



CIVIL SERVICE BOARD MEETING AGENDA (DRAFT)

Date October 15, 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; Christopher Johnson; Jeffrey Levin

STAFF TO THE BOARD: Anil Comelo, HRM Director/Secretary to the Board
Jim Hodgkins, 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) **WELCOME:** Newly appointed member, Christopher Johson

3) **CONSENT CALENDAR:**

ACTION

a) Approval of Employee Requests for Leave of Absence

- LIB-2015-LA10
- LIB-2015-LA11
- OPD-2015-LA04
- OPD-2015-LA05
- OPD-2015-LA06

b) Approval of Revised Classification Specification

- Case Manager II
- Home Management Counselor II
- Home Management Counselor III
- Fire Protection Engineer
- Manager, Inspection Services
- Performance Audit Manager
- Systems Programmer III

4) **OLD BUSINESS:**

a) Approval of August 20, 2015 Civil Service Board Meeting Minutes

ACTION

b) Determination of Schedule of Outstanding Board Items

ACTION

- No New Items

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update Regarding the Status of Port's Compliance with Ordinance No. 13120 C.M.S. (Amended Ordinance No. 8979) INFORMATION
- Supplemental Report:* INFORMATION
- e) Discussion and Review of Whether the Firefighter Trainee Position Should Remain Exempt From Civil Service

5) NEW BUSINESS:

- a) Quarterly Classification Report ACTION
- b) Ratification of "Agreement between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21, Regarding the Treatment of the Exempt Classifications of Management Intern and Environmental Services Intern and Affected Incumbents" ACTION
- c) Approval of New Classification Specification ACTION
 - Environmental Services Analyst, Assistant
 - Crime Analyst

6) ADJOURNMENT:

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday November 19, 2015. All materials related to agenda items must be submitted by Thursday November 12, 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.



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 Corina Pedraza Employee's ID _____ Today's Date 7.30.15

Department/Division OPL Employee Job Title PPT Library Assistant

I Request: 71 Days Hours From 8/25/15 To 1/5/16
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

[Signature] 7.30.15
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 8/17/15
 Department Head Approval Date

 City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name PAUL SCHIESSER Employee's ID _____ Today's Date 7-28-15

Department/Division LIBRARY / POLYMER 06E Employee Job Title SENIOR LIBRARIAN

Request: 5 Days Hours From 10-6-15 To 10-10-15
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 7-24-15
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 8/17/15
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Michael Ericksen Employee's ID _____ Today's Date 9/22/15

Department/Division Oakland Police Department/BFO 1 Employee Job Title Police Officer

I Request: 150 Days Hours From Sep 25, 2015 To Feb 22, 2016
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 9/22/15
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 9/22/15
 Department Head Approval Date

 Office of the City Administrator Date

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



Unpaid Leave of Absence

Leave Type:

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

David Blair Edgerly 2 09/03/2015
 Employee Name Social Security Number Today's Date

OPD / Parking Enforcement Parking control technician
 Department/Division Employee Job Title

I request 92 days / 9,14 From 12/14 To 1/14 2015 Yes No
Circle days or hours hours From To Unpaid Leave Taken This Year?
Kind? (write appropriate code)

| Comparison of Different Leave Types | | | | | |
|-------------------------------------|------------------|-------------------------|------------------|-----------------------|------------------------------------|
| Leave Type | Maximum Duration | Keep Accrued Seniority? | Accrue Seniority | Keep Health Benefits? | Other |
| VTN | None | Yes | Yes | Yes | May forfeit health benefits |
| FCL | 4 weeks | Yes | No | Depends | Comb. of paid & unpaid leave |
| FCL | 4 weeks | Yes | No | Yes | Family care leave (paid/exhausted) |
| MNP | 1 year | Yes | Yes | For a mca | For military training and service |
| SLV | 1 year | Yes | No | No | Sick leave (paid/exhausted) |
| ANP | 1 year | Yes | No | No | Miscellaneous leave-no pay |

*** Additional Information**

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

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

[Signature] 9/3/15 / /
 Employee Signature Date Civil Service Board Approval Date

[Signature] 9/13/15 / /
 Department Head Approval Date Office of the City Manager Approval Date

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



Unpaid Leave of Absence

Print Form

Leave Type:

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

Employee's Name Randell Wingate Employee's ID _____ Today's Date 9/3/15

Department/Division Oakland Police Department/BOS Employee Job Title Lieutenant of Police

Request: 265 Days Hours From Sep 6, 2015 To May 31, 2016
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

Randell Wingate
 Employee's Signature 3 SEP 15
 Will be using Vacation Date

 Civil Service Board Approval Date

Se Cwh
 Department Head Approval 9-4-15
 Date

 Office of the City Administrator Date

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



MEMORANDUM

DATE: September 17, 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 Case Manager II

Based upon a classification review at the request of the Human Services Department (HSD), staff has proposed the revision of the **Case Manager II** classification specification. It was originally established in April 1995.

The proposed modifications are necessary to expand the classification to serve a new population; it will now serve high risk youth and adults in addition to the elderly, frail and functionally-impaired. The duties have been refined and the Knowledge and Abilities section is more comprehensive. New language has been added to align the description with the current classification specification template, including the Distinguishing Characteristics section. Recruitment activities will be initiated to fill the vacancies as quickly as possible.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revision to the classification specification. City staff and union representatives met on September 1, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revision.

Staff recommends that the Civil Service Board approve the classification specification for Case Manager II as amended.

Attachments: Revised classification specification for Case Manager II



CASE MANAGER II

DRAFT

Class Code: AP127 FTE
Class Code: AP411 PPT
Class Code: AP412 PT

Civil Service Classified
Civil Service Classified
Exempt

DEFINITION

Under general direction in the Human Services Department, ~~to~~ provides case management services to frail seniors, ~~and~~ functionally impaired adults, or high risk youth and adults, including psycho-social assessments, certifications, care plan development and implementation, purchase and arrangement of client services, monitoring of clients, home visits, and documentation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the Case Manager series. Incumbents perform work requiring the exercise of sound professional judgment in assessing clients and their families, identifying problem areas, and developing and implementing an appropriate service plan. Case Manager II is distinguished from Case Manager I in that the latter exercises less independent discretion and handles less complex cases.

SUPERVISION RECEIVED AND EXERCISED

Incumbent ~~Receives~~ general supervision from the Supervising Case Manager, ~~and~~ ~~May~~ exercise lead direction as a Team Leader to a Case Manager I.

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

Complete ~~initial~~ psycho-social assessments, ~~reassessments~~ and recertification for enrolled clients.

Complete initial needs assessments and develop care plans for high risk youth and adult clients.

Develop and update care plans based on client assessments.

Participate in interdisciplinary care plan conferences.

Arrange and/or order services as detailed in the care plan.

Monitor client status and services by home visits or phone.

Operate a motor vehicle in the performance of assigned duties.

Document all actions using program-specific forms and standards.

Develop, maintain, and update case management charts and files; prepare case notes; maintain confidentiality of information.

Maintain resource files ~~or~~ index to use for service arrangements, purchase services, information, referral or consultation.

Enter client information, care plans, and case notes into a ~~manual~~ or computer data-based file.

~~Provide senior and long-term care information, referral or consultation services to the public related to frail seniors, functionally-impaired adults, or high risk youth and adults.~~

Assist with case finding activities.

Act as Team Leader on cases.

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Gerontology or high risk populations.
- Components of case management and emerging long-term-care systems.
- Principles and techniques of interviewing and diagnostic assessment.
- Available resources in the City, county, and state ~~for~~related to long-term care or other applicable client needs.
- State and federal regulations on social and health service programs.
- Time and records management for case workers.
- Interviewing and counseling techniques.
- Personal computer systems and applications.

Ability to:

- Relate to the needs of multiracial-cultural low income frail seniors, and functionally-impaired adults, or high risk youth and adults and their families.
- Make a professional assessment of client's mental, social, and functional status.
- ~~Communicate effectively and persuasively in both oral and written format with individuals from diverse ethnic and socio-economic backgrounds; speak in large and small group settings. Utilize effective oral and written communication skills.~~
- Intervene on behalf of a client.
- Identify and solve problems on a timely basis; engage clients in the problem solving process.
- Utilize computers and software applications.
- Maintain accurate and up-to-date records.
- Provide lead direction to assigned staff.
- 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 Master's degree from an accredited college or university in the social work, gerontology, psychology or related field.

Experience:

Two years of experience comparable to Case Manager I in the City of Oakland or a similar position working with frail, seniors elderly and/or functionally impaired adults or

high risk youth and adults.

LICENSE OR CERTIFICATE

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

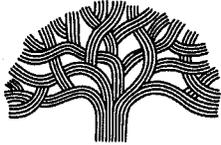
~~Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required.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

OTHER REQUIREMENTS

Proficiency in a foreign language may be required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

| | | | | |
|---------------------|---|----------------------|-------|---------------------|
| Established | 04/27/1995 | CSB Resolution | 44336 | Salary Ordinance #: |
| : | | #: | | |
| Exempted: | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution | | |
| | | #: | | |
| Revision Date: | / / | CSB Resolution #: | | |
| Re-titled Date: | / / | CSB Resolution #: | | Salary Ordinance #: |
| (Previous title(s): |) | | | |



CITY OF OAKLAND

MEMORANDUM

DATE: September 17, 2015

TO: The Honorable Civil Service Board **FROM:** Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Classification Specifications for Home Management Counselor II
and Home Management Counselor III

Based upon a classification review at the request of the Housing and Community Development Department (HCD), staff has proposed revision of the **Home Management Counselor II and Home Management Counselor III** classification specifications. Both were originally established in April 1995.

The proposed modifications are necessary to newly describe the work in this field that has shifted during the past 20 years, as described in the revamped Definition section. The Examples of Duties section has been overhauled and the Knowledge and Abilities section has been modified. New language has been added to align each description with the current classification specification template, including the Distinguishing Characteristics section. The Minimum Qualifications have been expanded to include additional fields of study. Recruitment activities will be initiated to fill the vacancies in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specifications. City staff and union representatives met on September 1, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specifications for Home Management Counselor II and Home Management Counselor III as amended.

Attachments: Revised classification specifications for Home Management Counselor II and Home Management Counselor III



HOME MANAGEMENT COUNSELOR II

Class Code: AP1978

Civil Service Classified

DEFINITION

~~To provide default and delinquency counseling to home owners; to negotiate repayment schedules; to service loan portfolios; to provide family financial counseling; to provide assistance to tenants of subsidized public housing; and to provide housing information to clients. Under general supervision in the Housing & Community Development Department, To administers the City's Housing Assistance Program; provides clients with housing support services, including assessing housing needs, developing action plans, researching affordable housing services, providing referrals and resources, maintaining case files and conducting follow-up interviews; To assess housing needs, determine options for meeting these needs, work with clients to develop plans of action, and assist with implementing the plans. To promotes the City's housing programs in varied venues using a variety of methods appropriate to the audience; and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

~~This Home Management Counselor II is a journey level classification in the Home Management Counselor series. Incumbents provide financial counseling and assistance to home owners. Incumbents conduct client intake, triage housing needs and identify appropriate resources and services. This classification differs from Home Management Counselor III in that the latter acts in a supervisory capacity and performs complex and difficult tasks.~~

~~The incumbent Receives general supervision from a Home Management Counselor III or an Accounting Supervisor; other staff as assigned.~~

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

~~Provide default and delinquency counseling to home owners; contact mortgage companies on behalf of home owners; assist both parties in the development of a payment schedule for the home mortgage; may operate a motor vehicle on the performance of assigned duties.~~

~~Review loans for delinquency in mortgage, insurance, and tax payments; recommend counseling and/or foreclosure in delinquent cases; drive a vehicle to meet elderly and disabled citizens in their homes.~~

~~Assist home owners in the assignment of their mortgages to the Department of Housing and Urban Development (HUD), providing they qualify.~~

~~Service rehabilitation loan portfolios; review and analyze documentation and reports for completeness and adequacy of insurance coverage; prepare notifications and recommendations.~~

~~Research and respond to requests from clients and lenders for reconveyances, refinancing, subordinations, loan conversions, loan balances and payments.~~

~~Prepare recommendations and legal documentation for payoffs, reconveyances, subordinations, release of conditions, foreclosures, loan assumptions and conversions, title changes and related matters.~~

~~Secure the City of Oakland's loans against the property being rehabilitated or another property with sufficient equity to safeguard the City's interest.~~

~~Counsel tenants regarding their rights and obligations as renters; mediate tenant/landlord disputes; follow up on status of clients who are relocated; attend tenant association weekly meetings.~~

~~Provide advice on personal and family financial problems; analyze family budgets; devise methods to meet financial obligations.~~

Evaluate a client's housing needs; assess financial needs and obligations; consider whether there are special needs; determine options for meeting those needs; develop plan and assign objectives to client; and then, if warranted, contact non-profit, private and other public resources to identify or secure assistance for the client.

Proactively follow-up on the progress being made by clients to implement their plans;- Consult with the Home Management Counselor III if more assistance is needed.

~~Monitor the City's Bond Loan Program for default and delinquent loans; verify accuracy of information provided by lenders.~~

~~Provide housing information and referrals to clients; make home visits when necessary.~~

Foster and maintain partnerships with organizations providing housing-related services, local financial institutions, real estate agents, HUD certified housing counseling organizations and other government agencies to ensure prospective clients' housing needs are met.

~~Conduct orientation classes for recipients of Oakland Housing Authority Section Eight (8) rental certificate and voucher program; provide information to certificate holders regarding the program, their responsibilities, and how to secure subsidized living quarters.~~

Organize and/or participate in interdepartmental, community and regional meetings, workshops and trainings concerning the City's housing programs.

~~Conduct home buyers and home improvement workshops; drives a vehicle to make offsite presentations, provide training, and attend hearings.~~

Maintain case files; prepare a quarterly Property and Progress Report for Department of Housing and Urban Development (HUD). Assist with educational workshops including, but not limited to, home buyer education, housing availability, housing research strategies and home improvement; monitor effectiveness of and update materials to ensure that housing information provided is current and accurate.

Draft and update marketing and informational tools, such as outreach brochures and flyers; distribute in a variety of venues.

Draft and update program manuals for housing partners.

Maintain the extensive network of service providers (such as those providing services related to emergency, transitional and affordable housing, health care, family support, job training and placement, housing and tenant counseling, and legal aid) that are regularly used to meet client needs.

Draft internal reports on housing needs, program effectiveness, and accomplishments.

Maintain accurate records and case files; regularly enter information into the appropriate database for tracking and follow-up.

Research and compile information for the Housing Assistance Guide.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Commercial and government mortgage lending practices.~~
Federal and state real estate and housing laws.
- Techniques and principles of counseling and case management.
Public speaking and community relations skills.
- Budget preparation and control.
- Personal finance principles and practices.
- ~~How to a~~Assessment and action plan development techniques related to -housing -needs.
~~and evaluate personal and financial circumstances for the purpose of placing~~
~~clients housing or referring clients to appropriate housing related resources.~~
- Local and regional resources related to housing and other health or human service resources regularly sought to meet client needs.
- Effective outreach techniques.
- Database and filing systems to maintain and organize client information.
- Computer applications including word processing, spreadsheets and databases.

Ability to:

- Make an accurate assessment of client's housing, personal and financial needs/circumstances.
- ~~Develop and maintain effective interpersonal relationships with a diverse group of people.~~Establish and maintain positive work relationships with community leaders, program constituents, and staff of governmental, private sector and non-profit agencies.

~~Interpret federal and state laws relating to mortgage lending.~~

- Handle stressful or sensitive situations with tact and diplomacy.

~~Work independently and set priorities.~~

- ~~Prepare and implement household budgets.~~Ability to aAnalyze household budgets to assess housing affordability.
- Communicate effectively orally and in writing.
- Work independently and set priorities.
- Maintain accurate records; prepare clear, concise reports and other written materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, economics, social science, finance, real estate, or related fields.

OR

An Associate Arts degree plus two additional years of experience can be substituted for a Bachelor's degree.

