING THE PART TIME EQUIVALENTS OF THE CLASSIFICATIONS OF EMERGENCY PLANNING COORDINATOR, PT; EMERGENCY PLANNING COORDINATOR, SENIOR, PT; HEAD START PROGRAM COORDINATOR, PT; SENIOR SERVICES PROGRAM ASSISTANT, PT; SPECIAL EVENTS COORDINATOR, PT; VETERINARIAN, PT; AND TO CORRECT INCONSISTENCIES IN THE PUBLISHED SALARY RATES FOR THE PART TIME EQUIVALENT CLASSIFICATIONS OF EMERGENCY MEDICAL SERVICES INSTRUCTOR, PT; MANAGEMENT INTERN, PT; MANAGEMENT ASSISTANT, PT; AND PROGRAM ANALYST I, PT TO ALIGN WITH THE SALARY RATE FOR THE FULL TIME RATE FOR THOSE CLASSIFICATIONS; AND TO DELETE THE CLASSIFICATIONS OF CASE MANAGER, SUPERVISING, PT; CD CLEANUP SUPERVISOR, PT; EMPLOYEE ASSISTANCE PROGRAM COUNSELOR, PT; AND SENIOR CENTER DIRECTOR, PT

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended as set forth below. Additions are indicated by underscoring and deletions are indicated by ~~strike-through type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TL1.75.014 Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Range	
<u>Cable TV Stage Manager, PT</u>	<u>AP439</u>	<u>Step 1</u>	<u>5517.74</u>
		<u>Step 2</u>	<u>5809.55</u>
		<u>Step 3</u>	<u>6114.54</u>
		<u>Step 4</u>	<u>6437.11</u>
		<u>Step 5</u>	<u>6775.84</u>

Section 3. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TL1.75.xxx Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Hearing Officer, PT</u>	<u>AP440</u>	<u>Step 1</u>	<u>7844.79</u>
		<u>Step 2</u>	<u>8257.89</u>
		<u>Step 3</u>	<u>8692.14</u>
		<u>Step 4</u>	<u>9150.37</u>
		<u>Step 5</u>	<u>9631.14</u>

Section 9. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TL1.75.xxx Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Special Events Coordinator, PT</u>	<u>AP442</u>	<u>Step 1</u>	<u>6145.83</u>
		<u>Step 2</u>	<u>6470.12</u>
		<u>Step 3</u>	<u>6809.90</u>
		<u>Step 4</u>	<u>7169.43</u>
		<u>Step 5</u>	<u>7545.89</u>

Section 10. Effective upon passage, the following classification is added to Ordinance No. 12187 C.M.S. in the Unit TL1.75.xxx Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Veterinarian, PT</u>	<u>AP443</u>	<u>Step 1</u>	<u>6776.07</u>
		<u>Step 2</u>	<u>7132.79</u>
		<u>Step 3</u>	<u>7509.23</u>
		<u>Step 4</u>	<u>7904.00</u>
		<u>Step 5</u>	<u>8319.93</u>

Section 11. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit ~~UG1~~ TL1.75.xxx Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps	
<u>Emergency Medical Services Instructor, PT</u>	<u>AP386</u>	<u>Step 1</u>	<u>32.67</u> <u>5309.74</u>
		<u>Step 2</u>	<u>34.38</u> <u>5588.92</u>
		<u>Step 3</u>	<u>36.20</u> <u>5883.59</u>
		<u>Step 4</u>	<u>38.11</u> <u>6192.37</u>
		<u>Step 5</u>	<u>40.12</u> <u>6519.47</u>

Section 12. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit ~~UG1~~ TL1.75.xxx Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps			
<u>Management Assistant, PT</u>	<u>MA131</u>	<u>Min</u>	<u>Step 1</u>	<u>29.71</u>	<u>6145.83</u>
		<u>Max</u>	<u>Step 2</u>	<u>60.16</u>	<u>6470.11</u>
			<u>Step 3</u>		<u>6809.90</u>
			<u>Step 4</u>		<u>7169.43</u>
			<u>Step 5</u>		<u>7545.88</u>

Section 13. Effective as set forth below, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit UG1.75.xxx Pay Grade Table to read as follows:

Classification Title	Class No.	Pay Steps			
<u>Management Intern, PT</u>	<u>MA133</u>	<u>Min</u>	<u>13.59</u>	<u>Step 1</u>	<u>4160.66</u>
		<u>Max</u>	<u>28.09</u>	<u>Step 2</u>	<u>4379.21</u>
				<u>Step 3</u>	<u>4609.02</u>
				<u>Step 4</u>	<u>4851.53</u>
				<u>Step 5</u>	<u>5108.13</u>

Section 18. Effective upon passage, the following classification is deleted from Ordinance No. 12187
C.M.S. in the Unit UG1.75.016 Pay Grade Table:

Classification Title	Class No.	Pay Steps	
Senior Center Director, PT	PP156	Step 1	26.08
		Step 2	27.48
		Step 3	28.92
		Step 4	30.43
		Step 5	32.03

IN COUNCIL, OAKLAND, CALIFORNIA, MAY 19 2015, 2015

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, ~~REID~~ and PRESIDENT GIBSON-
MCELHANEY - 7

NOES- 0

ABSENT- 0

ABSTENTION- 0

Excused - Reid - 1

ATTEST:


LaTonda Simmons

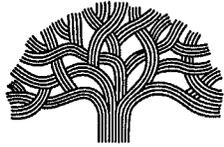
City Clerk and Clerk of the Council
of the City of Oakland, California

Introduction Date

APR 21 2015

DATE OF ATTESTATION

3-22-2015



CITY OF OAKLAND

STAFF REPORT

DATE: July 16, 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

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) "Quarterly Updates" requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April 2015. This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending June 30, 2015. During this reporting period, three (3) studies were completed, two (2) studies were withdrawn, one (1) study was canceled, and one (1) new study was received. There are now eleven (11) active classification studies involving sixteen (16) incumbents, of which one study has passed the one-year mark and is overdue. It is important to note that the study of Management Interns (5 incumbents) and the Environmental Services Intern (one incumbent) is related to clarification of whether the classifications are exempt from Civil Service. Meetings with representatives from the International Federation of Professional and Technical Engineers (IFPTE, Local 21) were still occurring as recently as June 2, 2015 to discuss specific concerns regarding the preliminary recommendations and next steps. Preliminary agreement has been reached regarding the majority of the positions but meetings are required to resolve concerns related to one last position. Unfortunately, contract negotiations are in progress and City staff and union representatives are heavily engaged in those efforts. Once bargaining ends, we will collaborate to definitively address the lingering concerns and seek full resolution regarding the use of the classifications and the treatment of the incumbents.

Additionally, Attachment A contains a new column titled "Days Elapsed." At the request of Board Member Jeffrey Levin during the April 2015 Civil Service Board meeting, staff will begin tracking the amount of time it takes to complete classification studies. Average duration will be a metric that is included in future reports.

EXPLANATION OF DELAYS

Only one study remains that has passed the one-year mark:

- Management Interns & Environmental Services Intern – citywide (five incumbents and one vacancy)

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: July 16, 2015

The study of full time intern classifications (Management Intern and Environmental Services Intern) was initiated by Human Resources Management as part of the overall effort to gain clarity and to properly manage classifications that are exempt from Civil Service. The Civil Service Board records show that the classification of Management Intern was formally exempted under the provisions of Charter section 902(f), but the record also shows that as part of the rationale for exempting the classifications, assignments are to be for a duration not to exceed two years. There are currently several incumbents whose assignments have extended well past the two year mark. HRM has finished studying the assignments of the incumbents and finalized preliminary recommendations as to the appropriate classification for work that clearly fills an ongoing operational need. HRM formally notified the union on December 9, 2014 and held the initial meeting with IFPTE Local 21 on January 6, 2015 to make recommendations as to the appropriate way of resolving the classification issues. Discussions ensued in January and February about the classification review. On March 26, 2015, City and union representatives mapped out the next steps and City staff is in the process of implementing the deliverables. Preliminary agreement has been reached regarding the majority of the positions. However, concerns remain regarding one position. A meeting was held on June 2, 2015 to explore these concerns and at least one additional meeting will be required to resolve the issues. Staff was hopeful that this study would be resolved during the second quarter of 2015 but contract negotiations did take priority over the classification review. Once bargaining concludes, staff will make every effort to resolve the situation as promptly as possible during the next quarter.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2015 showing a total of ninety-one (91) classifications under review. During this reporting period there were four (4) classification revisions or creations completed and approved by the Civil Service Board. There are seven (7) classifications being advanced by HRM to the Board for the July 16, 2015 meeting; an additional eight (8) are in the queue for discussion with the representative union and advancement to the Board next month; there are fifty-one (51) classification specification reviews assigned and under review by analysts; and there are an additional twenty-one (21) for which HRM has received requests that have not yet been assigned.

Status	Qty
Approved by CSB or Closed During Quarter	4
Scheduled to CSB for Approval	7
Under Review for Scheduling of Meet & Confer with Representative Union	8
Assigned to Analyst for Review	51
Pending for Assignment	21
TOTAL	91

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

Attachment A – Classification Studies (Desk Audits) as of June 30, 2015

Attachment B – Classification Specifications under review as of June 30, 2015

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

ATTACHMENT A

Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
						Initiated by HR Director related to Local 21 MOU side letter and the exempt status of the Intern classification. Pending further discussion with Local 21 regarding the Management Intern class. All incumbent and supervisor meetings have been conducted. Preliminary recommendations have been discussed with departmental staff and the union has been contacted. Meetings with the union regarding recommendations and next steps occurred on 1/6/15, 1/22/15, and 3/26/15. Preliminary agreement has been reached for the majority of positions; concerns remain regarding one position. HRM staff and union representatives met on 6/2/15 but a follow-up meeting is still required. Staff are not available to conclude these discussions until the bargaining has finished. Depending on when contract negotiations end, staff would like to have a final agreement in place as early as August 2015.
1	CITYWIDE Management Intern & Environmental Services Intern	9/17/12			Yes	
2	OPRD Recreation Center Director	7/8/14	6/30/15	n/a	No	Withdrawn by incumbent.
3	OPD Animal Control Officer	7/10/14	6/30/15	355	No	Completed.
4	PBD Engineering Technician II	9/11/14	6/30/15	292	No	Completed.
5	HRMD Human Resource Technician	9/23/14	4/6/15	n/a	No	Withdrawn by incumbent.
6	CAO Cable TV Production Assistant	9/26/14	6/30/15	277	No	Completed.
7	HSD Office Assistant II	10/16/14			No	In progress.
8	PBD Account Clerk III	12/1/14			No	In progress.
9	HSD Office Assistant II	12/17/14			No	In progress.
10	EWD Urban Economic Analyst II	1/16/15			No	In progress.
11	EWD Urban Economic Analyst I	1/16/15			No	In progress.
12	CAO Admin Assistant to the City Administrator	1/23/15			No	Assigned; in initial stages of the study.
13	CAO Administrative Assistant II (CONF)	1/23/15			No	Assigned; in initial stages of the study.
14	EWD Urban Economic Analyst IV	2/18/15			No	Pending assignment.
15	OPD Intake Technician	3/26/15	5/28/15	n/a	No	Canceled; employee promoted to another position.
16	OPD Intake Technician	3/26/15			No	Pending assignment.
17	OPD Police Records Specialist	4/7/15			No	New Assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (4)					
EM188	PBD	Manager, Inspection Services	UM2	NEW SPEC	Approved at 4/16/15 CSB
AF053	FINANCE	Purchasing Supervisor	UH1	NEW SPEC	Approved at 4/16/15 CSB
AP339	ITD	Telecommunications System Engineer	TW1	SPEC REVISION	Approved at 5/21/15 CSB
AP100	PWD	Arboricultural Inspector	UH1	SPEC REVISION	Approved at 5/21/15 CSB
SCHEDULED (7)					
NEW	ETHICS COMM	Public Ethics Analyst I	TW1	NEW SPEC	Scheduled for 7/16/15 CSB
NEW	ETHICS COMM	Public Ethics Analyst II	TW1	NEW SPEC	Scheduled for 7/16/15 CSB
NEW	ETHICS COMM	Public Ethics Investigator	UM2	NEW SPEC	Scheduled for 7/16/15 CSB
NEW	ETHICS COMM	Deputy Director, Public Ethics Commission	U31	NEW SPEC	Scheduled for 7/16/15 CSB
NEW	ETHICS COMM	Executive Director, Public Ethics Commission	UK1	NEW SPEC	Scheduled for 7/16/15 CSB
AP210	OPD	Police Performance Auditor (formerly Internal Auditor III)	TW1	SPEC REVISION	Scheduled for 7/16/15 CSB
AP339	ITD	Telecommunications System Engineer	TW1	SPEC REVISION	Scheduled for 7/16/15 CSB
PENDING MEET & CONFER (8)					
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	Coordinating meeting dates with Local 1021
PP114	HSD	Early Childhood Instructor - Head Start Instructor	SD1	SPEC REVISION	Coordinating meeting dates with Local 1021
NEW	HSD	Early Head Start Instructor	SD1	NEW SPEC	Coordinating meeting dates with Local 1021
PP123	HSD	Family Advocate	SD1	SPEC REVISION	Coordinating meeting dates with Local 1021
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Coordinating meeting dates with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Coordinating meeting dates with Local 1021
NEW	OPD	Police Communications Dispatcher, Senior	TBD	NEW SPEC	Coordinating meeting dates with Local 1021
AP322	HRM	Safety & Loss Control Specialist	TW1	NEW SPEC	Coordinating meeting dates with Local 21
IN PROGRESS (51)					
TC136	CAO	Cable Television Operations Coordinator	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
EM237	OPD	Chief of Police, Assistant	UN1	NEW SPEC	Drafting new class spec
TR118	PWD	Construction & Maintenance Mechanic	SBI	SPEC REVISION	Preparing proposed spec revisions for department review
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
NEW	HSD	Early Childhood Substitute Instructor	TBD	NEW SPEC	Preparing proposed spec revisions for department review
PP121	PWD	Environmental Services Intern	TW1	NEW SPEC	Exempt clarification follow-up; review of positions and incumbents is in progress
SS201	PWD	Equipment Parts Technician	SC1	SPEC REVISION	Department determining whether to proceed with initial request
TR137	HSD	Food Service Worker	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SC159	HSD	Head Start Nutrition Coordinator	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
TR146	PWD	Heavy Equipment Operator	SB1	SPEC REVISION	Revise existing spec
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Preparing proposed spec revisions for department review
AP214	OPLD	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP217	OPLD	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP220	OPLD	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SC172	OPLD	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department review
AP221	OPLD	Library Aide	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP223	OPLD	Library Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP224	OPLD	Library Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
AP230	OPRD	Lifeguard	SI1	NEW SPEC	Drafting new class spec
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Exempt clarification follow-up; review of positions and incumbents is in progress
AP242	ITD	Microcomputer Systems Specialist I	TW1	SPEC REVISION	Preparing proposed spec revisions for department review

