CITY OF OAKLAND

CIVIL SERVICE BOARD MEETING AGENDA (DRAFT)

Date August 20, 2015
OPEN SESSION 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

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

b) Approval of Employee Requests for Leave of Absence
- LIB-2015-LA07
- LIB-2015-LA08
- OPD-205-LA03

3) OLD BUSINESS:

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

b) Determination of Schedule of Outstanding Board Items ACTION
- Appeal of Discipline 10.03 (PBD-2015-AP01) - City's request to refer to an Outside Hearing Officer (Ralston)

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

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

4) NEW BUSINESS:

a) Approval of New Classification Specifications — ACTION
- Safety and Loss Control Specialist

b) Approval of New Classification Specifications (Port) — ACTION
- Airport Operations Supervisor, Airside
- Legal Secretary I
- Maritime Marketing and Business Development Representative
- Maritime Public Works/Rail Safety Specialist
- Port Land Surveyor

c) 3.04 (e) Appeal of Classification Study Results (Nettles) — ACTION
- Employee currently classified as Contracts Compliance Officer, Assistant, appealing denial of request to be reclassified as Contracts Compliance Officer

d) Discussion and Review of Whether the Firefighter Trainee Position Should Remain Exempt From Civil Service — INFORMATION

5) 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:	**August 20, 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 Electronics Technician to be ratified at Civil Service Board Meeting of September 17, 2015 (ITD-2015-PA01)**

Attached is a request from the Information Technology Department to make a provisional appointment to an Electronics Technician vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

An Electronics Technician maintains, repairs, and installs radio communication systems, digital communication systems, microwave systems, closed circuit television, and a variety of other electronic equipment. The minimum qualifications for Electronics Technician are: equivalent to the completion of the twelfth grade and completion of a two year formal electronics training course or its equivalent; OR A.A. degree from accredited Junior College in electronics, related field or military training AND three years of journey level experience in testing, repairing and installing of electronic equipment, radio communications and digital equipment.

The selected candidate meets the minimum qualifications of an Electronics Technician.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opens on August 17, 2015.

I recommend the selected candidate for provisional appointment to this Electronics Technician vacancy in the Information Technology Department.

CITY OF OAKLAND

HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE:	**August 7, 2015**
TO:	**Information Technology Department**
ATTN:	**Annie To**
FROM:	**Human Resources Management Department**
SUBJECT:	**Electronics Technician Provisional Appointment**

Attached is your copy of the packet of materials requesting provisional appointment of Howard Zhang to a vacant Electronics Technician position.

Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at the September 17, 2015 scheduled meeting.

Mr. Zhang may be provisionally appointed to the classification noted above effective **Monday, August 17, 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 September 17, 2015 at 5:30 pm**.** Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **December 16, 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: Semtember 17, 2015

AREA REQUESTED

POSITION: Electronics Technician
DEPARTMENT: Information Technology
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: TBD
DATE PERSONNEL REQUISITION RECEIVED: 8/3/15
CURRENT STATUS OF EXAMINATION: In Progress

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 8/7/15. 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 Radio Shop and day-to-day operations that test, repair, and install radio equipment and digital communication systems.

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: August 20, 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
7/23/2015	Thomas, Christy	Librarian I	Library	CSR 8.07 c 3 Urgent Personal Business/can't be accomplished by anyone else	Eight Days
6/25/2015	Vaughn, Sharon	Librarian Assistant	Library	CSR 8.07 c 3 Urgent Personal Business/can't be accomplished by anyone else	Fourteen Days
7/27/2015	Lois, John	Deputy Chief of Police	OPD	CSR 8.07 c 5 Accepted Exempt Position w/City	Ongoing

RECOMMENDATION:

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

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name Christy Thomas Employee's ID REDACTED Today's Date 7/23/15 ~~7/17/13~~

Department/Division Library - Main Ref Employee Job Title Librarian I

☐ I Request: 9 (No. of Days or Hours) ☒ Days ☐ Hours (Select Days or Hours) From 8/~~10~~7/15 To 8/18/15

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

Comparison of Differant Leave Types

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

** Additional Information*

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

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

Employee's Signature _____ Date 7/23/15

Civil Service Board Approval _____ Date _____

Department Head Approval _____ Date 7/29/15

City Manager Approval _____ Date _____

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

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

Print Form

CITY OF OAKLAND

Unpaid Leave of Absence

Leave Type:

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

Employee's Name Sharon Vaughn Employee's ID REDACTED Today's Date 6/25/15

Department/Division Oakland Public Library Employee Job Title Library Assistant

☒ I Request: 14 days (No. of Days or Hours) ☒ Days ☐ Hours (Select Days or Hours) From See attached To

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

Comparison of Differant Leave Types

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

** Additional Information*

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

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

Sharon Vaughn — Employee's Signature — 6/25/15 Date

Civil Service Board Approval — Date

[illegible] — Department Head Approval — 7/1/15 Date

City Manager Approval — Date

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

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

Leave dates for Sharon Vaughn 6/25/15

July 10, 17, , 31

Sept 4, 25

Oct 9, 16, 23, 30

Nov 6, 13, 20

Dec 11, 18

Sharon Vaughn

CITY OF OAKLAND

Memorandum

To: Human Resources Management
Attn: Anil Comelo, Director
From: Oakland Police Department
Date: 27 Jul 15

RE: Request for Leave of Absence from Civil Service

Pursuant to Civil Service Rule 8.07 (c)(5), I am requesting a leave of absence from my Civil Service classified position of Lieutenant of Police to accept an appointment to the exempted position of Deputy Chief of Police with an effective date of August 15, 2015.

Sincerely,

John M. Lois
Personnel & Training Division
Oakland Police Department

CITY OF OAKLAND

CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date July 16, 2015
OPEN SESSION 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS PRESENT: 5 -	**Chairperson Alex Drexel** **Vice Chairperson Andrea Gourdine** **Board Member Lauren Baranco** **Board Member David Jones** **Board Member Jeffrey Levin (arrived at 6:16 pm)**
STAFF ABSENT: 2 -	**Board Member Winnie Anderson** **Board Member Judith Bodenhausen**
STAFF PRESENT:	**Anil Comelo HRMD Director / Secretary to the Board** **Tracy Chriss, Deputy City Attorney** **Kip Walsh, HR Manager / Staff to the Board** **Cecilia Carey HR Technician / Staff to the Board**

OPEN SESSION AGENDA

Chair Drexel announced Open Session at 5:35 pm

1) **OPEN FORUM One (1) Speaker:** Bruce Nielson, City of Oakland Battalion Chief OFD (Retired)

   – Retired Fire Captain Bruce Nielsen spoke regarding the recruitment and hiring process for the classification of Firefighter Trainee.

2) **CONSENT CALENDAR:**

   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

44770 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to approve the items on the Consent Calendar.

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

The motion passes

3) OLD BUSINESS:

a) Approval of May 21, 2015 Civil Service Board Meeting Minutes

44771 A motion was made by Board Member Jones and seconded by Chair Drexel to approve the Minutes of the May 21, 2015 Civil Service Board meeting. The motion was moved by consensus:

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

The motion passes

b) Determination of Schedule of Outstanding Board Items

– Kip Walsh, Recruitment & Classification Manager reported that in the matter of Appeal of Classification Study, Ernestine Nettles (CAO-2015-AP01); representatives have requested that the matter is held over to the August 20, 2015 Civil Service Board meeting.

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

The report is received and filed.

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

– Christopher Boucher, Port of Oakland's Director of Human Resources reported that the Port has provided all Bargaining Units with a presentation of the proposed changes to the Port's Personnel Rules and has requested a response from the Bargaining Units by July 21, 2015. Barring no changes to the Port's Personnel Rules the Port of Oakland will request a meeting with Anil Comelo, Director of Human Resources Management and subsequently present the finalized document to the Civil Service Board.

4) NEW BUSINESS:

Item 4a moved to 4f

b) Quarterly Classification Report

The report is received and filed.

c) Approval of New Classification Specifications
   a. Ethics Investigator
   b. Ethics Analyst I
   c. Ethics Analyst II
   d. Executive Director, Public Ethics Commission
   e. Deputy Director, Public Ethics Commission

44772 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to approve the new classification specification for Ethics Investigator, Ethics Analyst I, Ethics Analyst II, Executive Director, Public Ethics Commission and Deputy Director, Public Ethics Commission.

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

The motion passes

d) 6.04 Appeal of Probationary Release /Removal OFD-2015-AP02 (Pope)

– City Attorney's Request to Refer to Outside Hearing Officer
Deputy City Attorney Caryl Casden presented the City's request to refer Appeal of Probationary Release / Removal (OFD-2015-AP02 (Pope) to an Outside Hearing Officer citing the hearing would cause a hardship on City resources. There were no other speakers.

44773 A motion was made by Vice Chair Gourdine and seconded by Chair Drexel to refer Appeal of Probationary Release / Removal (OFD-2015-AP02) (Pope) to an Outside Hearing Officer.

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

The motion passes

e) 6.04 Appeal of Probationary Release /Removal OPW-2015-AP01(Lemi)

– City Attorney's Request to Refer to Outside Hearing Officer
Deputy City Attorney Caryl Casden presented the City's request to refer Appeal of Probationary Release / Removal (OFD-2015-AP02 (Pope) to an Outside Hearing

Officer citing the hearing would cause a hardship on City resources. Lis Fiekowsky, SEIU Local 1021 Representative spoke on behalf of the appellant requesting that the Civil Service Board deny the City's request to refer to an Outside Hearing Officer, citing the hearing would take just one (1) day to resolve.

44774 A motion was made by Vice Chair Gourdine and seconded by Board Member Jones to refer Appeal of Probationary Release / Removal (OPW-2015-AP01) (Lemi) to an Outside Hearing Officer.

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

The motion passes

f) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05)

44775 Board Member Jones nominated Vice Chair Andrea Gourdine for a one-year term as the Civil Service Board Chairperson and was seconded by Chair Drexel to approve the appointment of Vice Chair Gourdine for a one-year term as Chairperson to the Civil Service Board. The motion carried by the following vote:

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

The motion passes

44776 Vice Chair Andrea Gourdine nominated Board Member David Jones for a one-year term as the Civil Service Board Vice Chairperson and was seconded by Chair Drexel to approve the appointment of Board Member Jones for a one-year term as Vice Chairperson to the Civil Service Board. The motion carried by the following vote:

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

The motion passes

Appeal of Classification Study Findings (Assistant Contract Compliance Officer to Contract Compliance Officer) - Assistant Contract Compliance Officer, Ernestine Nettles (CAO-2015-AP01)

– Item moved to the August 20, 2015 Civil Service Board meeting.

ADJOURNMENT TO CLOSED SESSION 6:15 pm

10 minute BREAK

CLOSED SESSION AGENDA

Chair Drexel announces Closed Session at 6:22 pm

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

Chair Drexel announces Open Session at 7:34 pm

1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- Tracy Chris, Deputy City Attorney reported that the Civil Service Board voted unanimously to hear the Appeal of Examinations Results (OFD-2015-AP01) and also voted unanimously to refer the matter of Appeal of Examination Results (OFD-2015-AP01) to an Outside Hearing Officer.

ADJOURNMENT 7:36 pm

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday August 20, 2015. All materials related to agenda items must be submitted by Thursday July 10, 2015. For any materials over 100 pages, please also submit an electronic copy of all materials.

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CIVIL SERVICE BOARD

APPEALS & HEARINGS CALENDAR
PENDING LIST – August 20, 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	Aug 20, 2015	Rescheduled from July 2015 at request of Appellant & Union Representative
PBD-2015-AP01	Economic Analyst III (Ralston)	EWD/ONI	10.03 Appeal of Discipline	August 2015	City request to refer to Outside Hearing Officer.

2. REFERRED TO OUTSIDE HEARING OFFICER

Case Number	Classification	Dept.	Action Pending	Referral Date	Notes
CAU-2014-AP01	Performance Auditor (Lim)	City Auditor	10.03 - Appeal of Disciplinary Action	3/20/14	Hearing Officer selected; 2nd Hearing Date June 1, 2015
OFD-2015-AP01	Captain of Fire (Gascie)	OFD	4.19 Appeal of Examination Results	July 16, 2015	Referred to Hearing Officer at July CSB
OPW-2015-AP01	Heavy Equipment Operator (Lemi)	Public Works	6.05 Appeal of Probationary Removal/Demotion	July 16, 2015	Referred to Hearing Officer at July CSB
OFD-2015-AP02	Fire Fighter (Pope)	OFD	6.05 Appeal of Probationary Removal/Demotion	July 16, 2015	Referred to Hearing Officer at July CSB
OPR-2014-AP01	Gardener Crew Leader (Gold)	Parks & Recreation	6.05 Appeal of Probationary Removal/Demotion	August 20, 2015	Scheduled for August 20, 2015 CSB

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
Port-2015-AP02	Maritime Service Coordinator	Port	10.03 - Appeal of Disciplinary Action	4/2/15	Referred to Port

CITY OF OAKLAND

STAFF REPORT

DATE: August 20, 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 July 16, 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 July 31, 2015 there are a total of seventy-two (72) employees in the TCSE (23), TCSE/Annuitant (30), and ELDE (19) categories. Five (5) assignments were added and six (6) 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 five (5) of the total fifty-three (53) 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.

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**
POLICE	25		3	28
CITY ADMINISTRATOR		3	2	5
HOUSING		4	2	6
HUMAN SERVICES	2	4		6
PLANNING & BUILDING		3	6	9
PUBLIC WORKS	2	1	1	4
CITY AUDITOR			1	1
PARKS & REC		2		2
INFORMATION TECHNOLOGY		1	3	4
FINANCE		1		1
WORFORCE DEVELOPMENT			1	1
Sub Total	**29**	**19**	**19**	**67**
ONGOING/NON-COMPLIANT				
DEPT	**Annuitant**	ELDE	**TCSE**	**Total**
CITY ADMINISTRATOR			2	2
FIRE	1		2	3
Sub Total	**1**		**4**	**5**
Grand Total	**30**	**19**	**23**	**72**

RECOMMENDATION

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

For questions regarding this report, please contact Kip Walsh Human Resources Manager, Recruitment & Classification at (510) 238-7334.

Attachments:
A. TCSE/ELDE Report: For Pay Period ending July 31, 2015
B. TCSE/ELDE Compliance Trend Chart: Pay Period ending July 31, 2015

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

DEPT	FIRST_NAME	LAST_NAME	ORG	JOB_DATE	TYPE	NOTES
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.
HRM	Felicia	Selva	05211 - Employment and Classification	02-Feb-2015	ELDE	Permanent assignment pending Add/Delete following budget action.
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.
MAYOR	Matthew	Nichols	01111 - Mayor - Administration Unit	02-Mar-2015	ELDE	Mayor's transportation analyst.
PUBLIC WORKS	Jeanne	Jew	30264 - Traffic Capital Projects	17-Feb-2015	Annuitant	Temporary pending recruitment to fill permanent position.
CLOSED	6					
INFORMATION TECHNOLOGY	Erwin	Astrera	46261 - Server Maintenance and Support	03-Aug-2015	ELDE	Completion of the Microsoft 365 Project.
INFORMATION TECHNOLOGY	Cherelyn	Garcia	46461 - Project Coordination	29-Jul-2015	TCSE	Inventory Management System Maintenance / Mobile radio installation coordination and inventory control
INFORMATION TECHNOLOGY	Kofi	Moulton Sr.	46461 - Project Coordination	29-Jul-2015	TCSE	Temporary operational support
INFORMATION TECHNOLOGY	Travis	Williams	46461 - Project Coordination	29-Jul-15	TCSE	Temporary operational support
OPD	Phyliss	Smith	103310 - Communications Unit	20-Jul-2015	TCSE	Temporary PCD
NEW	5					
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.
CITY ADMINISTRATOR	Catherine	Kenny	02111 - City Manager Administrative	26-May-2015	ELDE	Serving at Media & Communications Manager/Special Assistant to the Mayor - Backfill.
CITY ADMINISTRATOR	Matthew	Berens	02611 - Contract Compliance Unit	08-Jun-2015	ELDE	Emplementation 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 Relations
CITY ADMINISTRATOR	Ronald	San Miguel	02611 - Contract Compliance Unit	05-Jan-2015	ELDE	Temporary assignment supporting the Disparity Study
CITY AUDITOR	Carlos	Hickerson	07111 - City Auditor Unit	27-Apr-2015	TCSE	Temporary role of Performance Audit Manager until eligible list can be generated
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 D	06-Jun-2015	TCSE	Temporary assignment supporting Housing Assistance Center
HOUSING	Li (Susan)	Ma	89919 - Admin: Housing & Community D	27-Oct-2014	ELDE	Housing assistance program; recruitment pending spec revision.
HOUSING	Leilah	Moeinzadeh	89919 - Admin: Housing & Community D	05-Jan-2015	ELDE	Temporary assignment supporting Int'l Blvd Transit project.
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
HUMAN SERVICES	Sylvia	Chaney-Williamson	78241 - Year Round Lunch Program Un		Annuitant	Temporary and intermittent assignment for vendor oversight.