Experience:

Two years of progressively responsible experience in mortgage lending, real estate, counseling, or a related field.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

| | | | |
|---|--|-------------------------|--------------------------------|
| DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY | | | |
| Established: | 04/27/1995 | CSB Resolution #: | 44336 Salary Ordinance #: |
| Exempted: | Y <input type="checkbox"/> N <input checked="" type="checkbox"/> | Exemption Resolution #: | |
| Revision Date: | / / | CSB Resolution #: | |
| Re-titled Date: | / / | CSB Resolution #: | Salary Ordinance #: |
| (Previous title(s): |) | | |



HOME MANAGEMENT COUNSELOR III

Class Code: AP198

Civil Service Classified

DEFINITION

~~To monitor defaults and delinquencies in mortgage payments; to provide counseling to home owners, landlords, and tenants; to prepare reports for government agencies; and to keep staff informed of changes in regulations. Under direction in the Housing & Community Development Department. To coordinates and administers the City's Homeownership and Housing Assistance Programs. To underwrites applications for loan programs. To assesses complex housing cases, determines options for addressing these needs, works with clients to develop plans of action, and assists with implementing the plans. To promotes the City's housing programs in varied venues using a variety of methods appropriate to the audience; and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

~~This Home Management Counselor III is a first level supervisory classification in the Home Management Counselor series. Incumbents perform a variety of supervisory tasks, and work with clients with difficult housing assistance cases, involving counseling and assistance to home owners. This classification differs from Home Management Counselor II in that the latter does not have supervisory responsibilities and performs less complex work.~~

~~The incumbent Receives direction from an Assistant Housing Manager the assigned manager, and exercises supervision, plans workload, and evaluates over the Home Management Counselor IIs and other professional, technical and administrative staff as assigned. Exercises general supervision over Home Management Counselor IIs.~~

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

~~Plan, schedule, and evaluate the workload of assigned professional, technical and administrative staff Home Management Counselor IIs.~~

Monitor and administer Homeownership and Housing Assistance Programs.

Complete the review, underwriting, approval and funding of the first-time home buyer loans.

~~Monitor the counseling to home owners on mortgage defaults and delinquencies; monitor the counseling to home buyers, recipients of home improvement loans, landlords, and tenants.~~

~~Assist home owners in the assignment of their mortgages to the Department of Housing and Urban Development (HUD), providing they qualify; monitor monthly payments to HUD.~~

~~Service the Home Maintenance Improvement program; monitor reports from the lending institution and insurance companies.~~

Negotiate legal agreements including promissory notes, deeds of trust and loan documents.

~~Review the City's Bond Loan Program for default and delinquent loans.~~

~~Monitor the orientation classes for recipients of Oakland Housing Authority Section 8 rental certificate and voucher program.~~

Work with clients with complex needs that affect their ability to retain or obtain suitable housing. In addition to standard assessment protocols, consult with a variety of specialized institutions and organizations.

Manage complex cases concerning foreclosures, evictions, loans, and appropriate housing;; Collaborate with agencies and organizations that are able to rapidly respond to the client's needs.

Provide or refer clients for budget counseling; analyze budgets; and devise plan or strategy to meet financial obligations so that specific housing needs can be met.

Foster and maintain partnerships with local financial institutions, real estate agents, and HUD certified housing counseling organizations to ensure prospective homebuyers are mortgage ready.

Maintain the extensive network of service providers (e.g., shelters, affordable housing, health care, family support, job training and legal aid) that are regularly used to meet client needs.

Organize and/or participate in interdepartmental, community and regional meetings, workshops and trainings concerning the City's housing programs.

Conduct or facilitate educational workshops including, but not limited to, home buyer education, housing availability, finance, housing research strategies and home improvement; monitor effectiveness of and update materials to ensure that the information provided is current and accurate.

Develop marketing and informational tools, which may include other available resources, links to other agencies, etc., for the City's web-site; distribute in a variety of venues.

Develop program and procedure manuals to communicate expectations and ensure consistent results from staff and partners.

Prepare grant applications for program funding; monitor implementation of funded programs; and manage and disburse grant funds.

Prepare reports on housing needs, program effectiveness, and accomplishments;; Prepare City Council reports and resolutions as well as required reports for grantors.

~~Select, supervise and evaluate assigned staff; provide training to staff with the assistance of HUD personnel.~~

~~Drive a vehicle to presentations and classroom training for potential first-time buyers, to attend assignment hearings, and to make home visits as needed.~~

~~Prepare monthly, quarterly, and semi-annual reports to HUD; make an annual proposal to HUD. Monitor the intake process, record keeping, interviews with clients, and loan packets for city, state, and federal loan programs.~~

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Housing laws and regulations.
- Commercial and government mortgage lending practices, laws and regulations.
- Real Estate transactions.
- Title and Escrow procedures.
- Techniques and principles of counseling and case management.
- Public speaking principles and practices and community relations skills.

~~Public contact and community relations.~~

~~Budget preparation and control.~~

- Personal finance principles and practices.
- Research, analysis, statistical methodology and reporting techniques.
- Computer applications, including word processing, spreadsheets and databases.

Ability to:

- Establish and maintain positive working relationships with community leaders, program constituents, and staff of governmental, private sector and non-profit agencies. Establish a cooperative working relationship with other agencies.
- Develop and maintain effective interpersonal relationships with diverse groups of people.
- Interpret federal and state laws relating to mortgage lending.
- Handle stressful or sensitive situations with tact and diplomacy.
- Prepare and implement household budgets.
- Communicate effectively orally and in writing.
- Maintain accurate records; Prepare clear, concise reports, proposals, and other written materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in public or business administration, economics, social sciences, mortgage lending, finance, real estate, or related fields.

OR

An Associate Arts degree plus two additional years of experience can be substituted for a Bachelor's degree.

Experience:

Two years of progressively responsible experience in mortgage lending, real estate or a related field that is comparable to Home Management Counselor II in the City of Oakland.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

| | | | | | |
|---|--|-------------------------|-------|---------------------|--|
| DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY | | | | | |
| Established: | 04/27/1995 | CSB Resolution #: | 44336 | Salary Ordinance #: | |
| Exempted: | Y <input type="checkbox"/> N <input checked="" type="checkbox"/> | Exemption Resolution #: | | | |
| Revision Date: | / / | CSB Resolution #: | | | |
| Re-titled Date: | / / | CSB Resolution #: | | Salary Ordinance #: | |
| (Previous title(s): |) | | | | |



CITY OF OAKLAND

MEMORANDUM

DATE: October 15, 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 Fire Protection Engineer

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed the revision of the **Fire Protection Engineer** classification specification. It was established in 1993.

A variety of modifications have been proposed. New language has been added to align it with the current classification specification template. Slight modifications have been made to the Examples of Duties and Knowledge and Abilities sections to better characterize the work and required knowledge and skills. The Education section has been broadened to include other applicable fields of engineering. The Experience section has been expanded to more thoroughly describe the kind of background that would best prepare candidates for this position. While a Fire Protection Engineer license is still required, it is now possible to substitute a professional engineering license with qualifying experience in fire protection engineering.

There is one vacancy. A recruitment and selection process will be initiated in the near future to fill the position.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union representatives met on October 1, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specification for Fire Protection Engineer as amended.

Attachments: Revised classification specification for Fire Protection Engineer



FIRE PROTECTION ENGINEER

Class Code: PS143 FTE

Civil Service Classified

DEFINITION

Under direction in the Oakland Fire Department, To-inspects buildings and fire protection systems to ensure compliance with laws, codes and regulations; reads and interprets architectural plans and computer fire modeling; reviews fire protection and life safety systems (such as sprinkler and fire pump systems, fire alarm systems, smoke removal systems, fire resistive construction, means of egress, etc.); and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification that is responsible for ensuring that buildings and fire protection systems are in compliance with relevant laws, codes and regulations. This classification is distinguished from the higher level Fire Marshal classification in that the latter plans, organizes, and directs the work of subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

The incumbent rReceives general supervision from the Fire Marshal or other management staff and may provide technical or lead direction to assigned administrative or clerical staff.

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

| Inspect buildings and review ~~structural~~-building and site development plans and fire extinguishing systems to protect life and property from fire loss.

| Review ~~structural~~-building designs and plans submitted by engineers, architects and the public to assure compliance with fire laws, codes and regulations; check plans reviewed by Fire Inspectors, ~~FEMA Assistants~~ and "light duty" fire personnel.

Review subdivision and parcel maps, tract maps and proposed parcel maps for compliance with fire code requirements including fire department access, fire hydrants, water flow.

Review public and private engineering plans for improvement to determine compliance with codes and regulations.

Inspect and approve tests for fixed fire systems including fire pumps, deluge and pre-action systems, halon and carbon dioxide systems; recommend fire protection measures for special hazards including warehouse storage systems and flammable materials storage.

Prepare records regarding inspections and plan reviews.

Represent the Oakland Fire Department at public and private meetings and events; respond to inquiries from the public regarding fire protection codes, regulations and systems.

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods and practices involved in building engineering and design.
- Federal, state and local building and fire codes and regulations including the National Fire Code; applicable plumbing, electrical and mechanical laws.
- Hydraulic calculations.
- Personal Basic-computer and software applications.
- Principles and practices of public speaking.
- Public contact and community relations.
- Fire alarm systems.

Ability to:

- Interpret federal, state and local codes and regulations pertaining to fire protection.
- Read and understand blueprints and plans.
- Perform hydraulic calculations and electrical cable and battery sizing of fire alarm systems.
- Communicate effectively in both oral and written form.
- Use personal computer and software applications.
- 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 fire protection; civil, electrical, chemical or mechanical engineering or a related field.

Experience:

~~Two years of experience in fire code enforcement~~ Three years of progressively responsible experience in fire protection inspection and analysis including building design, specification writing, construction inspection, and plan review. Note: a degree in fire protection engineering, as documented by a copy of college transcripts, may be substituted for one year of professional experience.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.

Possession of a valid Fire Protection Engineer license issued by the California Board of

Registration for Professional Engineers or a valid registration as a Fire Protection Engineer from another state, which is transferable to the State of California,

OR

Possession of a valid Professional Engineer license issued by the California Board of Registration for Professional Engineers in mechanical, electrical, civil or chemical engineering with qualifying experience in fire protection engineering.

~~Registration as a Fire Protection Engineer by the State of California.~~

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 01/28/1993 CSB Resolution #: 44278 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

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

(Previous title(s):)



CITY OF OAKLAND

MEMORANDUM

DATE: October 15, 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 Manager, Inspection Services

Based upon a classification review at the request of the Planning and Building Department (PBD), staff has proposed the revision of the **Manager, Inspection Services** classification specification. It was just adopted in April 2015, although there had been a working draft in existence for several years.

The department recently began working toward recruitment efforts and recognized two oversights on the approved classification specification: (1) incumbents will never be required to act for the Building Official during absences; and (2) registration as a Civil Engineer, Architect or Certified Building Official is unnecessary, whereas possession of the Combination Building Inspector certifications and/or a Building Plans Examiner certification from the International Code Council (ICC) would be more appropriate. No other modifications have been proposed.

There are two vacancies. A recruitment and selection process will be initiated in the near future to fill the positions.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union representatives met on October 1, 2015. Minor modifications were proposed during that meeting. The union sent a confirmation email on October 8, 2015, that there are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specification for Manager, Inspection Services as amended.

Attachments: Revised classification specification for Manager, Inspection Services



MANAGER, INSPECTION SERVICES

Class Code: EM188 FTE

Civil Service

DEFINITION

Under administrative direction in the Planning & Building Department, assists with planning, organizing, and managing a residential, commercial and industrial building code enforcement and inspection program to ensure compliance with federal, state and municipal building codes and ordinances; trains and supervises assigned staff; ~~may act for the Building Official during absences;~~ and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a section head position with the responsibility for assisting with the administration of the code compliance and building inspection program. This is a management level classification. This class is distinguished from Director of Planning & Building, which is a department head. This class is distinguished from Deputy Director/Building Official, which is a division head.

The incumbent receives direction from Deputy Director /Building Official and exercises direction over Principal Inspection Supervisor, Senior Specialty Combination Inspector, technical and assigned clerical staff.

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

Assist with the overall administration of the City's code enforcement and inspection program.

Plan, organize, and manage, through subordinate supervisors, a comprehensive building code enforcement and inspection program for residential, commercial and industrial properties.

Develop and implement service delivery improvements for the inspection program to ensure efficiency and effective customer services.

Direct the preparation and administration of the section budget.

Direct the selection, supervision and work evaluation for section staff.

Coordinate the work of the section with other City departments, outside agencies and concerned citizens.

Monitor developments related to inspection services, evaluate their impact on City operations and implement policy and procedure improvements.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the section.

Develop and implement staff training programs to improve employee job skills and provide continuity in inspections and code enforcement.

Develop and implement management systems, procedures and standards for program evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices and methods of building inspection.
- Federal, State and local codes and regulations governing building construction and alterations.
- Methods, materials and techniques of building construction.
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Problems, trends and approaches used in municipal building code inspection and enforcement programs.
- Principles and practices of budget development and administration.
- Computer systems and applications.

Ability to:

- Manage and direct a comprehensive building code compliance and enforcement program.
- Analyze the inspection services program, develop new strategies and resolve operational problems and issues.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Communicate effectively orally and in writing.
- Prepare clear and concise reports, correspondence and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- 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:

Bachelor's degree from an accredited college or university in civil engineering, architecture, construction management or a closely related field.

Experience:

Four (4) years of responsible management experience as a chief building official, unit supervisor or division manager in building inspection services and code enforcement.

LICENSE OR CERTIFICATE

Possession of the Combination Building Inspector certifications and/or a Building Plans Examiner certification is required, as issued by the International Code Council (ICC). Incumbents must maintain the certification(s) throughout the duration of employment.

~~Registration as a Civil Engineer or Architect or certification from the International Conference of Building Officials as a Certified Building Official.~~

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 04/16/2015 CSB Resolution #: 44764 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

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

(Previous title(s): n/a)



MEMORANDUM

DATE: October 15, 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 Performance Audit Manager

Based upon a classification review at the request of the City Auditor's Office, staff has proposed the revision of the **Performance Audit Manager** classification specification. It was revised and re-titled in 2008 and formally exempted from civil service in 2012.

Revisions are necessary to incorporate oversight of the Whistleblower and Fraud Prevention Program. The current classification specification is focused specifically on audit activities and needs to be broadened to account for the other set of duties; the proposed revisions will ensure that the classification can be used to address either need. New language has been added in the Definition, Examples of Duties, Knowledge and Abilities, and Minimum Qualifications sections to encompass areas related to the Whistleblower and Fraud Prevention Program. Other revisions include a change to the Distinguishing Characteristics section to reflect that the classification is exempt from civil service. Lastly, format changes were implemented to align the classification specification with the current template.

There is one vacancy. A recruitment and selection process will be initiated in the near future to fill the position.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union representatives met on October 1, 2015, and agreed to minor modifications during that meeting. Additional modifications were proposed in response to incumbent feedback that was received after that meeting took place. The union sent email confirmation on October 8, 2015, that there are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specification for Performance Audit Manager as amended.

Attachments: Revised classification specification for Performance Audit Manager



PERFORMANCE AUDIT MANAGER

Class Code: AP393 FTE

Exempt

DEFINITION

Under general direction in the Office of the City Auditor, manages the Whistleblower and Fraud Prevention program, increases fraud awareness, evaluates fraud, waste and abuse complaints, and conducts investigations that adhere to governmental and professional standards; ~~the Performance Audit Manager~~ assists with the conduct of performance audits of City operations and may lead or direct audits; performs financial analysis of proposed major expenditures and ballot measures; conducts surveys to assess the community's satisfaction with City services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey or first line supervisory level professional classification in the Performance Auditor series. -Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. -This classification is distinguished from the City Auditor, which is responsible for overseeing the entire department. The classification further differs from the Performance Auditor, Senior, in that the incumbent plans and completes the most complex assignments, including special projects, while supervising assigned staff.

~~The incumbent Performance Audit Manager receives direction from the City Auditor, and Assistant City Auditor. The Performance Audit Manager and~~ may exercise lead direction over assigned Performance Auditors, Senior, and Performance Auditors, technical, and clerical staff.