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP243	ITD	Microcomputer Systems Specialist II	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
AP241	ITD	Microcomputer Systems Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending sup review & dept feedback
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS168	OPD	Police Officer	PP1	SPEC REVISION	Collecting job analysis information for revisions to class spec
AP434	OPD	Police Program & Performance Auditor	UM2	SPEC REVISION	Draft developed; pending sup review & dept feedback
AP286	OPRD	Pool Manager	SI1	NEW SPEC	Drafting new class spec
TR174	PWD	Public Works Maintenance Worker	SC1	SPEC REVISION	Preparing proposed spec revisions for department review
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
SS177	OPRD	Recreation Aide	SI1	NEW SPEC	Drafting new class spec
SS178	OPRD	Recreation Attendant I	SI1	NEW SPEC	Drafting new class spec
SS203	OPRD	Recreation Attendant II	SC1	NEW SPEC	Drafting new class spec
PP131	OPRD	Recreation Center Director	SC1	NEW SPEC	Drafting new class spec
MA139	OPRD	Recreation General Supervisor	UM2	NEW SPEC	Drafting new class spec
PP132	OPRD	Recreation Leader I	SI1	NEW SPEC	Drafting new class spec
PP133	OPRD	Recreation Leader II	SC1	NEW SPEC	Drafting new class spec
PP135	OPRD	Recreation Program Director	SC1	NEW SPEC	Drafting new class spec
PP136	OPRD	Recreation Specialist I	SC1	NEW SPEC	Drafting new class spec
PP138	OPRD	Recreation Specialist II	SC1	NEW SPEC	Drafting new class spec
SC209	OPRD	Recreation Supervisor	UH1	NEW SPEC	Drafting new class spec
PP144	HSD	Senior Services Program Assistant	TW1	SPEC REVISION	Coordinating meeting dates with Local 1021
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
ET134	PWD	Traffic Engineering Technician, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
NEW	FINANCE	Treasurer, Assistant	UM2	NEW SPEC	Drafting new class spec
AP354	OPRD	Water Safety Instructor	SI1	NEW SPEC	Drafting new class spec

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PENDING ASSIGNMENT (21)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment.
EM143	PBD	Building Official	TBD	NEW SPEC	Changeover in dept staff; confirm request.
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
NEW	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	Changeover in dept staff; confirm request
PS135	OFD	Firefighter/Fireboat Engineer	FO1	SPEC REVISION	Review of draft pending
PS137	OFD	Firefighter/Fireboat Operator	FO1	SPEC REVISION	Under dept review for US Coastguard licensing
EM242	CAO	Inspector General	UK1	NEW SPEC	Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion
NEW	OPLD	Literacy Program Manager	TBD	NEW SPEC	Changeover in dept staff; confirm request
EM177	CAO	Manager, Contract & Employment Services	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of Intern classifications
AF034	CAO	Real Estate Collections Officer	SD1	SPEC REVISION	Changeover in dept staff; confirm request
TR180	PWD	Street Maintenance Leader	SC1	SPEC REVISION	Department determining whether to proceed with initial request
ET132	PWD	Surveying Technician	SC1	SPEC REVISION	Pending analyst assignment



MEMORANDUM

DATE: July 16, 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 Executive Director, Public Ethics Commission; Deputy Director, Public Ethics Commission; Ethics Investigator; Ethics Analyst I; and Ethics Analyst II

Based upon recent changes in legislation, Human Resources Management collaborated with staff in the City Administrator's Office to develop several new classification specifications for the Public Ethics Commission (PEC): **Executive Director, Public Ethics Commission; Deputy Director, Public Ethics Commission; Ethics Investigator; Ethics Analyst I; and Ethics Analyst II.**

On November 4, 2014, Measure CC was adopted; it broadened the scope of the PEC and took effect January 1, 2015. The Mayor's budget proposal accounts for these necessary changes by increasing the positions allocated to the PEC from two to six, including the creation of several new positions, as of July 1, 2015.

The PEC was created in 1996 with the goal of ensuring "fairness, openness, honesty and integrity" in City government. Staff promotes transparency and open government, administer programs, educate citizens and City staff on ethics-related issues, and work with City staff to ensure policies are in place and are being followed. The PEC also conducts investigations, audits and public hearings, issues subpoenas, and imposes fines and penalties to assist with its compliance responsibilities. The PEC enforces several laws and regulations including the Government Ethics Act, the Oakland Sunshine Ordinance, the Oakland Campaign Reform Act (OCRA), the Limited Public Financing Act, and the Lobbyist Registration Act.

Here is summary information related to each new classification:

1. **Executive Director, Public Ethics Commission** – The incumbent serves at the leisure of the Public Ethics Commission, per the language in Measure CC. This classification is exempt from civil service pursuant to the Oakland Charter 902(b) and Oakland Municipal Code. The incumbent plans, organizes, and directs the activities of the PEC staff; implements PEC directives and manages the daily operations of the PEC; develops policies and procedures; supervises, trains, and evaluates staff; and represents the PEC in meetings before elected officials, City staff, the public and other city and state bodies. The classification is unrepresented and is not subject to mandatory bargaining obligations. This classification already exists and there was a working draft but an official classification specification has never been adopted by the Civil Service Board. This position is currently filled.

CIVIL SERVICE BOARD

Subject: Classification Specifications for the Public Ethics Commission

Date: June 18, 2015

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2. **Deputy Director, Public Ethics Commission** – The incumbent serves at the leisure of the Executive Director, Public Ethics Commission, per the language in Measure CC. This classification is exempt from civil service pursuant to the Oakland Charter 902(b) and Oakland Municipal Code. The incumbent will lead the PEC’s enforcement program; supervise investigative staff; and serve as chief analyst in drafting legal analyses, reviewing investigative reports, and making recommendations regarding laws and regulations within the jurisdiction of the PEC. The classification is represented by the Confidential Management Employees Association (CMEA). Recruitment activities will begin soon to fill the vacancy.
3. **Ethics Investigator** – The incumbent will conduct investigations to evaluate legal compliance with the Oakland Campaign Reform Act, Oakland Government Ethics Act, Lobbyist Registration Act, Sunshine Ordinance, and related statutes and regulations administered or enforced by the PEC. The classification is represented by the International Federation of Professional and Technical Engineers (IFPTE, Local 21). Recruitment activities will begin soon to fill the vacancy.
4. **Ethics Analyst I** – Incumbents will assist with the development and implementation of the PEC’s education, engagement, and online disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements. The classification is represented by Local 21. Recruitment activities will begin soon to fill the vacancy.
5. **Ethics Analyst II** – Incumbents develop and implement the PEC’s education, engagement, and disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements. The classification is represented by Local 21. Recruitment activities will begin soon to fill the vacancy.

CMEA was notified of the proposed classification specification for Deputy Director, Public Ethics Commission. Union representatives confirmed that there are no objections to the new classification.

Local 21 was notified of the proposed new classification specifications for Ethics Investigator and Ethics Analyst I and II. City staff and union representatives met on May 28, 2015 to discuss the proposed classifications. There are no objections to the new classifications.

Staff recommends that the Civil Service Board approve the proposed new classification specifications for: Executive Director, Public Ethics Commission; Deputy Director, Public Ethics Commission; Ethics Investigator; Ethics Analyst I; and Ethics Analyst II.

Attachments: Proposed new classification specifications for Executive Director, Public Ethics Commission; Deputy Director, Public Ethics Commission; Ethics Investigator; Ethics Analyst I; and Ethics Analyst II



EXECUTIVE DIRECTOR, PUBLIC ETHICS COMMISSION

DRAFT

Class Code: EM261 FTE

Exempt

DEFINITION

Under general direction of the Public Ethics Commission (PEC), plans, organizes, and directs the activities of the PEC staff; implements PEC directives and manages the daily operations of the PEC; develops policies and procedures; supervises, trains, and evaluates staff; represents the PEC in meetings before elected officials, City staff, the public and other city and state bodies; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This executive management level position is responsible for overseeing the entire operations of the PEC. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the Deputy Director, Public Ethics Commission, which is responsible for overseeing major functions of the PEC's enforcement program including audits and investigations.

The incumbent receives general direction from the Public Ethics Commission, and exercises supervision over the Deputy Director, Public Ethics Commission, and all other subordinate staff including Ethics Investigators and Ethics Analysts and other professional, technical and clerical staff.

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

Provide highly responsible and complex executive level direction to the execution of the mission of the Public Ethics Commission.

Develop and implement policies, programs, and activities related to the administration and enforcement of the laws within the PEC's jurisdiction, including the following: Oakland Campaign Finance Reform Act, Limited Public Financing Act, Government Ethics Act, Sunshine Ordinance, and Lobbyist Registration Act.

Oversee all PEC operations, including the filing of disclosure statements required by state and local laws, the preparation of advice and opinions regarding laws within the PEC's jurisdiction, investigations, audits and enforcement of those laws, and the development of educational programs and materials.

Advise Commission members regarding laws, policies, and procedures, and review and recommend legislative changes to the laws under the PEC's jurisdiction.

Prepare budget reports and requests, maintain fiscal controls, manage the PEC's budget and advocate for budget needs.

Prepare or review reports to the City Administrator, City Council or other departments or commissions; work closely with Council and other public and private groups to coordinate plans or communicate about proposed projects.

Supervise, train, develop and evaluate subordinate staff; inspire and lead staff to achieve the PEC's objectives.

Plan and manage public hearings and represent the PEC before other local, state, and community organizations.

Establish and maintain collaborative relationships with Commissioners, public officials, City staff, other departments and organizations, media, and the general public in the performance of assigned duties.

Receive and direct all external communications on behalf of the PEC, including communications with the media, public officials, other government agencies, and the public.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws, ordinances, and acts pertaining to the conduct of public servants, candidates, lobbyists, and other PEC clients; California Political Reform Act; Oakland Campaign Reform Act; Oakland Sunshine Ordinance; Oakland Government Ethics Act; related federal, state, and local codes; and the City Charter.
- Principles, practices and techniques of conducting an investigation, including performing interviews, research and data analysis, report writing, and developing objective recommendations.
- Public and community relations and the development and implementation of education, outreach, and engagement programs.
- Strategic planning to achieve organizational goals and objectives.
- Budget development and administration.
- Administrative principles and methods including program and policy development and implementation and employee supervision.
- Best practices, policies, legislation, and innovations in campaign finance, government ethics or transparency laws and systems.
- Computer systems and applications.

Ability to:

- Conduct strategic planning and goal setting, prioritize activities, innovate systems, manage change and measure results of an organization.
- Interpret rules, laws and regulations and terminology pertaining to campaign finance, transparency, and ethics laws.
- Communicate effectively orally and in writing; make presentations to both large and small groups; prepare thorough written documents.
- Exercise judgment, initiative, thoroughness, tact, courtesy and discretion in dealing with other departments, City officials, outside agencies and the public.

- Serve with integrity, avoiding the appearance of bias or favoritism toward any party; clearly identify actual or potential conflicts of interest that might affect the fair performance of one's duties.
- Inspire, supervise, train, develop and evaluate assigned professional, technical and clerical staff.
- Administer the budget.
- Use a personal computer and software applications.
- 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:

Bachelor's Degree from an accredited college or university in public or business administration, public policy, political science, law or a related field. Possession of a Juris Doctor or Master's degree is highly desirable.

Experience:

Five years of progressively responsible professional experience in public administration, public policy, complaint investigation, litigation, legal advisory support or related area including two years in a supervisory or management capacity. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
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(Previous title(s):)			



DRAFT

DEPUTY DIRECTOR, PUBLIC ETHICS COMMISSION

Class Code: EM262 FTE Exempt

DEFINITION

Under the general administrative direction of the Executive Director, Public Ethics Commission, leads the Public Ethics Commission's enforcement program; supervises investigative staff; serves as chief analyst in drafting legal analyses, reviewing investigative reports, and making recommendations regarding laws and regulations within the jurisdiction of the Public Ethics Commission; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This management level position is responsible for overseeing major functions of the Commission's enforcement program including audits and investigations. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the Executive Director, Public Ethics Commission, which is responsible for overseeing the entire operations of the Public Ethics Commission (PEC).

The incumbent receives administrative direction from the Executive Director, Public Ethics Commission, and exercises direction over assigned professional, technical and clerical staff.

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

Manage and administer the PEC's enforcement program which includes audits, investigations, and administrative enforcement of activities governed by the PEC's laws such as the following: Oakland Campaign Finance Reform Act, Limited Public Financing Act, Government Ethics Act, Sunshine Ordinance, and Lobbyist Registration Act.

Establish enforcement and investigative policies and procedures, create uniform standards for investigations and audits, and ensure that investigations comply with the PEC's Complaint Procedures and relevant administrative procedures.

Review preliminary information regarding complaints or suspicious activity to determine the appropriate course of action, coordinate with investigative staff throughout a case investigation, draft legal analyses for cases, finalize case reports for review by the Executive Director, and negotiate stipulated agreements and settlements with respondents.

Conduct legal and policy research and analysis, draft regulations and amendments to local laws, and formulate verbal advice and written opinions in conjunction with the PEC's legal advisor.

Provide assistance to City staff, candidates, and members of the public with questions about the laws within the PEC's jurisdiction.

Administer the PEC's audit program, which requires regular audits of campaign disclosure statements.

Prepare or review reports for the City Administrator, City Council or other departments or commissions; work closely with Council and other public and private groups to explain or coordinate plans for proposed projects and respond to their concerns.

Establish and maintain positive working relationships with individuals, vendors, public and private agencies and others contacted in the performance of assigned duties.

Assist the Executive Director in managing the day-to-day operations and administration of the PEC, preparing and administering the PEC's budget, implementing PEC goals, objectives, policies, procedures, and work standards.

Assist the Executive Director in selecting, supervising, evaluating, training and developing staff.

Serve as Acting Executive Director in the absence of the Executive Director.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws, ordinances, and regulations pertaining to the conduct of public servants, candidates, lobbyists, and other PEC clients; California Political Reform Act; Oakland Campaign Reform Act; Sunshine Ordinance; Government Ethics Act; related federal, state and local codes; and the City Charter.
- Best practices, policies, and legislation related to campaign finance, government ethics or transparency laws.
- Legal research methods and legal principles; principles of administrative and constitutional law, administrative hearing procedure, negotiation and settlement techniques, and rules of evidence.
- Report writing and preparation of accurate, complete, and concise investigation reports, legal analyses, and stipulated agreements.
- Effective administrative prosecution techniques and investigative procedures.
- Budget development and administration.
- Computer systems and applications.

Ability to:

- Perform research, analyze facts and apply legal principles and precedents to problems, present statements of fact, law, and argument clearly and logically.
- Prepare and analyze complex reports of a general or technical nature, including legal analyses and opinions, correspondence relating to casework, legislation and regulations.
- Make presentations and recommendations concisely and present them effectively before the public and the Commission.
- Strategize and implement policies and programs in order to manage the PEC's enforcement program.

