



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date November 19, 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) **CONSENT CALENDAR:** ACTION

a) Approval of Employee Requests for Leave of Absence

- LIB-2015-LA12
- LIB-2015-LA13
- ATTY-2015-LA01
- OFD-2015-LA02

b) Ratification of Provisional Appointments

- Animal Care Attendant (CAO)
- Animal Care Attendant (CAO)
- Assistant Controller (Finance/Treasury)
- Program Analyst I (EWD)
- Financial Analyst (Finance/Treasury)
- Financial Analyst, Principal (Finance/Treasury)
- Forensic Technician (OPD)
- Project Manager II (ITD)
- Program Analyst II (EWD)
- Program Analyst III (EWD)
- Manager, Inspection Services (PBD)
- Recreation Program Director OPR)
- Recreation Specialist II, PPT (OPR)

c) Approval of Revised Classification Specification

- Information Systems Specialist I (formerly Microcomputer Systems Specialist I)
- Information Systems Specialist II (formerly Microcomputer Systems Specialist II)

- Information Systems Specialist III (formerly Microcomputer Systems Specialist III)
- Information Systems Supervisor
- Family Advocate
- Head Start Instructor (formerly Early Childhood Instructor)
- Early Childhood Center Director
- Planner I
- Planner II
- Planner III
- Planner IV

### 3) OLD BUSINESS:

- |  |             |
|--|-------------|
| a) Approval of October 15, 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.: "Ordinance Amending Ordinance No. 8979 CMS which is Codified at Oakland Municipal Chapter 2.08 to Clarify the Authority of the Port Board Commissioners and the Oakland Civil Service Board with Regard to Establishment, Modification and Elimination of Classifications Included in the City's Civil Service System." | INFORMATION |
| <i>Supplemental Report:</i>  |             |
| e) Discussion and Review of Whether the Firefighter Trainee Position Should Remain Exempt From Civil Service   | INFORMATION |

### 4) NEW BUSINESS:

- |   |        |
|---|--------|
| a) Approval of New Classification Specification                 | ACTION |
| • Director of Race and Equity                                   |        |
| • Head Start - Early Head Start Associate Substitute Instructor |        |
| • Early Head Start Instructor                                   |        |
| • Housing Development Coordinator I                             |        |
| • Housing Development Coordinator II                            |        |
| • Planner III, Historic Preservation                            |        |

b) 3.04 (e) Appeal of Classification Study Results (Nettles)

ACTION

- Employee currently classified as Contracts Compliance Officer, Assistant, appealing denial of request to be reclassified as Contracts Compliance Officer

**5) ADJOURNMENT:**

NOTE: The Civil Service Board meets on the 3<sup>rd</sup> Thursday of each month. The next meeting is scheduled to be held on Thursday December 17, 2015. All materials related to agenda items must be submitted by Thursday December 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto: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.



# MEMORANDUM

**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board

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

**THROUGH:** Anil Comelo, Director HRM / Secretary to the Board

**SUBJECT:** Request Authorization for Employee Requests for Leave of Absence

DHRM is in receipt of four (4) complete Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

CSR 8.07 c 3 Urgent or important personal business  
 CSR 8.07 c 5 To accept appointment to an exempt position

Corina Pedraza	Library Assistant	LIBRARY	LIB-2015-LA12	CSR 8.07 c 3 Personal Business
Lara Ana	Library Assistant	LIBRARY	LIB-2015-LA13	CSR 8.07 c 3 Personal Business
Wiseman, Dara	Legal Administrative Services Manager	CAO	ATTY-2015-LA01	CSR 8.07 c 5 Exempt Appointment
Roger Prieto	Firefighter	Fire	OFD-2015-LA02	CSR 8.07 c 3 Personal Business

**RECOMMENDATION:**

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

LIB-2015-LA-12

City of Oakland  
Oakland Public Library  
125 14<sup>th</sup> Street  
Oakland, CA 94612

July 30, 2015

Dear Library Administrator,

I am writing this letter to formally request an Unpaid Leave of Absence from my position as PPT Library Assistant at the 81<sup>st</sup> Avenue Branch Library. I am requesting this leave due to unforeseen health matters occurring in my immediate family in Chicago. I have explored multiple solutions to this problem and an Unpaid Leave of Absence seems to be the best one. I am requesting the leave from August 25, 2015 to January 5, 2016 so that I can relocate to Chicago and provide the support needed for my family during this time period.

This family matter is very important to me and I sincerely hope that this Unpaid Leave of Absence can be approved. Please feel free to contact me at ( ) if you have any questions. Thank you for your attention in this matter.

Sincerely,



Corina Pedraza

Print Form



# 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 Ana Lara

Employee's ID **REDACTED**

Day's Date 9/22/15

Department/Division OPL - Temescal

Employee Job Title Library Asst

Request: 28  Days  Hours From 10/15/15 To 02/11/15  
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave ANP VTM  
(Write appropriate date)

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. 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
<b>ANP</b>	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.