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

Examine allegations of fraud, waste, and abuse that may involve misconduct or be criminal in nature; plan appropriate investigative strategies and approaches to determine if the allegations are valid; maintain case files; coordinate with law enforcement officials and the Office of the City Attorney as appropriate during the course of investigations.

Examine a wide variety of documentary evidence such as bank records, financial records, systems of internal control, email messages, contractor records, and other relevant information.

Conduct performance audits of City operations; assess whether City operations and programs are carried out effectively, efficiently, and economically.

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

Manage multiple performance audits of municipal services.

Develop audit objectives, scope, and methodologies; perform appropriate audit tests to assess performance; document evidence of work performed.

Assist in the preparation of written audit and investigative reports for a variety of audiences; develop sound conclusions and recommendations including corrective actions.

Communicate the results of audits to City officials.

Perform financial analysis on proposed major expenditures and ballot measures.

Assist with conducting surveys to assess the community's satisfaction with City services.

Assist with the development, revision, and implementation of policies and procedures including the City Auditor's Whistleblower / Hotline Policies and Procedures Manual.

Supervise staff in the preparationing, performanceeconducting, and documentatining of audits.

May ~~Head~~, train, and evaluate staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Fraud schemes, fraud prevention, and deterrence.
- Investigative methods and techniques.
- ~~Considerable knowledge of p~~Principles and practices of public administration, accounting, and auditing, including Generally Accepted Government Auditing Standards (GAGAS).
- ~~Considerable knowledge of r~~Research techniques, performance measurement systems, program evaluation, and performance and procedural analysis.
- ~~Considerable knowledge of s~~Statistical methodology and other quantitative techniques.
- ~~Considerable knowledge of r~~Report writing techniques consistent with best practices for fraud and audit reporting and investigations.
- ~~Considerable knowledge of basic~~ personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications.
- ~~Knowledge of p~~Principles of supervision and development.
- ~~Knowledge of m~~Municipal government operations including organizational structure, reporting relationships, budget, and functions.
- ~~Knowledge of~~English syntax, language mechanics, punctuation, and grammar.

Ability to:

- ~~Ability to i~~Interpret and apply laws, regulations, administrative policies, and procedures.
- ~~Ability to i~~Identify causes of unsatisfactory performance and develop sound, logical, fact-based conclusions and recommendations.
- ~~Ability to e~~Communicate effectively verbally and in written form.
- ~~Ability to work effectively, both as a team member and independently.~~
- Plan and conduct investigations using current tools, techniques, and fraud detection

strategies.

- Ability to plan, direct, lead, and evaluate an audit program.
- Ability to Adhere to and oversee the timely completion of complex auditing assignments.
- ~~Ability to analyze contracts.~~
- ~~Ability to analyze and resolve problems.~~
- ~~Ability to work in stressful situations and under strict deadlines.~~
- Ability to work in a confidential environment and maintain discretion.
- Ability to utilize basic personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications; and fraud detection, monitoring, and data analytical tools and related software applications.
- Ability to aalyze and compile information, facts, and data; resolve problems; prepare written reports including results of analysis and recommendations for resolution and/or corrective action.
- Ability to train, supervise, and evaluate staff; manage and develop teams.
- Ability to establish and maintain effective and collaborative work relationships with staff, elected officials, representatives of other organizations, and the general public.

MINIMUM QUALIFICATIONS

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

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

Education:

Bachelor's degree from an accredited college or university, in public policy, public administration, accounting, economics, forensic science, data analysis, business administration, criminal justice or a related field. -A Master's Degree is highly desirable.

Experience:

Four years of progressively responsible experience in a government performance auditing environment or in auditing, forensic analysis, or risk management including experience conducting investigations ~~at least two years of experience equivalent to a Performance Auditor, Senior.~~ Prior fraud program management experience is highly desirable.

LICENSE OR CERTIFICATE

Possession of a professional designation such as a Certified Fraud Examiner, Certified Public Accountant, Certified Internal Auditor, Certified Governmental Auditing Professional, Certified Information Systems Analyst, or Certified Government Finance Manager ~~or Certified Fraud Examiner~~ is desirable.

Individuals who are appointed to this position will be required to maintain a valid California

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

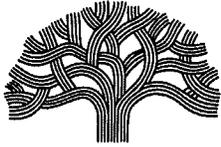
OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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|-----------------|--|-------------------------|----------------------|--------------------------|
| Established: | 3/06/2008 | CSB Resolution #: | 44511 | Salary |
| | | | | Ordinance #: |
| Exempted: | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: | 84146CMS 44586CSB | 12/18/2012 10/11/2012 |
| Revision Date: | n/a | CSB Resolution #: | | |
| Re-titled Date: | 03/06/2008 | CSB Resolution #: | 44511 | Salary Ordinance #: |

(Previous title(s): Deputy City Auditor III)



CITY OF OAKLAND

MEMORANDUM

DATE: October 15, 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 Systems Programmer III

Based upon a classification review at the request of the Information Technology Department (ITD), staff has proposed the revision of the **Systems Programmer III** classification specification. It was established in 1998.

A variety of modifications have been proposed. The Definition and Examples of Duties sections have been overhauled to more accurately reflect the assigned duties. The reporting structure has been defined in the Distinguishing Characteristics section. Modifications have been made to the Knowledge and Abilities section to better describe the required knowledge areas. Lastly, format changes were implemented to align the classification specification with the current template.

There are two vacancies. A recruitment and selection process will be initiated in the near future to fill the positions.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union representatives met on October 1, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the classification specification for Systems Programmer III as amended.

Attachments: Revised classification specification for Systems Programmer III



SYSTEMS PROGRAMMER III

Class Code: AP336

Civil

Service

DEFINITION

~~Under the direction in the Information Technology Department (ITD) of the Information Systems Manager or Systems Programming Supervisor, defines data structures and application solutions that are appropriate to customer requirements; installs, develops, supports, and maintains and tests computer operating systems and related software applications for business units; analyzes systems software; finds solutions to hardware and software problems; designs, develops and implements various business-related applications and writes new programs; codes, documents and implements project specifications; maintains security system; designs and tests connections between different computer systems; provides technical advice and training; and oversees timely completion of new and on-going projects while adhering to prescribed budget limits; directs, guides and leads projects within the budget limits; ensures completion of projects in a timely manner; and recommends new software and hardware; and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

Systems Programmer III is a senior journey-level classification. The incumbent is assigned significant responsibilities requiring specialized knowledge, skills, abilities, and experience. The incumbent exercises independent judgement in the performance of his or her duties. This classification is distinguished from Systems Programmer II, which is the journey level classification without specialist or lead responsibility. This classification differs from Information Systems Programming Supervisor in that the latter is a first-line supervisory position that plans, assigns, and evaluates the work of subordinates.

Incumbents in this position report to Information Systems Supervisor and provide lead direction over Systems Programmer IIs and paraprofessional staff.

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

Analyze or directs the analysis of current systems software, proposes modifications, and evaluates new software for its impact on systems problems, standards, and procedures.

~~Install computer operating systems; tests software systems to insure proper functioning; assists users to solve operating problems.~~

Identify, develop and implement technical solutions for the City of Oakland's ERP Systems using Oracle Enterprise Business Suites or City Business application using Microsoft Business tools and Technology.

Design, codes, and test special software required by the City; creates application tools for system users; writes customized programs.

~~Maintains and documents operating systems and related software; monitors the effects of software on system performance; adjust factors to improve performance~~ Document and Maintain

business logic, technical solutions, performance monitoring and quality assurance/quality control (QA/QC) as regards to business applications;

Determines causes of and devises solutions for computer software malfunctions; reacts to emergency situations in a professional manner.

Maintains security system; controls the issue of passwords; creates user profiles; deletes users.

Design and develop complex application systems using advanced technology platforms to deploy solutions for desktops and Mobile clients.

Designs, installs, and tests connections between computer systems with different operating systems and applications software; determines objectives of computer connections.

Work with cross-functional teams and business stakeholders to gather and document business requirements to design and develop IT solutions using Oracle and Microsoft development tools(C#, PL/SQL, .NET, ODI, SOA, JDeveloper)

Configures both systems to talk to each other; runs programs to test connections; establishes connections with computers in other departments, agencies, and the internet.

Research and provide recommendations on applications that will solve business problems or gaps upgrades.

Consults with vendors on the latest trends in the computer industry; performs cost/benefit analyses for various configurations of software.

Makes recommendations to department management regarding the purchase of software and hardware; assists in the selection, evaluation, and testing of new computer hardware and software.

Identify additional opportunities to enhance the alignment of business processes and application capabilities.

Provides technical advice and training to operations personnel and application users; prepares reports and coordinates City departmental staff activities with ~~OCIS/ITD~~.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Two or more of computer high level programming languages, such as, RPG-III, COBOL or Control Language PL/SQL, Java, Javascript, HTML5, or C/C++/C#, ASP, ASP.Net, MVC frameworks or Python.
- Principles and practices of application development, including both Web and Mobile platforms, data processing using mid-range computers.
- Methods ~~Developments~~ and techniques in software systems ~~Application design~~.
- Environments such as Oracle ERP or SharePoint
- Performance management and capacity planning.
- English syntax and language mechanics.
- Analysis of ~~b~~Business processes ~~Analysis~~
- Principles of training and communications.
- Reporting and documentation.

Abilities to:

- Analyze problems and take corrective action in a professional manner.
- Develop standards for the operation of system hardware and software.
- Work independently and set priorities.
- Coordinate functions and activities between departments and isITD.
- Utilize effective oral and written communications skills.
- 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 computer science, engineering, statistics or related field.

Experience:

Four years of data processing experience, including two years in systems programming.

LICENSE OR CERTIFICATE

None required.

OTHER REQUIREMENTS

None required.

| | | | | |
|---|---|-------------------------|-------|---------------------|
| DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY | | | | |
| Establish ed: | 05/14/1998 | CSB Resolution #: | 44376 | Salary Ordinance #: |
| Exempted : | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: | | |
| Revision Date: | / / | CSB Resolution #: | | |
| Re-titled Date: | / / | CSB Resolution #: | | Salary Ordinance #: |
| (Previous title(s):) | | | | |



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

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

-
- BOARD MEMBERS PRESENT: 4 -** Chairperson Andrea Gourdine
Vice Chairperson David Jones
Board Member Lauren Baranco
Board Member Jeffrey Levin
- STAFF ABSENT: 3 -** Board Member Winnie Anderson
Board Member Judith Bodenhausen
Board Member Alex Drexel
- STAFF PRESENT:** 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 Gourdine announced Open Session at 5:43 pm

- 1) **OPEN FORUM 3 Minutes – No Speakers**
- 2) **CONSENT CALENDAR:**

- 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

44777 A motion was made by Board Member Levin and seconded by Vice Chair Jones to approve the items on the Consent Calendar. The motion was moved by consensus.

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

- The motion passes

3) OLD BUSINESS:

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

- Board Member Levin noted a correction to the voting sequence.

44778 A motion was made by Vice Chair Jones and seconded by Board Member Levin to approve the Minutes of the July 21, 2015 Civil Service Board meeting as amended. The motion was moved by consensus:

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

The motion passes

b) Determination of Schedule of Outstanding Board Items

- Appeal of Discipline 10.03 (EWD-2015-AP01) - City's request to refer to an Outside Hearing Officer.
 - Deborah Bialosky, City Representative requested that Appeal of Discipline 10.03 (EWD-2015-AP01) be referred to an Outside Hearing Officer.
 - Kip Walsh, Recruitment & Classification Manager reported that in the matter of Appeal of Classification Study Results, Ernestine Nettles (CAO-2015-AP01); the City has conferred with appellants representatives and all parties have agreed that the matter will be held over to the September 17, 2015 Civil Service Board meeting.

44779 A motion was made by Board Member Levin and seconded by Board Member Baranco to approve the Scheduling of Outstanding Board Items. The motion was moved by consensus:

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

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)

- Kip Walsh, Recruitment & Classification Manager reported on the behalf of Christopher Boucher, Director of Human Resources (Port) that the City and Port's Human Resources representatives are scheduled to meet on Friday August 21, 2015 to review a draft of the revised Port's Personnel Rules and that a detailed report will be provided to the Civil Service Board at the September 17, 2015 meeting.

4) NEW BUSINESS:

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

44780 A motion was made by Vice Chair Jones and seconded by Board Member Levin to approve the new classification specification for Safety and Loss Control Specialist.

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

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

- Chairperson Gourdine and Board Member Levin asked for analysis as to whether the classifications of Legal Secretary I and Port Land Surveyor are common classifications between the City and the Port. Since there were no Port representatives available at the meeting to answer questions regarding both Legal Secretary I and Port Land Surveyor classifications they will be pulled from the August 20, 2015 Civil Service Board agenda and brought back before the Civil Service Board at the September 17, 2015 meeting.

44781 A motion was made by Board Member Levin and seconded by Vice Chair Jones to approve the new classification specifications for Airport Operations Supervisor, Airside, Maritime Marketing and Business Development Representative and Maritime Public Works/Rail Safety Specialist.

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

- b) 3.04 (e) Appeal of Classification Study Results (Nettles)
 - Employee currently classified as Contracts Compliance Officer, Assistant, appealing denial of request to be reclassified as Contracts Compliance Officer
 - Item moved to the September 17, 2015 Civil Service Board meeting.
- c) Discussion and Review of Whether the Firefighter Trainee Position Should Remain Exempt From Civil Service.

One (1) Speaker - Bruce Nielson, Battalion Chief OFD (RET)

- Kip Walsh, Recruitment & Classification presented a report based on the City's hiring process for the classification of Firefighter Trainee and Firefighter.

The Civil Service Board has directed Staff to conduct a review of whether the recruitment and hiring process for Firefighter Trainee and Firefighter in compliance with the State of California's Federal Grant and present a report at the September 17, 2015 meeting.

5) ADJOURNMENT: 6:31 pm

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday September 17, 2015. All materials related to agenda items must be submitted by Thursday September 10, 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.



CIVIL SERVICE BOARD

**APPEALS & HEARINGS CALENDAR
PENDING LIST – October 15, 2015**

1. SCHEDULED AND PENDING

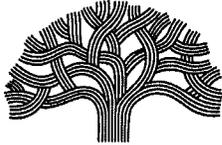
| Case Number | Classification | Dept. | Action Pending | Hearing Date | Notes/Next Steps |
|---------------|--|-------|---|-------------------|---|
| CAO-2015-AP01 | Contract Compliance Office Assistant (Nettles) | CAO | 3.04 (e) Appeal of Classification Study Results | November 19, 2015 | Rescheduled from July 2015 at request of Appellant & Union Representative |

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 | March 20, 2015 | Hearing Officer selected; 2 nd 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 | Aug 20, 2015 | Scheduled for August 20, 2015 CSB |
| EWD-2015-AP01 | Urban Economic Analyst III (Ralston) | EWD/ONI | 10.03 Appeal of Discipline | Aug 20, 2015 | City request to refer to Outside Hearing Officer. |

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 | Email of Sept 4, 2015 appellant will notify HRM when she is ready to schedule (appr Oct 2015) |
| 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: October 15, 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 August 20, 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 September 26, 2015 there are a total of eighty-two (82) employees in the TCSE (27), TCSE/Annuitant (30), and ELDE (25) categories. Fourteen (14) assignments were added and four (4) were removed during this reporting period.

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

BACKGROUND

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

STATUS OF CURRENT ASSIGNMENTS

There are seven (7) of the total fifty-seven (57) 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. The other six (6) 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 that created part time classifications for four (4) of the seven (7) non-compliant assignments. Human Resources Management staff are working with Employee relations to get a meet and confer scheduled with SEIU Local 1021 to discuss adding a part time classification for the Human Services Department. In the meantime, those two assignments will continue to show as non-compliant, although the work is part time and intermittent in nature. As of this writing, no new action has been taken regarding the one outstanding assignment in the Fire Department since the last Civil Service Board meeting. The assignment continues to involve infrequent specialized work.

The one ELDE assignment that is showing as non-compliant ended in mid-November, but the termination paperwork has not yet been processed. The report will be updated once the records have been completed.