As of: Pay Period End 7/31/2015

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

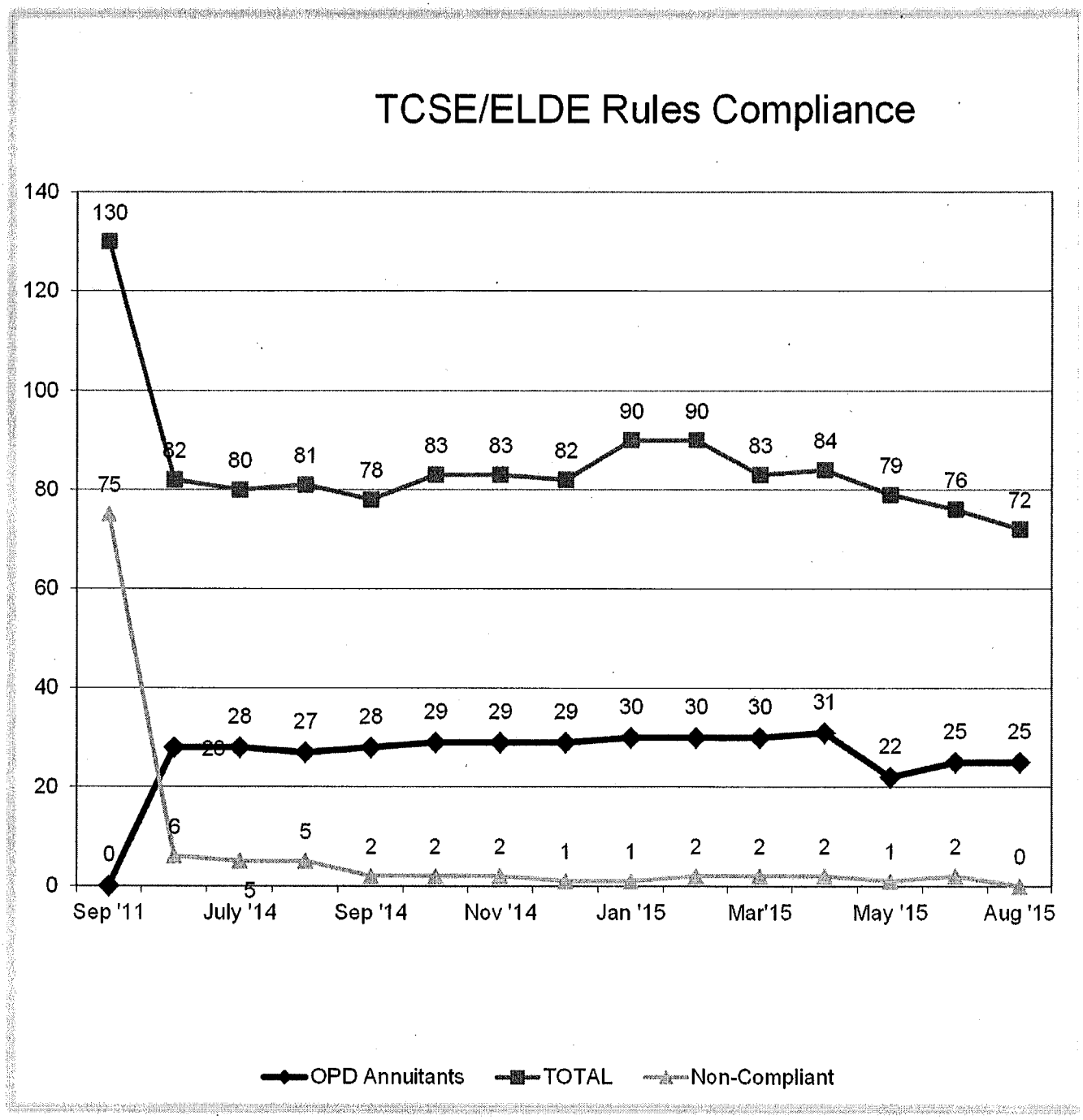
DEPT	FIRST_NAME	LAST_NAME	ORG	JOB_DATE	TYPE	NOTES
HUMAN SERVICES	Kathryn	Dupree	78235 - HS Central Office Administration	16-Jun-2014	Annuitant	Pending development of PT classification.
HUMAN SERVICES	Cameron	Murphey	78231 - HS Classroom & Seasonal	12-Jan-2015	ELDE	Temporary support of development of 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.
HUMAN SERVICES	Daisy	Hernandez	75231 - Multiservice Senior Service Prog	29-Jul-2015	ELDE	Dept working with HRM on addition of class spec (Case Manager Aide).
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 & Neig	10-Nov-2014	ELDE	Temporary assignment pending approved budget for permanent position.
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
PLANNING & BUILDING	LaVonce	Block	84421 - Engineering: Permit Center	16-Mar-2015	TCSE	Serving as temporary administrative support
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.
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.

As of: Pay Period End 7/31/2015

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

DEPT	FIRST_NAME	LAST_NAME	ORG	JOB_DATE	TYPE	NOTES
POLICE	Ari	Rozycki	02491 - Oakland Animal Services	18-Feb-2015	TCSE	
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	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.
WORKFORCE DEVELOPMENT	Jacqueline	Noguera	85311 - Workforce Development	30-Mar-2015	TCSE	Temporary support for the coordination of the Summer Youth Program
COMPLIANT	62					
TOTAL	72					

As of: Pay Period End 7/31/2015



Data as of July 31, 2015

CITY OF OAKLAND

MEMORANDUM

DATE: August 20, 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 Safety and Loss Control Specialist

Based upon a classification review at the request of the Human Resources Management Department, staff has modified the working draft of the **Safety and Loss Control Specialist** classification. The classification has been in existence for several years but an official classification specification was never approved. Once approved, the new classification specification will be used to initiate recruitment activities in the near future to fill one anticipated vacancy.

The working draft was used as the basis for this review, and subject matter experts found that the existing document was mostly still current. However, a variety of modifications have been incorporated.

- New language has been added to align it with the current classification specification template.
- Modifications have been made to the Examples of Duties section to better characterize the work.
- The Experience section has been expanded to more thoroughly describe the kind of background that would best prepare candidates for this position.
- The valid California Driver's License requirement will now be required instead of optional; the incumbent regularly uses a personal vehicle to travel to many locations as required by the work that is performed.
- While certifications are still desirable as opposed to required, a new one has been added that is consistent with industry standards – Associate Ergonomics Professional (AEP) certificate.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specification. City staff and union representatives met on July 16, 2015. There are no objections to the proposed new classification specification.

Staff recommends that the Civil Service Board approve the proposed new classification specification for Safety and Loss Control Specialist.

Attachments: Propose new classification specification for Safety and Loss Control Specialist

City of Oakland

DRAFT

SAFETY & LOSS CONTROL SPECIALIST

Class Code: AF047 FTE **Civil Service Classified**

DEFINITION

Under general supervision in the Human Resources Management Department, plans, coordinates recommends and implements safety and loss control programs; monitors compliance with federal, state and local occupational safety and health regulations; serves as a departmental liaison on safety and loss control issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional journey level position responsible for implementing safety and loss control programs to ensure departmental compliance with local, state and federal occupational safety and health regulations. The incumbent develops and presents training for City staff, prepares comprehensive written reports regarding safety and loss control issues and evaluates the impact of new and revised safety legislation.

The incumbent receives general supervision from the Safety and Loss Control Coordinator or other management staff.

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

Plan, coordinate, recommend, and implement city-wide safety and loss control programs.

Serve as a liaison to agencies/departments; interpret, apply and explain laws and regulations; ensure plans, programs and procedures are in compliance with local, state and federal occupational health and safety regulations.

Develop safety inspection procedures and schedules; conduct on-site occupational health and safety inspections; prepare reports of violations and infractions including code citations; follow-up with departments to ensure compliance with regulatory inspection reports.

Develop and implement management and employee training on various safety and loss control topics, including fire prevention, first aid, life/safety systems, occupational safety, and other safety awareness issues; acquire, prepare and maintain training materials; maintain employee training records.

Collect, analyze and evaluate injury and loss control data; prepare statistical and narrative reports capturing the frequency and severity of accidents and loss trends.

Investigate health and safety complaints and serious work-related employee accidents; categorize and record accidents in data management system; recommend corrective action to prevent recurrences; monitor progress and effectiveness of corrective safety measures.

Assist with facilitating basic industrial hygiene activities such as air sampling, noise and light measurements; interact with specialized vendors regarding components of new and existing safety and loss control programs.

Conduct on-site workstation evaluations and implement corrective action as needed.

Drive to various locations to conduct on-site evaluations or attend meetings as required in the performance of duties.

Keep up to date with current trends in Occupational Safety and Risk Management publications and regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic Workers Compensation programs and injury reduction plans.
- Local, state and federal occupational safety and health regulations, safety rules and practices including principles and practices of ergonomic and workstation evaluation.
- Human factors engineering (ergonomics) principles and practices.
- Mathematical methods used in statistical analysis.
- Computer systems and applications including Windows based software.

Ability to:

- Plan and implement an occupational safety and loss control program.
- Perform inspections of City facilities, job sites and public rights-of-way regarding loss control; analyze City processes, jobs and operations to identify and correct hazards.
- Interpret local, state and federal regulations pertaining to occupational safety and loss regulations.
- Coordinate functions and activities between departments and outside agencies.
- Communicate effectively in both oral and written form; prepare comprehensive written reports; facilitate training; maintain accurate files.
- Promote and enforce safe work practices and procedures.
- Operate an automotive vehicle to conduct site visits and attend meetings.
- Perform field work which requires the use of personal protective equipment including respirators.
- Establish and maintain effective work 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 in occupational health, occupational safety or related field.

Experience:

Three years of progressively responsible experience in occupational safety and health including administering safety and loss control program components, ensuring compliance with applicable regulations, conducting training sessions, and interpreting and applying new and modified laws and regulations.

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.

Possession of an Associate Safety Professional (ASP) certificate, Associate Ergonomics Professional (AEP) certificate or designation as an Industrial Hygienist in Training (IHIT) is highly desirable.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s):)

PORT OF OAKLAND

MEMO

To: City of Oakland Civil Service Board

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

Date: August 5, 2015

Subject: **Approval of Amendments to the Following Classification Specifications:**
Maritime Public Works/Rail Safety Specialist
Maritime Business Development and Marketing Representative
Airport Operations Supervisor, Airside
Legal Secretary I
Port Land Surveyor

Creating, amending and editing classification specifications is critical as the Port endeavors to ensure the organization is adequately positioned to operate efficiently and effectively. As a driver of community and economic development for the City of Oakland and the region, the Port must ensure that each revenue division is adequately positioned to grow business. To support this effort, the Maritime Public Works/Rail Safety Specialist; Maritime Business Development and Marketing Representative; Airport Operations Supervisor, Airside; Legal Secretary I; and Port Land Surveyor classification specifications were amended to better align with our needs. Each classification plays a pivotal role in either enhancing business, meeting regulatory obligations, maintaining commercial property or supporting internal operations. The classification amendments support the Port's effort to modernize our classification plan as organizational and business needs evolve.

Our effort to modernize these classification specifications was done in collaboration with our partners from the labor organizations that represent employees in these classifications.

The International Federation of Professional and Technical Engineers ("IFPTE"), Local 21, was notified of the proposed amendments to the following classification specifications:

- Maritime Business Development and Marketing Representative
- Legal Secretary I
- Port Land Surveyor

IFPTE Local 21 did not have any objections to the proposed amendments.

The International Brotherhood of Electrical Workers ("IBEW") Local 1245 was notified of the proposed amendments to the following classification specification:

- Airport Operations Supervisor, Airside

IBEW Local 1245 did not have any objections to the proposed amendments.

The Service Employee International Union ("SEIU") Local 1021 was notified of the proposed amendments to the following classification specification:

- Maritime Public Works/Rail Safety Specialist

SEIU Local 1021 did not have any objections to the proposed amendments.

The Port recommends that the Civil Service Board approve the proposed amendments to the **Maritime Public Works/Rail Safety Specialist; Maritime Business Development and Marketing Representative; Airport Operations Supervisor, Airside; Legal Secretary I; and Port Land Surveyor** classification specifications. Port staff will be available at the next Civil Service Board meeting to answer any questions or provide additional information as needed.

Attachment: Maritime Public Works/Rail Safety Specialist – Track Changes Version
Maritime Public Works/Rail Safety Specialist – Clean Version
Maritime Business Development and Marketing Representative - Track Changes Version
Maritime Business Development and Marketing Representative - Clean Version
Airport Operations Supervisor, Airside – Track Changes Version
Airport Operations Supervisor, Airside – Clean Version
Legal Secretary I - Track Changes Version
Legal Secretary I - Clean Version
Port Land Surveyor – Track Changes Version
Port Land Surveyor – Clean Version

MARITIME PUBLIC WORKS/RAIL SAFETY SPECIALIST

A. CLASS DEFINITION

Under direction, the Maritime Public Works/Rail Safety Specialist performs inspection and contract administration work on the Port of Oakland maritime public works contracts, ranging from routine to advanced and complex projects. Work involves contract administration duties, from preliminary engineering work on contracts, preconstruction meetings, inspection, through to signing off on a job and preparing final payments.

DISTINGUISHING CHARACTERISTICS

This single incumbent position is an advanced journey-level classification. It is distinguished from the ~~Aviation Public Works Specialist~~ Facilities Support Supervisor classification in that the latter classification has oversight and assists in planning, directing and organizing the work of the Harbor Facilities Maintenance Department ~~performs inspection and contract administration work at the Airport and has supervisory responsibilities.~~ The Maritime Public Works/Rail Safety Specialist is assigned to the Harbor area performing the unique duties of Road Master and Hazmat storage in addition to construction inspection and contract administration responsibilities in the Harbor Facilities Maintenance Department. The incumbent is a lead worker under direction of the ~~Management Assistant (~~Facilities Support Supervisor~~)~~.

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

1. Conducts inspections of different harbor facilities to evaluate condition; writes engineering request for purchase order contract work; performs general condition inspections and monitors the condition of Harbor Facilities' Hazmat Storage Unit

2. ~~Road Master will c~~Conduct inspections and/or qualify all new, renewal and existing Port owned railroad tracks for Federal Railroad Association (FRA) and California Public Utilities Commission (CPUC) for maintenance and safety purposes. ~~The Road Master shall also c~~Conduct and administer ~~the annual and as needed for new staff and contractors, training for~~ operational safety training on Port owned railroad track to internal and external stakeholders.

3. Functions ~~A~~as a Lone Worker~~,~~ performing minor railroad track and signal maintenance on an as-needed basis.

4. Perform Watchman/Lookout duties for any and all crews working on or around Port owned railroad tracks.

5. Maintain accurate records of all inspection and maintenance activities on Port owned railroad track as required by the FRA and the CPUC.