- Establish and maintain a positive work environment to enhance staff morale and productivity.
- Plan projects, delegate tasks, and supervise the work of subordinates, provide training and encourage professional development.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Exercise sound independent judgment within general policy guidelines.
- Communicate effectively in both oral and written form.
- Assist with administration of the department budget.
- Use a personal computer and software applications.
- 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:

Bachelor's degree from an accredited college or university in university in criminal law, public policy, sociology, political science, communications, journalism, finance, economics, accounting, computer science, or a related field. Possession of a J.D. or Master's degree is highly desirable.

Experience:

Three or more years of progressively responsible experience in legal analysis, policy development, investigation, auditing or public administration, including one year of supervisory or lead experience. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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(Previous title(s):)



DRAFT

ETHICS INVESTIGATOR

Class Code: MA159 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission, conducts investigations to evaluate legal compliance with the Oakland Campaign Reform Act, Oakland Government Ethics Act, Lobbyist Registration Act, Sunshine Ordinance, and related statutes and regulations administered or enforced by the Public Ethics Commission; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Investigator is an advanced-journey level classification that is responsible for conducting investigations. This classification is distinguished from Ethics Analyst I and II in that incumbent may provide lead direction to Analysts and clerical level staff.

The incumbent receives general supervision from the PEC's Executive Director and Deputy Director and may provide technical or lead direction to other professional or clerical staff.

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

Perform preliminary review of allegations to recommend course of action; to include review of relevant documents, complainant and respondent party statements, and other sources of information to aid investigation.

Recommend scope, timing, and direction of investigations and draft an investigation plan for each case opened and determine appropriateness for dismissal, full investigation, or hearing.

Analyze and compile facts and data for complaint cases; formulate objective recommendations based on detailed analysis; and interpret rules, laws and regulations pertinent to the investigation.

Obtain and examine official documents such as campaign records and disclosure statements, lobbyist disclosure reports, statements of economic interest, business records, contracts and meeting agenda materials to secure or verify information concerning suspected violations.

Contact and interview individuals, public servants, members of the public, candidates, lobbyists, and other persons who may have information related to Commission investigations. Take statements, depositions, affidavits, and testimony.

Collect, assemble, examine, and analyze relevant records and data. Report facts and retain evidence in official case files.

Develop and conduct regular audits of campaign finance, lobbyist, and government ethics disclosure statements.

Coordinate with other PEC staff to ensure technology projects are designed in a manner that facilitates investigations and enforcement of the laws within the PEC's jurisdiction.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Investigative techniques and procedures.
- Principles and techniques of preserving and presenting evidence.
- Interview methods and best practices.
- Provisions of the Oakland Campaign Reform Act, Oakland Government Ethics Act, Lobbyist Registration Act, Sunshine Ordinance, Limited Public Financing Act, and related statutes and regulations administered or enforced by the Public Ethics Commission is desirable.
- Report writing and preparation of accurate, complete, and concise investigative reports.
- Personal computer and software applications.

Ability to:

- Conduct investigations and detect and verify alleged violations.
- Identify, locate, acquire, and verify obscure, complex, and hidden documentation.
- Obtain information and evidence by observation.
- Interview witnesses or suspected violators; document and record those examinations.
- Analyze and evaluate statements of witnesses or suspected violators and weigh facts impartially and accurately.
- Prepare complete and concise reports and correspondence; secure and present evidence effectively.
- Maintain sensitive and confidential records.
- Establish and maintain relationships with elected officials, candidates, and the public under conditions requiring tact and good judgment.
- Communicate effectively in writing and orally with the public, including City departments and State agencies.
- Use a personal computer and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in criminal law, public policy, political science, journalism, finance, accounting, or a related field.

Experience:

Three years of progressively responsible professional investigative experience, preferably in administrative, civil, or criminal law or in investigative journalism. Experience with

campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

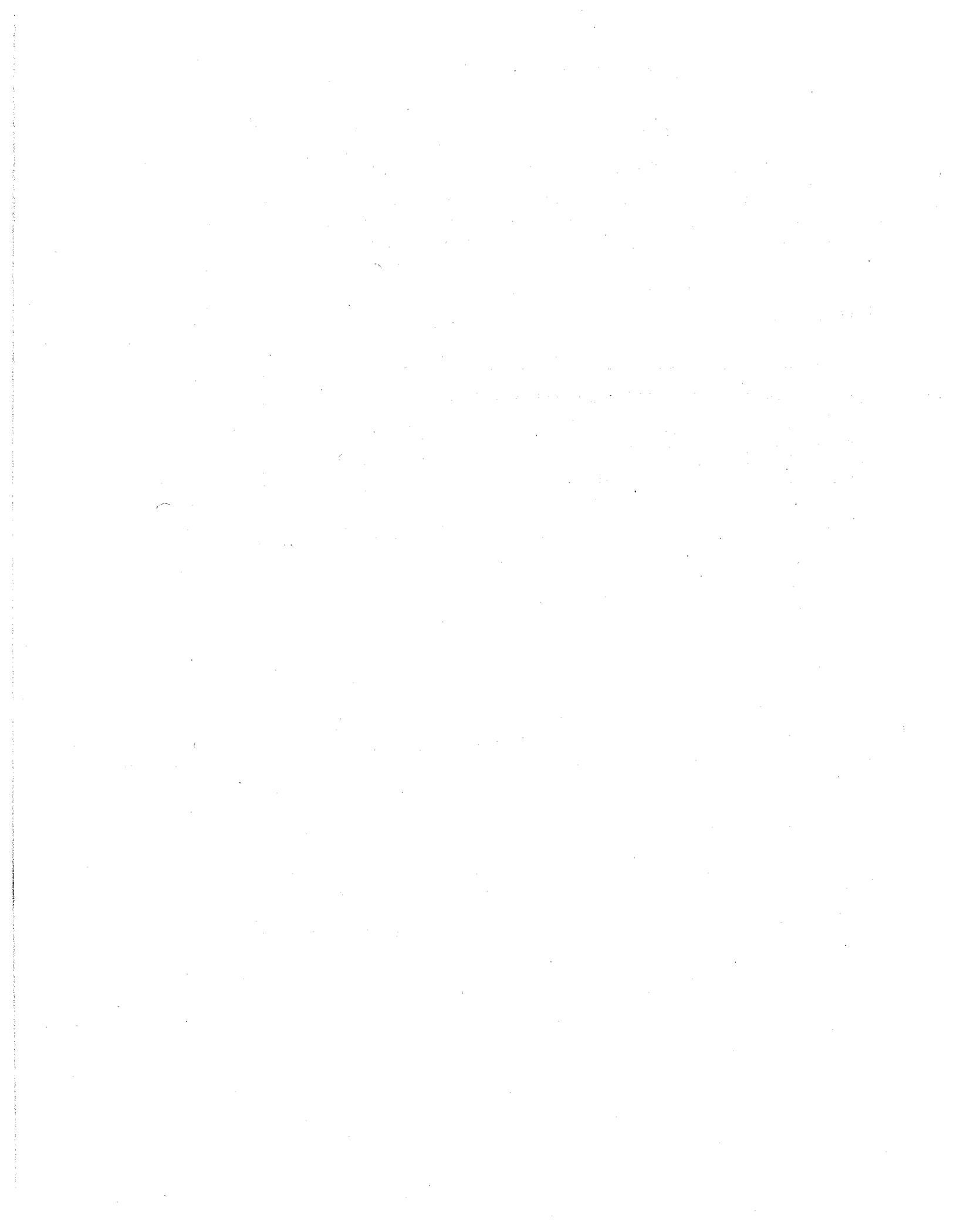
LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
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(Previous title(s):)		





DRAFT

ETHICS ANALYST I

Class Code: AP444 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), assists with the development and implementation of the PEC's education, engagement, and online disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst I is an entry level classification in the Ethics Analyst series. This classification is distinguished from the higher level Ethics Analyst II in that incumbents of the latter will be responsible for the most complex and sensitive projects and assignments in the Public Ethics Commission.

The incumbent receives general supervision from the PEC's Executive Director and Deputy Director and may provide technical or lead direction to other support or clerical staff.

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

Assist with drafting and developing education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and citizens regarding state and local campaign finance, lobbying, transparency, and ethics laws; evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.

Provide assistance with technology projects to implement the PEC's electronic filing and disclosure programs and utilize open data, data visualization platforms, and other computer programming/coding applications.

Administer PEC programs such as the Campaign Finance Disclosure program, the Limited Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.

Assist with the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.

Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and other regulated individuals; respond to requests for information from elected officials, other government agencies, and the public.

Analyze data, conduct research, and draft correspondence and reports regarding an individual's compliance with state and local campaign finance, transparency, and ethics laws; assist with audits and investigations as needed.

Assist with making recommendations regarding innovations in systems or changes in local laws and policies to enhance the PEC's effectiveness in achieving the goals for which it was created.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, database and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming code and applications related to open source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and data sets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- Write computer programming code.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree in business or public administration, sociology, education, economics, political science, communications, journalism, business, finance, accounting, computer

science, or a related field from an accredited college or university. Master’s degree in a related field is desirable.

Experience:

Two years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, communications, or online information or disclosure programs and related materials. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
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(Previous title(s):)		



DRAFT

ETHICS ANALYST II

Class Code: AP445 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), develops and implements the PEC's education, engagement, and disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst II is a journey level classification in the Ethics Analyst series. This classification is distinguished from the lower level Ethics Analyst I in that the former will be responsible for the most complex and sensitive projects and assignments. It is further distinguished from the higher level Ethics Investigator in that incumbent of the latter will be the primary investigator for the PEC.

The incumbent receives general supervision from the PEC's Executive Director and Deputy Director and may provide technical or lead direction to assigned professional or clerical staff.

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

Develop education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and citizens regarding state and local campaign finance, lobbying, transparency, and ethics laws; evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.

Coordinate technology projects to implement the PEC's electronic filing and disclosure programs and utilize open data, data visualization platforms, and other computer programming/coding applications.

Plan and implement PEC programs such as the Campaign Finance Disclosure program, the Limited Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.

Coordinate the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.

Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and other regulated individuals; respond to requests for information from elected officials, other government agencies, and the public.

Analyze data, conduct research, and draft correspondence and reports regarding compliance with state and local campaign finance, transparency, and ethics laws; conduct audits and investigations as needed.

Recommend innovations in systems or changes in local laws and policies to enhance the PEC's effectiveness in achieving its goals.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, databases, and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming code and applications related to open source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and data sets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- Write computer programming code.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree in business or public administration, sociology, education, economics, political science, communications, journalism, business, finance, accounting, computer science, or a related field from an accredited college or university. Master's degree in a related field is desirable.

Experience:

Three years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, communications, or online information or disclosure programs and related materials. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

LICENSE OR CERTIFICATE

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

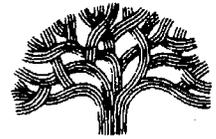
OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
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(Previous title(s):)		

ORIGINAL

CITY OF OAKLAND



ONE FRANK H. OGAWA PLAZA • 6TH FLOOR • OAKLAND, CALIFORNIA 94612
Office of the City Attorney (510) 238-3601
Barbara J. Parker FAX: (510) 238-6500
City Attorney TTY/TDD: (510) 238-3254
Caryl L. Casden (510) 238-6802

VIA EMAIL AND U.S.MAIL

June 11, 2015

Oakland Civil Service Board
c/o Anil Comelo
Secretary to the Oakland Civil Service Board
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612

**Re: Civil Service Board Appeal of Probationary Release (Klayton Pope)
Request for Appointment of Hearing Officer
For June 18, 2015 Meeting – Closed Session
Our File No. X04139**

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT
15 JUN 12 AM 11:08

Dear Chairperson Drexel and Members of the Civil Service Board:

The City submits this letter brief asking that the Civil Service Board (“CSB”) designate an outside hearing officer to conduct a hearing and make recommended findings in the appeal of Klayton Pope, who was a probationary Fire Fighter. He was released from employment during his probationary period. Mr. Pope filed an appeal of his probationary release pursuant to Rule 6, Section 6.04 of the Personnel Manual.

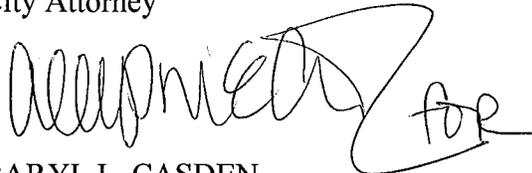
Based on a review of the file, I anticipate the City will be calling multiple witnesses and may need a full day to present its case. Rule 10 of the Personnel Manual allows the CSB to appoint a hearing officer where a lengthy hearing is anticipated. In this case, the CSB will not have time to hear the entire appeal during its regularly-scheduled monthly meeting and a hearing officer is by far the most efficient route by which to conduct this appeal. Today I spoke with Mr. Pope’s attorney, Marsha Peterson, in the law offices of Denise Eaton-May. She stated that she does not object to the appointment of an outside hearing officer.

Anil Comelo
June 11, 2015
Page 2 of 2

Because the duration of the hearing including appellant's case will be more than one day, the City respectfully requests that a hearing officer be appointed in this case.

Very truly yours,

BARBARA J. PARKER
City Attorney

By: 
CARYL L. CASDEN
Senior Deputy City Attorney

cc: Denise Eaton-May, Esq.
Cecilia Carey, Staff to Civil Service Board
Kip Walsh, Human Resources Manager

PROOF OF SERVICE
Klayton Pope v. City of Oakland
CSB X04139

I am a resident of the State of California, over the age of eighteen years, and not a party to the within action. My business address is City Hall, One Frank H. Ogawa Plaza, 6th Floor, Oakland, California 94612. On the date below I served the within documents:

REQUEST FOR APPOINTMENT OF HEARING OFFICER

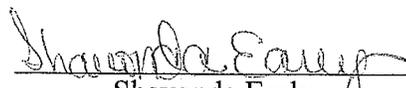
- by placing the document(s) listed above in a sealed envelope with postage thereon fully prepaid, in the United States mail at Oakland, California addressed as set forth.
- by electronic service of the document(s) listed above to the person(s) set forth below.
- by causing personal delivery by INTERNAL MAIL SERVICE of the document(s) listed above to the person(s) at the address(es) set forth below.

Oakland Civil Service Board Attn: Anil Comelo, Director of HR Secretary to the Oakland Civil Service Board 150 Frank Ogawa Plaza, 2 nd Floor Oakland, CA 94612 <i>acomelo@oaklandnet.com</i>	<i>Via email and Internal Mail Service</i>
Oakland Civil Service Board Attn: Cecilia Carey, Staff to Civil Service Board 150 Frank Ogawa Plaza, 2 nd Floor Oakland, CA 94612 <i>ccarey@oaklandnet.com</i>	<i>Via email and Internal Mail Service</i>
Kip Walsh, Human Resource Manager 150 Frank H. Ogawa Plaza, 2 nd Floor Oakland, CA 94612 <i>kwalsh@oaklandnet.com</i>	<i>Via email and Internal Mail Service</i>
Denise Eaton-May, Esq. Law Offices of Denise Eaton-May 1290 B. Street, Ste., 120 Hayward, CA. 94541 <i>d.may@eaton-maylaw.com</i>	<i>Via email and U.S. Mail</i>

I am readily familiar with the City of Oakland's practice of collection and processing correspondence for mailing. Under that practice it would be deposited with the U.S. Postal Service on that same day with postage thereon fully prepaid in the ordinary course of business.