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 |
|------------------------|------------------|-------------|-------------|--------------|
| CITY ADMINISTRATOR | | 4 | 3 | 7 |
| FINANCE | | 1 | 0 | 1 |
| HOUSING | | 4 | 2 | 6 |
| HUMAN SERVICES | | 4 | 3 | 7 |
| INFORMATION TECHNOLOGY | | 1 | 2 | 3 |
| PARKS & RECREATION | | 1 | 0 | 1 |
| PLANNING & BUILDING | | 5 | 6 | 11 |
| POLICE | 25 | 0 | 3 | 28 |
| PUBLIC WORKS | 2 | 3 | 1 | 6 |
| WORKFORCE DEVELOPMENT | | 1 | 2 | 3 |
| Total | 27 | 24 | 22 | 73 |

ONGOING/NON-COMPLIANT

| DEPT | Annuitant | ELDE | TCSE | Total |
|--------------------|------------------|-------------|-------------|--------------|
| CITY ADMINISTRATOR | | | 3 | 3 |
| FIRE | 1 | | 2 | 3 |
| HUMAN SERVICES | | 1 | 2 | 3 |
| Total | 1 | 1 | 7 | 9 |

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 September 26, 2015
- B. TCSE/ELDE Compliance Trend Chart: Pay Period ending September 26, 2015

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

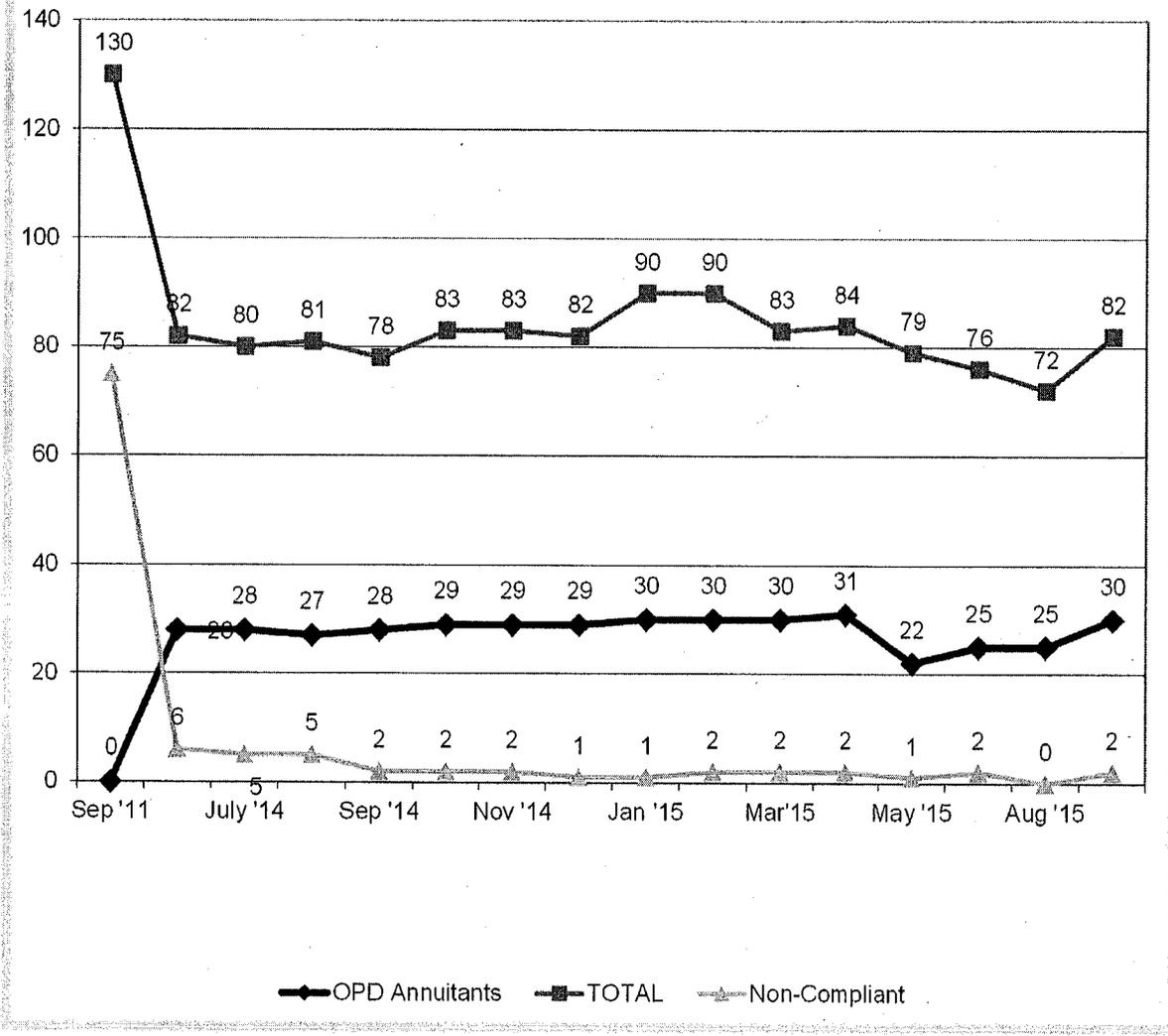
| DEPT | FIRST_NAME | LAST_NAME | ORG | JOB_DATE | TYPE | NOTES | STATUS |
|------------------------|------------|------------------|--|-------------|-----------|--|-----------------------------|
| PARKS & REC | Carol | Jones | 501110 - Directors Unit | 03-Jan-2015 | ELDE | Temporary to address backlog of contracts. | CLOSED |
| HUMAN SERVICES | Cameron | Murphey | 78231 - HS Classroom & Seasonal | 12-Jan-2015 | ELDE | Temporary support of development of pre-kindergarten project | CLOSED |
| CITY AUDITOR | Carlos | Hickerson | 97111 - City Auditor Unit | 27-Apr-2015 | TCSE | Temporary role of Performance Audit Manager until eligible list can be generated | CLOSED |
| INFORMATION TECHNOLOGY | Travis | Williams | 46461 - Project Coordination | 29-Jul-15 | TCSE | Temporary operational support | CLOSED |
| INFORMATION TECHNOLOGY | Kofi | Moulton Sr. | 46461 - Project Coordination | 29-Jul-2015 | TCSE | Temporary operational support | 4 CLOSED Count COMPLIANT |
| HUMAN SERVICES | Romulo | Pragasa | 78241 - Year Round Lunch Program Unit | 30-Jun-2015 | TCSE | Transport and deliver summer food to service sites. | COMPLIANT |
| CITY ADMINISTRATOR | Ari | Rozycki | 2492 - Oakland Animal Services | 18-Feb-2015 | TCSE | Dept will initiate recruitment for FT Vet | COMPLIANT |
| WORKFORCE DEVELOPMENT | Kristen | Zaremba | 85521 - Cultural Arts/PA | 14-Sep-2015 | ELDE | ELDE pending recruitment for Manager, Cultural Arts and permanent appointment | COMPLIANT |
| WORKFORCE DEVELOPMENT | Janice | Lang | 85221 - Project Implementation:Staffing | 30-Aug-2015 | TCSE | Temporary assignment to cover Incumbent who is on FMLA | COMPLIANT |
| POLICE | Jessica | Lloyd | 102322 - Targeted Enforcement Task Force | 24-Aug-2015 | TCSE | Until recruitment to fill two currently vacant PET positions is completed | COMPLIANT |
| PLANNING & BUILDING | Kevin | Dumford | 8454 - Inspections:Commercial Building | 17-Aug-2015 | ELDE | Pending recruitment | COMPLIANT |
| HUMAN SERVICES | Diana | Walcott | 78231 - HS Classroom & Seasonal | 21-Sep-2015 | ELDE | Temporary support to assist with new attendance tracking and monitoring system to maintain OHS and CSCP contract compliance. | COMPLIANT |
| PLANNING & BUILDING | Ethan | Guy | 84454 - Inspections: Neighborhood Preservation | 17-Aug-2015 | ELDE | Assist with development of Proactive Rental Inspection Policy program | COMPLIANT |
| FINANCE | Jacqueline | Lee | 08721 - Treasury Operations Unit | 27-Oct-2014 | ELDE | Temporary assistance with debt management projects. | COMPLIANT |
| CITY ADMINISTRATOR | Troy | Dotson | 02621 - Employment Services Unit | 17-Aug-2015 | ELDE | Pending recruitment | COMPLIANT |
| HUMAN SERVICES | Kathryn | Hoover-Alexander | 78411 - Community Housing Services | 08-Sep-2015 | TCSE | Assist with re-write of lease agreement with City of Oakland and Housing Consortium of the East Bay | COMPLIANT |
| POLICE | Tae | Chey | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Ernest | Christmas | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Benjamin | Denson | 106610 - Background & Recruiting | 17-Mar-2014 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Daniel | Donovan | 101120 - Internal Affairs | 02-Jan-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD Internal Affairs. | COMPLIANT |
| POLICE | James | Fisher | 106610 - Background & Recruiting | 12-Oct-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Dana | Flynn | 106610 - Background & Recruiting | 12-Oct-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Doretha | Green | 103310 - Communications Unit | 02-Feb-2015 | Annuitant | Retired Dispatcher providing coverage pending permanent appointments. | COMPLIANT |
| POLICE | Irma | Grieve | 103310 - Communications Unit | 13-Feb-2015 | Annuitant | Retired Dispatcher providing coverage pending permanent appointments. | COMPLIANT |
| POLICE | Rutherford | Hart | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Jeffrey | Hassna | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Mark | Hicks | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Barbara | Hill | 103310 - Communications Unit | 02-Feb-2015 | Annuitant | Retired Dispatcher providing coverage pending permanent appointments. | COMPLIANT |
| CITY ADMINISTRATOR | Joy | Hollenbeck | 02491 - Oakland Animal Services | 14-Sep-2015 | TCSE | TCSE pending appointment recruitment | COMPLIANT |
| POLICE | Carmen | Johnson | 106610 - Background & Recruiting | 18-Jan-2014 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Steven | Johnson | 106610 - Background & Recruiting | 18-Jan-2014 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Edward | Juarez | 106610 - Background & Recruiting | 28-Feb-2015 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | DeLores | Leaks | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Ronald | Lighthen | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Alfred | Mestas | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Norma | Parker | 106610 - Background & Recruiting | 17-Mar-2014 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Edward | Pressnell | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Joseph | Quintero | 106610 - Background & Recruiting | 12-Oct-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Mayumi | Taylor | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Mark | Thomas | 106610 - Background & Recruiting | 18-Jan-2014 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | Robert | Valladon | 106610 - Background & Recruiting | 17-Mar-2014 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| POLICE | John | Vaughn | 106610 - Background & Recruiting | 23-Sep-2013 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| PUBLIC WORKS | Debra | Corso | 30112 - Human Resources | 22-Sep-2014 | Annuitant | Temporary backfill for LOA | COMPLIANT |
| PUBLIC WORKS | Sean | Maher | 30682 - Env Svcs Recycling & Solid Waste | 03-Jan-2015 | ELDE | Temporary assistance on communications related to Zero Waste Initiative. | COMPLIANT |
| PUBLIC WORKS | Lettebrhan | Ogbamichael | 30244 - Sanitary Sewer Design | 23-Jun-2014 | Annuitant | Permanent assignment pending Add/Delete following budget action. | COMPLIANT |
| PUBLIC WORKS | Richard | Vaughan | 30541 - Equipment Services Administration | 27-Oct-2014 | TCSE | Temporary assignment pending recruitment for permanent position. | COMPLIANT |
| PARKS & REC | Melissa | Vargas | 501110 - Directors Unit | 03-Jan-2015 | ELDE | Temporary support of administrative projects. | COMPLIANT |
| HUMAN SERVICES | Tabia | Norris | 78251 - Youth Services | 21-Sep-2015 | TCSE | Pending approval of PT classification. | COMPLIANT |
| HUMAN SERVICES | Lisa | Ruhland | 78235 - HS Central Office Administration | 05-Jan-2015 | ELDE | Temporary assignment pending recruitment for permanent position. | COMPLIANT |
| HUMAN SERVICES | Kennedy | Solomon | 78311 - Policy & Planning | 17-Feb-2015 | ELDE | Temporary assignment to Blight Abatement outreach project. | COMPLIANT |
| PLANNING & BUILDING | Elizabeth | Anderson | 84412 - Admin: Building Inspection | 05-Jan-2015 | TCSE | Temporary assignment supporting City Clerk's records management program. | COMPLIANT |
| PLANNING & BUILDING | Azaria | Bailey-Curry | 84454 - Inspections: Neighborhood Preservation | 05-Jan-2015 | ELDE | Temporary assignment pending approved budget for permanent position. | COMPLIANT |
| PLANNING & BUILDING | Shaneice | Brown | 84412 - Admin: Building Inspection | 23-Jun-2014 | TCSE | No earnings reported in pay period, but termination paperwork not yet processed in payroll. | COMPLIANT |
| PLANNING & BUILDING | Ellen | Ellsworth | 84421 - Engineering: Permit Center | 28-Feb-2015 | ELDE | Temporary assignment to Brooklyn Basin project. | COMPLIANT |
| PLANNING & BUILDING | Samuel | Johnson | 84421 - Engineering: Permit Center | 23-Jun-2014 | TCSE | Temporary assignment supporting City Clerk's records management program. | COMPLIANT |
| PLANNING & BUILDING | Adoracion | Silva Rodriguez | 84412 - Admin: Building Inspection | 27-Apr-2015 | TCSE | Serving as temporary administrative support | COMPLIANT |
| PLANNING & BUILDING | Allene | Taylor | 84111 - Admin: Planning, Building & Neighborhood Preserv | 10-Nov-2014 | ELDE | Temporary assignment pending approved budget for permanent position. | COMPLIANT |
| POLICE | Drew | Knight | 103310 - Communications Unit | 22-Apr-2015 | TCSE | Retired Dispatcher providing coverage pending permanent appointments. | COMPLIANT |
| HOUSING | Ahmed | Conde | 89919 - Admin: Housing & Community Development | 27-Apr-2015 | ELDE | Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program | COMPLIANT |