~~1.~~6. Receives requests for projects requiring Purchase Order contract work; field investigates job sites to establish scope of work and clarify work requirements; performs survey of project areas as needed; makes cost estimates; provides comments and recommendations to requesting departments regarding projects.

~~2.~~7. Writes job specifications, including complete descriptions of work, methods of work, materials, code and permit requirements, safety and Cal-OSHA requirements, environmental issues to be addressed, etc.

~~3.~~8. Solicits bids, including locating qualified contractors from the standpoint of EO women, minority, and local business requirements; reviews contracts experience and references; schedules, coordinates, and conducts tours for contractors to view job sites; reviews bids.

~~4.~~9. Prepares requisitions for P.O. contracts, including listings of all bids received, recommendations, and work specifications.

~~5.~~10. Schedules and conducts pre-construction conferences with contractors and affected tenants and maritime departments to answer questions and ensure that all have a clear understanding of all issues and port requirements; provides all parties with work schedules, names of contact persons, types of work operations, and the impact of the work on the berth.

~~6.~~11. Requires and instructs contractors to pick up required City building permits and pay for them; arranges for Port reimbursement to contractors for costs, on an as-needed basis.

~~7.~~12. Coordinates the work with affected tenants, maritime departments, and contractors; notifies affected tenants and maritime departments of each event.

~~8.~~13. During construction phase, manages, administers, and inspects projects, including conducting daily inspections, keeping accurate daily logs, ensuring that all work is done in accordance with City building codes and other local and state regulations and job specifications; ensures that work is done in compliance with Cal-OSHA requirements; resolves/clarifies work issues; issues/approves change orders; processes progress payments; reviews submittals; discusses submittals with tenants.

~~9.~~14. Performs final inspections; prepares punch lists and reviews punch lists with contractors; follows up to ensure all items have been completed; signs off on completed jobs; prepares final payments.

~~10. Conducts inspections of different harbor facilities to evaluate condition; writes engineering request for purchase order contract work; performs general condition inspections and monitors the condition of Harbor Facilities' Hazmat Storage Unit and railroad tracks for maintenance and safety purposes.~~

~~11. Perform as needed minor railroad track and signal maintenance.~~

~~12. Perform watchman lookout duties for any and all crews working on or around Port owned railroad tracks.~~

~~13.~~15. Provides information to the harbor Facilities Maintenance Manager in preparing the fiscal year budgets by providing data from the field regarding upcoming major maintenance projects, including cost estimates, monthly expenses, cost-to-date and remaining funds on Purchase Order contracts.

~~14.~~16. Provides direction and coordination to assigned staff, and on a project basis, to other maintenance crews in their performance of work in support of contract work.

~~15.~~17. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Tools, materials, and equipment used in the construction, repair, and maintenance of airport facilities.
- Principles and methods of field inspections on materials and construction work.
- All applicable codes such as building, fire, Hazmat and OSHA requirements.
- The policies and procedures of the Engineering Division.
- FRA and other federal, state, and local requirements and regulations regarding railroad and maritime operation and Hazmat storage regulations.
- Principles and practices of supervision.

- Basic personal computer operations and applicable standard office software.

Ability to:

- Read, interpret, prepare and review the preparation of complex contract drawings, sketches, as-built drawings, record drawings, cost estimates, specifications, manuals, and related materials.
- Prepare written memorandums and reports, including inspector's daily reports.
- Communicate technical construction concepts.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work under pressure, completing work in an accurate manner while meeting conflicting deadlines and schedules which are often set by others.
- Exercise sound and effective judgment within established guidelines.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have fine motor control to manipulate a keyboard and a multi-button telephone set; and to have physical agility to kneel, crawl, climb, and walk quickly through a wide variety of construction sites. In meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include college coursework in any of the following: surveying, drafting, ~~civil~~ engineering, track maintenance, track inspection, signal construction and maintenance, and college mathematics through trigonometry **plus** ~~seven~~ six years of related experience in railroad track maintenance, railroad track safety, ~~and~~ railroad signal construction and maintenance, construction inspection ~~and~~ or contract administration. ~~including at least two years experience in construction inspection at the Senior Engineering Assistant level~~. An equivalent combination of education and experience may be considered.

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.
   ~~1.~~
2. The Department of Homeland security requires all employees who must have unescorted access to regulated marine terminal facilities to be in possession of a Transportation Worker Identification Credential (TWIC). Employees will need to undergo

a background check before being issued a TWIC card. This status must be maintained for the duration of employment at the Port in this classification.

CLASS CODE:	10579
STANDARD HOURS-DAY/WEEK:	8/day - 40/week
CS STATUS:	Classified
FLSA:	Non-exempt
Classification Created: (PO)	October 16, 2001 (3665)

MARITIME PUBLIC WORKS/RAIL SAFETY SPECIALIST

A. CLASS DEFINITION

Under direction, the Maritime Public Works/Rail Safety Specialist performs inspection and contract administration work on the Port of Oakland maritime public works contracts, ranging from routine to advanced and complex projects. Work involves contract administration duties, from preliminary engineering work on contracts, preconstruction meetings, inspection, through to signing off on a job and preparing final payments.

DISTINGUISHING CHARACTERISTICS

This single incumbent position is an advanced journey-level classification. It is distinguished from the Facilities Support Supervisor classification in that the latter classification has oversight and assists in planning, directing and organizing the work of the Harbor Facilities Maintenance Department The Maritime Public Works/Rail Safety Specialist is assigned to the Harbor area performing the unique duties of Road Master and Hazmat storage in addition to construction inspection and contract administration responsibilities in the Harbor Facilities Maintenance Department. The incumbent is a lead worker under direction of the Facilities Support Supervisor.

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

1. Conducts inspections of different harbor facilities to evaluate condition; writes engineering request for purchase order contract work; performs general condition inspections and monitors the condition of Harbor Facilities' Hazmat Storage Unit

2. Conduct inspections and/or qualify all new, renewal and existing Port owned railroad tracks for Federal Railroad Association (FRA) and California Public Utilities Commission (CPUC) for maintenance and safety purposes. Conduct and administer operational safety training on Port owned railroad track to internal and external stakeholders.

3. Functions as a Lone Worker performing minor railroad track and signal maintenance on an as-needed basis.

4. Perform Watchman/Lookout duties for any and all crews working on or around Port owned railroad tracks.

5. Maintain accurate records of all inspection and maintenance activities on Port owned railroad track as required by the FRA and the CPUC.

6. Receives requests for projects requiring Purchase Order contract work; field investigates job sites to establish scope of work and clarify work requirements; performs survey of project areas as needed; makes cost estimates; provides comments and recommendations to requesting departments regarding projects.

7. Writes job specifications, including complete descriptions of work, methods of work, materials, code and permit requirements, safety and Cal-OSHA requirements, environmental issues to be addressed, etc.

8. Solicits bids, including locating qualified contractors from the standpoint of EO women, minority, and local business requirements; reviews contracts experience and references; schedules, coordinates, and conducts tours for contractors to view job sites; reviews bids.

9. Prepares requisitions for P.O. contracts, including listings of all bids received, recommendations, and work specifications.

10. Schedules and conducts pre-construction conferences with contractors and affected tenants and maritime departments to answer questions and ensure that all have a clear understanding of all

issues and port requirements; provides all parties with work schedules, names of contact persons, types of work operations, and the impact of the work on the berth.

11. Requires and instructs contractors to pick up required City building permits and pay for them; arranges for Port reimbursement to contractors for costs, on an as-needed basis.

12. Coordinates the work with affected tenants, maritime departments, and contractors; notifies affected tenants and maritime departments of each event.

13. During construction phase, manages, administers, and inspects projects, including conducting daily inspections, keeping accurate daily logs, ensuring that all work is done in accordance with City building codes and other local and state regulations and job specifications; ensures that work is done in compliance with Cal-OSHA requirements; resolves/clarifies work issues; issues/approves change orders; processes progress payments; reviews submittals; discusses submittals with tenants.

14. Performs final inspections; prepares punch lists and reviews punch lists with contractors; follows up to ensure all items have been completed; signs off on completed jobs; prepares final payments.

15. Provides information to the harbor Facilities Maintenance Manager in preparing the fiscal year budgets by providing data from the field regarding upcoming major maintenance projects, including cost estimates, monthly expenses, cost-to-date and remaining funds on Purchase Order contracts.

16. Provides direction and coordination to assigned staff, and on a project basis, to other maintenance crews in their performance of work in support of contract work.

17. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Tools, materials, and equipment used in the construction, repair, and maintenance of airport facilities.
- Principles and methods of field inspections on materials and construction work.
- All applicable codes such as building, fire, Hazmat and OSHA requirements.
- The policies and procedures of the Engineering Division.
- FRA and other federal, state, and local requirements and regulations regarding railroad and maritime operation and Hazmat storage regulations.
- Principles and practices of supervision.
- Basic personal computer operations and applicable standard office software.

Ability to:

- Read, interpret, prepare and review the preparation of complex contract drawings, sketches, as-built drawings, record drawings, cost estimates, specifications, manuals, and related materials.
- Prepare written memorandums and reports, including inspector's daily reports.
- Communicate technical construction concepts.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.

- Work under pressure, completing work in an accurate manner while meeting conflicting deadlines and schedules which are often set by others.

- Exercise sound and effective judgment within established guidelines.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have fine motor control to manipulate a keyboard and a multi-button telephone set; and to have physical agility to kneel, crawl, climb, and walk quickly through a wide variety of construction sites. In meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include college coursework in any of the following: surveying, drafting, engineering, track maintenance, track inspection, signal construction and maintenance, and college mathematics through trigonometry **plus** six years of related experience in railroad track maintenance, railroad track safety, railroad signal construction and maintenance, construction inspection or contract administration.. An equivalent combination of education and experience may be considered.

G. OTHER CHARACTERISTICS

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

2. The Department of Homeland security requires all employees who must have unescorted access to regulated marine terminal facilities to be in possession of a Transportation Worker Identification Credential (TWIC). Employees will need to undergo a background check before being issued a TWIC card. This status must be maintained for the duration of employment at the Port in this classification.

CLASS CODE:	10579
STANDARD HOURS-DAY/WEEK:	8/day - 40/week
CS STATUS:	Classified
FLSA:	Non-exempt
Classification Created: (PO)	October 16, 2001 (3665)

MARITIME BUSINESS DEVELOPMENT AND MARKETING REPRESENTATIVE

A. CLASS DEFINITION

Under general supervision, implements a broad range of targeted/segment specific marketing and business and/or project-specific programs to ~~address~~ maintain and enhance business;~~the~~ address operational, strategic, commercial and long-term needs of ~~the Port's~~Maritime customers and optimize the utilization of the Maritime ~~Division~~ facilities, assets and services; promotes increased use of maritime facilities and assets by establishing targeted marketing programs to maintain current cargo ~~growth~~ and attract/enhance cargo throughput including growing discretionary intermodal imports. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification receives direction from the Manager, Business Development and International Marketing. The incumbent will (1) cultivate and manage relationships to support ~~increasing~~maintaining ~~-~~volume with existing customers and~~,~~ attracting new customers' business, and (2) focus on securing first inbound calls~~(3) e~~. The work performed by this class is distinguished from that of higher classifications by the narrower scope of responsibility and the performance of ~~more routine~~ assignments related to marketing the Port and developing business through direct engagement of various customers. The incumbent performs work that is sensitive and strategic in nature.

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

1. Develop~~s~~ and maintain~~s~~ a high level of customer contact with oceans carriers, beneficial cargo owners, Non-Vessel Operating Common Carriers (NVOs) and all other Port customers and users; keep~~s~~ the customer base advised of the Port's developments and issues.

2. Implement~~s~~ ~~successful~~effective comprehensive industry segment and/or intermodal or ocean carrier strategies including the research, design and launch of such strategy; develop~~s~~ tactical and strategic long-term objectives with milestones for achievement/deliverables; ~~-~~and engag~~e~~~~ing~~ stakeholders on new products by remaining current on development activity, industry trends, market activities, and competitors.

3. Enhance and ~~M~~maintain~~s~~ business by participating on calls with internal partners to promote Port capabilities; implement ~~a~~ effective regular call cycles ~~for~~ with existing and potential Port customers; conduct~~s~~ pre-call planning and research; maintain~~s~~ customer profiles, mailing lists, records of calls made and actions required or taken in the Maritime Division's Customer Relationship Management database (CRM); prepare~~s~~ and disseminate~~s~~ weekly Marketing Call reports; engage~~s~~ in follow up and liaison with assigned customer/stakeholder group and/or segments~~.~~

~~1.~~4. Develop and maintain business and operational relationships with international and domestic stakeholders and ~~,~~ customer ~~and clients~~; work collaboratively with internal Maritime Division staff and external partners to create strategies and procedures that drive growth in specific industry segments.

~~2.~~5. Coordinate~~s~~ the development of market data to support ~~lobbying~~ Maritime activities; initiate~~s~~ programs to support Division objectives.

~~3.~~6. Keep~~s~~ abreast of developments within the maritime industry.

~~4.~~7. Maintain~~s~~ a statistical database of cargo flows and customer profile contact lists that include key decision makers, commodities shipped, Ports used, etc.

~~5.~~8. Assist~~s~~ in the development and implementation of customized business relationships and marketing plans.

~~6.~~9. Prepare~~s~~ and may present various administrative, summary and financial reports.

~~7.~~10. Develop~~s~~ and update~~s~~ marketing collateral materials; update~~s~~ and enhance~~s~~ web sites, press releases, news articles, advertising and Trade Mission summaries and brochures.

~~8.~~11. Investigate~~s~~/help~~s~~ develop rail backhaul opportunities which may benefit Oakland carriers; assist~~s~~ in coordinating resolution of service issues caused by regulatory agencies, such as U.S. Customs, FDA, etc.

~~9.~~12. Assist~~s~~ in coordinating maritime marketing activities relating to advertising and public relations, including appropriate support to the Port's public relations and governmental affairs efforts.

~~10.~~13. Assist~~s~~ the Manager, Business Development and International Marketing, Division marketing team, other Division managers and staff, and other internal Port departments in developing and implementing appropriate tactical plans to meet strategic goals and objectives; participate~~s~~ in project teams as assigned.

~~11.~~14. ~~Conducts targeted maritime-oriented promotional tasks such as giving tours to Port customers~~, Participate in project teams on selected marketing programs; prepare~~ing~~ briefings and presentations regarding the Port's developments and marketing programs; assist~~s~~ and/or participate~~s~~ in Port-sponsored events such as trade shows, seminars, ceremonies, receptions, customer events, trade missions and marketing trips; may represent the Port and the Maritime Division at trade and industry conferences, meetings, seminars and industry events; responds to customer requests for information; conduct~~s~~ targeted maritime-oriented promotional tasks such as giving tours to Port customers and other related activities.

~~12.~~15. May survey key ocean carriers and Port customers to ascertain service standards through Oakland and to assist in the coordination of maintenance of service levels.

~~11. Conducts targeted maritime-oriented promotional tasks such as giving tours to Port customers, preparing briefings and presentations regarding the Port's developments and marketing programs; assists and/or participates in Port-sponsored events such as trade shows, seminars, ceremonies, receptions, customer events, trade missions and marketing trips; may represent the Port and the Maritime Division at trade and industry conferences, meetings, seminars and industry events; responds to customer requests for information~~.

~~12.~~ 17. ~~May survey key ocean carriers and Port customers to ascertain service standards through Oakland and to assist in the coordination of maintenance of service levels.~~

~~13.~~ 18. Assist~~s~~ or handle~~s~~ special assignments within the scope of responsibility as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Maritime transportation principles and practices.
- Port of Oakland maritime operations and the infrastructure that supports shipping line, rail, maritime support companies and terminal operator activities of the Port.
- Major ocean carriers, beneficial cargo owners that utilize intermodal rail and/or ocean services, local transload facility services and capabilities, intermodal rail yard and marine terminal operators.
- Vessel rotations, deployments and general ocean services in the Transpacific trade lanes; knowledge of ocean carrier alliances, slot-charter and other cooperative arrangements.