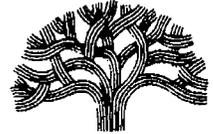
I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on June 11, 2015 at Oakland, California.



Shavonda Early

CITY OF OAKLAND



ONE FRANK H. OGAWA PLAZA • 6TH FLOOR • OAKLAND, CALIFORNIA 94612

Office of the City Attorney
Barbara J. Parker
City Attorney
Caryl L. Casden

(510) 238-3601
FAX: (510) 238-6500
TTY/TDD: (510) 238-3254
(510) 238-6802

VIA EMAIL AND U.S.MAIL

June 10, 2015

Oakland Civil Service Board
c/o Anil Comelo
Secretary to the Oakland Civil Service Board
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT
15 JUN 12 AM 11:07

**Re: Civil Service Board Appeal of Probationary Release (Matthew Lemi)
Request for Appointment of Hearing Officer
For June 18, 2015 Meeting
Our File No. X04149**

Dear Chairperson Drexel and Members of the Civil Service Board:

The City submits this letter brief asking that the Civil Service Board (“CSB”) designate an outside hearing officer to conduct a hearing and make recommended findings in the appeal of Matthew Lemi, who was a Heavy Equipment Service Worker in the Department of Public Works. He was released from employment during his probationary period. Mr. Lemi filed an appeal of his probationary release pursuant to Rule 6, Section 6.04 of the Personnel Manual.

Based on a review of the file, I anticipate the City will be calling three to five witnesses and will need approximately five to six hours to present its case. Rule 10 of the Personnel Manual allows the CSB to appoint a hearing officer where a lengthy hearing is anticipated. In this case, the CSB will not have time to hear the entire appeal during its regularly-scheduled monthly meeting and a hearing officer is by far the most efficient route by which to conduct this appeal.

I have contacted Mr. Lemi’s two union representatives, Arlene Taylor and Lis Fiekowsky, but have not heard back from them. On June 1, 2015, I sent them an email asking them to contact me to discuss whether they would agree to the appointment of a hearing officer. On June 3, 2015 I sent another email informing them that the City would be asking the CSB at its June 18, 2015 meeting to appoint an independent hearing officer to conduct a hearing and make recommended findings in Mr. Lemi’s appeal. I again provided Mr. Lemi’s representatives with

Anil Comelo
June 10, 2015
Page 2 of 2

my contact information. Accordingly, I do not know whether they are in agreement with the City's request for a hearing officer.

Because the direct and cross examination of three to five witnesses in addition to appellant's testimony should require a full day hearing, the City respectfully requests that a hearing officer be appointed in this case.

Very truly yours,

BARBARA J. PARKER
City Attorney

By: 
CARYL L. CASDEN
Senior Deputy City Attorney

cc: Arlene Taylor, SEIU Local 1021 Representative
Lis Fiekowsky, SEIU Local 1021 Representative
Cecilia Carey, Staff to Civil Service Board
Kip Walsh, Human Resources Manager

PROOF OF SERVICE
Matthew Lemi v. City of Oakland
CSB X04149

I am a resident of the State of California, over the age of eighteen years, and not a party to the within action. My business address is City Hall, One Frank H. Ogawa Plaza, 6th Floor, Oakland, California 94612. On the date below I served the within documents:

REQUEST FOR APPOINTMENT OF HEARING OFFICER

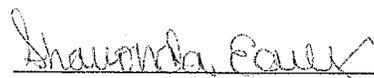
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Oakland Civil Service Board Attn: Anil Comelo, Director of HR Secretary to the Oakland Civil Service Board 150 Frank Ogawa Plaza, 2 nd Floor Oakland, CA 94612 <i>acomelo@oaklandnet.com</i>	<i>Via email and Internal Mail Service</i>
Oakland Civil Service Board Attn: Cecilia Carey, Staff to Civil Service Board 150 Frank Ogawa Plaza, 2 nd Floor Oakland, CA 94612 <i>ccarey@oaklandnet.com</i>	<i>Via email and Internal Mail Service</i>
Kip Walsh, Human Resource Manager 150 Frank H. Ogawa Plaza, 2 nd Floor Oakland, CA 94612 <i>kwalsh@oaklandnet.com</i>	<i>Via email and Internal Mail Service</i>
Arlene Taylor, SEIU Local 1021 Representative 100 Oak Street Oakland, CA 94607 <i>Arlene.taylor@seiu1021.org</i>	<i>Via U.S. Mail and email</i>
Lis Fiekowsky, SEIU Local 1021 Representative 100 Oak Street Oakland, CA 94607 <i>Lis.fiekowsky@seiu1021.org</i>	<i>Via U.S. Mail and email</i>

I am readily familiar with the City of Oakland's practice of collection and processing correspondence for mailing. Under that practice it would be deposited with the U.S. Postal Service on that same day with postage thereon fully prepaid in the ordinary course of business.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on June 10, 2015 at Oakland, California.


Shavonda Early

Thursday, April 09, 2015

Anil Comelo, Secretary to the Board
City of Oakland – Civil Service Board

SUBJECT: APPEAL/RECONSIDERATION LETTER
Classification Study – Contract Compliance Officer, Assistant
Certification Officer (Working Title)

The purpose for this appeal/reconsideration is based upon Human Resources Management methods in determining if the classification of Contract Compliance Officer, Assistant also referred to as the Certification Officer.

The audit outcome was based on a comparison of the duties and responsibilities of your position to other City of Oakland classifications. This is what I take objection to, because the City of Oakland has no other classifications/positions that are expected to perform similar duties and program responsibilities.

- For example, 80% of my duties focus on processing Certifications for Local and Small Local Business Enterprises who are seeking business opportunities at the City of Oakland which consist of six (6) categories. Please see attachment A for details. Discussion of the complexities regarding certification is referred to on page 4 as “the informal work allocation in the unit”. How can the certification components of the City of Oakland – Local and Small Local Business Enterprise (L/SLBE) program be considered as informal work when the first step to be considered for business at the City of Oakland is to be certified.
- Under the current classification system the only other positions that are familiar with the duties of this desk is at a higher level. Specifically, Contract Compliance Officer. When reviewing the minimum requirements for both jobs they are similar in educational requirements and only 2 years of experience (which maybe at any level one would assume this should be progressive professional work experience) separates. This minor separation in requirements suggest reconsideration of two options:
 - Create a classification of Certification Officer at the same level as Contract Compliance Officer. This is supported by the emails generated by the Director of Contract Compliance and Employment referring to me (incumbent) as the Certification Officer. (**Attachment B**)
 - Re-structure the existing classifications of Contract Compliance Officer, Assistant and Contract Compliance Officer and Senior Contract Officer into a Classification similar to other Public Agencies. This is essential to maintain program consistency in the specialized area as well as provide promotional opportunities.

This appeal/reconsideration is hereby submitted to be authorized/approved and granted by the Civil Service Board based upon the aforementioned presented in the document.

ATTACHMENT A

CERTIFICATION CATEGORIES

CERTIFICATION CRITERIA

Local Business Enterprise (LBE)

- substantial presence in Oakland
- operational for at least twelve (12) consecutive months
- valid business tax license
- fixed office space
- employees in fixed office
- permits and fines and fees are current
- documents certifying the existence of the business (contracts, leases bills, etc.)
- registration in the City's iSupplier

Very Small Local Business Enterprise (VSLBE)

- All of the above except:
- Fully operational for six consecutive months
 - Average annual gross receipts at or below \$375,000

Local Business Enterprise –Locally Produced Goods (LBE-LPG)

- Same as LBE except:
- Business must manufacture goods within the Oakland geographic boundaries

Not for Profit Local Business Enterprise (NPLBE)

- Same as LBE plus:
- Business must produce documentation of non-profit status

Not for Profit Small Local Business Enterprise (NPSLBE)

- Same as SLBE plus:
- Business must produce documentation of non-profit status

Attachment B

Hi Teri,

Yes. Thank you for following up.

I am forwarding our web site address to get you started. According to y conversation with Jody, I believe your firm is eligible for certification.

Ernestine Nettles is our certification officer and I am asking her to work with you next week.

<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/LocalSmallLocalBusinessCertification/index.htm>

Start with the application and supplemental as follows:

- City of Oakland/EBIA Common Application
- Supplemental B – Affidavit of Certification (ACTC)
- Supplemental C - Affidavit of Certification (City of Oakland)
- Supplemental E – Affidavit of Certification (Oakland Unified School District)
- IRS W-9 Form
- State 590 Form

Thanks again.

Deb Barnes

Deborah Lusk-Barnes
Director, Contracts & Compliance, Office of the City Administrator
250 Frank Ogawa Plaza, Suite 3341
Oakland, Ca. 94612

(510) 238-6270 dbarnes@oaklandnet.com

Oakland Ranked #5 Place to Visit in the World! New York Times, January 2012 <http://bit.ly/GB3s8f>



STAFF REPORT

DATE: April 16, 2015

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Eric Williams, Human Resource Analyst *EW*

THROUGH: Kip Walsh, Human Resources Manager

THROUGH: Anil Comelo, Director of Human Resources Management

SUBJECT: Report Regarding the Appeal of Classification Study Results for the Contract Compliance Officer, Assistant, Position Held by Ernestine Nettles

RECOMMENDATION

Staff recommends that the Civil Service Board deny the appeal of classification study results for the Contract Compliance Officer, Assistant, position held by Ernestine Nettles and uphold the findings of the Position Audit.

SUMMARY

At the request of the incumbent, an Assistant Contract Compliance Officer position in the Office of the City Administrator was evaluated to determine whether the position was appropriately classified or if the preponderance of work being performed demonstrated that the position should be reclassified to a Contracts Compliance Officer. Human Resources Management (HRM) staff conducted a study of the position and issued a finding that the position was appropriately classified. The incumbent, Ernestine Nettles, has submitted to the Civil Service Board an appeal of HRM's findings. Staff recommends that the Civil Service Board deny the appeal of classification study results for the Assistant Contract Compliance Officer position held by Ernestine Nettles on the basis that the concerns raised and information provided by the appellant do not support a finding that the Position Audit conducted by HRM should be overturned.

BACKGROUND

Ernestine Nettles submitted a Position Description Questionnaire ("PDQ," Attachment A), which was received on October 24, 2013, requesting that her position be reclassified from Assistant Contract Compliance Officer to Contract Compliance Officer. Staff from HRM met with the appellant on August 3, 2014 and with the appellant's supervisor on August 8, 2014. The information was analyzed and the final findings were released to the appellant in a "Letter of Determination" (Attachment B) and "Position Audit Report" (Attachment C) on December 29, 2014. The appellant was informed of her right to appeal pursuant to Civil Service Rule Section 3.04 (e), and she submitted a request for appeal on January 22, 2015 (Attachment D).

Per Civil Service Rule Section 3.04 (e), an employee who does not agree with the outcome of a classification study "shall have an opportunity to be heard by the Board before the Personnel Director's decision becomes final." All parties shall be able to present their positions orally or in writing and the Board will issue "a final and binding decision regarding the classification issue in dispute."

ANALYSIS

The purpose of a classification study is to evaluate the tasks and duties assigned to the position (not the incumbent) and determine whether those duties align with current classification or if there is a better fit within the classification structure. As a rule of thumb, more than half of the assigned duties must be encompassed by a classification for it to be deemed a suitable match.

HRM staff conducted this assessment and the results demonstrated that the assigned duties suitably align with the current classification – Assistant Contract Compliance Officer. The full analysis is contained in the “Analysis & Justification” section of the Position Audit Report (Attachment C).

The Assistant Contract Compliance Officer classification provides assistance to the implementation and monitoring of various programs (Small Local Business, Equal Benefits Ordinance, etc.) by way of conducting site reviews, informing of program requirements and validating eligibility into programs (“Certification”).

In contrast, the Contract Compliance Officer monitors professional service contracts for compliance by way of ensuring the execution of construction, payroll and complaint investigation and ensures the contracts continue to meet the ongoing criteria for City programs.

The appellant provided several reasons for appealing the decision (Attachment D). The City’s response to each of the appellant’s points is provided below.

Reason #1: The City of Oakland has no other classifications/positions that are expected to perform similar duties and program responsibilities, thus the position is unique to warrant reclassification.

City response: In the overwhelming majority of cases, a reclassification is recommended when the current duties and tasks of the position do not match the current classification allocation. Existing classifications are always considered to ensure that there is no other classification that might be a better fit. Keeping in mind that classification specifications are intentionally written broadly enough to capture the work of several positions in each classification, they will never specify every detail of an assignment. A position does not have to be carved out specifically and uniquely when there is a classification that sufficiently encompasses the work.

Reason #2: The appellant states that it is inappropriate to consider the contracts compliance unit an “informal” distinction because of the nature of the certification work.

City response: “Informal” is used to reflect the literal structure of the unit. Within the classification system and organizational structure, there is no mention of a “Certification Unit.” This is the day-to-day distinction created by the department for carrying out operations.

This term is not to assign a value to the work performed. It is to create a logical framework and facilitate workflow – this “informal” distinction is between the “Certification” and “Project” units in Contract Compliance.

CIVIL SERVICE BOARD

Subject: Appeal of Classification Study Outcome Regarding Ernestine Nettles

Date: April 16, 2015

Page 3

By comparison in Human Resources, there are no "Fire" and "Police" units reflected in any of the formal City distinctions, but the work has been segregated in this way to facilitate a better work flow for executing assignments.

Reason #3: The only other position familiar with this work is the Contract Compliance Officer.

City response: It is not unusual that others within a work unit or department, both at higher and lower levels would be familiar with the related concepts and processes. However, this is not a typical factor for consideration within a classification study or one that provides evidence that a reclassification is appropriate.

Reason #4: As a consequence of Reason #3, the Minimum Qualifications are very similar between positions.

City response: Minimum Qualifications (MQs) for a position are factors that are considered upon hire and promotion. When an incumbent has performed the work for several years, he/she will often "exceed" the lowest threshold per the MQs for the position and qualify to participate in the competitive examination process. However, this provides little bearing to the daily duties as assigned and the scope of responsibility inherently present within any given classification. The focus remains on the assigned duties and to which classification they most appropriately align.

Reason #5: The appellant suggests two potential courses of action forward in consideration of Reason #3 and #4.

- 1) Create a classification of Certification Officer at the same level as Contract Compliance Officer.
- 2) Re-structure the existing organizational structure and related classifications of Assistant Contract Compliance Officer, Contract Compliance Officer, and Senior Contract Compliance Officer into a similar configuration as other agencies.

City response regarding Course of Action 1:

The existing classification of Assistant Contract Compliance Officer more than adequately captures the workload of the appellant. Additionally, the City's position is that the assigned work is dissimilar to Contract Compliance Officer in a number of ways - most importantly in the manner of analysis that must be performed in order to complete the assignments within each classification. Therefore, this remedy is an inappropriate course of action.