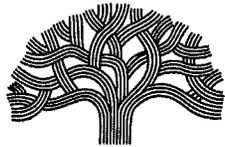
CIVIL SERVICE BOARD
August 2015 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

| DEPT | FIRST_NAME | LAST_NAME | ORG | JOB_DATE | TYPE | NOTES | STATUS |
|------------------------|------------|-------------------|--|-------------|-----------|---|---------------------------|
| HOUSING | Ellen | Dillard | 89979 - Commercial Lending | 16-Feb-2015 | ELDE | Temporary assignment pending approved budget for permanent position. | COMPLIANT |
| HOUSING | Pamela | Hall | 89919 - Admin: Housing & Community Development | 06-Jun-2015 | TCSE | Temporary assignment supporting Housing Assistance Center | COMPLIANT |
| CITY ADMINISTRATOR | Catherine | Kenny | 02111 - City Manager Administrative | 26-May-2015 | ELDE | Serving as Media & Communications Manager/Assistant to the City Administrator - Backfill. | COMPLIANT |
| HOUSING | LI (Susan) | Ma | 89919 - Admin: Housing & Community Development | 27-Oct-2014 | ELDE | Housing assistance program; recruitment pending spec revision. | COMPLIANT |
| HOUSING | Lellah | Moelzadeh | 89919 - Admin: Housing & Community Development | 05-Jan-2015 | ELDE | Temporary assignment supporting Int'l Blvd Transit project. | COMPLIANT |
| HOUSING | Susan | Piper | 89919 - Admin: Housing & Community Development | 16-Mar-2015 | TCSE | Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program | COMPLIANT |
| INFORMATION TECHNOLOGY | Erwin | Astrera | 46261 - Server Maintenance and Support | 03-Aug-2015 | ELDE | Completion of the Microsoft 365 Project. | COMPLIANT |
| PUBLIC WORKS | Sara | Barz | 30275 - IPPD Plans and Programming | 03-Aug-2015 | ELDE | Support to oversee administration of grant programs for outreach and evaluation of car sharing program | COMPLIANT |
| CITY ADMINISTRATOR | Matthew | Berens | 02611 - Contract Compliance Unit | 08-Jun-2015 | ELDE | Implementation and enforcement of measure FF (minimum wage) | COMPLIANT |
| PUBLIC WORKS | Christina | Blackston | 30274 - IPPD Plans and Programming | 02-Aug-2015 | ELDE | Support to oversee administration of grant programs for outreach and evaluation of car sharing program | COMPLIANT |
| PLANNING & BUILDING | LaVonce | Bloch | 84421 - Engineering: Permit Center | 16-Mar-2015 | TCSE | Serving as temporary administrative support Inventory Management System Maintenance / Mobile radio installation coordination and inventory control | COMPLIANT |
| INFORMATION TECHNOLOGY | Cherelyn | Garcia | 46461 - Project Coordination | 29-Jul-2015 | TCSE | Serving as temporary administrative support in Labor Relations | COMPLIANT |
| CITY ADMINISTRATOR | Dorothy | Geddes | 02331 - Employee Relations | 01-Jul-2015 | TCSE | Depl working with HRM on addition of class spec (Case Manager Aide). | COMPLIANT |
| HUMAN SERVICES | Daisy | Hernandez | 75231 - Multiservice Senior Service Program | 29-Jul-2015 | ELDE | Temporary support for the coordination of the Summer Youth Program | COMPLIANT |
| WORKFORCE DEVELOPMENT | Jacqueline | Noguera | 85311 - Workforce Development | 30-Mar-2015 | TCSE | Temporary assignment supporting the Disparity Study | COMPLIANT |
| CITY ADMINISTRATOR | Ronald | San Miguel | 02611 - Contract Compliance Unit | 05-Jan-2015 | ELDE | Serving as temporary administrative support | COMPLIANT |
| PLANNING & BUILDING | Glorja | Smart | 84421 - Engineering: Permit Center | 16-Mar-2015 | TCSE | Retired Dispatcher providing coverage pending permanent appointments. | COMPLIANT |
| POLICE | Phyliss | Smith | 103310 - Communications Unit | 20-Jul-2015 | TCSE | | COMPLIANT |
| | | | | | | 73 | COMPLIANT Count |
| FIRE | Michael | Kelly | 20816 - U.S.A.R | 24-Jan-2005 | Annuitant | USAR Cache Mgr - highly specialized intermittent assignment. Per review with OFD Personnel 9.11.2015 there are no changes in status - infrequent use of TCSE less than 10 hours ppet. | NONCOMPLIANT |
| HUMAN SERVICES | Ngoc | Ly | 78235 - HS Central Office Administration | 02-Sep-2014 | ELDE | No earnings reported in pay period, but termination paperwork not yet processed in payroll. | NONCOMPLIANT |
| | | | | | | 2 | NONCOMPLIANT Count |
| CITY ADMINISTRATOR | Bela | Kisamov | 02491 - Oakland Animal Services | 27-Aug-2014 | TCSE | Part Time classification added to Salary Ordinance and department provided information to update assignment - pending payroll processing. | PENDING |
| CITY ADMINISTRATOR | Carl | Singer | 02491 - Oakland Animal Services | 03-Feb-2001 | TCSE | Part Time classification added to Salary Ordinance and department provided information to update assignment - pending payroll processing. | PENDING |
| FIRE | Gail | Hutchens | 20711 - Emergency Services Program Unit | 15-Mar-2006 | TCSE | Part Time classification added to Salary Ordinance and department provided information to update assignment - pending payroll processing. | PENDING |
| FIRE | Jeffrey | Morelli | 20711 - Emergency Services Program Unit | 04-Apr-2011 | TCSE | Part Time classification added to Salary Ordinance and department provided information to update assignment - pending payroll processing. | PENDING |
| CITY ADMINISTRATOR | Lane | Starling | 83221 - KTOP Operations | 01-Jul-2003 | TCSE | Part Time classification added to Salary Ordinance and department provided information to update assignment - pending payroll processing. | PENDING |
| HUMAN SERVICES | Sylvia | Chaney-Williamson | 78241 - Year Round Lunch Program Unit | 16-Jun-2014 | Annuitant | Pending meet & confer with SEIU regarding part time classifications for Human Services. | PENDING |
| HUMAN SERVICES | Kathryn | Dupree | 78235 - HS Central Office Administration | 16-Jun-2014 | Annuitant | Pending meet & confer with SEIU regarding part time classifications for Human Services. | PENDING |
| | | | | | | 7 | PENDING Count |

82 OPEN/CURRENT

TCSE/ELDE Rules Compliance





CITY OF OAKLAND

MEMORANDUM

DATE: October 15, 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: Supplemental Report Regarding Hiring Practices of Fire Fighter Trainees

At the August 20, 2015 meeting of the Civil Service Board, Human Resources Management (HRM) staff presented a report regarding the City of Oakland's hiring practices related to Fire Fighter Trainees. The Board asked staff to return with information regarding how the eligible list for the classification of Firefighter is established based on section 4.20 of the Personnel Manual of the Civil Service Board (the "Civil Service Rules" or simply, "Rules"). Specifically, the Board wanted to know how Firefighter Trainees who participate in the Firefighter Academy are ranked.

The Firefighter Academy is the final stage in the test for fitness for the Firefighter classification. Candidates who successfully complete the academy are ranked based on their performance in the academy. Those rankings determine their rank in terms of eligibility and also establish their seniority ranking. *Attachment A* includes a description of the ranking system as well as the ranked rosters from the January 2014 and February 2014 Firefighter academies.

SENIORITY

Seniority will be based on a combined score of manipulative and academic scores.

Each manipulative evolution that has a time element will be worth 200 pts. 100 pts based on percentage and 100 pts for the time component. Each percentage point lost will equal points that will be deducted from 200. If the evolution is failed on time the recruit will lose the 100 time points.

Manipulative evolutions with no time component will be worth 100 points with each percentage point lost equaling points deducted from 100.

All manipulative points will be totaled and a percentage will be given based on points earned vs points available. Example if the total amount of points available is 16,600 and the recruit scores 15000 pts, their percentage is 90.361%.

Recruits will be ranked highest to lowest based on this percentage. The student scoring the highest will receive the highest point's possible (which is the number of Recruits). Example, if there are 25 Recruits the highest ranking Recruit manipulatively will get 25 pts. 2nd will get 24, 3rd will get 23, etc with the 25th ranked Recruit getting 1 point.

Students will be ranked in the same fashion academically. Academic percentage is a cumulative percentage for all **TESTS**. Quizzes will not count towards the overall academic score. The student scoring the highest will receive the highest points possible (number of Recruits). Example, if there are 25 Recruits the highest ranking Recruit academically will get 25 pts. 2nd will get 24, 3rd will get 23, etc with the 25th ranked Recruit getting 1 point.

The two scores will be added together and the point totals will determine the seniority. If there is a tie between recruits in scores, the manipulative ranking will be the tie breaker. Using the above examples, a perfect score is 50 points.

Students were ranked both academically and manipulatively. The highest academic Recruit received 25 points 2nd 24 points with 25th getting 1 point. The same system is used for manipulative. The two scores are added together and the students ranked according to that score. The highest possible being 50 points. In the event of a tie in points, the recruit with the higher manipulative average gets ranked higher.

| | Employee # | Academic | | Manipulative % | | Total | Rank |
|---------------------|------------|----------|-----------|----------------|-----------|-----------|-----------|
| MUNEKAWA, Ryan | 21651 | 92.4% | 21 | 98.578% | 25 | <u>46</u> | 1 |
| ESPARZA, Eric | 21663 | 93.0% | 23 | 98.276% | 23 | <u>46</u> | 2 |
| HUNG, Keith | 20671 | 92.5% | 22 | 97.974% | 22 | <u>44</u> | 3 |
| WONG, Joe | 21654 | 93.1% | 24 | 97.259% | 15 | <u>39</u> | 4 |
| JONES, Mario | 21655 | 93.5% | 25 | 96.974% | 13 | <u>38</u> | 5 |
| VASILJ, Andrei | 21661 | 92.1% | 19 | 97.371% | 18 | <u>37</u> | 6 |
| ZUEHLKE, Julius | 20304 | 89.8% | 12 | 98.319% | 24 | <u>36</u> | 7 |
| CROUSE, Brooke | 21658 | 90.9% | 15 | 97.672% | 20 | <u>35</u> | 8 |
| FOLLA, Brett | 21646 | 91.7% | 17 | 97.328% | 17 | <u>34</u> | 9 |
| LIOU, Kevin | 21660 | 92.3% | 20 | 96.353% | 9 | <u>29</u> | 10 |
| BROCKMIRE, Brandon | 21645 | 92.0% | 18 | 95.431% | 7 | <u>25</u> | 11 |
| MACEDON, Angel | 21653 | 87.7% | 5 | 97.457% | 19 | <u>24</u> | 12 |
| TAKAHASHI, Nobuya | 21248 | 89.6% | 10 | 97.025% | 14 | <u>24</u> | 13 |
| WILLIAMS, Marcas | 21666 | 85.8% | 2 | 97.759% | 21 | <u>23</u> | 14 |
| QUINTANILLA, Marlon | 21652 | 90.0% | 13 | 96.638% | 10 | <u>23</u> | 15 |
| SOTTILE, Jennifer | 21649 | 90.5% | 14 | 95.560% | 8 | <u>22</u> | 16 |
| MATHENY, Megan | 21668 | 91.1% | 16 | 94.871% | 6 | <u>22</u> | 17 |
| DITO, Anthony | 21648 | 87.5% | 4 | 97.284% | 16 | <u>20</u> | 18 |
| McCALL, Nicole | 21650 | 88.5% | 8 | 96.793% | 12 | <u>20</u> | 19 |
| CHAVEZ, Steven | 21647 | 88.0% | 6 | 96.681% | 11 | <u>17</u> | 20 |
| ALVARENGA, Robert | 21662 | 89.6% | 11 | 94.741% | 5 | <u>16</u> | 21 |
| PAIGE, Sara | 21659 | 88.7% | 9 | 92.371% | 2 | <u>11</u> | 22 |
| WILLIAMS, Dante | 21670 | 88.1% | 7 | 93.664% | 3 | <u>10</u> | 23 |
| POPE, Klayton | 20076 | 86.1% | 3 | 93.879% | 4 | <u>7</u> | 24 |
| GREEN, David | 21656 | 83.4% | 1 | 89.129% | 1 | <u>2</u> | 25 |

Class 2-14

Recruits were ranked both academically and manipulatively. The highest academic Recruit received 1 point, 2nd highest received 2 pts., the lowest received 21 pts. The same system is used for manipulative. The two scores are added together and the Recruit ranked according to the Total Points. In the event of a tie in points, the Recruit with the higher manipulative score gets ranked higher.

| Class 2-14 | Academic | | | Manipulative | | | Total | |
|--------------|----------|------|----|--------------|------|----|--------|------|
| Recruit | Score | % | | Score | % | | Points | Rank |
| McGaw | 627 | 87.5 | 7 | 11850 | 99.9 | 2 | 9 | 1 |
| Dosier | 650 | 90.7 | 3 | 11708 | 98.5 | 8 | 11 | 2 |
| Brena | 677 | 94.5 | 1 | 11694 | 98.3 | 10 | 11 | 3 |
| Chang | 609 | 85 | 11 | 11885 | 100 | 1 | 12 | 4 |
| Hurtado | 611 | 85.3 | 10 | 11812 | 99.3 | 4 | 14 | 5 |
| Mendoza | 606 | 84.6 | 12 | 11814 | 99.4 | 3 | 15 | 6 |
| Schaeffer | 671 | 93.7 | 2 | 11677 | 98.2 | 13 | 15 | 7 |
| Sance | 626 | 87.4 | 8 | 11703 | 98.4 | 9 | 17 | 8 |
| Feehan | 630 | 87.9 | 5 | 11677 | 98.2 | 14 | 19 | 9 |
| Baker | 601 | 83.9 | 14 | 11767 | 99 | 6 | 20 | 10 |
| Choy | 626 | 87.4 | 9 | 11694 | 98.3 | 11 | 20 | 11 |
| Molina Perez | 645 | 88.8 | 4 | 11594 | 97.5 | 17 | 21 | 12 |
| Suguitan | 601 | 83.9 | 15 | 11734 | 98.7 | 7 | 22 | 13 |
| Keahey | 590 | 82.4 | 19 | 11772 | 99 | 5 | 24 | 14 |
| Duong | 629 | 87.8 | 6 | 11570 | 97.3 | 18 | 24 | 15 |
| Towata | 604 | 84.3 | 13 | 11674 | 98.2 | 15 | 28 | 16 |
| Kitt | 579 | 80.8 | 21 | 11679 | 98.2 | 12 | 33 | 17 |
| Clark | 588 | 82.1 | 20 | 11635 | 97.8 | 16 | 36 | 18 |
| Sanchez | 599 | 83.6 | 17 | 11568 | 97.3 | 19 | 36 | 19 |
| Keefer | 601 | 83.9 | 16 | 11511 | 96.8 | 21 | 37 | 20 |
| Lee | 594 | 82.9 | 18 | 11529 | 97 | 20 | 38 | 21 |

Students were ranked both academically and manipulatively. The highest academic Recruit received 25 points 2nd 24 points with 25th getting 1 point. The same system is used for manipulative. The two scores are added together and the students ranked according to that score. The highest possible being 50 points. In the event of a tie in points, the recruit with the higher manipulative average gets ranked higher.

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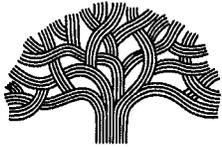
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CITY OF OAKLAND

STAFF REPORT

DATE: October 15, 2015

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

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

THROUGH: Anil Comelo, Director of Human Resources Management

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

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

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending September 30, 2015. During this reporting period, four (4) studies were completed, one (1) study was canceled, and two (2) new studies were received. There are now eight (8) active classification studies involving eight (8) incumbents.

It is particularly notable that the study of Management Interns (5 incumbents) and the Environmental Services Intern (one incumbent) was finally completed on September 25, 2015. The project had been underway for three years, and staff was able to facilitate resolution at the conclusion of bargaining. Staff will coordinate the appropriate actions with the affected departments to ensure timely implementation of the agreed upon outcomes for each incumbent.