- North American rail, trucking and distribution network activities and terminals; detailed knowledge of local rail/trucking activities and practices.
- Sales and strategic marketing principles and practices.
- Media relations activities and advertising development methods and sales.
- Problem solving skills to effectively and creatively resolve customers' concerns.

Ability to:

- Cultivate and maintain effective professional relationships with industry contacts, officials from legislative, regulatory or other public agencies, Port staff, community representatives and the general public.
- Exercise sound independent judgment within general policy guidelines.
- Work under deadlines and coordinate several concurrent assignments.
- Operate a personal computer and related software applications.
- Communicate effectively orally and in writing.
- Help identify and conceptualize problems arising from customer requests or concerns and determine the appropriate course of action.
- Work with a multi-cultural customer base.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have color vision sufficient to distinguish written or graphic materials annotated with high-lighting pens or inks; to have hearing sufficient to hear nuances in oral communications with English as a second language; to have fine motor control to manipulate a keyboard and a multi-button telephone set; and to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound deadening wall panels. The incumbent may work outdoors or make calls on customers in a variety of weather conditions and be subject to high decibel noise levels caused by crane, rail, street traffic and airplanes.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree from an accredited college or university with course work in business, finance, transportation, or marketing and a minimum of five years of experience in sales and marketing with at least three years professional experience at a port, shipping line, or a 3rd party logistics provider specializing in ocean transportation.

G. OTHER CHARACTERISTICS

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

2. Must be willing to travel extensively, when required.

3. This classification requires each incumbent to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) of all individuals who have unescorted access to secured areas of the harbor. This status must be maintained for the duration of employment at the Port.

CLASS CODE:	10693
STANDARD HOURS-DAY/WEEK:	7.5/day-37.5/week
CS STATUS:	Exempt by Charter
FLSA:	Exempt
Classification Created: (Port Ordinance)	December 2, 2008 (4077)

MARITIME BUSINESS DEVELOPMENT AND MARKETING REPRESENTATIVE

A. CLASS DEFINITION

Under general supervision, implements a broad range of targeted/segment specific marketing and business and/or project-specific programs to maintain and enhance business; address operational, strategic, commercial and long-term needs of Maritime customers and optimize the utilization of the Maritime facilities, assets and services; promotes increased use of maritime facilities and assets by establishing targeted marketing programs to maintain current cargo and attract/enhance cargo throughput including growing discretionary intermodal imports. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification receives direction from the Manager, Business Development and International Marketing. The incumbent will (1) cultivate and manage relationships to support maintaining volume with existing customers and attracting new customers' business, and (2) focus on securing first inbound calls. The work performed by this class is distinguished from that of higher classifications by the narrower scope of responsibility and the performance of assignments related to marketing the Port and developing business through direct engagement of various customers. The incumbent performs work that is sensitive and strategic in nature.

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

1. Develop and maintain a high level of customer contact with oceans carriers, beneficial cargo owners, Non-Vessel Operating Common Carriers (NVOs) and all other Port customers and users; keep the customer base advised of the Port's developments and issues.

2. Implement effective comprehensive industry segment and/or intermodal or ocean carrier strategies including the research, design and launch of such strategy; develop tactical and strategic long-term objectives with milestones for achievement/deliverables; and engage stakeholders on new products by remaining current on development activity, industry trends, market activities, and competitors.

3. Enhance and maintain business by participating on calls with internal partners to promote Port capabilities; implement effective regular call cycles with existing and potential Port customers; conduct pre-call planning and research; maintain customer profiles, mailing lists, records of calls made and actions required or taken in the Maritime Division's Customer Relationship Management database (CRM); prepare and disseminate weekly Marketing Call reports; engage in follow up and liaison with assigned customer/stakeholder group and/or segments

4. Develop and maintain business and operational relationships with international and domestic stakeholders and customer; work collaboratively with internal Maritime Division staff and external partners to create strategies and procedures that drive growth in specific industry segments.

5. Coordinate the development of market data to support Maritime activities; initiate programs to support Division objectives.

6. Keep abreast of developments within the maritime industry.

7. Maintain a statistical database of cargo flows and customer profile contact lists that include key decision makers, commodities shipped, Ports used, etc.

8. Assist in the development and implementation of customized business relationships and marketing plans.

9. Prepare and may present various administrative, summary and financial reports.

10. Develop and update marketing collateral materials; update and enhance web sites, press releases, news articles, advertising and Trade Mission summaries and brochures.

11. Investigate/help develop rail backhaul opportunities which may benefit Oakland carriers; assist in coordinating resolution of service issues caused by regulatory agencies, such as U.S. Customs, FDA, etc.

12. Assist in coordinating maritime marketing activities relating to advertising and public relations, including appropriate support to the Port's public relations and governmental affairs efforts.

13. Assist the Manager, Business Development and International Marketing, Division marketing team, other Division managers and staff, and other internal Port departments in developing and implementing appropriate tactical plans to meet strategic goals and objectives; participate in project teams as assigned.

14. Participate in project teams on selected marketing programs; prepare briefings and presentations regarding the Port's developments and marketing programs; assist and/or participate in Port-sponsored events such as trade shows, seminars, ceremonies, receptions, customer events, trade missions and marketing trips; may represent the Port and the Maritime Division at trade and industry conferences, meetings, seminars and industry events; responds to customer requests for information; conduct targeted maritime-oriented promotional tasks such as giving tours to Port customers and other related activities.

15. May survey key ocean carriers and Port customers to ascertain service standards through Oakland and to assist in the coordination of maintenance of service levels.

16. Assist or handle special assignments within the scope of responsibility as assigned

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Maritime transportation principles and practices.
- Port of Oakland maritime operations and the infrastructure that supports shipping line, rail, maritime support companies and terminal operator activities of the Port.
- Major ocean carriers, beneficial cargo owners that utilize intermodal rail and/or ocean services, local transload facility services and capabilities, intermodal rail yard and marine terminal operators.
- Vessel rotations, deployments and general ocean services in the Transpacific trade lanes; knowledge of ocean carrier alliances, slot-charter and other cooperative arrangements.
- North American rail, trucking and distribution network activities and terminals; detailed knowledge of local rail/trucking activities and practices.
- Sales and strategic marketing principles and practices.
- Media relations activities and advertising development methods and sales.
- Problem solving skills to effectively and creatively resolve customers' concerns.

Ability to:

- Cultivate and maintain effective professional relationships with industry contacts, officials from legislative, regulatory or other public agencies, Port staff, community representatives and the general public.
- Exercise sound independent judgment within general policy guidelines.
- Work under deadlines and coordinate several concurrent assignments.
- Operate a personal computer and related software applications.
- Communicate effectively orally and in writing.
- Help identify and conceptualize problems arising from customer requests or concerns and determine the appropriate course of action.
- Work with a multi-cultural customer base.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have color vision sufficient to distinguish written or graphic materials annotated with high-lighting pens or inks; to have hearing sufficient to hear nuances in oral communications with English as a second language; to have fine motor control to manipulate a keyboard and a multi-button telephone set; and to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound deadening wall panels. The incumbent may work outdoors or make calls on customers in a variety of weather conditions and be subject to high decibel noise levels caused by crane, rail, street traffic and airplanes.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree from an accredited college or university with course work in business, finance, transportation, or marketing and a minimum of five years of experience in sales and marketing with at least three years professional experience at a port, shipping line, or a 3rd party logistics provider specializing in ocean transportation.

G. OTHER CHARACTERISTICS

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

2. Must be willing to travel extensively, when required.

3. This classification requires each incumbent to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) of all individuals who have unescorted access to secured areas of the harbor. This status must be maintained for the duration of employment at the Port.

CLASS CODE:	10693
STANDARD HOURS-DAY/WEEK:	7.5/day-37.5/week
CS STATUS:	Exempt by Charter
FLSA:	Exempt
Classification Created: (Port Ordinance)	December 2, 2008 (4077)

AIRPORT OPERATIONS SUPERVISOR, AIRSIDE

A. CLASS DEFINITION

Under direction, the incumbent supervises and coordinates the activities of an assigned shift of subordinate personnel engaged in airside operational, safety and security functions on a 24 hour basis. Incumbent enforces all applicable federal, state, and local safety and security rules, regulations, and procedures and represents airport management after normal working hours. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Airport Operations Supervisor is distinguished from the Airport Operations Superintendent classification in that the former is responsible for supervising the work of round the clock crews of Airport Operations Specialists in the enforcement of local, state and federal rules and regulations, whereas the latter is responsible for a variety of functions requiring specialized knowledge or higher level management of a function.

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

1. Supervises and coordinates response to various security programs including patrol functions, door/gate alarms, hijack, bomb threat, ID badging and vehicle permit requirements.

2. Inspects runways, taxiways, and related Airport Air Operations Areas (AOA) for proper maintenance and safety conditions; opens and closes runways and taxiways; ensures that wildlife management functions are carried out.

3. Ensures that the facility continually operates under certification requirements or applicable federal, state, and local regulations; reviews reports of Airport Operations Specialists.

4. Participates in selection; trains, directs work, assigns shifts, responds to employee complaints and grievances; evaluates the performance of subordinates and discusses results with employees.

5. Supervises airside activities of commercial aircraft operations; assuring that aircraft parking, gate assignments, engine run-ups, noise abatement procedures, and vehicle traffic flow are monitored and initiates corrective action; supervises and coordinates removal of disabled aircraft from runways and taxiways.

6. Issues Notices to Airmen (NOTAMS); keeps airport personnel informed daily of special issues pertaining to the operations of the airport.

7. Serves as "Manager on Duty" with the tenant airlines and other airport facility users during weekends, nights, and holidays; assists and cooperates with airport users in resolving problems.

8. Acts as the airport's primary representative in all emergencies until relieved by higher authority.

9. Develops and prepares recommendations of operational procedures relative to aircraft ground operations, facility maintenance and the conduct of airside operations;

10. Inspects, monitors and provides training to tenants and subordinates on the use of the Airport's Surface Movement guidance and Control System (SMGCS).

11. Cooperates with outside agencies in establishing procedures for arrival and departure of dignitaries and officials of other agencies.

12. Coordinates the notification of appropriate supporting agencies such as the Oakland Fire Department, Oakland Police Department, Federal Aviation Agency, Alameda County Sheriff's Department and the Federal Bureau of Investigation.

13. Prepares reports and correspondence.

14. Operates communication equipment, fire alarm reporting equipment and the security access system.

15. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Federal, state, and local rules and regulations pertaining to airport operations and airport certification requirements.

- Agencies such as Federal Bureau of Investigation, Oakland Fire Department, Oakland Police Department, and Alameda County Sheriff's Department.

- Geographical locations, such as runways/taxiways, inaccessible terrain, and airport buildings and/or facilities.

- Airport runway/taxiway systems, marking criteria, aircraft movement/non-movement areas, and airport facility and operational safety standards.

- Aircraft rescue and fire fighting (ARFF) equipment and their applicability to airport emergency operations.

Ability to:

- Communicate effectively both orally and in writing to prepare and produce reports, memoranda, and letters informing airport personnel of daily airport operations; conduct staff meetings and use a two-way radio effectively.

- Identify, research and resolve a wide range of work related problems such as employee second level grievances and tenant and public complaints.

- Organize time, personnel, and equipment to achieve objectives such as security measures.

- Supervise and direct subordinate staff; including assigning and monitoring work, training personnel in job duties and responsibilities, conducting formal performance evaluations, and administering disciplinary action.

- Interpret and enforce operational polices, practices and procedures, and maintain departmental and state safety standards.

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

- Read, interpret, and understand departmental policies and procedures and federal, state, and local regulations.

- Operate a personal computer and appropriate software.

- Exercise sound independent judgment within general policy guidelines.

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

- Work under deadlines and coordinate several concurrent assignments.

- Work with minimum supervision.

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

D. PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to stand, walk, run, stoop, kneel, crawl, climb or balance; use hands to manipulate a keyboard, radio-telephone and multi-button telephone sets in the office; carry or move objects; employ eye, hand and foot coordination to operate an emergency motor vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include an Associates degree ~~from an accredited college with coursework in aviation~~ in Aviation Management or related fiel~~le~~d **plus** ~~three~~ four years of experience in aviation operations~~ equivalent to an Airport Operations Specialist of~~of which 2 years is preferred to be ~~must include~~ supervisory level experience.

~~SUBSTITUTION:~~

~~Associate's Degree in Aviation Management or closely related field AND 6 years of experience in an aviation operations field (Airline, FBO, and Airport) of which 2 years is preferred to be must include supervisory level experience.~~

G. OTHER CHARACTERISTICS

1. This Airport specific classification requires each incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. In addition, the incumbent in this position will be required to complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment at the Airport. This status must be maintained for the duration of employment at the airport.

2. Must possess a California Class C Driver's License at the time of and for the duration of appointment.

3. Must be willing to perform shift work on a 24 hour basis including weekends and holidays.

4. Must be willing to wear a uniform and to work under adverse or hazardous conditions.

CLASS CODE:	10020
STANDARD HOURS-DAY/WEEK:	8.0/Day-40.0/Week
CS STATUS:	Classified
FLSA:	Non-exempt
Classification Created:	September 1, 1953 (924)
Title Changed to Airport Operations Supervisor:	July 21, 1981 (2390)
Job Specifications revised:	October 8, 1986 June 7, 1988 October 18, 1988
Job Specifications changed and Classification retitled to Airport Operations Supervisor, Airside:	January 17, 1998 (3417)
Job Specifications revised:	March 13, 2001

AIRPORT OPERATIONS SUPERVISOR, AIRSIDE

A. CLASS DEFINITION

Under direction, the incumbent supervises and coordinates the activities of an assigned shift of subordinate personnel engaged in airside operational, safety and security functions on a 24 hour basis. Incumbent enforces all applicable federal, state, and local safety and security rules, regulations, and procedures and represents airport management after normal working hours. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Airport Operations Supervisor is distinguished from the Airport Operations Superintendent classification in that the former is responsible for supervising the work of round the clock crews of Airport Operations Specialists in the enforcement of local, state and federal rules and regulations, whereas the latter is responsible for a variety of functions requiring specialized knowledge or higher level management of a function.

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

1. Supervises and coordinates response to various security programs including patrol functions, door/gate alarms, hijack, bomb threat, ID badging and vehicle permit requirements.

2. Inspects runways, taxiways, and related Airport Air Operations Areas (AOA) for proper maintenance and safety conditions; opens and closes runways and taxiways; ensures that wildlife management functions are carried out.

3. Ensures that the facility continually operates under certification requirements or applicable federal, state, and local regulations; reviews reports of Airport Operations Specialists.

4. Participates in selection; trains, directs work, assigns shifts, responds to employee complaints and grievances; evaluates the performance of subordinates and discusses results with employees.

5. Supervises airside activities of commercial aircraft operations; assuring that aircraft parking, gate assignments, engine run-ups, noise abatement procedures, and vehicle traffic flow are monitored and initiates corrective action; supervises and coordinates removal of disabled aircraft from runways and taxiways.

6. Issues Notices to Airmen (NOTAMS); keeps airport personnel informed daily of special issues pertaining to the operations of the airport.

7. Serves as "Manager on Duty" with the tenant airlines and other airport facility users during weekends, nights, and holidays; assists and cooperates with airport users in resolving problems.

8. Acts as the airport's primary representative in all emergencies until relieved by higher authority.

9. Develops and prepares recommendations of operational procedures relative to aircraft ground operations, facility maintenance and the conduct of airside operations;

10. Inspects, monitors and provides training to tenants and subordinates on the use of the Airport's Surface Movement guidance and Control System (SMGCS).