City response regarding Course of Action 2:

The overarching theme and purpose of a classification study is to assess whether the duties and tasks assigned best fit the current classification or a different classification. Reorganization of the work unit to match the configuration of other agencies is beyond the scope of a classification study.

The examination of the rationale submitted by the appellant has not provided sufficient evidence that the work performed by the appellant is being performed at the full Contract Compliance

CIVIL SERVICE BOARD

Subject: Appeal of Classification Study Outcome Regarding Ernestine Nettles

Date: April 16, 2015

Page 4

Officer level. As a result, the City recommends that the Civil Service Board uphold the findings of the original report and deny the appeal provided by the appellant.

RECOMMENDATION:

Staff recommends that the Civil Service Board deny the appeal of classification study results for the Assistant Contract Compliance Officer position held by Ernestine Nettles on the basis that the concerns raised and information provided by the appellant do not support a finding that the Position Audit conducted by the Human Resources Management Department should be overturned.

For questions regarding this report, please contact Eric Williams, Human Resource Analyst, at (510) 238-3425.

Attachments

- A. Position Description Questionnaire from Ernestine Nettles that was received on October 24, 2013
- B. Letter of Determination that was prepared by the Human Resources Management Department and issued on December 29, 2014
- C. Position Audit Report that was prepared by the Human Resources Management Department and issued on December 29, 2014
- D. Written notice of appeal from Ernestine Nettles dated January 22, 2015
- E. Classification specification for Contract Compliance Officer, Assistant
- F. Classification specification for Contract Compliance Officer



INTER OFFICE MEMORANDUM

TO: Jamie Pritchett

FROM: Deborah Barnes

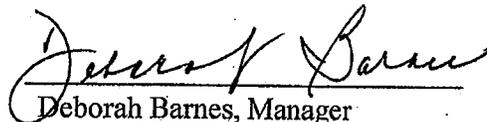
SUBJECT: Request for Desk Audit – E. Nettles

DATE: December 23, 2013

Attached is a request for a desk audit for a member of my staff, Ms. Ernestine Nettles. In light of this request, I would like to make my thoughts known relative to the direction I would prefer to take as it relates to reclassification of staff in the Contract Compliance Officer series.

It has been brought to my attention that a significant disparity exists in the compensation of employees in the Contract Compliance Officer series. In an unofficial review of compensation levels in neighboring jurisdictions, as evidenced in the attached supporting documentation, the City of Oakland pay range for Contract Compliance Officer (low) is 4% less than median for all jurisdictions noted in the comparison (Alameda County, East Bay MUD, San Francisco, and the Port of Oakland), 10% less than the next highest compensation level (San Francisco) and 19% for the highest pay level (Port). I believe that these findings warrant an official and more comprehensive compensation review.

I believe that, in the interest of fairness for all of the staff affected, it would be in their best interest to prioritize the compensation review in lieu of performing desk audits on staff in the Contract Compliance Officer series. I would be happy to discuss this matter in greater detail if necessary.



Deborah Barnes, Manager
CAO – Contracts and Compliance Division

For questions please contact Mary Mayberry, Administrative Services Manager I at extension 7324.

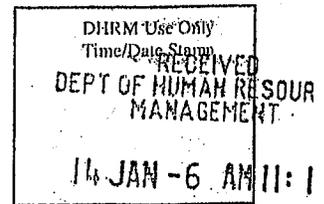
Attachments
--Compensation Review

COPY

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT
JAN 3 11:34 AM



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
RECRUITMENT & CLASSIFICATION DIVISION



Interoffice Letter

TO: City Employees
FROM: Classification Supervisor
RE: Policy on Classification Studies

Requests for Classification Studies can only be approved for incumbents that meet the following criteria:

1. The position held by the incumbent must be classified (not exempt from Civil Service).
2. The incumbent must have served at least one year in the position per Section 3.05 of the Personnel Manual.

A completed Position Description Questionnaire (PDQ) form must be submitted along with the Classification/Compensation Request Form to initiate your classification study. Upon receipt, DHRM staff will be assigned to conduct an analysis to determine if the position that you currently fill has been assigned to the correct job classification in the City's classification plan. Once your paperwork has been reviewed, the DHRM Analyst will contact you to set up a meeting to interview you and review your work products. This is commonly referred to as the "desk interview." A Position Audit Report will be issued, which verifies and augments the information you provided in the PDQ form along with additional information provided by your supervisor. Based on this analysis, our staff will make a recommendation regarding your position to your department head. It is important to understand that reclassification is not automatic, and an employee working in a position that performs duties outside of his/her assigned classification does not have the right to be placed into a higher level job.

Based upon the outcome of the classification study, the final recommendation may include any of the following options:

- A. No change in job classification is required. The position is appropriately classified.
- B. Some duties and responsibilities currently being performed by the incumbent are not appropriate for his/her current classification/position; the duties should be reassigned to others in the organization. The incumbent should remain as classified.
- C. The duties and responsibilities of the position are not consistent with the classification allocation, and the incumbent should be reclassified to a different classification.
 1. If reclassification to a higher grade is recommended and the department concurs, the incumbent may recognize an increase in salary. However, *it is not the City's policy to award retroactive pay.*
 2. If the analysis indicates that the incumbent should be reclassified to a lower position or in cases of a citywide or department-wide class study, the employee will be "Y" rated in compliance with Section 3.06b of the Personnel Manual. While this outcome is less common, it does occur.
- D. As specified in Section 3.04e of the Personnel Manual, in the event an incumbent does not agree with the outcome of her/his Classification study, the employee has the right to file an appeal within fifteen (15) working days of notice after which a hearing will be held and the Civil Service Board will issue a final decision in the matter.
- E. In the event the City of Oakland experiences a reduction-in-force to balance a budget deficit and if a higher classification is recommended, your new classification may be impacted.
- F. Any salary changes that result from a final classification action are effective one pay period following final approval and notification as described in Section 3.05d of the Personnel Manual.

I have read and fully understand this advisory:

ERNESTINE NETHLES
Print Name

Ernestine Nettles
Signature of Incumbent

24 October 13
Date

Y903



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
RECRUITMENT & CLASSIFICATION DIVISION

POSITION DESCRIPTION QUESTIONNAIRE
PART I: INCUMBENT DATA

The purpose of this Position Description Questionnaire (PDQ) form is to obtain information about your current position including the duties you perform, your level of authority and responsibility, and the skills and abilities needed. The information you provide will be used to determine the correct classification of the position you hold. We recommend you first read through the entire document so that you understand the information we are asking for in each section. It is very important that you provide accurate, detailed information about your current job duties.

DIRECTIONS:

1. Please complete all sections of the questionnaire and give specific examples that accurately describe your work. Please review your answers for specificity and completeness.
2. When complete, make a copy for your own records and forward the original documents to your supervisor.
3. If you have any questions, please email the Classification Unit at class.comp@oaklandnet.com.

SECTION A - BACKGROUND INFORMATION

Name: Ernestine Nettles	
Email: enettles@oaklandnet.com	Phone Number: (510) 238-6160
Department/Division/Unit: City Administrator's Office/Contracts and Compliance/Contract Compliance	
Work Location Address: 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612	
Current Classification: (Exact Title) Contract Compliance Officer, Assistant	<input checked="" type="checkbox"/> FT <input type="checkbox"/> PPT <input type="checkbox"/> PT <input type="checkbox"/> Other:
Current Working Title, if applicable: (concurrent with present work duties being performed)	
# of months performing current duties: 72	Are you receiving "acting pay"? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If so, how long?
Have you ever participated in a Classification Study, requested a desk audit, or been reclassified? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide the estimated date and describe the final outcome:	
Have you ever competed in a selection process for any other position with the City of Oakland? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, please specify for which recruitments using exact titles: Contract Compliance Officer	

SECTION B - DUTIES

In one or two sentences, please state the overall purpose of your job:
 Certify Local, Small Local, Very Small Local, Locally Produced Goods Business Enterprises. Review documents submitted by company and conduct on-site review of company to determine program eligibility. Review documents for compliance with Equal Benefits Ordinance (EBO) and Living Wage Ordinance (LWO).

1. Please list the major and essential duties you currently perform and describe in detail what you do.
2. For each duty listed, provide your best estimate of the frequency by inserting the corresponding number that best describes the amount of time spent.
3. In the right hand column, provide your best estimate of the percent of your total working time normally spent on each task so that the total percentage for all duties = 100%.

Duties	Frequency	
	Frequency	Percentage
	1 = Daily 2 = Weekly 3 = Monthly 4 = Quarterly 5 = Annually 6 = As Needed	
Perform analyses of documents submitted by company to determine applicant's eligibility for certification. Make recommendations to certify Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), Very Small Local Business Enterprise (VSLBE), Locally Produced Goods-Local Business Enterprise (LPG-LBE).	1 = Daily	50
Perform on-site compliance reviews to confirm and determine whether firm has a substantial presence and maintains a business location within the geographical boundaries in the city of Oakland.	1 = Daily	20
Review and analyze documents to determine compliance with Equal Benefits Ordinance (EBO) and Living Wage Ordinance (LWO).	1 = Daily	15
Provide technical assistance to current and prospective LBE/SLBE/VSLBE/LPG-LBE business enterprises to assist them with the certification process.	1 = Daily	5
Provide technical assistance to firms to assist them with EBO and LWO compliance.	1 = Daily	5
Serve as a Liaison providing technical assistance to vendors registering and completing the iSupplier registration process to insure notification of opportunities with the City of Oakland.	1 = Daily	5
Total (must be add up to 100%):		100

SECTION C - IMPORTANT & ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

Knowledge: refers to the concepts and information gained through experience, training and/or education and can be measured through testing.

Skills/Abilities: refers to the proficiency and capability which can be demonstrated and are typically manual in nature and/or can be measured through testing.

What are the knowledge, skills and abilities needed to perform this job?

Working knowledge of Federal, state and local laws, ordinances and regulations relating to Local and Small Local Business Enterprises (L/SLBE), Living Wage Ordinance (LWO), Equal Benefits Ordinance (EBO), Small Business Administration (SBA) and North American Industry Classification System (NAICS).

Working knowledge of iSupplier registration process.

Working knowledge of Size Standards for SLBE and VSLBE certification.

Working knowledge of principles and techniques of certification and contract compliance policies.

Knowledge of computer systems and applications.

Knowledge of public contact skills.

Ability to demonstrate community relations skills; explain and interpret City policies and practices to diverse public and private organizations and individuals.

Ability to prepare reports of an analytical and evaluative nature.

What additional knowledge and skills could be learned on the job?

Additional knowledge and skills that could be learned on the job include new policies and procedures, certified payroll requirements, prompt payment requirements, Local Employment Program (LEP) and 15% Oakland Apprenticeship compliance analysis, Local and Small Local Business Enterprise Program compliance analysis.

SECTION D - WRITTEN PROCEDURES/GUIDELINES/MANUALS/POLICIES

If you have any procedure manuals, guidelines, policies, references, tables, laws, rules, etc. to assist you in performing your duties and responsibilities, please identify and describe such materials and how they are used:

Local and Small Local Business Enterprise Program, LWO and EBO ordinances, NAICS Codes, SBA size standards, certification questionnaire, and any changes to legislative policies that impact these policies.

SECTION E - DECISION MAKING/PROBLEM SOLVING

List examples of decisions or commitments you regularly make without prior approval. Who is directly affected and how?

I regularly make recommendations to certify or deny applicants, which directly affects business enterprises and their ability to obtain contracts with the City of Oakland, Oakland Unified School District and other projects occurring within the boundaries of the city of Oakland. I regularly determine compliance with EBO and LWO, which directly affects business' ability to enter into contracts with the City.

What types of questions or issues would you usually take to your supervisor for advice or resolution? Give specific examples.

Typical questions or issues that I usually take to my supervisor include whether a business may attempt to circumvent the policies, procedures and guidelines to gain certification. An example of a question or issue that I would bring to my supervisor is whether a business is eligible for when it appeared that the administrative office was located outside of Oakland but the company maintained a warehouse in Oakland for storage and distribution only.

Briefly describe two typical problems or difficult/sensitive situations you have been called upon to deal with in performing your duties and how you dealt with/solved each situation.

I am typically called upon to resolve issues with a business that want to be certified as SLBE but who have headquarters in other cities.

Another issue I am called upon to resolve is when a company does not want to adhere to the City's EBO/LWO policies because they are headquartered is located in another state.

SECTION F - SUPERVISION EXERCISED

Do you directly supervise anyone? No Yes

If yes, please specify number of staff and identify the exact classification titles:

I do not supervisor any staff, however I provide direction and oversight to a receptionist and job developer on the filing, mailing and collection of documents related to EBO, LWO and certification.

SECTION G - EQUIPMENT AND MACHINE OPERATION/COMPUTER SOFTWARE

In the performance of your duties, are you required to operate any equipment such as computers and software, calculators, forklifts, copiers, fax machines, hand/power tools, etc.? No Yes

If yes, please list the equipment, machines, tools and/or software programs that you use and the purposes for which you use them.

Equipment, Machine, Software, etc. and Purpose

1	I used the Personal Computer to prepare certification recommendation, EBO and LWO compliance determinations, send and receive e-mail and to communicate with various Internal and external stakeholders and other public and private entities.
---	--

2	I use the fax machine, scanner and printer to fax, scan and e-mail documents.
---	---

3	I use camera to photograph business locations, signs, and operations.
---	---

4	
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5	
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6	
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7	
---	--

8	
---	--

Does your work require you to drive an automobile or other vehicle? No Yes

If yes, describe the type of vehicle, the purpose of use, and frequency:

SECTION H - WORKING RELATIONSHIPS/HUMAN INTERACTION

Please list your contacts below. For each type of contact, indicate the purpose of the contact by inserting one of the corresponding numbers provided below on each line.

PURPOSE OF CONTACTS	
1 = Provide information/service	5 = Negotiate within policy
2 = Coordinate services, projects, and/or activities	6 = Negotiate involving policy changes
3 = Solve problems for services, projects, and/or activities	7 = Other (specify below in remarks)
4 = Supervise and direct others	

Type of Contact (List Classification titles)	MAIN PURPOSE
1 Within work section/unit: Senior Contract Compliance Officer, Contract Compliance Officers, Assistant Contract Officers, Job Developer, Receptionist,	1
2 Within Department: Manager Contracts and Compliance, Administrative Analyst II	1
3 Within City: YEP, PWA, Parks and Rec, Housing, Business Tax, Business Assistance Center, Human Services,	1
4 Vendors or outside agencies: Port of Oakland, Alameda County, Alameda County Transportation Authority, City of San Francisco,	1
5 Other Federal, State, local or non-profit agencies: SBA,	1
6 Committees, Boards & Commissions: Hispanic Chamber of Commerce, African American Chamber, Oakland Metropolitan Chamber, ■	1
7 General public: LBE, SLBE, VSLBE, LPG-LBE, all other businesses	1
8 Other (specify):	Select One

SECTION I - PHYSICAL ACTIVITIES/REQUIREMENTS

This section helps us understand the physical activities and requirements that are absolutely necessary for you to successfully perform your job.