Classification Specification Review

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

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: October 15, 2015

| Status | Qty |
|--|------------|
| Approved by CSB or Closed During Quarter | 8 |
| Scheduled to CSB for Approval | 9 |
| Under Review for Scheduling of Meet & Confer with Representative Union | 18 |
| Assigned to Analyst for Review | 51 |
| Pending for Assignment | 24 |
| TOTAL | 110 |

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

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

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

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

ATTACHMENT A

| Department | Classification | Date Received | Date Complete | Days Elapsed | Pending 1+ Yr? | Status |
|------------|---|---------------|---------------|--------------|----------------|--|
| 1 CITYWIDE | Management Intern & Environmental Services Intern | 9/17/12 | 9/25/2015 | 1103 | Yes | Initiated by HR Director related to Local 21 MOU side letter and the exempt status of the intern classification. Pending further discussion with Local 21 regarding the Management Intern class. All incumbent and supervisor meetings have been conducted. Preliminary recommendations have been discussed with departmental staff and the union has been contacted. Meetings with the union regarding recommendations and next steps occurred on 1/6/15, 1/22/15, and 3/26/15. Preliminary agreement has been reached for the majority of positions; concerns remain regarding one position. HRM staff and union representatives met on 6/2/15 but a follow-up meeting is still required. Staff are not available to conclude these discussions until the bargaining has finished. Depending on when contract negotiations end, staff would like to have a final agreement in place as early as August 2015. The agreement was vetted during September and signed on September 25, 2015. Pending Civil Service Board ratification on October 15, 2015. |
| 2 HSD | Office Assistant II | 10/16/14 | 8/18/15 | n/a | No | |
| 3 PBD | Account Clerk III | 12/1/14 | 9/11/15 | 284 | No | |
| 4 HSD | Office Assistant II | 12/17/14 | 9/11/15 | 268 | No | |
| 5 EWD | Urban Economic Analyst II | 1/16/15 | 9/11/15 | 238 | No | |
| 6 EWD | Urban Economic Analyst I | 1/16/15 | | | No | |
| 7 CAO | Admin Assistant to the City Administrator | 1/23/15 | | | No | |
| 8 CAO | Administrative Assistant II (CONF) | 1/23/15 | | | No | |
| 9 EWD | Urban Economic Analyst IV | 2/18/15 | | | No | |
| 10 OPD | Intake Technician | 3/26/15 | | | No | |
| 11 OPD | Police Records Specialist | 4/7/15 | | | No | |
| 12 OPRD | Recreation Center Director | 7/16/15 | | | No | |
| 13 OPD | Police Services Technician II | 9/4/15 | | | No | |

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

ATTACHMENT B

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|---------------------------------------|-------------|--|-----|---------------|--|
| CLOSED THIS QUARTER (8) | | | | | |
| AP444 | ETHICS COMM | Public Ethics Analyst I | TW1 | NEW SPEC | Approved at 7/16/15 CSB |
| AP445 | ETHICS COMM | Public Ethics Analyst II | TW1 | NEW SPEC | Approved at 7/16/15 CSB |
| MA159 | ETHICS COMM | Public Ethics Investigator | UM2 | NEW SPEC | Approved at 7/16/15 CSB |
| EM262 | ETHICS COMM | Deputy Director, Public Ethics Commission | U31 | NEW SPEC | Approved at 7/16/15 CSB |
| EM261 | ETHICS COMM | Executive Director, Public Ethics Commission | UK1 | NEW SPEC | Approved at 7/16/15 CSB |
| AP210 | OPD | Police Performance Auditor (formerly Internal Auditor III) | TW1 | SPEC REVISION | Approved at 7/16/15 CSB |
| AP339 | ITD | Telecommunications System Engineer | TW1 | SPEC REVISION | Approved at 7/16/15 CSB |
| AP322 | HRM | Safety & Loss Control Specialist | TW1 | NEW SPEC | Approved at 8/20/15 CSB |
| SCHEDULED (9) | | | | | |
| AP197 | HCD | Home Management Counselor II | TW1 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| AP198 | HCD | Home Management Counselor III | TW1 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| AP127 | HSD | Case Manager II | TW1 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| NEW | OPD | Crime Analyst | TW1 | NEW SPEC | Scheduled for 10/15/15 CSB |
| AP393 | AUDITOR | Performance Audit Manager | UM1 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| PS143 | OFD | Fire Protection Engineer | TW1 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| NEW | PWD | Environmental Services Analyst, Assistant | TW1 | NEW SPEC | Scheduled for 10/15/15 CSB |
| AP336 | ITD | Systems Programmer III | TW1 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| EM188 | PBD | Manager, Inspection Services | UM2 | SPEC REVISION | Scheduled for 10/15/15 CSB |
| PENDING MEET & CONFER (18) | | | | | |
| PP113 | HSD | Early Childhood Center Director | SD1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| PP114 | HSD | Early Childhood Instructor - Head Start Instructor | SD1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| NEW | HSD | Early Head Start Instructor | SD1 | NEW SPEC | Coordinating meeting dates with Local 1021 |
| PP123 | HSD | Family Advocate | SD1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| PS162 | OPD | Police Communications Dispatcher | SC1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| PS163 | OPD | Police Communications Operator | SC1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| NEW | OPD | Police Communications Dispatcher, Senior | TBD | NEW SPEC | Coordinating meeting dates with Local 1021 |
| NEW | HCD | Housing Development Coordinator I | TBD | NEW SPEC | Coordinating meeting dates with Local 21 |
| NEW | HCD | Housing Development Coordinator II | TBD | NEW SPEC | Coordinating meeting dates with Local 21 |
| AP242 | ITD | Microcomputer Systems Specialist I | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| AP243 | ITD | Microcomputer Systems Specialist II | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| AP241 | ITD | Microcomputer Systems Specialist III | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| AP269 | PBD | Planner I | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| AP272 | PBD | Planner II | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| AP274 | PBD | Planner III | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |

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

ATTACHMENT B

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|-------|----------|---|-----|---------------|---|
| AP277 | PBD | Planner IV | TW1 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| NEW | PWD | Capital Improvement Projects Coordinator, Assistant | TBD | NEW SPEC | Coordinating meeting dates with Local 21 |
| SC112 | PWD | Capital Improvement Projects Coordinator | UM2 | SPEC REVISION | Coordinating meeting dates with Local 21 |
| | | IN PROGRESS (51) | | | |
| TC136 | CAO | Cable Television Operations Coordinator | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| PS107 | OPD | Captain of Police | UN2 | NEW SPEC | Collecting job analysis information for draft class spec |
| EM122 | OPD | Chief of Police | UN1 | NEW SPEC | Drafting new class spec |
| EM237 | OPD | Chief of Police, Assistant | UN1 | NEW SPEC | Drafting new class spec |
| TR118 | PWD | Construction & Maintenance Mechanic | SB1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| EM135 | OPD | Deputy Chief of Police | UN2 | NEW SPEC | Drafting new class spec |
| AP252 | CITYWIDE | Development Specialist III | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| EM103 | FINANCE | Director of Finance | UK1 | NEW SPEC | Drafting new class spec |
| NEW | PWD | Director of Transportation | TBD | NEW SPEC | Drafting new class spec |
| NEW | RED | Director of Race and Equity | TBD | NEW SPEC | Drafting new class spec |
| NEW | HSD | Early Childhood Substitute Instructor | TBD | NEW SPEC | Preparing proposed spec revisions for department review |
| PP121 | PWD | Environmental Services Intern | TW1 | NEW SPEC | Exempt clarification follow-up; review of positions and incumbents is in progress |
| SS201 | PWD | Equipment Parts Technician | SC1 | SPEC REVISION | Department determining whether to proceed with initial request |
| SC159 | HSD | Head Start Nutrition Coordinator | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| TR146 | PWD | Heavy Equipment Operator | SB1 | SPEC REVISION | Revise existing spec |
| NEW | HCD | Home Management Counselor I | TBD | NEW SPEC | Drafting new class spec |
| SS129 | HRM | Human Resource Clerk | TA1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| TC117 | HRM | Human Resource Technician | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| AP214 | OPLD | Librarian I | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |

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

ATTACHMENT B

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|-------|----------|--------------------------------------|-----|---------------|---|
| AP217 | OPLD | Librarian II | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| AP220 | OPLD | Librarian, Senior | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| SC172 | OPLD | Librarian, Supervising | UH1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| AP221 | OPLD | Library Aide | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| AP223 | OPLD | Library Assistant | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| AP224 | OPLD | Library Assistant, Senior | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| PS194 | OPD | Lieutenant of Police | PP1 | NEW SPEC | Collecting job analysis information for draft class spec |
| AP230 | OPRD | Lifeguard | SI1 | NEW SPEC | Drafting new class spec |
| SS142 | CITYWIDE | Management Intern | TA1 | NEW SPEC | Exempt clarification follow-up; review of positions and incumbents is in progress |
| PS161 | OPD | Police Cadet | UG1 | NEW SPEC | Draft developed; pending sup review & dept feedback |
| PS164 | OPD | Police Communications Supervisor | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department |
| PS168 | OPD | Police Officer | PP1 | SPEC REVISION | Collecting job analysis information for revisions to class spec |
| AP434 | OPD | Police Program & Performance Auditor | UM2 | SPEC REVISION | Draft developed; pending sup review & dept feedback |
| AP286 | OPRD | Pool Manager | SI1 | NEW SPEC | Drafting new class spec |
| TR174 | PWD | Public Works Maintenance Worker | SC1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| EM200 | FINANCE | Purchasing Manager | UM1 | NEW SPEC | Drafting new class spec |
| SS177 | OPRD | Recreation Aide | SI1 | NEW SPEC | Drafting new class spec |
| SS178 | OPRD | Recreation Attendant I | SI1 | NEW SPEC | Drafting new class spec |
| SS203 | OPRD | Recreation Attendant II | SC1 | NEW SPEC | Drafting new class spec |
| PP131 | OPRD | Recreation Center Director | SC1 | NEW SPEC | Drafting new class spec |
| MA139 | OPRD | Recreation General Supervisor | UM2 | NEW SPEC | Drafting new class spec |
| PP132 | OPRD | Recreation Leader I | SI1 | NEW SPEC | Drafting new class spec |

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

ATTACHMENT B

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|-------|----------|--|-----|---------------|---|
| PP133 | OPRD | Recreation Leader II | SC1 | NEW SPEC | Drafting new class spec |
| PP135 | OPRD | Recreation Program Director | SC1 | NEW SPEC | Drafting new class spec |
| PP136 | OPRD | Recreation Specialist I | SC1 | NEW SPEC | Drafting new class spec |
| PP138 | OPRD | Recreation Specialist II | SC1 | NEW SPEC | Drafting new class spec |
| SC209 | OPRD | Recreation Supervisor | UH1 | NEW SPEC | Drafting new class spec |
| PP144 | HSD | Senior Services Program Assistant | TW1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| PS179 | OPD | Sergeant of Police | PP1 | NEW SPEC | Collecting job analysis information for draft class spec |
| ET134 | PWD | Traffic Engineering Technician, Senior | SD1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| NEW | FINANCE | Treasurer, Assistant | UM2 | NEW SPEC | Drafting new class spec |
| AP354 | OPRD | Water Safety Instructor | SI1 | NEW SPEC | Drafting new class spec |
| | | PENDING ASSIGNMENT (24) | | | |
| EM118 | CITYWIDE | Assistant to the Director | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| EM220 | PBD | Director of Building & Planning | UK1 | NEW SPEC | Pending analyst assignment. |
| EM143 | PBD | Building Official | TBD | NEW SPEC | Changeover in dept staff; confirm request. |
| EM127 | CLERK | City Clerk, Assistant | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| MA113 | CAO | Controller | UK2 | DRAFT/REVISE | Pending analyst assignment |
| NEW | EWD | Director of Economic & Workforce Development | UK1 | NEW SPEC | Draft, pending CAO approval |
| EM154 | HCDD | Director of Housing & Community Development | UK1 | NEW SPEC | Draft, pending CAO approval |
| SS120 | ATTY | Exec Asst to Asst City Attorney | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| SS121 | CAO | Executive Asst to the Assistant City Administrator | U31 | SPEC REVISION | Draft, pending CAO approval |
| SS126 | CAO | Executive Asst to the City Administrator | U31 | SPEC REVISION | Draft, pending CAO approval |
| TC143 | OFD | Fire Equipment Technician | SB1 | SPEC REVISION | Changeover in dept staff; confirm request |
| PS135 | OFD | Firefighter/Fireboat Engineer | FQ1 | SPEC REVISION | Review of draft pending |
| PS137 | OFD | Firefighter/Fireboat Operator | FQ1 | SPEC REVISION | Under dept review for US Coastguard licensing |
| SC169 | ITD | Information Systems Supervisor | UM2 | SPEC REVISION | Review of draft pending |
| EM242 | CAO | Inspector General | UK1 | NEW SPEC | Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion |
| NEW | OPLD | Literacy Program Manager | TBD | NEW SPEC | Changeover in dept staff; confirm request |
| EM177 | CAO | Manager, Contract & Employment Services | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| NEW | CAO | Neighborhood Services Program Manager | TBD | NEW SPEC | Pending analyst assignment |
| | | | | | Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications |
| SS164 | CITYWIDE | Planning Intern/Housing Intern | UG1 | SPEC REVISION | |

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

ATTACHMENT B

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|-------|------|---------------------------------|-----|---------------|--|
| AF034 | CAO | Real Estate Collections Officer | SD1 | SPEC REVISION | Changeover in dept staff; confirm request |
| TR175 | PWD | Sewer Maintenance Leader | SC1 | SPEC REVISION | Review of draft, pending |
| TR176 | PWD | Sewer Maintenance Worker | SC1 | SPEC REVISION | Review of draft, pending |
| TR180 | PWD | Street Maintenance Leader | SC1 | SPEC REVISION | Department determining whether to proceed with initial request |
| ET132 | PWD | Surveying Technician | SC1 | SPEC REVISION | Pending analyst assignment |



CITY OF OAKLAND

STAFF REPORT

DATE: October 15, 2015

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

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

THROUGH: Anil Comelo, Director of Human Resources Management

SUBJECT: Ratification of "Agreement between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21, Regarding the Treatment of the Exempt Classifications of Management Intern and Environmental Services Intern and Affected Incumbents"

Recommendation

Human Resources Management (HRM) recommends that the Civil Service Board ratify the "Agreement between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21, Regarding the Treatment of the Exempt Classifications of Management Intern and Environmental Services Intern and Affected Incumbents" (*Attachment A*) that was signed on September 25, 2015. The agreement allows for maintenance of the exempt status of the Management Intern classification while awarding civil service rights and retroactive seniority to five of the six affected incumbents.

Background

A review of the Management Intern and Environmental Services Intern classifications and incumbents began in September 2012. It arose from a related agreement with Local 21 regarding the exempt status of several classifications that were previously assigned to the UM1 bargaining unit. The study of the intern classifications concluded in 2013 and clarified the exempt status of specific classifications while addressing the status of certain incumbents.

Documentation of assigned duties was collected from each incumbent and meetings were held with the incumbents and their supervisors. Preliminary recommendations were discussed with executive staff in the Public Works and Oakland Parks & Recreation Departments in late 2014. Then, Local 21 was formally notified of the issues on December 9, 2014. City staff and Local 21 representatives met monthly in early 2015, and final recommendations were submitted to the Union on April 13, 2015. Letters of Determination were also provided to each incumbent on April 13, 2015. Local 21 contacted those affected to determine if there were any concerns with the proposed outcomes. Only one incumbent requested a meeting to discuss relevant concerns and those concerns were resolved during subsequent communications. Finalizing the agreement was delayed as the City and the union were engaged in successor agreement bargaining until recently.

Legislative History and Policy Considerations

The classification of Management Intern was created in 1985 for the City's two-year internship program for graduate students with an interest in public administration (see 1985 memo and

legislation, *Attachment B*). In its early years, the internship program provided high-performing entry-level analysts to support key activities like policy development, budget development and to staff key initiatives. Several City employees who went on to have remarkable careers in the public sector started their careers with the City in Management Intern assignments. In the thirty years since it was first created, the Management Intern program has languished and the history of the classification's purpose and its appropriate uses was lost. HRM staff could not locate any record of how the Environmental Services Intern classification was created. At the time HRM initiated its study of incumbents, all but one had served in work assignments for well over two years. The work being performed was permanent and ongoing.

To award civil service status to employees who never competed in a civil service examination process is a highly unusual occurrence and required careful consideration of available options and strategies. In the Personnel Manual of the Civil Service Board (the "Civil Service Rules," or "Rules"), Section 3.06, the Personnel Director has the authority to accept into the civil service classifications that were exempt. Incumbents who have served in those classifications must have completed at least a year of satisfactory service to acquire civil service status when the classification is converted. However, in this case, the City sought to preserve the exempt status of the Management Intern classification while simultaneously providing long-term employees with an appropriate outcome, in a manner appropriate under existing policy.

The introduction to the Civil Service Rules states, "These Rules apply to all City and Port of Oakland employees, except where otherwise indicated in these Rules, or where an applicable Memorandum of Understanding ("MOU") specifically conflicts with a Rule, in which case the MOU provision shall govern." The Rules do not provide a mechanism through which an employee who did not compete for her or his position to be accepted into the civil service. Therefore, HRM sought instead to make a proposal to the representative union, IFPTE Local 21, to negotiate a special agreement regarding the Management Intern and Environmental Services Intern incumbents. In order to ensure that the process was transparent and to preserve a detailed record of the special circumstances that justified the unique exception to the Rules and to City practice and policy, the Personnel Director requests that the Civil Service Board ratify the agreement with Local 21.

Treatment of Incumbents

Six incumbents are affected by this Agreement with Local 21:

- Three incumbents will be reclassified to existing classifications, and the effective date will be retroactive to April 26, 2015.
- Two incumbents will be reclassified to new classifications, and the effective dates will be retroactive to April 26, 2015. However, the new classifications have to be approved by the Civil Service Board and the City Council will need to approve the related salary ordinance amendments. One classification is on the October 15, 2015, Civil Service Board agenda and the other classification is expected to advance to the Civil Service Board meeting on November 19, 2015. Both classifications were included on a salary ordinance amendment that was submitted to the Finance and Management Committee on the October 13, 2015, agenda. Staff anticipates that the item will then advance to City Council (two readings on October 20, 2015, and November 3, 2015) for approval.