11. Cooperates with outside agencies in establishing procedures for arrival and departure of dignitaries and officials of other agencies.

12. Coordinates the notification of appropriate supporting agencies such as the Oakland Fire Department, Oakland Police Department, Federal Aviation Agency, Alameda County Sheriff's Department and the Federal Bureau of Investigation.

13. Prepares reports and correspondence.

14. Operates communication equipment, fire alarm reporting equipment and the security access system.

15. Performs other related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Federal, state, and local rules and regulations pertaining to airport operations and airport certification requirements.

- Agencies such as Federal Bureau of Investigation, Oakland Fire Department, Oakland Police Department, and Alameda County Sheriff's Department.

- Geographical locations, such as runways/taxiways, inaccessible terrain, and airport buildings and/or facilities.

- Airport runway/taxiway systems, marking criteria, aircraft movement/non-movement areas, and airport facility and operational safety standards.

- Aircraft rescue and fire fighting (ARFF) equipment and their applicability to airport emergency operations.

Ability to:

- Communicate effectively both orally and in writing to prepare and produce reports, memoranda, and letters informing airport personnel of daily airport operations; conduct staff meetings and use a two-way radio effectively.

- Identify, research and resolve a wide range of work related problems such as employee second level grievances and tenant and public complaints.

- Organize time, personnel, and equipment to achieve objectives such as security measures.

- Supervise and direct subordinate staff; including assigning and monitoring work, training personnel in job duties and responsibilities, conducting formal performance evaluations, and administering disciplinary action.

- Interpret and enforce operational polices, practices and procedures, and maintain departmental and state safety standards.

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

- Read, interpret, and understand departmental policies and procedures and federal, state, and local regulations.

- Operate a personal computer and appropriate software.

- Exercise sound independent judgment within general policy guidelines.

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

- Work under deadlines and coordinate several concurrent assignments.

- Work with minimum supervision.

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

D. PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to stand, walk, run, stoop, kneel, crawl, climb or balance; use hands to manipulate a keyboard, radio-telephone and multi-button telephone sets in the office; carry or move objects; employ eye, hand and foot coordination to operate an emergency motor vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include an Associates' degree in Aviation Management or related field **plus** four years of experience in aviation operations of which 2 years is preferred to be supervisory level experience.

G. OTHER CHARACTERISTICS

1. This Airport specific classification requires each incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. In addition, the incumbent in this position will be required to complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment at the Airport. This status must be maintained for the duration of employment at the airport.

2. Must possess a California Class C Driver's License at the time of and for the duration of appointment.

3. Must be willing to perform shift work on a 24 hour basis including weekends and holidays.

4. Must be willing to wear a uniform and to work under adverse or hazardous conditions.

CLASS CODE:	10020
STANDARD HOURS-DAY/WEEK:	8.0/Day-40.0/Week
CS STATUS:	Classified
FLSA:	Non-exempt
Classification Created:	September 1, 1953 (924)
Title Changed to Airport Operations Supervisor:	July 21, 1981 (2390)
Job Specifications revised:	October 8, 1986 June 7, 1988 October 18, 1988
Job Specifications changed and Classification retitled to Airport Operations Supervisor, Airside:	January 17, 1998 (3417)
Job Specifications revised:	March 13, 2001

LEGAL SECRETARY I ~~(EXEMPT)~~
~~JOB DESCRIPTION~~
~~September 30, 1992~~

A. DEFINITION

~~The Legal Secretary I~~, ~~u~~Under ~~close~~ immediate supervision, the Legal Secretary I provides ~~responsible~~ responsible administrative assistance ~~and support~~ to support the general operations of the ~~to the~~ Port Attorney's office ~~and assigned attorneys~~ involving a wide variety of general, routine and less specialized legal secretarial and related administrative duties.

DISTINGUISHING CHARACTERISTICS

Legal Secretary I is an entry level classification. Incumbents report~~s~~ to and ~~is~~are supervised by the Executive Legal Secretary II. ~~in this classification work under close supervision of assigned attorneys and more senior legal secretaries~~ The Legal Secretary I will perform~~ing~~ a variety of general, routine and moderately complex legal assignments involving legal work processing and transcription of dictation to produce legal advice memoranda and letters, resolutions and ordinances, pleadings, contracts and exhibits. Incumbents are assigned progressively more complex legal secretarial tasks and duties as the necessary knowledge, skills and abilities to perform such tasks and duties are acquired.

~~Incumbents maintain assigned attorney's filing, hearing, trial, meeting and transaction calendars and schedules, and are responsible for facilitating administrative details for their assigned attorney.~~

B. TYPICAL TASKS/DUTIES ~~[1]~~(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Organizes and maintains filing and check-in system (including inputting and updating file database, labeling new files, closing and sending files to storage, purges files, as requested, etc.).

2. Maintains an up-to-date databases, matrices, and logs (i.e., ordinances and resolutions, legal opinions, logs, etc.)

~~1.~~3. Maintains the confidentiality of files, records and communications are required under the procedures of the Port Attorney, the instructions of the assigned attorney and the laws of California.

~~[1] NOTE: The following list of tasks and duties are those usually performed by the employees in this classification. However, because of specific emphasis of assignments among attorneys, employees in this classification may perform certain of the tasks and duties listed below more frequently than other tasks and duties requiring the same level of knowledge, skills, and abilities.~~

4. Assists in preparing, arranging and maintaining logs, calendars and tickler systems (including follow-up). related to claims, hearings, motions and other litigation matters including discovery and pretrial deadlines and appeals, contract work requests, public works contracts completions, environmental issues and meetings with Committees of the Board, Senior Management and staff. These tasks involve interaction with the Secretary of the Board, Secretary to the Port Attorney, legal secretaries, special counsel, counsel for plaintiffs and defendants, other Port personnel, court reporters, and court clerks.

2.5. Coordinating with paralegal and under the supervision of attorney, retrieves, process and track responses of public records requests pursuant to the California Public Records Act.

3. Interacts with other Port Attorney office personnel (when working jointly on a case or project), interdepartmental services, outside services, or court reporters in processing and/or handling notices, pleadings, filings, litigation related discovery, hearings, reservations, meetings, agreements, leases, recording documents, and follows-up on execution of documents as directed and/or in accordance with office procedures.

4.6. Schedule appointments and/or meetings; reserves meeting rooms, receives visitors. Meetings may include preparation of meals and/or refreshment set-up; and providing the necessary equipment for data, charts, slides or video presentations.

7. Carries out time-sensitive projects on a regular basis assigned by an executive legal secretary, a Deputy or Assistant Port Attorney, or the Port Attorney.

8. Sorts and distributes Legal Department mail.

Proofreads legal documents and other materials to provide true and correct documents.

Prepares signature-ready routine correspondence.

Makes travel and lodging arrangements for attorneys.

Retrieves documents as requested by Public Records Requests.

9. Assists with Helps with, performs, and completinge special projects in compliance with procedures established by the Port Attorney and Executive Legal Secretary II; Develops and implements procedures for expediting the flow of clerical work through the office.

10. Develops and implements procedures for expediting the flow of clerical work through the office.

11. May serve as Notary Public of the State of California for Port purposes.

5. Provides legal secretarial support to assigned attorneys by preparing, from drafts, dictation, and third party submissions, agreements of varying degrees of moderate complexity, assists in the preparation and service of a wide variety of notices, including demand letters, three day and ten day notices to pay rent or quit, thirty day notices to vacate, pre-disciplinary (Skelly) notices, notices of disciplinary actions taken by the Board in accordance with Port Personnel Rules and Procedures, pre-publication and publication notices of ordinances and civil actions filed including service of summons and complaint by publication, and performs other related tasks as directed by an assigned attorney.

12.
6. Copies and assembles documentation as directed in support of assigned attorneys' business negotiations and for use as evidence in legal proceedings including exhibits, pleadings and interrogatories, which may entail typing, identifying, categorizing, organizing, compiling and/or assembling a variety of legal documents, exhibits, clerical records and reports and labeling binders, boxes, and/or files.

7. As directed, opens, maintains and closes legal files, including boxing and listing files for future retrieval and maintains card indexes, logs and automated filing and indexing systems for reference and cross-reference purposes.

8. 13. Assists in maintaining accurate records concerning ordinances and resolutions of the Board and published notices including sending a copy to the newspaper for publication (obtaining proofs and affidavits; proofreading and submitting final copy), and mailing copies to appropriate Port departments, the City Clerk, and indexing same.

9. Assists in maintaining personnel-related items which consists of making files, obtaining certified resolutions when appropriate for termination, typing the transmittal letter for assigned attorneys and mailing copies to the employee and the Civil Service Board, respectively.

10. Takes and transcribes a variety of legal dictation including: meeting notes, correspondence contracts, orders, motions, complaints, answers and other responsive pleadings, petitions, subpoenas, affidavits, briefs, jury instructions and settlement agreements.

11. 14. Participates, as directed by assigned attorneys and executive legal secretaries, in performing historical searches of files involving matters previously

handled by the office, searches on Westlaw (a computerized legal data base), and searches of legal resource materials in the Port Attorney's law library.

12. Compares legal references dictated with legal reference books for accuracy of citations (cite checking).

13. 15. Proofreads legal documents and other materials to provide true and correct documents; and prepares signature-ready routine correspondence.

14. Prepares signature-ready routine correspondence.

15. 16. Makes travel and lodging arrangements for attorneys, witnesses and consultants.

16. Assists, as directed by the Library Committee and/or the Port Attorney, the Port Attorney Library Assistant in maintaining the legal department's law library.

17. May Serves serves as Notary Public of the State of California for Port purposes.

C. KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

1. Correct English usage, including spelling, grammar, and punctuation.

2. General law office practices and procedures, including legal terminology, record keeping, and filing methods and standard processes and format legal documents (e.g., insurance, bankruptcy, real property, maritime, workers' compensation, etc.).

3. California Code of Civil Procedure, Local Court Rules, state and federal Rules of Court, and legal style manual.

2. 4. Public agencyStandard administrative practices, including records retention, and processing of request for public records.

3. 5. Related outside agencies, sufficient to obtain necessary information.

6. Word processing software programs and applications (MS Word, Access and Excel), database management and other computer programs.

7. Understand and demonstrate proper customer services principles.

4.8. Port policies and office procedures.

Skill in:

1. Establishing and maintaining effective working relationships with other employees and the general public (interpersonal skills).

2. Preparing clear, concise and grammatically correct reports and letters (writing and editing).

3. Proofreading and correcting typewritten materials (proofreading).

4. Taking and transcribing dictation.

5. Talking on the telephone and giving clear and concise information (excellent oral communication skills).

6. Typing quickly and accurately to produce documents in a timely manner (advanced typing).

7. Using word processing, spreadsheet and other automated office procedures and equipment.

8. Handling of tasks and assignments that are confidential in nature.

Ability to:

1. Organize duties and determine priorities in order to meet assigned deadlines.

1. Add, subtract, multiply and divide whole numbers, decimals, dollars and cents and to calculate percentages, while computing such items as bills (e.g., accounts receivable, accounts payable, reports, contracts and agreements).

2. Communicate effectively in oral and written format by using correct English grammar, spelling, vocabulary and punctuation.

3. Work under pressure, completing work in an accurate manner while meeting conflicting deadlines and schedules which are often set by other despite frequent interruptions.

4. Handles tasks and assignments that are confidential in nature.

2.5. Be diplomatic, patient, tactful and courteous when interacting with a variety of individuals.

~~3. Complete all work in a timely and accurate manner, when there are changes in work load and assignments, and under the pressure of meeting and court deadlines (work under pressure).~~

~~4.~~6. Maintain complex filing systems.

~~5.~~7. Maintain neat and accurate daily records.

~~6.~~8. Take and follow directions.

~~7.~~9. ~~Under close supervision, o~~Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

~~8.~~10. Perform responsible legal secretarial work including type and assist in preparing complaints, answers, motions, subpoenas, contracts, resolutions, ordinances, bonds, affidavits, and related legal documents.

~~9.~~11. Assist in searching through legal documents.

~~10.~~12. Understand quickly, and accurately follow, brief oral and written instructions.

~~11.~~13. With ~~close~~ supervision, take initiative in prioritizing and completing assignments.

14. Acquire the skills and knowledge sufficient to perform the tasks and duties of Legal Secretary within period of one to two years.

15. Exercise sound independent judgment within general policy guidelines.

~~12.~~16. Work with minimal supervision.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports and other documents; to be able to make use of hearing to converse on telephones; to be able to sit for long periods of time at a computer; to have fine motor control to manipulate a keyboard; and to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. The incumbent must have eye, hand, and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

D. WORK ENVIRONMENT

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

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

E. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possessions of the required knowledge, skills and abilities. A typical combination would include:

- High School diploma or G.E.D. equivalency, preferably with vocational school training (e.g., ~~work~~ word processing, dictation and transcription).
- A minimum of one year college level liberal arts education is preferred.
- Experience working as secretary for a minimum period of one year with experience in word processing.

~~Experience working as secretary for a minimum period of one year with experience in word processing~~.

~~PHYSICAL CHARACTERISTICS~~

~~See well enough to read fine print.~~
~~Hear well enough to converse on telephone.~~
~~Speak well enough to carry on in-person and telephone conversations.~~

~~Ability to carry boxes and large amounts of paperwork may be required.~~

LEGAL SECRETARY I (EXEMPT)
JOB DESCRIPTION
September 30, 1992

DEFINITION

The Legal Secretary I, under close supervision, provides responsible assistance and support to the Port Attorney's office and assigned attorneys involving a wide variety of general, routine and less specialized legal secretarial and related administrative duties.

DISTINGUISHING CHARACTERISTICS

Legal Secretary I is an entry level classification. Incumbents in this classification work under close supervision of assigned attorneys and more senior legal secretaries performing a variety of general, routine and moderately complex legal assignments involving legal work processing and transcription of dictation to produce legal advice memoranda and letters, resolutions and ordinances, pleadings, contracts and exhibits. Incumbents are assigned progressively more complex legal secretarial tasks and duties as the necessary knowledge, skills and abilities to perform such tasks and duties are acquired.

Incumbents maintain assigned attorney's filing, hearing, trial, meeting and transaction calendars and schedules, and are responsible for facilitating administrative details for their assigned attorney.

TYPICAL TASKS/DUTIES[1]

1. Maintains the confidentiality of files, records and communications are required under the procedures of the Port Attorney, the instructions of the assigned attorney and the laws of California.

2. Assists in preparing, arranging and maintaining logs, calendars and tickler systems (including follow-up) related to claims, hearings, motions and other litigation matters including discovery and pretrial deadlines and appeals, contract work requests, public works contracts completions, environmental issues and meetings with Committees of the Board, Senior Management and staff. These tasks involve interaction with the Secretary of the Board, Secretary to the Port Attorney, legal secretaries, special counsel, counsel for plaintiffs and defendants, other Port personnel, court reporters, and court clerks.

3. Interacts with other Port Attorney office personnel (when working jointly on a case or project), interdepartmental services, outside services, or court reporters

[1] NOTE: The following list of tasks and duties are those usually performed by the employees in this classification. However, because of specific emphasis of assignments among attorneys, employees in this classification may perform certain of the tasks and duties listed below more frequently than other tasks and duties requiring the same level of knowledge, skills, and abilities.

in processing and/or handling notices, pleadings, filings, litigation related discovery, hearings, reservations, meetings, agreements, leases, recording documents, and follows-up on execution of documents as directed and/or in accordance with office procedures.

4. Schedule appointments and/or meetings; reserves meeting rooms, receives visitors. Meetings may include preparation of meals and/or refreshment set-up; and providing the necessary equipment for data, charts, slides or video presentations.

5. Carries out time-sensitive projects on a regular basis assigned by an executive legal secretary, a Deputy or Assistant Port Attorney, or the Port Attorney.