Does your work require any physical exertion such as bending, lifting, carrying, climbing or work in tight spaces, etc? No Yes

If yes, describe the circumstances of such activities and indicate corresponding amounts of weight, if applicable.

SECTION J - EMPLOYMENT HISTORY

EDUCATION						
Name, City and State of High School, Colleges/Universities	Units Completed		Course of Study/Major	Type of Degree?	Completed?	
	Semester	Quarter			Y	N
Golden Gate University			Public Administration/Human Resources	MPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Golden Gate University			Human Resources	BA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
Other relevant courses and training	Name & Location of Institute		Length of course	Date Completed		
Certified Mediator Certificate	UCLA Los Angeles, CA		90 days	12/1/1998		
Professional licenses or certificates	Certificate Number		Date Issued	Expiration Date		

SECTION K - COMMENTS

Is there an existing City classification which you believe captures the work that you perform?
 No Yes
 If yes, provide exact classification title:
 Contract Compliance Officer

I certify to the best of my knowledge that the information contained in this questionnaire is an accurate description of my current duties and responsibilities as required by the position I hold.

[Handwritten Signature]
 Signature of Employee

24 October 13
 Date

TJB 11/14/13

DHRM USE ONLY	
<input type="checkbox"/> Complete PDQ = assign to staff	
<input type="checkbox"/> Incomplete PDQ = return to department	
Analyst: _____	Date: _____
Comments/notes:	



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
RECRUITMENT & CLASSIFICATION DIVISION

DHRM Use Only
Time/Date Stamp

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT

POSITION DESCRIPTION QUESTIONNAIRE
PART II: SUPERVISOR'S REVIEW PORTION

14 JAN -6 AM 11:17

The purpose of the Position Description Questionnaire (PDQ) form is to obtain information about the employee's current position including the duties that are performed, the level of authority exercised and responsibility, and the skills and abilities needed.

DIRECTIONS:

1. Review your employee's responses and add any notes/remarks below when there are omissions or areas in which you believe further explanation is necessary.
2. A hard copy of this document should be submitted to the Classification Supervisor within two weeks of receiving Part I from the incumbent.
3. Once you have reviewed and signed, please retain a copy for departmental records and submit the entire packet (Classification/Compensation Request form and PDQ Parts I & II) to: Department of Human Resources Management, ATTN: Classification Supervisor, 150 Frank H. Ogawa, 2nd Floor.
4. If you have any questions, please email class.comp@oaklandnet.com.

SECTION A - SUPERVISOR INFORMATION

Supervisor's Name:	<i>Dessiof Barnes</i>
Exact Classification Title:	<i>Manager, Contracts + Compliance</i>
Phone Number & Email:	<i>238-6270 - dbarnes@oaklandnet.com</i>
Work Location:	<i>250 Frank Ogawa Plaza</i>

SECTION B - CLASSIFICATION FACTORS

In responding to the factors listed below, read and utilize the current classification specification (job description) as well as any other documented agreements regarding duties and responsibilities between you and the employee. Remember to address only duties that are a regular and continuing part of the employee's job.

CLASSIFICATION FACTOR	YES	NO
1. The complexity of the work has changed and now involves a higher level of knowledge/skills that are utilized on a regular and continuing basis.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. The scope of responsibility has changed. (i.e., previously non-supervisory and now supervises staff including the completion of performance appraisals and approval of absences and leaves, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. One or more new functional areas of responsibility have been added (e.g., the position is responsible for providing clerical and administrative support but has additionally been assigned development of programs).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. New requirements for education and training or certification may be necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. The position has a broader scope of supervisory duties involving diverse subordinate classifications.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. The duties that are now being performed differ significantly (50% or more) from the duties necessary when the employee was hired for the position.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION C - COMMENTS

The incumbent's responses to the questionnaire adequately describe the duties, authority and responsibility of the work currently performed. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
The incumbent's responses to the questionnaire <input type="checkbox"/> overstate / <input type="checkbox"/> understate the duties, authority and responsibility of the work currently performed.
Comments:

I have reviewed the incumbent's responses to Part I of the Position Description Questionnaire (PDQ) Form. I understand that the documents are time sensitive and need to be submitted to DHRM's Classification Supervisor within two weeks of receiving Part I from the incumbent.

Signature of Supervisor

Date

Detarof Bunn

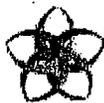
Signature of Agency Head/Director

11/14/13

Date

Compilation and Comparison Compensation Levels for Contract Compliance Officer for Selected Jurisdictions

CONTRACT COMPLIANCE OFFICER JURISDICTION	COMPENSATION RANGE	
	LOW	HIGH
Alameda County	\$ 66,248.00	\$ 88,774.00
East Bay Municipal Utility District	\$ 69,552.00	\$ 80,520.00
City of Oakland	\$ 70,234.00	\$ 86,236.00
San Francisco	\$ 77,194.00	\$ 93,803.00
Port of Oakland	\$ 83,460.00	\$ 103,344.00
 MEDIAN SALARY	 \$ 73,337.60	 \$ 90,535.40
OVER/UNDER Oakland	\$ 3,103.60	\$ 4,299.40
%	4%	5%
 Next Highest Salary Over/Under Oakland	 \$ 6,960.00	 \$ 7,567.00
% difference	10%	9%
 Highest Salary Over/Under Oakland	 \$ 13,226.00	 \$ 17,108.00
% difference	19%	20%



County of Alameda
Contract Compliance Officer (#0481)

\$31.85-\$42.68 Hourly / \$2,548.00-\$3,414.40 BIWeekly /
\$5,520.67-\$7,397.87 Monthly / \$66,248.00-\$88,774.40 Yearly

DESCRIPTION

Under general direction, to implement and administer a program of compliance with equal opportunity regulations and policies for construction, procurement and professional services contracts; to conduct outreach to the local, small, women- and minority-owned business community; to monitor effective compliance through appraisals, inspections, investigations and meetings; to recommend appropriate action to effect compliance and to seek appropriate measures for non-compliance; and to perform related duties as required.

DISTINGUISHING FEATURES

This classification is located in the General Services and Public Works Agencies. Each position is responsible for developing, administering, implementing and monitoring outreach programs to ensure that all procedures are followed for contracts within the Agency, and to ensure that all contracts comply with Federal and State contracting and labor codes. The position is responsible for monitoring compliance in the administration of contracts and for the enforcement of sanctions against violating contractors. The Contract Compliance Officer's functions are independent of those of the project and construction managers. It is distinguished from the Diversity Programs Manager and Assistant Diversity Programs Manager, County Administrator's Office, in that they have county-wide responsibility for investigation of complaints.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Implements and administers Agency contract/labor compliance policy/program, procedures and systems and reviews to determine their effectiveness.
2. Develops, implements, operates and maintains outreach programs for local, small, women- and minority-owned businesses for participation in construction, procurement and professional service contracts.
3. Supervises the maintenance of a local, small, women and minority database; compiles and analyzes data on participation by M/WDBE, ethnic background of workers by craft, and financial participation by minority and women-owned businesses; prepares statistical reports.
4. Trains and orients contractors and agency staff with the process/procedures of contract/labor compliance and assists contractors regarding doing business with the County.
5. Keeps abreast of, and monitors compliance with, Federal, State and County contracting rules, regulations, policies and procedures; recommends program direction as needed.
6. Develops interest in the program through outreach efforts so that the underutilized are trained and employed for County projects.
7. Investigates complaints from businesses, community groups and contractors' employees at the job sites. Serve as liaison on contract/labor compliance matters with the Diversity Program's Manager, other County departments and outside agencies.
8. Coordinates services provided by consultants in relation to outreach, contract and labor compliance.
9. Provides information and technical assistance and education to contractors, agency staff and others.
10. Provides advice and direction on financing, bonding and insurance requirements.
11. Provides program direction to staff and others and acts as liaison on outreach, contract and labor compliance matters with County departments and outside Agencies. Represents Agency and County at meetings, hearings and presentations.
12. Assists with other County departments and Agency staff as required to prepare Requests for Proposal, bids, contracts, and related services.
13. Ensures post award administration of contracts and monitors performance of the requirements and scope of the contracts to ensure compliance with Federal, State and County rules, policies and procedures, including

To: Johnson, Beverly

Subject: RE: Looking for Salary Information for Contract Compliance Officers Positions

Hi, Beverly – Your colleague should be able to get the appropriate info on our Class Specs and Salary Tables on our website: <http://www.sdcwa.org/careers-resources>

Probably the positions that may be most relevant for contract/outreach purposes are:

Purchasing Manager
Contract Manager
Supervisory Management Analyst
Senior Management Analyst
Management Analyst
Assistant Management Analyst
Purchasing Technician II
Purchasing Technician I
Warehouse Supervisor

Small Contractor Outreach Program Manager
Senior Public Affairs Representative
Public Affairs Representative II
Public Affairs Representative I

If you need more specific information, please contact our Human Resources department at 858.522.6667.

With regards –

Emily Yanushka
SCOOP Manager
Small Contractor Outreach and Opportunities Program
San Diego County Water Authority
858.522.6621
eyanushka@sdcwa.org

The San Diego County Water Authority will be introducing **The Sheltered Market Program for Small Businesses**. Your certified small business may qualify for small contracts available for small businesses only – register in *The Network*, the Water Authority's e-procurement system. <http://www.govbids.com/scripts/thenetwork/public/home1.asp>

From: Johnson, Beverly [<mailto:bjohnson@ebmud.com>]

Sent: Friday, September 13, 2013 7:16 PM

Subject: Looking for Salary Information for Contract Compliance Officers Positions

A Colleague is requesting assistance in evaluating salary ranges for Contract Compliance Officers. For example I found this info on web for Contract Compliance Officer:

City of Oakland's:

\$5,852.84 - \$7,186.37 Monthly

\$70,234.08 - \$86,236.44 Annually

Port of Oakland:

\$6,955 to \$8,612 Monthly

City of Oakland
83,460 - 103,344



Department of Human Resources

Contract Compliance Officer I (#2992)

\$37.11-\$45.10 Hourly / \$6,433.00-\$7,817.00 Monthly / \$77,194.00-\$93,808.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

Definition

Under general direction, administers a program of compliance with equal opportunity regulations and policies on the part of all contractors, subcontractors and concessionaires who have contracts or agreements to render any personal services or to supply products to departments or users of facilities under the jurisdiction of a City department, commission or agency; assures effective and timely compliance to these laws and regulations, policies and procedures through appraisals, evaluations, inspections and investigations, meetings and conferences; represents management at conferences and hearings; recommends appropriate action to effect voluntary compliance through persuasion and education; and performs related duties as required.

Distinguishing Features

This is the full journey level class in the Employment Contract Compliance series. Individuals in this class work under the direction of a Contract Compliance Officer II in administering and coordinating Affirmative Action, Minority Business Enterprise or equal employment programs.

Examples of Important and Essential Duties

1. Investigates formal complaints of alleged discrimination by parties to agreements and recommends procedures to insure compliance to all contract provisions which promote equal employment opportunity objectives in all departmental programs and activities.
2. Advises department managers in implementation of laws, executive orders, regulations and procedures pertaining to equal opportunity.
3. Maintains liaison with minority groups, human relations organizations and related public and private organizations concerned with advancing equal opportunity objectives; interprets potentials and limitations of program and policies and keeps management advised regarding equal employment opportunities and matters as related to contracts.
4. Develops program techniques and criteria and provides the methods of affirmative action for achieving equal employment opportunity objectives in contracts; disseminates and implements equal opportunity policy statements; directs preparation of related correspondence and reports.
5. Reviews and monitors contract developments to ensure achieving equal employment opportunity objectives; conducts physical on-site inspection of employment practices of contracts to clarify misunderstandings.
6. Attends meetings of human rights, community and equal opportunity groups, advisory councils, City, State and Federal agencies and commissions, and others involved in fair employment and equal opportunity practices; arranges meetings and conferences for pre-bid and pre-award consideration of contract provisions pertaining to equal employment opportunity.
7. Prepares instructions for distribution to department managers on equal employment opportunity activities as related to contract compliance. Directs preparation of, approves, and signs a variety of related correspondence and documents.

Knowledge, Skills and Abilities

Requires considerable knowledge of: employment and labor practices and minority business conditions in San Francisco and the Bay Area; the codes, statutes and laws related to equal employment opportunities; and the problems and methods of intergroup relations work.

Darensburg, Shelley

From: Johnson, Beverly [bjohnson@ebmud.com]
Sent: Monday, September 16, 2013 1:56 PM
Subject: Temporary Job Opening

Please pass on to anyone looking for temporary employment here in Oakland.

For more information, please visit: <http://www.ebmud.com/about/jobs/job-opportunities>

Thanks!

EAST BAY MUNICIPAL UTILITY DISTRICT
invites applications for the position of:
Public Affairs Specialist (Temporary)

An Equal Opportunity Employer

SALARY: ~~\$5,796.00 - \$6,710.00 Monthly~~
~~\$69,552.00 - \$80,520.00 Annually~~

OPENING DATE: 09/16/13

CLOSING DATE: 09/27/13 04:30 PM

THE POSITION:

East Bay Municipal Utility District (EBMUD) invites qualified persons to apply for this temporary position in the Contract Equity (CE) Office, part of EBMUD's Administration Department. The incumbent will provide administrative, secretarial and technical assistance to support specialized activities associated with EBMUD's Contract Equity Program. Under general supervision, assignments will include extensive scheduling, planning and coordination of business relations activities. This individual will exercise a wide latitude of independent judgment in the administrative process and will have extensive public contact that requires sensitivity, tact and diplomacy. Typical responsibilities may include:

- Gather, analyze and compile statistical data for quarterly and annual CEP reports using software such as Excel, E-Query, Sequel Assist and Access
- Assist in the development of departmental goals and objectives
- Oversee office computerized tracking systems
- Maintain and monitor the office budget
- Answer basic questions and general inquiries about the CE Program and for doing business with EBMUD
- Update firm's information in EBMUD's business database
- Investigate, evaluate and recommend how to resolve issues of work performance and disputes over percentages of contract award payment to subcontractor firms
- Participate in pre-bid meetings
- Prepare CE forms to accompany BD-1s and GM-1s for contract awards which includes validation of a firm's ownership, small business status, good faith outreach efforts and that the firm is an equal employment opportunity employer

To: Johnson, Beverly
Subject: RE: Looking for Salary Information for Contract Compliance Officers Positions

Hi Beverly,

Our Contracts Compliance Administrator pay range is \$7,056 - \$8,428 monthly.