CIVIL SERVICE BOARD

Subject: City of Oakland/Local 21 Agreement Regarding Management Interns and Environmental Services Intern

Date: October 15, 2015

Page 3

- One incumbent will need to participate in a civil service recruitment and selection process and earn placement on the eligible list to be considered for appointment to the permanent position.

The reclassifications will result in higher salaries for four incumbents. One additional incumbent who is being reclassified will be awarded a “Y-rated Salary” per the Personnel Manual (Civil Service Rules) section 1, definition ccc: “...the salary of an employee is fixed at the rate the employee was earning at the time of the reallocation until the salary rate for the position to which the employee is reallocated reaches or exceeds the level of salary that the employee is receiving.”

Any new assignments to the Management Intern classification are reviewed by HRM for appropriateness as an intern assignment. The timeframe of the assignments is now established at the time of appointment, and HRM monitors the assignments to ensure that they are compliant with the required timeframe.

Classification Specifications

A working draft classification specification for Management Intern is attached here for information purposes only (*Attachment C*). Employee Relations is currently working on an assessment of bargaining unit assignments for certain classifications and the Management Intern classification may be affected. Additionally, HRM is evaluating all of the City’s “intern” classifications and will be making recommendations to the Personnel Director and the City Administrator regarding those classifications. Any new or revised classification specifications will come back to the Civil Service Board for review and approval at a later date.

Summary

Staff recommends that the Civil Service Board ratify the “Agreement between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21, Regarding the Treatment of the Exempt Classifications of Management Intern and Environmental Services Intern and Affected Incumbents.”

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

Attachments:

- A. Agreement Regarding the Exempt Classifications of Management Intern and Environmental Services Intern
- B. Legislation creating the Management Intern classification
- C. Classification specification draft for Management Intern



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

EMPLOYEE RELATIONS
Renée Mayne
Director

September 25, 2015

Agreement between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21, Regarding the Treatment of the Exempt Classifications of Management Intern and Environmental Services Intern and Affected Incumbents

Background

The exploration of the classifications of *Management Intern* and *Environmental Services Intern* is a direct result of past discussions and agreements between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21. Between 2008 and 2013, a process was followed to analyze the unit designation of classifications that were assigned at the time to the UM1 bargaining unit. The intern issue surfaced at the same time as the "Final Agreement between the City of Oakland and International Federation of Professional and Technical Engineers, Local 21 Regarding UM1/UM2 Bargaining Unit Assignment" dated July 30, 2013 was finalized.

The Management Intern classification was first created in June 1985 (Ordinance No. 63112 CMS) to provide a mechanism through which the City of Oakland could engage graduate students for a period up to two years to support key management initiatives and to provide the students with meaningful public sector experience. When the classification was created, it was formally exempted from the provisions of Civil Service by Council recommendation and Civil Service Board approval under the condition that the positions would be time-limited. Over the years, the classification was used more broadly and incumbents' assignments did not expire, even though they were hired through an exempt process. In response to the surfacing of this information, Human Resources Management (HRM) initiated a classification review in 2013. Information was collected from the incumbents holding these two intern classifications and meetings took place with the incumbents and their supervisors in 2014. The information was analyzed and preliminary recommendations were discussed with executive staff in the Public Works and Parks & Recreation departments.

On December 9, 2014, HRM formally notified Local 21 that the City of Oakland intended to advance recommendations to address the exempt status of the Management Intern and Environmental Services Intern classifications and the treatment of incumbents holding positions in these two classifications. Preliminary recommendations were issued to Local 21 and the Union had various communications with the incumbents to discuss any potential concerns. Monthly classification review meetings were also held with Local 21 throughout 2015 during which the status of the project was discussed. Final recommendations were submitted to the Union on April 13, 2015. All remaining incumbent concerns were fully resolved as of July 21, 2015.

The City and Union wish to enter into an agreement regarding the treatment of incumbents in the Management Intern and Environmental Services Intern classifications. Further, this agreement memorializes that the Management Intern classification has always been and will continue to be exempt from civil service, the Environmental Services Intern classification will be formally exempted from civil service and will require that incumbents must be actively enrolled students (if the City determines to continue using the classification), and assignments in these positions are subject a maximum two (2) year term of service.

Classification Assignments of Incumbents

There are several incumbents in these intern classifications. Their tenure ranges from nearly two (2) to fifteen (15) years.

| | | | | | | |
|--------------|--|-------------------------------|-------|-----|------|----------------------------|
| PUBLIC WORKS | 30121 - PWA Fiscal Services | Management Intern | SS142 | TA1 | 1.00 | Corso, Sarah Marie |
| PUBLIC WORKS | 30181 - Management Information Systems Unit | Management Intern | SS142 | TA1 | 1.00 | Dunbar, Edward |
| PUBLIC WORKS | 30211 - Engineering and Construction - Admin | Management Intern | SS142 | TA1 | 1.00 | Vicentina, Catherine Leung |
| PUBLIC WORKS | 30234 - Facilities Planning and Development | Management Intern | SS142 | TA1 | 1.00 | Takahashi, Ken |
| PUBLIC WORKS | 30682 - Env Svcs Recycling & Solid Waste | Environmental Services Intern | PP121 | TW1 | 1.00 | Finacom, David F |
| PUBLIC WORKS | 30683 - Env Svcs Environmental Remediation | Management Intern | SS142 | TA1 | 1.00 | (vacant) |
| PARKS & REC | 501120 - OPR Administrative Services | Management Intern | SS142 | TA1 | 1.00 | Hall, Mark Oliver |

Treatment of Incumbents - Proposed Outcomes

Although the incumbents of the Management Intern and Environmental Services Intern classifications were initially hired through an exempt process and did not take a civil service examination, HRM determined that the roles of the positions they occupied were ongoing, permanent assignments and should be treated as such. At the same time, the preservation of the exempt status for genuinely temporary intern assignments is important for the City to maintain. Therefore, the recommended treatment of the incumbents seeks to do both – grant the employees permanent status and preserve the intern classifications as exempt and temporary.

Letters of Determination were issued to each incumbent on April 13, 2015. These letters explored the assigned duties and provided a rationale for each recommended outcome. For most incumbents, the proposed effective date of change is April 25, 2015, the first pay period following the issuing of the findings. The effective date will determine the incumbents' salary anniversaries and seniority standing in their new classifications.

For three incumbents, appropriate classifications already exist but two new classifications must be created for two additional incumbents to appropriately classify the work assigned to their positions. For the remaining employee, reclassification was not recommended due to her lesser tenure compared to other incumbents; the department will need to submit a personnel requisition to initiate a recruitment and she will compete in the competitive selection process.

The summary of recommendations is as follows:

| Incumbent Name | Classification Title | Job Class Date | Proposed Salary 4/13/15 | Recommended Classification |
|----------------------|-------------------------------------|----------------|-------------------------|--|
| Finacom, David | Environmental Services Intern (PWD) | 12/22/00 | 5631.21 | New classification: Environmental Services Analyst, Assistant at same pay rate as Program Analyst I |
| Takahashi, Ken | Management Intern (PWD) | 4/12/04 | 4861.69 | Account Clerk III – to be Y-rated |
| Corso, Sarah | Management Intern (PWD) | 8/19/13 | n/a | Participate in recruitment for Program Analyst I (selective certification in Safety Program) |
| Vicentina, Catherine | Management Intern (PWD) | 12/10/12 | 5010.15 | Administrative Assistant II |
| Dunbar, Edward | Management Intern (PWD) | 12/12/09 | 5853.98 | Business Analyst II |
| Hall, Mark | Management Intern (OPR) | 9/20/08 | 6102.14 | New classification: Capital Improvement Project Coordinator, Assistant at same pay rate as Construction Coordinator classification |

One employee requested a formal review of the recommended outcome. Meetings with the incumbent and City and Union representatives occurred on June 2, 2015, and July 21, 2015. Upon considering the incumbent's concerns, City representatives proposed an amended title that reflected the addition of the term "Analyst" and helped resolve the potential issues.

Next steps

Once the Civil Service Board reviews and ratifies the agreement, departments can begin the administrative processes to implement the outcomes. The fiscal impacts have been anticipated and adjustments were included in the adopted budget for FY 2015-2017. For incumbents where the recommended classification already exists, Personnel Action Record (PAR) Forms will be required. For incumbents where new classifications are recommended, draft classification specifications are under development and will be subject to meet and confer with Local 21 in the near future; the salary changes related to these classification changes will be retroactive to April 25, 2015 and they will be issued retroactive pay. Lastly, a Personnel Requisition will be

required to initiate the recruitment process for a new position with a selective certification in "Safety Programs."

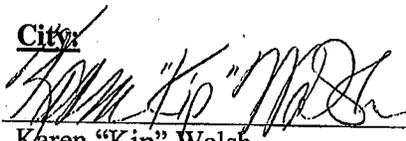
Classification Specifications

For these two intern classifications, working drafts existed but had never been formally approved by the Civil Service Board. In addition to cleaning up the existing drafts and seeking Board approval of final drafts, staff will be developing two new classifications to address the duties that are being performed by two of the current intern incumbents. The classification specifications for these two intern classifications will explicitly state several criteria to ensure that the intent is clear: the Management Intern classification is exempt from Civil Service (as previously exempted from civil service on June 25, 1985 per City Council Resolution C.M.S. 63112) and the Environmental Services Intern classification will be exempt from Civil Service (a resolution recommending exemption from civil service will be routed to City Council and the Civil Service Board in the upcoming months if the City determines that the classification should continue to exist), subject to a term of employment with a maximum of two (2) years, and the employees must be actively enrolled students. The materials will be submitted to the Civil Service Board at upcoming meetings in Fall 2015 for consideration.

Summary

The City and Union wish to enter into an agreement regarding the treatment of incumbents in the Management Intern and Environmental Services Intern classifications. Further, this agreement memorializes that the Management Intern classification has always been and will continue to be exempt from civil service, the Environmental Services Intern classification will be exempt from civil service (if the City, incumbents must be actively enrolled students, and assignments in these positions are subject a maximum two (2) year term of service.

City:

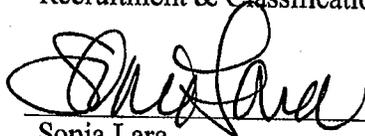


Karen "Kip" Walsh
HR Manager,
Recruitment & Classification
Date 10/1/15

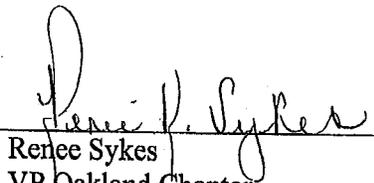
Union:



Vickie Carson
IFPTE Representative
Date 9/25/15



Sonia Lara
Principal,
Employee Relations Analyst
Date 9/25/15



Renee Sykes
VP Oakland Chapter
IFPTE
Date 10/1/15

4
CITY OF OAKLAND
Interoffice Letter

To: City Manager's Office Attention: Mr. Henry L. Gardner Date: June 25, 1985

From: Office of Personnel Resource Management

Subject: An Ordinance Amending Ordinance No. 4727 C.M.S.
To Add The Classifications Of Management Intern,
Management Intern (PPT) And Management Intern
(PT); And To Amend Certain Miscellaneous Employee
Classifications And Resolution Requesting Civil
Service Board To Except The Classifications Of
Management Intern And Management Intern (PPT)
From The Operation Of The Civil Service Board

An ordinance has been prepared for consideration by the City Council which amends the Salary Ordinance (Ordinance No. 4727 C.M.S.) to create full-time, permanent part-time and part-time Management Intern classifications and to amend certain miscellaneous employee classifications.

The proposed ordinance establishes a full-time Management Intern class as well as part-time and permanent part-time class counterparts. These classes are required to establish a program that will permit students to learn about City government through practical work experience. Students who participate in the program will be selected from graduate schools and are eligible for program participation for a maximum of two years. Additionally, the proposed ordinance amends certain miscellaneous employee classifications to correct errors and omissions from recent ordinances already passed by the Council.

The proposed resolution requests that the Civil Service Board except the new Management Intern and Management Intern (PPT) classifications from the operation of the Civil Service Rules. This is necessary because program participation will be for limited time periods.

It is recommended that both the proposed ordinance and resolution be approved.



MARTIN E. NELSON
Director of Personnel
Resource Management

APPROVED FOR FORWARDING
TO THE CITY COUNCIL

*This letter does 2 things:
- Has ordinance
- Propose RESOLUTION*

Office of the City Manager

Sharon D. Banks, Assistant
CITY ATTORNEY

INTRODUCED BY COUNCILMEMBER _____

ORDINANCE No. 10599 C. M. S.

AN ORDINANCE AMENDING ORDINANCE NO. 4727 C.M.S. TO ADD THE CLASSIFICATIONS OF MANAGEMENT INTERN, MANAGEMENT INTERN (PPT), AND MANAGEMENT INTERN (PT); AND TO AMEND CERTAIN MISCELLANEOUS EMPLOYEE CLASSIFICATIONS

The Council of the City of Oakland does ordain as follows:

SECTION 1. The following classifications are hereby added to Ordinance No. 4727 C.M.S. to read as follows:

| Classification Name | Class No. | Salary/Wage Steps | | | | |
|-------------------------|-----------|-------------------|-----|-------|-----|-----|
| | | A | B/F | C/G | D/H | E/I |
| Management Intern | 0217 | R1200 | - | 1900 | | |
| Management Intern (PPT) | 0218 | R7.36 | - | 11.66 | | |
| Management Intern (PT) | 0219 | R7.36 | - | 11.66 | | |

SECTION 2. The following classifications in Ordinance No. 4727 C.M.S. are hereby amended to read as follows:

| Classification Name | Class No. | Salary/Wage Steps | | | | |
|-------------------------|-----------|-------------------|-------|-------|-------|-------|
| | | A | B/F | C/G | D/H | E/I |
| Curator, Assistant (PT) | 3336 | 10.07 | 10.33 | 10.59 | 10.86 | 11.13 |
| Curator, Associate (PT) | 3328 | 12.26 | 12.59 | 12.88 | 13.17 | 13.54 |
| Curator, Senior (PT) | 3314 | 14.53 | 14.95 | 15.30 | 15.71 | 16.07 |
| Custodian, (PT) | 2632 | 8.19 | 8.44 | 8.62 | 8.82 | 9.06 |
| Engineering Intern (PT) | 1733 | 9.82 | 10.04 | 10.32 | | |

1022-
2201
1111

| Classification Name | Class No. | Salary/Wage Steps | | | | |
|--|--------------|-------------------|--------------|--------------|-------|-------|
| | | A | B/F | C/G | D/H | E/I |
| Fire Fighter | 2832 | 2156 | 2296 2752 | 2437 2837 | 2570 | 2660 |
| Fire Fighter/Fire Boat Engineer | 2835 | 3305 | | | | |
| Librarian (PT) | 3141 | 11.46 | | | | |
| Library Aide (PT) | 3216 | 5.96 | 6.20 | 6.47 | 6.68 | 6.95 |
| Library Assistant (PT) | 3207 | 8.86 | 9.07 | 9.32 | 9.58 | 9.80 |
| Library Assistant, Senior (PT) | 3212 | 10.79 | 11.06 | 11.34 | 11.64 | 11.93 |
| Museum Attendant (PT) | 3330 | 7.16 | 7.33 | 7.51 | 7.67 | 7.90 |
| Museum Curatorial Aide (PT) | 3379 | 8.03 | 8.24 | 8.49 | 8.71 | 8.90 |
| Museum Curatorial Specialist (PT) | 3358 | 10.14 | 10.37 | 10.65 | 10.91 | 11.20 |
| Museum Researcher (PT) | 3319 | 10.59 | 10.88 | 11.15 | 11.46 | 11.74 |
| Museum Technical Aide (PT) | 3380 | 8.03 | 8.24 | 8.49 | 8.71 | 8.90 |
| Museum Technical Specialist (PT) | 3359 | 10.14 | 10.37 | 10.65 | 10.91 | 11.20 |
| Office Aide I (PT) | 3803 | 6.87 | 7.05 | 7.23 | 7.40 | 7.58 |
| Office Aide II (PT) | 3804 | 7.25 | 7.42 | 7.63 | 7.83 | 8.01 |
| Office Aide III (PT) | 3809 | 7.95 | 8.16 | 8.35 | 8.55 | 8.78 |
| Parking and Meter Checker (PT) | 0736 | 9.04 | 9.29 | 9.54 | 9.77 | 10.04 |
| Manpower Program Spec. Trainee (PT) | 3942 | 9.22 | 9.48 | 9.71 | 9.95 | 10.20 |
| Planning Intern | 1454 | 7.97 | | | | |
| Police Officer | 2925 | 2363 | 2481 2849 | 2577 | 2663 | 2757 |
| Preparator (PT) | 3349 | 10.79 | 11.06 | 11.34 | 11.64 | 11.93 |
| Security Assistant (PT) | 6046 | 8.19 | 8.44 | 8.64 | 8.82 | 9.06 |

| Classification Name | Class No. | Salary/Wage Steps | | | | |
|------------------------|--------------|-------------------|------|------|------|------|
| | | A | B/F | C/G | D/H | E/I |
| Security Guard (PT) | 3372 | 8.92 | 9.16 | 9.38 | 9.63 | 9.88 |

SECTION 3. The provisions of Section 1 of this ordinance are effective on June 1, 1985.