6. Provides legal secretarial support to assigned attorneys by preparing, from drafts, dictation, and third party submissions, agreements of varying degrees of moderate complexity, assists in the preparation and service of a wide variety of notices, including demand letters, three day and ten day notices to pay rent or quit, thirty day notices to vacate, pre-disciplinary (Skelly) notices, notices of disciplinary actions taken by the Board in accordance with Port Personnel Rules and Procedures, pre-publication and publication notices of ordinances and civil actions filed including service of summons and complaint by publication, and performs other related tasks as directed by an assigned attorney.

7. Under supervision of executive legal secretaries, compiles and assemble information from various sources including special counsel, the Port Attorney, Assistant and Deputy Port Attorneys, and professional and clerical staff in Properties, Finance and Risk Management in conjunction with the preparation of draft documents.

8. Copies and assembles documentation as directed in support of assigned attorneys' business negotiations and for use as evidence in legal proceedings including exhibits, pleadings and interrogatories, which may entail typing, identifying, categorizing, organizing, compiling and/or assembling a variety of legal documents, exhibits, clerical records and reports and labeling binders, boxes, and/or files.

9. As directed, opens, maintains and closes legal files, including boxing and listing files for future retrieval and maintains card indexes, logs and automated filing and indexing systems for reference and cross-reference purposes.

10. Assists in maintaining accurate records concerning ordinances and resolutions of the Board and published notices including sending a copy to the newspaper for publication (obtaining proofs and affidavits; proofreading and submitting final copy), and mailing copies to appropriate Port departments, the City Clerk, and indexing same.

11. Assists in maintaining personnel-related items which consists of making files, obtaining certified resolutions when appropriate for termination, typing the transmittal letter for assigned attorneys and mailing copies to the employee and the Civil Service Board, respectively.

12. Takes and transcribes a variety of legal dictation including: meeting notes, correspondence contracts, orders, motions, complaints, answers and other responsive pleadings, petitions, subpoenas, affidavits, briefs, jury instructions and settlement agreements.

13. Participates, as directed by assigned attorneys and executive legal secretaries, in performing historical searches of files involving matters previously handled by the office, searches on Westlaw (a computerized legal data base), and searches of legal resource materials in the Port Attorney's law library.

14. Compares legal references dictated with legal reference books for accuracy of citations (cite checking).

15. Proofreads legal documents and other materials to provide true and correct documents.

16. Prepares signature-ready routine correspondence.

17. Makes travel and lodging arrangements for attorneys, witnesses and consultants.

18. Assists, as directed by the Library Committee and/or the Port Attorney, the Port Attorney Library Assistant in maintaining the legal department's law library.

19. Serves as Notary Public of the State of California for Port purposes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Correct English usage, including spelling, grammar, and punctuation.

2. General office practices and procedures, record keeping and filing methods.

3. Related outside agencies, sufficient to obtain necessary information.

4. Word processing and other computer programs.

Skill in:

1. Establishing and maintaining effective working relationships with other employees and the general public (interpersonal skills).

2. Preparing clear, concise and grammatically correct reports and letters (writing and editing).

3. Proofreading and correcting typewritten materials (proofreading).

4. Taking and transcribing dictation.

5. Talking on the telephone and giving clear and concise information (excellent oral communication skills).

6. Typing quickly and accurately to produce documents in a timely manner (advanced typing).

7. Using word processing, spreadsheet and other automated office procedures and equipment.

8. Handling of tasks and assignments that are confidential in nature.

Ability to:

1. Add, subtract, multiply and divide whole numbers, decimals, dollars and cents and to calculate percentages, while computing such items as bills (e.g., accounts receivable, accounts payable, reports, contracts and agreements).

2. Be diplomatic, patient, tactful and courteous when interacting with a variety of individuals.

3. Complete all work in a timely and accurate manner, when there are changes in work load and assignments, and under the pressure of meeting and court deadlines (work under pressure).

4. Maintain complex filing systems.

5. Maintain neat and accurate daily records.

6. Take and follow directions.

7. Under close supervision, organize work, set priorities, meet critical deadlines, and follow-up on assignments.

8. Perform responsible legal secretarial work including type and assist in preparing complaints, answers, motions, subpoenas, contracts, resolutions, ordinances, bonds, affidavits, and related legal documents.

9. Assist in searching through legal documents.

10. Understand quickly, and accurately follow, brief oral and written instructions.

11. With close supervision, take initiative in prioritizing and completing assignments.

12. Acquire the skills and knowledge sufficient to perform the tasks and duties of Legal Secretary within period of one to two years.

EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possessions of the required knowledge, skills and abilities. A typical combination would include:

High School diploma or G.E.D. equivalency, preferably with vocational school training (e.g., work processing, dictation and transcription). A minimum of one year college level liberal arts education is preferred.

Experience working as secretary for a minimum period of one year with experience in word processing.

PHYSICAL CHARACTERISTICS

See well enough to read fine print.
Hear well enough to converse on telephone.
Speak well enough to carry on in-person and telephone conversations.
Ability to carry boxes and large amounts of paperwork may be required.

PORT LAND SURVEYOR

A. CLASS DEFINITION

Under general direction, plans, organizes, supervises, reviews, and evaluates surveying, mapping, land records and geographic information systems (GIS), surveying operations and related map drafting activities of the Geomatics/Survey unit. Performs related professional-level work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for all surveys and boundary related work including planning, scheduling and coordinating the work of all surveying, mapping, land records and GIS field survey activities at the Port of Oakland. Information is reported in the form of completed maps, reports, graphical web databasessketches, or numeric data from which plans can be drawn or construction completed. This class is distinguished from Chief of Field Party in that the latter directs the work of a field survey party and assists in the compilation of required survey data; whereas this class has overall responsibility for planning, scheduling and coordinating and reviewing the work of all field survey parties and/or consultants and for the searching and updating of records and compilation of survey data. This class also differs from civil engineering classes in that this position requires extensive experience in surveying practices and procedures.

B. TYPICAL TASKS/DUTIES

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

1. 1. Plans, schedules, coordinates, assigns, reviews and supervises the work of office survey personnel, and field survey parties,. GIS analysts, consultants and other professional and technical staff assigned to the Geomatics/Survey Unit.

2. Confers with contractor's representatives and Port personnel concerning design and construction schedules and coordinates their activities.

3. Monitors the progress of survey projects; consults and coordinates with engineering and drafting personnel concerning projects.

2. 4. Reviews worksurvey requests to determine nature and extent of required survey work.; establishes priorities; recommends methods, procedures and appropriate precision for the work; and monitors progress to ensure timely completion of assigned projects; supervises and participates in difficult surveying investigations with staff or contractors.

5. Directs and reviews the work of several field survey parties; briefs Chiefs of Party on survey assignments; recommends methods, procedures and appropriate precision to effectively complete assigned projects.

3. 6. Supervises or performsDirects the searching of maps, deeds and other landsurvey records to secure data required for land survey work; for field survey parties; directs and the maintenance of land records and files of survey data.

4. 7. Prepares and/or reviews complex controlland, right-of-way, and boundary calculations; property legal descriptions and plats; land, right-of-way, topographic and other official maps including but not limited to Records of Survey, Corner Records, Tentative Maps, Parcel Maps and Final Maps prepared by the Port or submitted for approval by developers within the Port's planning jurisdiction. Ensures compliance with applicable ordinances, laws and codes including

state laws and Port ordinances governing the review and approval of Tentative Maps, Parcel Maps and Final Maps.

8. Prepares Records of Survey, Parcel Maps and Corner Records and oversees drafting functions.

9. Review and signs Tentative, Parcel and Final Maps submitted by developers.

10. Ensures that Port ordinances governing the review and approval of Parcel maps are adhered to.

5. 11. Administers consultant professional services contracts for aerial, licensed land surveyingor consultant, photogrammetric mapping (and other remote sensing technologies like LiDAR), GIS and hydrographic surveyingprofessional service contracts.

Prepares and administers the Unit's budget, prepares survey estimates, correspondence and memoranda, and prepares progress, budget, and productivity reports and other related reports.

12. Interprets Port rules and regulations to subordinate personnel; writes performance evaluations and requests for new personnel.

13. Maintains and updates Port of Oakland Survey Procedure Manual.

6. 14. Schedules and directs annual vertical and horizontal adjustment surveys.

7. 15. Establishes and maintains effective work procedures and safety practices, ensures training of assigned personnel and prepares performance evaluations;, maintains and updates the Port of Oakland Survey Procedure Manualand institutes improved methods and procedures; coordinates with persons in other departments and informs them of survey practices, procedures and limitations.

8. Through close coordination with the Port Attorney's office and the revenue divisions, maintains a comprehensive archive of Port land records including tide lands trust grants, acquisitions, land sales, boundary agreements and adjudications, Port Area jurisdiction enlargements and relinquishments, street dedications and vacations, easements, land use covenants, and current long term leases.

16. Prepares survey estimates, correspondence and memoranda, and progress, budget, productivity and related reports.

17. Monitors the development of new equipment, methods and procedures in the field of surveying, and evaluates their application cost effectiveness to Port work.

9. Directs and/or performs complex cadastral and GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs and/or oversees GIS data research, investigation and verification.

10. Directs or creates maps and graphs, and the generation of reports using GIS data and software and related equipment.

11. Performs related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Surveying principles, practices and equipment in construction, property and topographic surveying.
- Plane trigonometry and its applications to land surveying.
- Preparatory and safety procedures related to the work and the legal aspects of boundary surveying.
- Sources and methods of obtaining data from survey records.
- Geodetic surveying and photogrammetry.
- Procedures for compiling preliminary data and producing record hard copy plats.
- Subdivision Map Act, Professional Land Survey Act, ALTA/ACSM Land Title~~CLTA~~ Surveys.
- Legal descriptions, deeds, maps and other legal documents used to identify property.
- Nomenclature symbols, methods, practices, techniques, and instruments used in plotting and mapping survey data.
- Computer applications to survey work.
- Survey preparation and control techniques.
- Principles of map~~ground position systems~~ projections and geographic ~~physical~~ information systems (GIS).
- Supervisory principles and practices.

Ability to:

- Solve difficult and complex surveying problems; research records; compile, analyze, and interpret survey data, maps and ~~Read and interpret~~ complex property legal descriptions.
- Convey GIS/spatial information to non-GIS/technical people~~Search and record and compiling survey data~~.
- Recommend and implement improved work procedures.
- Develop and maintain effective working relationships with Port engineers and construction inspectors, contractor's representative, other agency personnel, and the public.
- Plan, coordinate, supervise, review and evaluate the work of others.
- Train subordinates in work procedures.

- Maintain safe working conditions.
- Communicate effectively in both oral and written form.
- Prepare clear and concise survey and budget estimates and periodic and special reports.
- Use sound judgment in resolving problems related to surveying.
- Use~~Develop~~ computer programs for performing survey calculations.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational polices, practices and procedures; analyze and solve problems of a complex nature.
- Work as a team member and e~~E~~stablish and maintain effective working relationships with those contacted in the performance of duties~~ and to work as a team~~.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have fine motor control to manipulate survey instruments; and to have a range of motion sufficient to push, pull and place instruments on level or irregular surfaces. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of that which~~ose~~ an employee encounters while performing this job.

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a Bachelor's degree from an accredited college or university in Civil Engineering or Surveying or a closely related field, PLUS three years of work experience at the Chief of Party level.

G. OTHER CHARACTERISTICS

1. Possession of a valid California Class C driver's license at the time of and for the duration of appointment.
2. Must possess a valid California license as a Professional Land Surveyor or pre-1982 Professional Civil Engineering license.

CLASS CODE:	10477
STANDARD HOURS-DAY/WEEK:	7.5/Day-37.5/Week
CS STATUS:	Classified
FLSA:	Professional
Classification Created: (Port Ordinance)	August 7, 1990 (2996)

PORT LAND SURVEYOR

A. CLASS DEFINITION

Under general direction, plans, organizes, supervises, reviews, and evaluates surveying and related map drafting activities. Performs related professional level work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for all surveys and boundary related work including planning, scheduling and coordinating the work of all field survey activities at the Port of Oakland. Information is reported in the form of completed maps, sketches, or numeric data from which plans can be drawn or construction completed. This class is distinguished from Chief of Field Party in that the latter directs the work of a field survey party and assists in the compilation of required survey data; whereas this class has overall responsibility for planning, scheduling and coordinating and reviewing the work of all field survey parties and for the searching of records and compilation of survey data. This class also differs from civil engineering classes in that this position requires extensive experience in surveying practices and procedures

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

1. Plans, schedules, assigns and supervises the work of office survey personnel and field survey parties.

2. Confers with contractor's representatives and Port personnel concerning design and construction schedules and coordinates their activities.

3. Monitors the progress of survey projects; consults and coordinates with engineering and drafting personnel concerning projects.

4. Reviews survey requests to determine nature and extent of required survey work.

5. Directs and reviews the work of several field survey parties; briefs Chiefs of Party on survey assignments; recommends methods, procedures and appropriate precision to effectively complete assigned projects.

6. Directs the searching of maps, deeds and other survey records to secure data required for land survey work for field survey parties; directs the maintenance of land records and files of survey data.

7. Prepares and reviews land, right-of-way, topographic and official maps by the Port or submitted by developers within the Port's planning jurisdiction. Ensures compliance with applicable ordinances, laws and codes.

8. Prepares Records of Survey, Parcel Maps and Corner Records and oversees drafting functions.

9. Review and signs Tentative, Parcel and Final Maps submitted by developers.

10. Ensures that Port ordinances governing the review and approval of Parcel maps are adhered to.

11. Administers aerial, licensed land surveyor consultant and hydrographic professional service contracts.

12. Interprets Port rules and regulations to subordinate personnel; writes performance evaluations and requests for new personnel.

13. Maintains and updates Port of Oakland Survey Procedure Manual.

14. Schedules and directs annual vertical and horizontal adjustment surveys.

15. Establishes and maintains effective work procedures and safety practices, ensures training of assigned personnel, and institutes improved methods and procedures; coordinates with persons in other departments and informs them of survey practices, procedures and limitations.

16. Prepares survey estimates, correspondence and memoranda, and progress, budget, productivity and related reports.

17. Monitors the development of new equipment, methods and procedures in the field of surveying, and evaluates their application cost effectiveness to Port work.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Surveying principles, practices and equipment in construction, property and topographic survey.
- Plane trigonometry and its applications to land surveying.
- Preparatory and safety procedures related to the work and the legal aspects of boundary surveying.
- Sources and methods of obtaining data from survey records.
- Geodetic surveying and photogrammetry.
- Procedures for compiling preliminary data and producing record hard copy plats.
- Subdivision Map Act, Land Survey Act ALTA and CLTA Surveys.
- Nomenclature symbols, methods, practices, techniques, and instruments used in plotting and mapping survey data.
- Computer applications to survey work.
- Survey preparation and control techniques.
- Principles of ground position systems and geophysical information systems.
- Supervisory principles and practices.

Ability to:

- Read and interpret complex property descriptions.
- Search and record and compiling survey data.
- Recommend and implement improved work procedures.
- Develop and maintain effective working relationships with Port engineers and construction inspectors, contractor's representative, other agency personnel, and the public.
- Plan, coordinate, supervise, review and evaluate the work of others.
- Train subordinates in work procedures.
- Maintain safe working conditions.
- Prepare clear and concise survey and budget estimates and periodic and special reports.
- Use sound judgment in resolving problems related to surveying.
- Develop computer programs for performing survey calculations.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational polices, practices and procedures; analyze and solve problems of a complex nature.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have fine motor control to manipulate survey instruments; and to have a range of motion sufficient to push, pull and place instruments on level or irregular surfaces. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a Bachelor's degree from an accredited college or university in Civil Engineering or Surveying or a closely related field, PLUS three years of work experience at the Chief of Party level.

G. OTHER CHARACTERISTICS

1. Possession of a valid California Class C driver's license at the time of and for the duration of appointment.

2. Must possess a valid California license as a Professional Land Surveyor or pre-1982 Professional Civil Engineering license.