Warm regards,

Phillip McCants, Contracts Compliance Administrator = Compliance Officer



Alameda-Contra Costa Transit District | 1600 Franklin Street | Oakland, CA 94612
Phone: 510.891-5443 | Fax: 510.891-7295 | Email: pmccants@actransit.org

→ Can't help
ask -
Are you
the
84,672
10/1/36

From: Johnson, Beverly [<mailto:bjohnson@ebmud.com>]
Sent: Friday, September 13, 2013 7:16 PM
Subject: Looking for Salary Information for Contract Compliance Officers Positions

A Colleague is requesting assistance in evaluating salary ranges for Contract Compliance Officers. For example I found this info on web for Contract Compliance Officer:

City of Oakland's:

* \$5,852.84 - \$7,186.37 Monthly

\$70,234.08 - \$86,236.44 Annually

Port of Oakland: \$6,955 to \$8,612 Monthly

How does this compare with what your organization pays?

If someone has done a recent salary survey that they can share that would be great!

Thanks!



Department of Human Resources

Contract Compliance Officer II (#2978)

\$48.60-\$59.06 Hourly / \$8,424.00-\$10,238.00 Monthly / \$101,088.00-\$122,850.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

Definition

Subject to administrative approval, develops, directs and coordinates the Affirmative Action, Minority Business Enterprise, and Equal Employment programs of the Public Utilities Commission; advises the Commission on compliance with equal employment laws, regulations, policies and procedures; directs the activities of subordinate staff and performs related duties as required.

Distinguishing Features

The employee in this single position classification reports directly to the General Manager of the Public Utilities Commission and is responsible for the overall administration of the Commission's Affirmative Action, Minority Business Enterprise and Equal Employment programs. The position is distinguished from positions in class 2992 Contract Compliance Officer I in that it is responsible for supervision of employees in the latter classification and for direction of all equal opportunity programs of the Public Utilities Commission.

Examples of Important and Essential Duties

1. Administers the Affirmative Action, Minority Business Enterprise and Equal Employment programs of the Public Utilities Commission; supervises the activities of subordinate staff assigned to these programs.
2. Develops procedures to insure compliance with all Public Utilities contract provisions which promote equal opportunity employment.
3. Provides direction to department managers in the implementation of equal employment laws, executive orders, regulations and procedures.
4. Establishes and maintains a minority business "out reach" program in order to provide minorities with equal opportunities in the allocation of City business contracts.
5. Directs the review and monitoring of the contract compliance program to insure that equal opportunity objectives are achieved; directs the investigation of complaints alleging violations of equal employment objectives.
6. As directed by the General Manager of the Public Utilities Commission, represents the department at meetings with minority groups, unions, human relations organizations and related public and private agencies concerned with advancing affirmative action goals; reports to the Public Utilities Commission on equal employment program development and contract compliance.
7. Interprets Federal, State and Local equal employment laws, rules and regulations as they relate to departmental policies and procedures; evaluates these requirements and implements changes in departmental programs as needed.
8. Directs the planning and conducting of seminars and training programs to instruct the minority business community in contracting practices and procedures.
9. Directs the preparation of a variety of records and reports pertaining to State, Federal and local regulations for equal employment opportunity.

Knowledge, Skills and Abilities

Requires considerable knowledge of: Employment and labor practices and conditions in San Francisco and the Bay Area, urban mass transportation administration regulations; the codes, statutes and laws related to equal employment opportunities; and the principles and practices of affirmative action administration.



150 Frank H Ogawa Plaza 2nd Floor
Oakland, CA 94612
(510) 238-3112

HUMAN RESOURCES MANAGEMENT
Recruitment and Classification

December 29, 2014

CERTIFIED MAIL #7011 2970 0004 1806 2736

Ernestine Nettles

Re: Classification study – Contract Compliance Officer, Assistant

Dear Ms. Nettles:

Human Resources Management has completed a review of your current position, Contract Compliance Officer, Assistant. The findings recommend that your position remain as allocated. The outcome of the audit was based on: your Position Description Questionnaire Form; meetings with you, your supervisor, and other subject matter experts; and a comparison of the duties and responsibilities of your position to other City of Oakland classifications. The final findings are included with the enclosed Position Audit Report.

These findings serve as notification that your position is at the appropriate level and is performing work within the scope of your current classification.

If you would like to appeal this decision, you may do so pursuant to Section 3.04 (e) of the Civil Service Rules. Appeals must be sent to the Secretary to the Board, Anil Comelo, within fifteen (15) business days of this notification. Therefore, any correspondence from you must be received in our office by the close of business, 5:00 p.m., on Thursday, January 22, 2015.

If you have any questions or comments, please call me at (510) 238-3425.

Sincerely,

Eric Williams
Human Resource Analyst

cc: Vickie Carson, Local 21
Mary Mayberry, Dept SPOC
Kip Walsh, HR Manager
Jaime Pritchett, Principal HR Analyst
HR History File



CITY OF OAKLAND

HUMAN RESOURCES MANAGEMENT

RECRUITMENT & CLASSIFICATION DIVISION

POSITION AUDIT REPORT

GENERAL INFORMATION

Incumbent	Ernestine Nettles	Department & Division/Unit	City Admin.
Current Classification	Contract Compliance Officer, Assistant	Date PDQ Submitted	10/24/2013
Requested Classification	Contract Compliance Officer	Analyst Assigned	Eric Williams
<u>Recommendation</u>	Contract Compliance Officer, Assistant		

Incumbent Employment History		
Title	Start	End
Contract Compliance Officer, Assistant	2006	Present

The incumbent currently holds one of two Contract Compliance Officer, Assistant positions within the Office of the City Administrator at the City of Oakland.

The following was the timeline for data collection:

Incumbent	9/3/2014
Current Supervisor	9/8/2014

OUTLINE OF POSITION INFORMATION

Duties Performed by Incumbent

The incumbent, as currently assigned, is primarily responsible for certifying small and local businesses that are seeking designation to be eligible for certain Oakland contracts with small business preference. The incumbent has outlined her duties in the following manner:

Duties	% of Time
Perform analyses of documents submitted by company to determine applicant's eligibility for certification. Make recommendations to certify Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), Very Small Local Business Enterprise (VSLBE), and Locally Produced Goods-Local Business Enterprise (LPG-LBE).	50%
Perform on-site compliance reviews to confirm and determine whether firm has substantial presence and maintains a business location within the geographical boundaries in the City of Oakland.	20%
Review and <i>analyze</i> * documents to determine compliance with Equal Benefits Ordinance (EBO) and Living Wage Ordinance (LWO).	15%
Provide Technical Assistance to current and prospective LBE/SLBE/VSLBE/LPG-LBE business enterprises to assist them with the certification process.	5%
Provide technical assistance to firms to ensure EBO and LWO compliance.	5%
Serve as liaison providing technical assistance to vendors registering and completing the iSupplier registration process to ensure notification of opportunities with the City of Oakland	5%

These duties can be best framed in terms of two primary functions: LBE/SLBE/VSLBE/LPG-LBE certification (herein referred to interchangeably as "Small Business Certification") and EBO/LWO compliance. Within the context of these two functions, the incumbent also provides assistance and information to business owners applying for or interacting in these capacities as well as conducting on-site reviews to confirm eligibility of small business status. The breakdown according to this distinction is approximately 80% Small Business certification and 20% EBO/LWO compliance.

Minimum Qualifications for Current Classification

Assistant Contracts Compliance Officer

Education – Bachelor's degree from an accredited college or university in engineering, business administration, business administration, sociology or a related field.

Experience – One year of experience in contract compliance, manpower planning, personnel or a related field.

Incumbent Education/Experience

Experience: 8+ years in current role

Education: MPA, B.A. Human Resources

Essential Knowledge Skills and Abilities

The following knowledge and abilities are required per the classification specification for Contract Compliance Officer, Assistant:

Knowledge of:

- Procedures and requirements for certification of minority and women's business enterprises, affirmative action and local programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration.
- Negotiating techniques.
- Computer systems and applications.
- Public contact skills.

Ability to:

- Read, interpret, and apply affirmative action policies and bidding procedures.
- Explain City policies and practices to diverse public and private organizations and individuals.
- Prepare and analyze complex reports.
- Communicate effectively in both oral and written form.
- Write business correspondence and develop statistical reports.
- Organize work in an effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

The incumbent has indicated that the following additional items are essential to performing the job as currently assigned.

Knowledge of:

- iSupplier registration process
- Size standards for SLBE and VSLBE certification
- Principles and techniques of certification and contract compliance policies

Ability to:

- Demonstrate community relations skills

Written Procedures guidelines, manuals and policies – Local and Small Local Business Enterprise Program; LWO and EBO Ordinances, NAICS Codes; SBA Size Standards; and Certification Questionnaire.

Supervision Exercised – None. Reports to the Contract Compliance Officer, Senior.

Alignment Factors – The Contract Compliance Officer and Contract Compliance Officer, Assistant classification specifications were examined in this study.

Contacts – Provide information and service to: Senior Contracts Compliance Officer, Contracts Compliance Officer, Assistant Contracts Compliance Officer, Job Developer, Receptionist, Manager with Contracts and Compliance, Administrative Analyst II, Youth Employment Partnership, Public Works Agency, Parks and Rec, Housing, Business Tax, Business Assistance Center, Human Services, Port of Oakland, Alameda County, Alameda County Transportation Authority, City of San Francisco, Small Business Association, Hispanic Chamber of Commerce, African American Chamber of Commerce, Oakland Metro Chamber, and local businesses.

Work Environment – The incumbent performs the majority of work within a standard office environment. The incumbent travels to the field to visit the locations of Small Businesses.

Equipment Use – standard office equipment (fax, copy, scan), personal computer and associated software applications (Microsoft Office, iSupplier), and camera to photograph business locations and operations.

Physical Activity – None contributing to classification evaluation.

ANALYSIS OF CLASSIFICATION REQUEST

History and Evolution of Duties

The incumbent began with the City of Oakland as a Contract Compliance Officer, Assistant in the role she currently performs. The incumbent is responsible for “Certification” duties (the informal work allocation in the unit), which involves verifying the status of small and local businesses and providing them with certification that yields various special distinctions. In 2012, the incumbent inherited the workload of a colleague due to retirement within this unit and has retained the additional workload since. The incumbent verified that her work allocation remains as submitted in the original Position Description Questionnaire document as shown in the table above.

The “Certification” duties represent the informal distinction within the unit. Currently, there are two Assistant Contract Compliance Officer (ACCO) incumbents that perform certifications. The other informal distinction is that of the “Project Unit.” The project unit is staffed by the Contract Compliance Officer incumbents (CCO) and the work responsibility is that of conducting pre-bid meetings, ensuring that contracts follow various regulations regarding small/local business distinctions, and investigating wage and OT complaints and various other aspects of ensuring that contracts are executed correctly. These two distinctions make up the “Contract Compliance” function within the Office of the City Administrator.

Depth and Breadth of Duties

The incumbent’s duties can be best understood when referencing the informal distinctions between the “Project” and “Certification” units. The incumbent workload can be viewed in terms of two primary functions: Small Business Certification and EBO/LWO compliance. The supervisor and incumbent agree that the breakdown according to this distinction is approximately 80% Small Business Certification and 20% EBO/LWO Compliance.

There is an important distinction to be made between these areas of responsibility and the required skills. The largest portion of duties, Small Business Certification, entails all of the actions required to determine if a business is *eligible* for the Small Business Certification. The second portion, EBO/LWO Compliance, entails ensuring that the business is *compliant* with the regulations set forth. These tasks are discussed below:

Small Business Certification

The incumbent receives hundreds of certification requests per year and is primarily tasked with the following Work Outline:

- 1) An entity submits an application to the Contract Compliance Office
- 2) The ACCO incumbent reviews the application, involving:
 - a. Check Licenses
 - b. Verify not certified elsewhere
 - c. Conduct a site visit to ensure applicable criteria are met
 - d. Review income taxes
 - e. Answer applicant questions
 - f. Variety of other related tasks to ensure meet program criteria
- 3) Completes a certification recommendation form
- 4) Submits for authorization to the Senior CCO
- 5) Upon authorization, drafts a letter of determination to the applying entity and prepares for Contract Compliance Officer, Senior (SCCO) to sign

This comprises the flow of work considered to be that of "Certification" work and represents 80% of the incumbent's workload.

EBO/LWO Compliance

The incumbent reviews businesses with the "Small Business Certification" distinction to assess compliance with Equal Benefits Ordinance (EBO) and Living Wage Ordinance (LWO). This task is outlined as follows:

- 1) An entity is subject to review for their compliance with EBO/LWO regulations
- 2) The ACCO incumbent reviews the business information involving:
 - a. Medical Insurance determination
 - b. Pension Details
 - c. Bereavement/Family/Parental leave
 - d. Employee Assistance Program
 - e. A variety of other categories and employment terms
- 3) Ensures that programs/benefits stated above that are offered to spouses/children of employees are also offered to those with Registered Domestic Partners
- 4) Provides notice to those not in compliance

Addressing Rationale for Reclassification

The incumbent has advanced several reasons that she believes support a potential reclassification:

- I. Her position is performing the same Work as Other Contract Compliance Officer Incumbents
- II. Her position now has a higher workload due to a retirement in the unit
- III. Her position is able to provide recommendations

I. Same Work as Other CCO Incumbents

The incumbent has stated that she performs the same work as the Contract Compliance Officer (CCO) incumbents. However, the evidence is not suggestive of this.

The CCO incumbents are oriented towards the "Project Unit," the informal distinction to distribute the workload within this function. The CCO incumbents, as a result, oversee the execution, compliance and completion of contracts. The Contract Compliance Officer, Assistant (ACCO) incumbents, the incumbent discussed herein included, does not perform these duties. Therefore, it is not accurate to align the work of the incumbent and the CCO incumbents as having "the same" or even "similar" work duties.

In addition, the work does not require the same set of skills. Determining the eligibility of an entity is a procedural undertaking where the incumbent verifies applicant data against static program requirements. The incumbent states that she "analyzes" documents to determine if they meet the criteria for certification. However, "analyze" does not appropriately depict the work involved. As stated in the Work Outline on Page 5 of this report, these documents require a linear processing method (intake, identify, verify, record, draft, etc.) none of which require "analysis" as indicated by the incumbent. Further, if there are predetermined thresholds for inclusion within a program (i.e., they must maintain an active license of X; not be certified in Cities A, B and C; make less than Y dollars, etc.) then this is much more appropriately categorized as "verify." Analysis is typically used to describe the assembly of abstract ideas into reports and documents that represent the distillation of data, ideas or research. The incumbent presented no indication that these types of processes are utilized while performing the tasks assigned as part of the Certification work.

Contrarily, when ensuring that businesses are compliant with a program, activities must be examined, audited and interpreted and compared to broad program criteria. The activities of a business may or may not be explicitly permitted or forbidden requiring interpretation of guidelines. Additionally, the work requires a long term, broad perspective to see it through from its inception to completion. Certification clearly requires attention to detail and commitment to evaluating eligibility but "Project Management" requires a span of time and activities that are distinctly dissimilar to verifying entry to a program. An analogy for comparison can be made in the field of Human Resources:

- 1) Incumbent #1 determines whether a candidate meets the minimum qualifications by matching years of experience and education to the requirements of the position.