SECTION 4. The provisions of Section 2 of this ordinance are effective on July 1, 1985.

IN COUNCIL, OAKLAND, CALIFORNIA, JUL 2 1985, 19

PASSED BY THE FOLLOWING VOTE:

AYES— BAZILE, ~~CANNON~~, GIBSON, GILMORE, MOORE, ~~OGAWA~~, RILES, SPEES, and ~~PRESIDENT WILSON~~
 VICE-PRESIDENT OGAWA, - 7
 NOES— NONE
 ABSENT— CANNON AND PRESIDENT WILSON, - 2
 ABSTENTION— NONE

ATTEST: 
 ARRECE JAMESON
 City Clerk and Clerk of the Council
 of the City of Oakland, California

OAKLAND CITY COUNCIL

JSB

RESOLUTION No. 63112 C. M. S.

RESOLUTION REQUESTING CIVIL SERVICE BOARD TO
EXCEPT THE CLASSIFICATIONS OF MANAGEMENT
INTERN AND MANAGEMENT INTERN (PPT) FROM THE
OPERATION OF THE CIVIL SERVICE RULES

RESOLVED: That the City Council hereby recommends to the Civil Service Board that the classes of positions of Management Intern and Management Intern (PPT) be excepted from the operation of the Civil Service Rules; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA, JUN 25 1985, 19

PASSED BY THE FOLLOWING VOTE:

AYES— BAZILE, CANNON, GIBSON, GILMORE, MOORE, OGAWA, RILES, ~~SPEES~~, and PRESIDENT WILSON, - 8

NOES— NONE

ABSENT— SPEES, - 1

ABSTENTION— NONE

ATTEST: 
ARRECE JAMESON
City Clerk and Clerk of the Council

1022
1111



CITY OF OAKLAND
CLASS SPECIFICATION

**Class Code: SS142 FTE,
MA132 PPT, MA133 PT**
Rep. Unit: TA1, TW1, UG1
CSB Status: CU, CU, CU

MANAGEMENT INTERN - DRAFT

DEFINITION

Under the direction in the City Manager's Office or other Agency, incumbents perform research and special studies on City services, administrative policies and the development of new programs and projects; assist the executive staff in a variety of administrative matters; respond to inquiries from City department staff the general public; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Incumbents in this classification are expected to: assist with the preparation of long-range and special studies in coordination with City departments, assist with the revision of policy manuals; analyze and make recommendations for revisions to City processes. Incumbents receive supervision from the Assistant City Manager or other Executive Staff.

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

Assist with the preparation of long-range and special studies in coordination with City departments and other public agencies.

Assist in the revision of policy manuals; analyze and make recommendations for revisions to City processes.

Prepare a wide variety of reports on current and proposed City programs and projects.

Respond to inquiries from the public.

QUALIFICATIONS

Working knowledge of principal government organization and functions; public management principles.

Working knowledge of principles and methods of research and analysis.

Working knowledge of basic computer applications.

Working knowledge of public contact and community relations techniques.

Working knowledge of basic budget development.

Ability to research, collect and interpret data; read statistical data.

MANAGEMENT INTERN - DRAFT

Page 2

Ability to prepare and analyze reports of a general or technical nature.

Ability to communicate effectively in both oral and written form.

Ability to coordinate functions and activities between departments and outside agencies.

Ability to follow oral and written directions.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

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

Education:

Master's degree from an accredited college or university in public administration, public policy, city planning, urban studies or closely related field.

Experience:

None required.

LICENSE OR CERTIFICATE

None required

Civil Service Board #:
Date Approved/ Exempt: 3/13/92
Date Revised: 04/23/03
By: Lisa S. Walker

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CITY OF OAKLAND

MEMORANDUM

DATE: October 15, 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 New Classification Specification for Environmental Services Analyst, Assistant

Based upon a classification review of the Management Intern and Environmental Services Intern classifications that was initiated by Human Resources Management, staff has proposed the creation of a brand new classification titled **Environmental Services Analyst, Assistant**. The new classification is related to the "Agreement between the City of Oakland and the International Federation of Professional and Technical Engineers, Local 21, Regarding the Treatment of the Exempt Classifications of Management Intern and Environmental Services Intern and Affected Incumbents" that was signed on September 25, 2015.

Incumbents in this classification will assist with planning, researching, analyzing, developing, and implementing a variety of environmental services programs and projects for Oakland residences, businesses, City offices and facilities; provide support to staff in areas such as waste reduction and diversion, environmental stewardship, and sustainability; and help create outreach materials to promote awareness of available programs, services, and resources.

One Environmental Services Intern will be granted entry into the new civil service classification in accordance with the September 25, 2015, Settlement Agreement and per ratification of the agreement by the Civil Service Board on October 15, 2015. The Oakland Public Works Department anticipated this change and additional funding was approved as part of adopted FY 2015-2017 budget. The proposed salary is equivalent to Program Analyst I in rep unit TW1: \$4586.46 to \$5631.22 per month.

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 October 1, 2015. Minor modifications were proposed afterward. The union sent email confirmation on October 8, 2015, that there are no objections to the proposed new classification.

The Salary Ordinance Amendment, which includes this proposed new classification, is scheduled for Finance and Management Committee on October 13, 2015. Staff anticipates that the item will then advance to City Council (two readings on October 20, 2015, and November 3, 2015) for approval.

Staff recommends that the Civil Service Board approve the new classification specification for Environmental Services Analyst, Assistant, as proposed.

Attachments: Proposed new classification specification for Environmental Services Analyst, Assistant



ENVIRONMENTAL SERVICES ANALYST, ASSISTANT

DRAFT

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under general direction in the Oakland Public Works Department, assists with planning, researching, analyzing, developing, and implementing a variety of environmental services programs and projects for Oakland residences, businesses, City offices and facilities; provides support to staff in areas such as waste reduction and diversion, environmental stewardship, and sustainability; helps create outreach materials to promote awareness of available programs, services, and resources; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level professional classification that is responsible for supporting projects that are part of the City's environmental services program. This classification is distinguished from the Recycling Specialist classification in that the latter is responsible for the entire project life-cycle of specialized projects that are larger and more complex in scope. This classification is further distinguished from the Recycling Specialist, Senior, classification in that the latter oversees the day-to-day operations of the Recycling Specialist staff.

The incumbent receives direction from the Solid Waste/Recycling Program Supervisor, Recycling Specialist, Senior, or other management staff, and may provide lead direction to technical and intern support staff.

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

Assist with planning, organizing, directing and evaluating programs; provide staff support to environmental services projects and carry out tasks and components of environmental projects.

Track and monitor assigned project activities; adhere to timelines and ensure timely deliverables.

Assist with coordinating special events; implement and staff booths at special events; perform outreach and promote education regarding environmental programs.

Facilitate the design and creation of outreach materials such as flyers, brochures, announcements, newsletter articles, and other information that educate and promote awareness of various environmental programs, services, and resources; edit web and social media content.

Conduct research, perform analysis, and make recommendations regarding policies and procedures; prepare reports and maintain records; assist with surveys and compilation of results.

Prepare general or technical reports, correspondence, agendas, and minutes.

May research, identify and assist with proposals for potential funding sources for department projects including grants; may assist with components of contract development and negotiation.

May provide staff assistance to citizen advisory bodies, committees and commissions; may

attend meetings of community organizations, district boards, and other groups relating to the development and implementation of programs.

May assist with procuring and using professional services including writing contract specifications, issuing requests for proposals, accepting bids, evaluating bids, awarding contracts, and planning, organizing, directing and evaluating work products.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Municipal environmental programs including solid waste and recycling.
- Principles and practices of program development and implementation.
- Research and analysis techniques.
- Local, state and federal laws, codes, and regulations relating to environmental projects.
- English punctuation, syntax, language mechanics and spelling.
- Public contact and community relations.
- Community resources and organizations.
- Personal computer applications, including word processing, spreadsheets, databases, graphics, project management, and web content management systems.

Ability to:

- Assist with planning, organizing, directing and evaluating programs.
- Schedule and promote special events and activities; serve as coordinator between the department and outside agencies.
- Interpret and apply local, state, and federal regulations
- Communicate clearly and concisely in oral and written form.
- Prepare, analyze and interpret reports of a general or technical nature.
- Create outreach materials to promote programs and services.
- Track and monitor project activities, timelines, and deliverables; maintain accurate record.
- Handle multiple projects concurrently.
- Utilize computers and software applications; edit web and social media content.
- 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 environmental studies, public or business administration or a related field.

Experience:

One year of responsible experience providing administrative support and/or technical assistance to environmental projects including outreach materials, survey work, tracking and monitoring of deliverables, and coordination of special events.

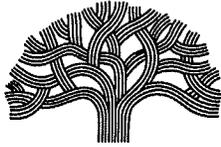
LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

None required.

| | | | |
|---|---|-------------------------|---------------------|
| DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY | | | |
| Established: | / / | CSB Resolution #: | Salary Ordinance #: |
| Exempted: | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: | |
| Revision Date: | / / | CSB Resolution #: | |
| Re-titled Date: | / / | CSB Resolution #: | Salary Ordinance #: |
| (Previous title(s): |) | | |



CITY OF OAKLAND

MEMORANDUM

DATE: October 15, 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 New Classification Specification for Crime Analyst

Based upon a classification review at the request of the Oakland Police Department (OPD), staff has proposed the creation of a brand new classification titled **Crime Analyst**. Similar/related work has historically been performed by incumbents in the Administrative Analyst II classification, in some cases via selective certification in Crime Analysis. There is a trend in the industry for crime analysis to focus more on predicting future criminal activity using a person-centric approach, and the proposed classification is responsive to this new emphasis.

Incumbents in this classification will perform specialized crime and intelligence analysis to support OPD's strategic, operational, tactical, and administrative functions; provide accurate and timely crime and intelligence information and analysis in support of patrol operations, criminal investigations, crime prevention, and major case and multi-agency task forces; and prepare and present information and analytical findings to departmental personnel and others.

There are no incumbents. Necessary budget changes are underway to create new vacancies - the proposed salary is equivalent to Administrative Analyst II in rep unit TW1: \$5309.74 to \$6519.47 per month. Recruitment activities will be initiated in the very near future.

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 October 1, 2015. There are no objections to the proposed new classification.

The Salary Ordinance Amendment, which includes this proposed new classification, is scheduled for Finance and Management Committee on October 13, 2015. Staff anticipates that the item will then advance to City Council (two readings on October 20, 2015, and November 3, 2015) for approval.

Staff recommends that the Civil Service Board approve the new classification specification for Crime Analyst as proposed.

Attachments: Proposed new classification specification for Crime Analyst



CRIME ANALYST

DRAFT

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Oakland Police Department, performs crime and intelligence analysis to support strategic, operational, tactical, and administrative functions of the Oakland Police Department; provides accurate and timely crime and intelligence information and analysis in support of patrol operations, criminal investigations, crime prevention, and major case and multi-agency task forces; prepares and presents information and analytical findings to departmental personnel and others; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification that is responsible for performing analysis related to crime forecasting and apprehension of criminals based on known social networks. This classification is distinguished from the higher level Police Services Manager classification in that the latter plans, organizes, and directs the work of subordinate staff. It is further distinguished from the lateral Administrative Analyst II classification in that the former is more specialized and focuses on predicting future criminal activity.

The incumbent receives supervision from a Deputy Chief of Police, Captain of Police, Lieutenant of Police, Police Services Manager or Management Assistant and may provide technical or lead direction to assigned administrative or clerical staff.

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

Provide accurate, timely and relevant analysis of crime patterns, series and trends that aid in the efficient deployment of departmental resources and that increase apprehensions and the clearance of criminal cases.

Develop statistical data resources to assist in proactive and targeted investigations, preventive enforcement and education, identification of violence patterns, trends and criminal organizations, and identification of known and repeat offenders.

Access data from a variety of sources, including offense and arrest reports, census reports, and law enforcement databases, and prepare reports to assist in criminal investigations or to make intelligence assessments.

Compile, analyze and interpret statistical data using quantitative and qualitative methodology, such as spatial and temporal analysis, link analysis, event flow analysis, and activity charting; present complex and detailed statistical reports.

Evaluate criminal patterns in an effort to predict when a crime might occur; study offender and victim characteristics and methods of operation; analyze dates, times, geography, and environment of crimes; forecast date, time, and location of next crime in a series.

Produce complex reports and bulletins for the police department to develop strategies and tactics to effectively prevent and control crime.

Establish criminal profiles that include prior crimes and criminal relationships as well as criminal organizations.

Create and maintain programs which will collect, collate, analyze and disseminate crime activity data, including frequency, geographic factors, victims, targets, suspect descriptors, chronological information, suspect vehicle descriptions, modus operandi factors, potential and actual police hazards, and physical evidence information.

Use complex databases and software applications, such as geographic information systems (GIS), electronic spreadsheets, desktop publishing, word processing, mapping tools and artificial intelligence networks.

Respond to calls and questions from outside agencies and the general public related to crime analysis.

Keep abreast of new developments, technology, and current literature in the field of crime statistical analysis.

Foster and maintain relationships with team members and other law enforcement agencies and crime analysts for strategic information sharing and crime prevention strategies.

May provide court testimony as to methodology employed in gathering information used in crime analysis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, methodologies and techniques of crime analysis, crime prevention and law enforcement.
- Intelligence reporting including charts, association matrices, intelligence bulletins, other specialized reports and graphic presentations.
- Qualitative and quantitative research methods, including statistical procedures.
- English punctuation, syntax, language mechanics and spelling.
- Personal computer software applications and data processing programs (GIS and Intelligence applications, spreadsheets, word processing, databases, etc.).

Ability to:

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Perform cross tabulations; create charts and graphs; export objects to other applications.
- Work with restricted law enforcement documents and highly confidential information.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Combine separate pieces of information to form specific answers to problems, general rules or conclusions.
- Communicate clearly and concisely in oral and written form.
- Prepare reports that are objective, succinct, pertinent, and articulate.
- Use personal computer and software applications.
- 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 criminal justice, public or business administration, statistics, information management, computer science or other related field.

Experience:

Two years of responsible experience performing crime analysis or related work is required.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Possession of a Certification in Crime and Intelligence Analysis or ability to obtain within twelve months of appointment.

Possession of POST Certificates in Introduction to Crime Analysis, Advanced Concepts in Criminal Intelligence and Crime Analysis are highly desirable.

Certification as a Crime Analyst through the California Department of Justice (DOJ) is desirable.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

| | | | |
|---|---|-------------------------|---------------------|
| DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY | | | |
| Established: | / / | CSB Resolution #: | Salary Ordinance #: |
| Exempted: | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: | |
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| Re-titled Date: | / / | CSB Resolution #: | Salary Ordinance #: |
| (Previous title(s):) | | | |