CLASS CODE:	10477
STANDARD HOURS-DAY/WEEK:	7.5/Day-37.5/Week
CS STATUS:	Classified
FLSA:	Professional
Classification Created: (Port Ordinance)	August 7, 1990 (2996)

CITY OF OAKLAND

MEMORANDUM

DATE: August 20, 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: **3.04 (e)** Appeal of Classification Study Results (Nettles)

The Appeal of Classification Study Results (Nettles) includes the April 9, 2015 appellants request for appeal as well as the April 16, 2015 Staff Report.

Appellant's Appeal Documents

Notice of Appeal
Attachments

A. Certification of Categories
B. Letter from Deb Barnes, Director of Contracts & Compliance – Office of the City Administrator

Staff Documents

Staff Report
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

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

CITY OF OAKLAND

STAFF REPORT

DATE: April 16, 2015

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Eric Williams, Human Resource Analyst EGW

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 is 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.

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

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

CITY OF OAKLAND

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.

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DEPT OF HUMAN RESOURCES
MANAGEMENT
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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

CITY OF OAKLAND

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
RECRUITMENT & CLASSIFICATION DIVISION

DHRM Use Only
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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 NETTLES	Ernestine Nettles	24 October 13
Print Name	**Signature of Incumbent**	**Date**

FORM #05211-0002
REV. 01.31.11

CITY OF OAKLAND

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	☑ FT ☐ PPT ☐ PT ☐ Other:
Current Working Title, if applicable: (concurrent with present work duties being performed)	
# of months performing current duties: 72	Are you receiving "acting pay"? ☑ No ☐ Yes If so, how long?
Have you ever participated in a Classification Study, requested a desk audit, or been reclassified? ☑ No ☐ 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? ☐ No ☑ Yes If yes, please specify for which recruitments using exact titles: Contract Compliance Officer	

FORM #05211-0002
REV. 01.31.11

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 1 = Daily 2 = Weekly 3 = Monthly 4 = Quarterly 5 = Annually 6 = As Needed	
	Frequency	Percentage
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

FORM #05211-0002
REV. 01.31.11

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	
5	
6	
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:

FORM #05211-0002
REV. 01.31.11

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

	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 Semester	Quarter	Course of Study/Major	Type of Degree?	Completed? Y	N
Golden Gate University			Public Administration/Human Resources	MPA	☑	☐
Golden Gate University			Human Resources	BA	☑	☐
					☐	☐

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.

Signature of Employee

24 October 13
Date

TJB 11/14/13

DHRM USE ONLY

☐ Complete PDQ = assign to staff
☐ Incomplete PDQ = return to department

Analyst: _____ Date: _____

Comments/notes:

FORM #05211-0002
REV. 01.31.11

CITY OF OAKLAND

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
RECRUITMENT & CLASSIFICATION DIVISION

DHRM Use Only
Time/Date Stamp

RECEIVED
DEPT OF HUMAN RESOURCES MANAGEMENT
14 JAN -6 AM 11:17

POSITION DESCRIPTION QUESTIONNAIRE
PART II: SUPERVISOR'S REVIEW PORTION

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:	Deborah Barnes
Exact Classification Title:	Manager, Contracts + Compliance
Phone Number & Email:	238-6270 - dbarnes@oaklandnet.com
Work Location:	250 Frank Ogawa Plaza

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.	☐	☒
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.)	☐	☒
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).	☐	☒
4. New requirements for education and training or certification may be necessary.	☐	☒
5. The position has a broader scope of supervisory duties involving diverse subordinate classifications.	☐	☒
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.	☐	☒

SECTION C - COMMENTS

The incumbent's responses to the questionnaire adequately describe the duties, authority and responsibility of the work currently performed. ☐ No ☒ Yes
The incumbent's responses to the questionnaire ☐ overstate / ☐ 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

Deborah Burns — 11/14/13

Signature of Agency Head/Director — Date

FORM #05211-0003
REV. 01.31.11

Compilation and Comparison ompensation Levels for Contract Compli e 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%

ALAMEDA COUNTY
Human Resource Services

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 perforr 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-owne 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 an 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 858.522.66667.

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

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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

City of Oakland
83,460 – 103,344

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

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 concession-aires 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 is all departmental programs and activities.

2. Advises department managers in implementation of laws, executive orders, regula- tions 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 cor-respondence 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 firms 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.

Can here ask – Are you the

Warm regards,

84,672

Phillip McCants, Contracts Compliance Administrator = Compliance Officer.

101,136

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

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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.

CITY OF OAKLAND

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
Recommendation	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 *analyze** 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/VSLE/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	
☐ Re-Classify to	
☒ 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	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

CITY OF OAKLAND

CONTRACT COMPLIANCE OFFICER, ASSISTANT

Class Code: AP152

Bargaining Unit: TW1 - Local 21 Admin, Prof, Technical & Other

CITY 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

CONTRACT COMPLIANCE OFFICER

Class Code: AP153

Bargaining Unit: TW1 - Local 21 Admin, Prof, Technical & Other

CITY OF OAKLAND
Revision Date: Jul 18, 2011

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 (AACE), 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

CITY OF OAKLAND

MEMORANDUM

DATE: August 20, 2015

TO: The Honorable Civil Service Board

FROM: Kip Walsh
HR Manager, Recruitment & Class

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

SUBJECT: Request for the Civil Service Board to Review the Civil Service Status of the Classification of Fire Fighter Trainee

At the May 21, 2015 Civil Service Meeting, a member of the public, Bruce Nielsen, spoke during Open Forum and voiced concerns regarding the City of Oakland's hiring practices related to Fire Fighter Trainees. Mr. Nielsen also asked that the CSB review the civil service status of the classification.

Mr. Nielsen submitted the attached two documents for consideration in the discussion of the item:

- June 1, 2015 memo addressed to the Civil Service Board
- July 24, 2015 letter addressed to the Civil Service Board

June 1, 2015

Civil Service Board City of Oakland
1 Frank Ogawa Plaza
Oakland CA., 94612
Ladies and Gentlemen:
Subject:

The conflict of testing and selection requirements between the Firefighter and the Firefighter Trainee positions

Firefighter Trainee:

[1]*Under direct supervision in the Oakland Fire Department (OFD), the Fire Fighter Trainee prepares for the sworn position of Fire Fighter by participating in the intensive 16 week OFD training academy*

This is a trainee-level non-sworn classification in the firefighter series.

Firefighter Paramedic Trainee:

[2]*Under direct supervision in the Oakland Fire Department (OFD), the Firefighter Paramedic□Trainee prepares for the sworn position of Firefighter Paramedic by participating in the intensive 16 week OFD training academy*

This is a trainee-level non-sworn classification in the firefighter paramedic series

Both of these positions are unclassified and use "Rule of the List" for selection purposes. As the definitions above demonstrate these are "Firefighter" positions and the Civil Service Rules should govern testing and selection process.

Specifically Rule 4 (Applications, Recruitment, Examinations, Selection, and Eligible Lists) and Rule 5 (Certification and Appointment) should govern the hiring of for these positions.

If the competitive examination and Merit based hiring are not imposed at the entry level they are never imposed on the classified positions at all.

The 2008 Hiring audit identified the use of exempt positions to circumvent the Civil Service Rules. Also the Audit Documented how the "Rule of the list" allowed for selection abuse selecting low scoring candidate over Candidates with a perfect score without justification or documentation.

I am calling on the Civil Service Board to change the hiring and selection process for the upcoming entry-level Firefighter Trainee position to comply with the Civil Service Rules.

Sincerely, Bruce Nielsen Battalion Chief OFD (RET)

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[1] City of Oakland Class Specification Firefighter Trainee Oct 16, 2014
[2] City of Oakland Class Specification Firefighter Paramedic Trainee Dec 4, 2014

July 24, 2015

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT
14 AUG -3 PM 4:20

The Honorable Andrea Gourdine Chairperson
Civil Service Board
City Hall
1 Frank H. Ogawa Plaza
Oakland, CA 94612

Re: Firefighter Trainee Civil Service Rule Conflict

Dear Ms. Gourdine:

I write to set forth as early as possible the reasons supporting my position that the City of Oakland has failed to select entry-level firefighters on the basis of merit consistent with the requirements of the city charter and the City's Civil Service Rules and Regulations. I believe that the Civil Service Board is duty-bound to correct this situation. Accordingly, I appreciate the Board's directive to staff to examine and explain the City's conduct in this matter relative to the requirements of the merit system.

Firefighters and Firefighter Paramedics are sworn classified positions. The Charter of the City of Oakland specifies that appointments to these positions will be based on merit and fitness as ascertained by practical competitive examination and by records of achievement.

The Civil Service Rules specify that there will be a ranked list based on the candidate's performance in the examination. But in hiring the Firefighter Trainee positions, the City uses an *unranked* eligibility list, i.e., a list that does not qualify each applicant's relative merit and fitness. Upon employment, Trainees are sent to the Fire Academy. Upon completing the Academy, Trainees are deemed Firefighters or Firefighter/Paramedics – *not* having been selected for employment from a ranked list promulgated on the basis of merit and fitness.

The Civil Service Rules specify that selection from a certified eligibility list will be by use of the "rule of four". Contrary to the rule, selection for the

Firefighter/Paramedic Trainee positions and placement in the Academy occur by use of the "rule of the list." Most recently, the Fire Chief used a "one time" five-minute interview of each candidate to determine all future appointments from the list without additional interviews.

The Civil Service Rules specify that an applicant who meets the minimum qualifications for the position *shall* be allowed to participate in the process. The City is currently excluding qualified applicants from participating in any Firefighter/Paramedic Trainee examination in qualifying for a sworn position upon completion of the Academy.

In 2008, the City of Oakland commissioned a hiring audit to be performed. The audit was issued in 2009. *The audit concludes that, in fact, unfair hiring practices had occurred and appearances of favoritism were created* [1] The audit states:

> *The City must develop hiring processes that ensure individuals are selected based on qualifications rather than personal connections and ensure that recruiting processes are immediately enacted to appropriately fill temporary positions only when the need and justification complies with the intent of Civil Service Rules.* (2009 Performance Audit at p.6)

In 2012 the Fire Department applied to the federal government for a $7.7 million dollar SAFER grant. The City assured the federal government that it would follow the Civil Service Rules and give preference to post 9/11 veterans. The City council passed legislation to that effect in 2013, by enacting Resolution CMS #84241

Considering the well-documented failures to abide by the Charter and Civil Service requirements in the Firefighter hiring process it is inexplicable that the City uses a process in violation of the Civil Service Rules while giving assurances to the contrary to the federal government. This conduct exposes the City to significant penalties under the terms of the SAFER grant.

It is incumbent on the Civil Service Board to take Action. The Board should immediately reinstate into the examination qualified applicants who were previously excluded. Ultimately the Board should bring the Trainee position into the Classified Service or eliminate the position.

---

[1] *See,* cover letter for the 2009 Performance Audit, by Courtney Ruby

Thank you,

Bruce Nielsen

BPN/bpn

cc: Board members: Vice Chair David Jones
Winnie Anderson
Lauren Baranco
Judith Bodenhausen
Alex Drexel
Jeffrey Levin
Staff: Anil Comelo HRM Dir.
Dep. City Attorney Tracy Chriss
Kip Walsh
Christopher Platten Esq.
Daniel Robertson, President IAFF

CITY OF OAKLAND

STAFF REPORT

DATE: August 20, 2015

TO: THE HONORABLE CIVIL SERVICE BOARD

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

THROUGH: Anil Comelo, Director of Human Resources Management

SUBJECT: Informational Report Regarding Hiring Practices of Fire Fighter Trainees

At the May 21, 2015 Civil Service Meeting, a member of the public, Bruce Nielsen, spoke during Open Forum and voiced concerns regarding the City of Oakland's hiring practices related to Fire Fighter Trainees. The Board directed Human Resources Management (HRM) staff to prepare an information report that describes current hiring practices and addresses the concerns raised.

The City's hiring process for the classification of Fire Fighter Trainee is rigorous and is based on sound testing principles and practices. Because the applicant pools are large (more than 3,000 applicants each time the test is given), significantly more people apply than may be hired. Below the testing process is discussed and the question of whether the testing process adequately complies with the principles of civil service are addressed.

BACKGROUND

The City of Oakland is a highly desirable employer for potential Fire Fighters. To obtain a position as a Fire Fighter, applicants must participate in a recruitment for the civil service exempt classification of Fire Fighter Trainee (see classification specification, ***Attachment A***). Recruitments for Fire Fighter Trainees draw thousands of interested applicants. Hundreds of candidates successfully compete and are referred to the Fire Department for consideration. Typically, of an applicant pool of more than 3,000, only 25 to 75 recruits are hired to participate in the Fire Fighter Academy. If the Fire Fighter Trainees selected to participate in the Academy successfully complete it, they are appointed to the civil service classification of Fire Fighter and serve an 18-month probationary period (see classification specification, ***Attachment B***). Recruitments occur as needed and have recently occurred in 2005, 2006, 2007, 2012, and 2015.

ANALYSIS

Testing Process

This kind of large-scale recruitment requires advanced planning and involves key representatives from HRM and the Oakland Fire Department (OFD). The team works to specify minimum qualifications for the job posting, determine the appropriate testing components and processes, define outreach goals and establish an outreach plan, and coordinate the logistics for all testing processes. Announcements are sent out broadly and include several Oakland outlets (Oakland Tribune, Laney and Merritt Colleges, etc.). HRM makes the Fire Fighter "Study Guide" available to prospective candidates. OFD's website also has information for candidates regarding the testing process and tips on how to best qualify for the Fire Fighter Trainee Academy.

1. Initial Application. Recruitment materials inform applicants to apply online using the City's automated applicant tracking system, NeoGov, during the specified dates to complete application forms and submit to initial screening for verification of requirements.
2. Application Screening. Applications are subject to an initial screening to ensure that applicants meet the minimum qualifications as specified on the job posting. This includes reviewing application materials to ensure the applicants submitted proof of valid and relevant certifications, licenses, etc. Qualified applicants are invited to participate in the written examination.
3. Physical Ability Requirement. The California Fire Fighter Joint Apprenticeship Committee (JAC) is co-sponsored by the Office of the California State Fire Marshal and the California Professional Firefighters, AFL-CIO. This group has developed a physical ability test known as the CPAT (Candidate Physical Ability Test). As part of negotiations with IAFF Local 55, the City had agreed to use CPAT in its Fire exams beginning in 2012 following a transportability study. For the 2012 and 2015 recruitments, applicants were required to provide CPAT certification by the time the oral panels were conducted.
4. Written Examination. Professionally developed multiple choice written examinations are rented from an external vendor. For the past two Fire Fighter recruitments, tests developed by CPS-HR Consulting were used. The written exam is a pass/fail examination. Applicants who earn a passing score are invited to participate in the oral interview.
5. Oral Interview. The oral interview consists of candidates sitting before a 3-person panel of assessors. All candidates are asked the same series of standardized questions and are rated by the panelists on their answers. Candidates who received a score of 70 or higher are deemed eligible and are placed on a list for hiring consideration by the department.
6. "Chief's Interview". The procedure known as the "Chief's Interview" is an oral interview conducted by representatives in OFD once the unranked list of eligible candidates is provided by HRM. Each Fire administration has conducted this phase of the selection process slightly differently, but it always includes a face-to-face interview with higher rank sworn or management OFD personnel, and may include the Chief of Fire. In the 2012 recruitment, the Chief conducted the interviews with a Deputy Chief of Fire or a Fire Division Manager. Questions in this round are aimed at assessing the candidate's interest in, knowledge of, and commitment to the city of Oakland.
7. Background Check and Psychological Screening. Once the Fire Department has identified the candidates they deem most suitable for and likely to succeed in the academy, candidates must pass a background check and psychological screening. Background investigators speak with supervisors, school instructors, and friends in order to assess candidates' character. Psychological screening is conducted by a licensed psychologist who uses both written and verbal tools to assess a candidate's fitness for duty. Candidates who do not pass the background and psychological evaluation will not move forward but will remain eligible for consideration for future slots in the academy.