- 2) Incumbent #2 determines, among the identified minimally qualified candidates, which is *most* qualified by analyzing size of agency, spans of work, scope of responsibility and translation of past work duties to current position demands and assembles the applicants in rank order.

In both the case of the relationships between the ACCO/CCO and HR incumbents, the first objective is to match data to specific criteria while the second is to monitor less concrete variables against organizational/departmental objectives. As a result, there is little evidence to suggest that the work represented by "Certification" constitutes work performed out of class.

When examining the work represented by the other 20% "EBO/LWO Compliance" the logic previously discussed immediately applies and provides support to the evidence that this function contributes to out-of-class work. As discussed, the distinction becomes that in this case the incumbent must evaluate data presented to determine if program criteria is met. As each business differs in their offerings, scope of benefits, number of employees and the nuance that might accompany each investigation (i.e. whether or not there are "reasonable efforts," a waiver issued by the City Administrator, etc.), the work becomes necessarily more complex.

As a result, the EBO/LWO compliance work contains many of the same types of characteristics of the work responsibility discussed within the CCO workload in the "Project Unit." As well, the task itself fits reasonably within the CCO specification under the following task statement:

Monitor the City and Redevelopment Agency projects to ensure that compliance with the various programs from the beginning of the project to its completion.

Consequently, this aspect of work contributes to an out of class function of approximately 20% of the existing workload.

II. Higher Workload Due to Retirement

The incumbent has also stated that her position inherited the entire workload of the retired ACCO. While individuals often inherit the work of others, this workload came from the same unit (comprising "Certification" work). In this case, the incumbent inherited work clearly contained within the purview of the ACCO specification such as:

- Reviewing certification applications
- Assisting with certification
- Performing site visits to eligible businesses

These duties represent an additional workload of the same depth, responsibility and scope as was assigned prior to this retirement. As such, volume is not a classification factor and does not contribute to an out of class determination.

III. Ability to Provide Recommendations

The supervisor stated that the primary factor that should be considered in determining whether the work of the incumbent is that of a CCO or ACCO lies within the distinction as to what constitutes a "recommendation," who is making the recommendation, and whether or not an ACCO is "permitted within the specification" to provide such a recommendation.

The "recommendation" portion of the work assignment refers to the interaction and process involving the applying agent from the public (e.g. small business, local business, etc.), the ACCO incumbent and the Senior Contracts Compliance Officer. The primary steps in this process are reflected above in the Work Outline on Page 5.

There is no specific task statement listed on the classification specification that uses the phrase "recommendation" as it is characterized here, which represents "providing a completed package of evaluation for authorization." Despite this, all aspects of this process are captured within the ACCO classification specification by use of the word "determine:"

Assist in the review of applications and the certification of minorities, women and disadvantaged firms; review documents submitted by companies and conduct on-site review of company to determine program eligibility.

The skills and responsibility for every aspect of the Work Outline, from the receipt of an application to submission for signature, are generally contained within the task statement above. As the word "recommend" is an adequate substitute for "determine," then the evidence is suggestive that this work responsibility is an in-class function. As the incumbent is submitting the form for authorization, but not herself authorizing the application itself, this can very well be thought of "assisting" in certification of small and local businesses. Further, in the absence of the SCCO signature, a certification cannot take place. Whether the ACCO performs all or some of the certification verification process, thus "providing a recommendation" or not, is ultimately subordinate to "certification" itself - a responsibility that solely resides in the signing authority provided by the SCCO.

While the distinctions discussed are subtle, the supervisor provided the rationale/criteria for distinction as to whether or not the work assigned to the position and carried out by the incumbent should in fact be classified at a higher level. The result of this analysis does not support such an outcome.

Results of Analysis

The current situation represents one in which an incumbent is operating within the current position allocation but performs a small percentage of duties that can be categorized as higher level work. As this percentage does not constitute a preponderance of the duties (20% in this case), a reclassification of the position and incumbent is not appropriate. The depth and breadth of the majority of the duties are reflective of the classification specification of a "Contract Compliance Officer, Assistant." As such, the analysis confirms that the incumbent's current classification is most appropriate.

FINAL RECOMMENDATION AND SUMMARY

RECOMMENDATION	
<input type="checkbox"/> Re-Classify to	
<input checked="" type="checkbox"/> Remain as Allocated	Contract Compliance Officer, Assistant

The position held by Ernestine Nettles is primarily responsible for Small Business Certification and EBO/LWO compliance review within the Office of the City Administrator. The incumbent is currently performing duties equivalent to the currently allocated classification. Therefore, Human Resources Management recommends that the incumbent and corresponding position remain as allocated.

IMPLEMENTATION

Human Resources Management recommends that the Contract Compliance Officer, Assistant position in the Office of the City Administrator, held by Ms. Ernestine Nettles, remain as allocated.

ANALYST:

Eric Williams, Human Resource Analyst

Date

APPROVAL FOR FORWARDING:

Jaime Pritchett, Principal HR Analyst/Classification Supervisor

Date

Thursday, April 02, 2015

Anil Comelo, Secretary to the Board
City of Oakland – Civil Service Board

SUBJECT: APPEAL/RECONSIDERATION LETTER
Classification Study – Contract Compliance Officer, Assistant
Certification Officer (Working Title)

The purpose for this appeal/reconsideration is based upon Human Resources Management methods in determining if the classification of Contract Compliance Officer, Assistant also referred to as the Certification Officer.

The audit outcome was based on a comparison of the duties and responsibilities of your position to other City of Oakland classifications. This is what I take objection to, because the City of Oakland has no other classifications/positions that are expected to perform similar duties and program responsibilities.

- For example, 80% of my duties focus on processing Certifications for Local and Small Local Business Enterprises who are seeking business opportunities at the City of Oakland which consist of six (6) categories. Please see attachment A for details. Discussion of the complexities regarding certification is referred to on page 4 as “the informal work allocation in the unit”. How can the certification components of the City of Oakland – Local and Small Local Business Enterprise (L/SLBE) program be considered as informal work when the first step to be considered for business at the City of Oakland is to be certified.
- Under the current classification system the only other positions that are familiar with the duties of this desk is at a higher level. Specifically, Contract Compliance Officer. When reviewing the minimum requirements for both jobs they are similar in educational requirements and only 2 years of experience (which maybe at any level one would assume this should be progressive professional work experience) separates. This minor separation in requirements suggest reconsideration of two options:
 - Create a classification of Certification Officer at the same level as Contract Compliance Officer. This is supported by the emails generated by the Director of Contract Compliance and Employment referring to me (incumbent) as the Certification Officer. (**Attachment B**)
 - Re-structure the existing classifications of Contract Compliance Officer, Assistant and Contract Compliance Officer and Senior Contract Officer into a Classification similar to other Public Agencies. This is essential to maintain program consistency in the specialized area as well as provide promotional opportunities.

This appeal/reconsideration is hereby submitted to be authorized/approved and granted by the Civil Service Board based upon the aforementioned presented in the document.

ATTACHMENT A

CERTIFICATION CATEGORIES

Local Business Enterprise (LBE)

CERTIFICATION CRITERIA

- substantial presence in Oakland
- operational for at least twelve (12) consecutive months
- valid business tax license
- fixed office space
- employees in fixed office
- permits and fines and fees are current
- documents certifying the existence of the business (contracts, leases bills, etc.)
- registration in the City's iSupplier

Very Small Local Business Enterprise (VSLBE)

All of the above except:

- Fully operational for six consecutive months
- Average annual gross receipts at or below \$375,000

Local Business Enterprise –Locally Produced Goods (LBE-LPG)

Same as LBE except:

- Business must manufacture goods within the Oakland geographic boundaries

Not for Profit Local Business Enterprise (NPLBE)

Same as LBE plus:

- Business must produce documentation of non-profit status

Not for Profit Small Local Business Enterprise (NPSLBE)

Same as SLBE plus:

- Business must produce documentation of non-profit status

Attachment B

Hi Teri,

Yes. Thank you for following up.

I am forwarding our web site address to get you started. According to y conversation with Jody, I believe your firm is eligible for certification.

Ernestine Nettles is our certification officer and I am asking her to work with you next week.

<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/LocalSmallLocalBusinessCertification/index.htm>

Start with the application and supplemental as follows:

- City of Oakland/EBIA Common Application
- Supplemental B – Affidavit of Certification (ACTC)
- Supplemental C - Affidavit of Certification (City of Oakland)
- Supplemental E – Affidavit of Certification (Oakland Unified School District)
- IRS W-9 Form
- State 590 Form

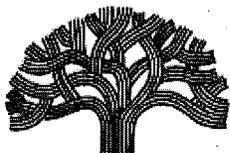
Thanks again.

Deb Barnes

Deborah Lusk-Barnes
Director, Contracts & Compliance, Office of the City Administrator
250 Frank Ogawa Plaza, Suite 3341
Oakland, Ca. 94612

(510) 238-6270 dbarnes@oaklandnet.com

Oakland Ranked #5 Place to Visit in the World! New York Times, January 2012 <http://bit.ly/GB3s8f>



CITY OF OAKLAND

CONTRACT COMPLIANCE OFFICER, ASSISTANT

Class Code:
AP152Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & OtherCITY OF OAKLAND
Revision Date: Jul 12, 2011

SALARY RANGE

\$4,816.28 - \$5,913.19 Monthly
\$57,795.36 - \$70,958.28 Annually

DEFINITION:

To assist in the implementation and monitoring of various affirmative action and employment programs such as: Minority, Women, Disadvantaged, Small Local Business, Construction Programs (MBE/WBE /DBE/SLBE), Affirmative Action Construction Employment Programs (AACE), Local Employment Program (LEP), Professional Services Contract Program (PSCP); and to monitor prevailing wage requirements under Federal, State and local laws for Public Works projects and tenant assistance.

DISTINGUISHING CHARACTERISTICS:

This is an entry level classification. Incumbents receive training in and perform routine duties involving the implementing and monitoring of construction and professional service projects. This classification differs from Contract Compliance Officer in that incumbents in the latter perform more complex work and require less direction.

Receives general supervision from management staff. May receive lead direction from Contract Compliance Officer.

EXAMPLES OF DUTIES:

- Assist in the review of Project Specifications and Request for Proposal to ensure incorporation of the City's affirmative action programs.
- Maintain a Directory of MBE/WBE/DBE/SLBE contractors and subcontractors; update contract compliance database.
- Schedule pre-bid meetings to inform developers and contractors of the City's various programs and requirements.
- Explain to developers, contractors and subcontractors the City's and Redevelopment Agency's various affirmative action programs and policies; assist developers, contractors, and subcontractors in achieving the City's and Redevelopment Agency's goals for program participation, and the employment and training of minorities and women.
- Assist in the investigation of formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.
- Assist in the review of applications and the certification of minorities, women and disadvantaged firms; review documents submitted by companies and conduct on-site review of company to determine program eligibility.
- Maintain liaison with the public, non-profit organizations, labor unions, Federal, State and local government agencies that can provide services or assistance to developers and contractors in

- achieving the goals of the City's programs.
- Provide data analyses and summaries for use in monitoring affirmative action programs.
 - Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Experience:

One year of experience in contract compliance, manpower planning, personnel or a related field.

Education:

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

Or

Associate's degree in business administration or sociology and an additional two years of related work experience.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Procedures and requirements for certification of minority and women's business enterprises, affirmative action and local programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration.
- Negotiating techniques.
- Computer systems and applications.
- Public contact skills.

Ability to:

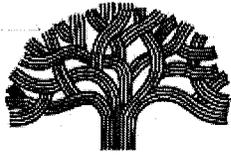
- Read, interpret, and apply affirmative action policies and bidding procedures.
- Explain City policies and practices to diverse public and private organizations and individuals.
- Prepare and analyze complex reports.
- Communicate effectively in both oral and written form.
- Write business correspondence and develop statistical reports.
- Organize work in an effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of a valid California Driver's License.

CLASS HISTORY:

Established: 6-26-1997; CSB Reso#:44370



CITY OF OAKLAND

CITY OF OAKLAND
Revision Date: Jul 18, 2011

CONTRACT COMPLIANCE OFFICER

Class Code:
AP153Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & Other

SALARY RANGE

\$6,029.60 - \$7,403.40 Monthly
\$72,355.20 - \$88,840.80 Annually

DEFINITION:

To implement and monitor various affirmative action and employment programs such as: Minority, Women, Disadvantaged Construction Programs (MBE/M/W/DBE/SLBE), Affirmative Action Construction Employment Programs (AAE), Professional Services Contract Program (PSCP), and prevailing wage requirements under Federal, State and local laws for Public Works projects and tenant assistance.

DISTINGUISHING CHARACTERISTICS:

This is a journey level classification. Incumbents implement and monitor professional service projects. This classification differs from Contract Compliance Supervisor in that incumbents in the latter act as first-line supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision management staff.

May provide lead direction to Assistant Contract Compliance Officers.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Review Project Specifications and Request for Proposal to ensure incorporation of the City's affirmative action program requirements.
- Schedule and conduct pre-bid meetings to inform developers and contractors of the City's various programs and requirements.
- Conduct pre-award meetings to ensure that the low bidder has complied with the City program.
- Conduct pre-construction meetings to ensure that the contractor and all of their subcontractors are familiar with all program requirements.
- Meet with developers, contractors, subcontractors, and tenants to explain the City's and Redevelopment Agency's various affirmative action programs and policies; encourage and assist developers, contractors, and subcontractors in achieving the City's and Redevelopment Agency's goals for program participation, and the employment and training of minorities and women.
- Monitor the City and Redevelopment Agency projects to ensure that compliance with the various programs from the beginning of the project to its completion.
- Perform on-site compliance reviews to confirm that contractors listed for the project are performing the work, that contractors and subcontractors are employing minorities and women in accordance with AACE program, and prevailing wages are being paid to all employees.
- Investigate formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.

- Confer with contractors to ensure timely submittal of weekly payroll reports; monitor payroll reports for payment of prevailing wages and the employment of minorities and women.
- Prepare monthly reports and letters of non-compliance and/or labor violations to developers and contractors.
- Certify minorities, women and disadvantaged firms; review documents submitted by company and conduct on-site review of company to determine program eligibility.
- Maintain liaison with the public, non-profit organizations, labor unions, Federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.
- Provide technical assistance to current and prospective M/W/DBE contractors.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Experience:

Three years of experience in contract compliance, manpower planning, personnel or a related field.

Education:

Bachelor's degree from an accredited college or university in engineering, public administration, business administration, sociology or a related

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, state and local laws, ordinances and regulations relating to Labor Standards, Minority and Women Business Enterprises, and Equal Employment Opportunity.
- Federal, state and local training programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration.
- Negotiating techniques.
- Computer systems and applications.
- Public contact skills.

Ability to:

- Demonstrate community relations skills; explain and interpret City policies and practices to diverse public and private organizations and individuals.
- Prepare reports of an analytical and evaluative nature.
- Write business correspondence and develop statistical reports.
- Organize work in an effective manner; assume responsibility for multiple projects.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of a valid California Driver's License.

CLASS HISTORY:

Established: 7/22/1993; CSB Reso #: 44287