8. Medical Examination and Selection for the Academy. Candidates who pass the medical examination, which includes drug screening, are given conditional job offers and are invited to participate in the Academy.

Compliance with Civil Service

The Oakland City Charter, in Article IX Personnel Administration, Section 902(d) provides for the exemption from civil service of, "Part-time employees who are regularly employed for less than one-half the established working hours throughout the year; or those who are employed in any seasonal employment for not more than 120 days in any consecutive 12 months." By this definition, Fire Fighter Trainees are part time employees because they serve in the academy for 16 weeks which is less than half the established working hours in a year and fewer than 120 calendar days.

Although Fire Fighter Trainees are technically exempt from the provisions of civil service, eligible candidates participate in a series of rigorous tests to determine their eligibility for appointment. The Civil Service Rules, "Rule of 4" is contained in section 5.02 of the Personnel Manual entitiled, "Procedure for Certification to Fill Vacancies in the Competitive Civil Service." The section states (in part) the following:

> *Except in the case of a reinstatement list, the Personnel Director shall certify, whenever possible, the top four (4) ranks on the eligible list for the vacancy, with an additional two (2) ranks for each additional vacancy. The appointing authority shall interview all available and willing certified eligibles. If the appointing authority does not select for appointment any of the certified eligibles, he/she may request additional ranks as set forth above.*

For the 2012 Fire Fighter Trainee recruitment, 559 candidates successfully completed all stages of the exam conducted by Human Resources management. Using the Rule of 4 in certifying eligible candidates for 25 vacancies, the Fire Department would be entitled to a referral of four (4) ranks for the first vacancy, and two (2) additional ranks for each additional vacancy. It is important and particularly relevant to this discussion to point out that the Rule requires certification of *ranks* rather than certification of *names.* For a list where each candidate occupies and individual rank (there are no ties), the department would receive fifty-two (52) eligible candidate names. However, due to the high desirability of Fire Fighter positions, *many* applicants are extraordinarily well-prepared – which accounts for the high number of qualified applicants. Their dedication to competing well further results in many ties in the scores of the candidates, so each *rank* represented many individual candidates. The 2012 Fire Fighter Trainee list contained 33 ranks in total; the Rule requires that we certify the top 52 ranks. Consequently, even if the City had applied the Rule of 4 to that list of candidates based on their Oral Panel scores, ***all 559 candidates would have been referred to the department.***

This finding further supports the City's practice and it reflects the fact that the whole pool of eligible candidates is well-qualified. Therefore, the department exercises appropriate discretion in making the selections for Fire Fighter Trainee positions.

As you can see in the attached charts related to the Fire Fighter Trainee recruitment conducted in 2012-2013 ***(Attachments C and D)***, the candidate pool was winnowed down significantly from 3409 applications received to only 54 Fire Fighter Trainee appointments:

Applications Received	3409
Meet MQs	2660
Passed Written	1114
Passed HRM Orals	560
Hired	54

So the question becomes, how does the Fire Department determine which of the 560 qualified candidates will earn placement in the academy, since selection at this point paves the way for them to be eligible to obtain permanent civil service status as a Fire Fighter?

There are several needs that have to be addressed in the selection of the Fire Fighter Trainees including the Mayor's and City Council's policy commitment to hiring Oakland residents, the City's Equal Access to Services Ordinance requiring that a sufficient number of employees in public contact positions possess bilingual skills to meet the needs of Oakland's monolingual residents, a desire for a workforce that represents the Oakland community, and the needs of the Oakland Fire Department to hire entry level Fire Fighter Trainees who show the promise of becoming engaged members of the department's workforce.

Due to the rigorous qualifications and testing process, all candidates who obtain placement on the unranked list are highly qualified. The Chief's Interview is the department's selection tool for identifying the candidates who are the best fit for the department's needs and current and future vacancies. It is a face-to-face oral interview conducted by representatives in OFD once the unranked list of eligible candidates is provided by HRM. In the 2012 recruitment, the Chief conducted the interviews with a Deputy Chief of Fire or a Fire Division Manager. Questions were open-ended and meant to provide candidates with an opportunity to express their interest in the position and articulate their qualifications. The questions are also aimed at assessing the candidate's interest in, knowledge of, and commitment to the city of Oakland. It is consistent with practices engaged by other departments throughout the City, but the difference with this group is the high volume of potential candidates.

RECOMMENDATIONS

Although the classification of Fire Fighter Trainee is exempt from the provisions of civil service, its role as the feeder classification to Fire Fighter requires that the testing for the position be rigorous. The above discussion provides detailed information to support that the testing selection process is demonstrably rigorous and yields a large group of highly qualified applicants. The discussion further supports that the practice of referring the entire eligible list to the department for consideration is consistent with not only the spirit but, in this case, the letter of the certification Rule. The Human Resources Management Department recommends that the Civil Service Board take no action to change the exempt status of the classification of Fire Fighter Trainee.

For questions regarding this report, please contact Kip Walsh, HR Manager, Recruitment & Classification at (510) 238-7334 or kwalsh@oaklandnet.com

Attachments

A. Fire Fighter Trainee classification specification
B. Fire Fighter classification specification
C. Fire Fighter Trainee 12-PS132-11 Candidate Pool by Gender report
D. Fire Fighter Trainee 12-PS132-11 Candidate Pool by Ethnicity report

FIRE FIGHTER TRAINEE

Class Code: PS132 FTE Exempt

DEFINITION

Under direct supervision in the Oakland Fire Department (OFD), the Fire Fighter Trainee prepares for the sworn position of Fire Fighter by participating in the intensive 16 week OFD training academy which focuses on fire technology, emergency medical service, fitness and health, and the Oakland Fire Department procedures; and performs related duties as assigned. After successfully completing the training academy, Fire Fighter Trainees are sworn in and serve a probationary period of 18 months performing a variety of duties related to the protection of life and property.

DISTINGUISHING CHARACTERISTICS

This is a trainee-level non-sworn classification in the firefighter series. The Fire Fighter Trainee is distinguished from the higher level classification of Fire Fighter in that incumbents of the latter class are expected to perform the full range of fire suppression, safety and prevention duties and to provide Basic Life Support (BLS) at medical emergencies as First Responders. Fire Fighter Trainees are serving in a learning capacity and are not yet assigned to a particular station.

The Fire Fighter Trainee receives direct supervision from Training Officers and other sworn personnel.

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

Participate in classroom lectures, seminars and practical training sessions as directed in the Oakland Fire Department's training academy.

Receive training in firefighting activities including driving fire apparatus, operating pumps and related equipment, various fireground hose and ladder evolutions, fire suppression, and salvage operations such a throwing salvage covers, and removing water and debris.

Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials, and related subjects.

Learn the proper use and maintenance of fire related apparatus, equipment, tools, and facilities.

Learn about the fire prevention and safety programs offered through the Oakland Fire Department which include vegetation management, building, structural and other fire and life safety inspections, and disaster preparedness.

Learn how to operate radio and other communication equipment.

Learn the policies, rules and regulations of the Oakland Fire Department.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard and accepted State of California and NREMT emergency medical services EMT-B procedures and treatment approaches.
- Basic mathematics and mechanical principles that demonstrate the ability to learn technical concepts, procedures, and equipment operation.
- Basic Life Support Emergency Care.
- Local geography and use of maps.
- Patient transport procedures.

Ability to:

- Follow oral and written instructions in a timely and effective manner.
- Learn to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance, and flexibility in a safe and effective manner.
- Learn general principles and practices of firefighting activities including fire suppression and prevention, hazardous materials, rescue and salvage operations, radio communications, and water systems.
- Learn the standard operation and uses of fire suppression equipment, apparatus, and vehicle operation and maintenance.
- Understand and act in accordance with departmental policies, rules, and regulations as well as instructional materials related to firefighting and emergency treatment responses.
- Administer CPR and basic emergency medical services at the Emergency Medical Technician Basic (EMT-B) level.
- Assess a patient's physical condition.
- Communicate effectively both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Draw diagrams and read maps.
- Learn to read and interpret building plans.
- Use computer systems and software applications.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or GED equivalent.

Experience:

None required. Experience working with Oakland community members is desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a

valid California Class "C" or higher Driver's License with an acceptable driving record while employed.

Must possess and be able to maintain a current and valid:

Emergency Medical Technician Basic (EMT-B) certification.

CPR (BLS for Healthcare Provider) certification from the American Heart Association or Alameda County approved equivalent.

OTHER REQUIREMENTS

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

Must be able to pass a thorough background investigation.

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

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

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

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

Bilingual skills are highly desirable.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 10/16/2014 CSB Resolution #: 44747 Salary Ordinance #:

Exempted: Y ☒ N ☐ Exemption Resolution #: Per 902(d)

Revision Date: / / CSB Resolution #:

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

(Previous title(s): n/a)

CITY OF OAKLAND

FIRE FIGHTER

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the sworn public safety officer series. Incumbents are required to provide basic life support, medical care and treatment, fire suppression and/or other assistance as necessary. This classification is distinguished from the higher level officer classes of Lieutenant of Fire and Captain of Fire in that incumbents of the latter are first-line and second-line supervisors. It is further distinguished from the higher level classification of Firefighter Paramedic in that the Firefighter Paramedic is licensed for and required to provide Basic Life Support and emergency medical services as a condition of employment. This classification is distinguished from the lower level Firefighter Trainee in that the former has successfully completed the training academy and is serving as first responders to emergencies as a part of a truck or engine crew.

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

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

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

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

Provide EMT-I level of basic emergency medical care and treatment; coordinate efforts with other emergency responders on the scene; don appropriate protective equipment according to medical protocols; check vital signs of patient to determine whether circulations and respiration are functional; assess and clear oral and nasal airways to administer oxygen in proper quantity as

per protocol in order to facilitate patient's breathing; operate bag valve mask; apply cervical collar or splints to stabilize patient; position patient on stretcher or stair chair for transport; and apply bandages or sterile dressing, pressure and elevation in order to control bleeding.

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

MINIMUM QUALIFICATIONS

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

Education:
High school diploma or GED equivalent. Firefighter I certification and/or graduation from an accredited college with an Associate of Arts/Science Degree or higher is desirable.

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

LICENSE OR CERTIFICATE

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

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

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

OTHER REQUIREMENTS

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

Must pass a thorough background investigation.

Successful completion of the fire academy.

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

Must have an acceptable driving record.

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

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

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

Bilingual skills are highly desirable.

FLEXIBLE STAFFING

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	4/22/2010	CSB Resolution #:	44341	Salary Ordinance #:
Exempted:	Y ☐ N ☐	Exemption Resolution #:		
Revision Date:	3/19/2015	CSB Resolution #:	44757	
Revision Date:	8/9/2012	CSB Resolution #:	44580	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:

(Previous title(s):

FIRE FIGHTER TRAINEE 12-PS132-11 CANDIDATE POOL BY GENDER

Step	Group	Start	Passed	Failed	Pass Rate	Impact Ratio
1.Application Received	Male	3218	3218	0	100.00%	100.00%
	Female	152	152	0	100.00%	100.00%
	Unknown	39	39	0	100.00%	
	Total:	**3409**	**3409**	**0**	**100.00%**	
2.MQ Screening	Male	3218	2512	706	78.06%	100.00%
	Female	152	113	39	74.34%	95.23%
	Unknown	39	35	4	89.74%	
	Total:	**3409**	**2660**	**749**	**78.03%**	
3.Written Exam	Male	2512	1049	531	66.39%	100.00%
	Female	113	49	34	59.04%	88.93%
	Unknown	35	16	5	76.19%	
	Total:	**2660**	**1114**	**570**	**66.15%**	
4.Oral Interviews	Male	1049	532	185	74.20%	98.93%
	Female	49	21	7	75.00%	100.00%
	Unknown	16	7	3	70.00%	
	Total:	**1114**	**560**	**195**	**74.17%**	
Eligibles Referred	Male	532	532	0	100.00%	100.00%
	Female	20	20	0	100.00%	100.00%
	Unknown	7	7	0	100.00%	
	Total:	**559**	**559**	**0**	**100.00%**	
Referred Hired	Male	532	47	485	8.83%	25.24%
	Female	20	7	13	35.00%	100.00%
	Unknown	7	0	7	0.00%	
	Total:	**559**	**54**	**505**	**9.66%**	
Exam Overall	Male	3218	532	1422	27.23%	100.00%
	Female	152	21	80	20.79%	94.47%
	Unknown	39	7	12	36.84%	
	Total:	**3409**	**560**	**1514**	**27.00%**	

FIRE FIGHTER TRAINEE 12-PS132-11 CANDIDATE POOL BY ETHNICITY

Step	Group	Start	Passed	Failed	Pass Rate	Impact Ratio
1.Application Received	American Indian or Alaskan Native	54	54		100.00%	
	Asian	291	291		100.00%	
	Black or African American	238	238		100.00%	
	Hispanic or Latino	802	802		100.00%	
	Native Hawaiian or Other Pacific Islander	75	75		100.00%	
	White or Caucasian	1870	1870		100.00%	
	Unknown	79	79		100.00%	
	Total:	**3409**	**3409**	**0**	**100.00%**	
2.MQ Screening	American Indian or Alaskan Native	54	37	17	68.52%	85.36%
	Asian	291	228	63	78.35%	97.61%
	Black or African American	238	164	74	68.91%	85.85%
	Hispanic or Latino	802	611	191	76.18%	94.90%
	Native Hawaiian or Other Pacific Islander	75	52	23	69.33%	86.37%
	White or Caucasian	1870	1501	369	80.27%	100.00%
	Unknown	79	67	12	84.81%	
	Total:	**3409**	**2660**	**749**	**78.03%**	
3.Written Exam	American Indian or Alaskan Native	37	13	8	61.90%	82.81%
	Asian	228	110	60	64.71%	86.57%
	Black or African American	164	40	84	32.26%	43.16%
	Hispanic or Latino	611	230	172	57.21%	76.54%
	Native Hawaiian or Other Pacific Islander	52	25	9	73.53%	98.37%
	White or Caucasian	1501	666	225	74.75%	100.00%
	Unknown	67	30	12	71.43%	
	Total:	**2660**	**1114**	**570**	**66.15%**	
4.Oral Interviews	American Indian or Alaskan Native	13	5	3	62.50%	73.37%
	Asian	110	60	19	75.95%	89.15%
	Black or African American	40	23	4	85.19%	100.00%
	Hispanic or Latino	230	120	48	71.43%	83.85%
	Native Hawaiian or Other Pacific Islander	25	14	5	73.68%	86.49%
	White or Caucasian	666	326	111	74.60%	87.57%
	Unknown	30	12	5	70.59%	
	Total:	**1114**	**560**	**195**	**74.17%**	
Referred Hired	American Indian or Alaskan Native	5	0	5	0.00%	0.00%
	Asian	60	9	51	15.00%	38.33%
	Black or African American	23	9	14	39.13%	100.00%
	Hispanic or Latino	120	16	104	13.33%	34.07%
	Native Hawaiian or Other Pacific Islander	14	1	13	7.14%	18.25%
	White or Caucasian	325	17	308	5.23%	13.37%
	Unknown	12	2	10	16.67%	
	Total:	**559**	**54**	**505**	**9.66%**	
Exam Overall	American Indian or Alaskan Native	54	5	28	15.15%	90.68%
	Asian	291	60	142	29.70%	92.54%
	Black or African American	238	23	162	12.43%	81.93%
	Hispanic or Latino	802	120	411	22.60%	91.04%
	Native Hawaiian or Other Pacific Islander	75	14	37	27.45%	92.21%
	White or Caucasian	1870	326	705	31.62%	100.00%
	Unknown	79	12	29	29.27%	
	Total:	**3409**	**560**	**1514**	**27.00%**	