Ana Lara 9/22/15  
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 9/22/15  
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.

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

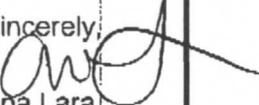
9/22/15

To whom it may concern:

Due to unforeseen circumstances, I am requesting to reduce my work schedule temporarily. I need to get off early on Thursdays and Fridays so that I can pick up my children from school. At this time I do not have any after care for them. I have researched several different options, and have been placed on several waiting lists. As soon as I get a more permanent situation, I will return to my full time schedule.

On Thursdays I would like to leave at 3pm. On Fridays, I would like to leave at 2pm. Both these days will allow the staff at Temescal to accommodate my needs and also work for the branch, especially on Fridays when they can have someone come in on call to provide support in the afternoon.

Sincerely,



Ana Lara

Library Assistant

Temescal Branch Library

**CITY OF OAKLAND**  
**OFFICE OF THE CITY ATTORNEY**  
**MEMORANDUM**

TO: Director Anil Comelo  
Department of Human Resources Management

FROM: Dara A. Wiseman, Legal Administrative Services Manager 

DATE: October 19, 2015

RE: **Request for Leave of Absence from Civil Service**

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Pursuant to Civil Service Rule 8.07 (c)(5), I am requesting a leave of absence from my Civil Service classified position of Fire Personnel Operations Specialist to accept an appointment to the exempted position of Legal Administrative Services Manager with the Office of the City Attorney, effective September 28, 2015.

Thank you for your consideration.



RECEIVED

NOV - 4 AM 10:31

**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 Roger Prieto

Employee's ID 

Today's Date 11-3-15

Department/Division Fire Dept.

Employee Job Title Firefighter

I Request: 365  
No. of Days or Hours

Days  Hours  
Select Days or Hours

From 2-8-16 To 2-8-17

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.

Roger Prieto 11-3-15  
Employee's Signature Date

\_\_\_\_\_  
Civil Service Board Approval Date

Erin Jelovich Reed 11-5-15  
Department Head Approval Date

\_\_\_\_\_  
City Manager Approval Date

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



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

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

**FROM:** Cynthia Ng (CN)  
Human Resource Analyst

**SUBJECT:** Animal Care Attendant Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Eric Zuercher to a vacant Animal Care Attendant position.

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

Eric Zuercher may be provisionally appointed to the classification noted above effective Monday, October 26, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (February 23, 2016). You will receive a notice from this office when 30 days are remaining, which is January 22, 2016.

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

cc: File –CSB November 19, 2015



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

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

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Animal Care Attendant to be ratified at Civil Service Board Meeting of November 19, 2015 (*Civil Service ID*)

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

An Animal Care Attendant performs cleaning and disinfecting of kennels, wards, cages, equipment and other areas of the shelter facility and performing duties related to maintenance and animal care at the animal shelter; interacts with the public, provide customer service, and collect fees; handles a wide variety of animals in various stages of health and temperament, monitor animals for signs of illness or unusual behavior; and humanely handles and identifies shelter animals with appropriate tags or bands. The minimum qualifications for an Animal Care Attendant are:

**Education:** Equivalent to completion of the eighth grade.

**Experience:** Six months verifiable hands-on professional or volunteer experience in the care, feeding and/or handling of animals in a facility that cares for and/or houses animals (e.g. animal care/control agency, humane society, veterinary hospital, boarding or pet day care facility, or pet store) working principally with dogs and coats.

The selected candidate's combined education and experience meets the minimum qualifications of an Animal Care Attendant. He has extensive experience including more than 15 years of experience at San Francisco Animal Care and Control where he has held many positions – Animal Care Attendant, Animal Control Officer, Animal Care Supervisor, and Acting Director. He is currently the Shelter Manager. He also has 10 years of experience as a veterinarian. He has a Bachelor's and a Doctor's degree in Veterinary Medicine.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was opened on October 12, 2015. Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Animal Care Attendant vacancy in the Animal Services Division of the City Administrator's Office beginning on October 26, 2015 and ending on or before February 23, 2016.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Animal Care Attendant

DEPARTMENT: City Administrator's Office

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A

**DATE PERSONNEL REQUISITION RECEIVED:** August 24, 2015

**CURRENT STATUS OF EXAMINATION:** The job announcement was posted on October 12, 2015. When all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

**JUSTIFICATION:**

Reason Needed: This position is vital to the operation of the Oakland Animal Shelter given the immense workload and number of shifts that need coverage.

This provisional appointment is needed to fill one (1) of the remaining four (4) vacancies. The requisition requesting a provisional appointment was approved on October 15, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

The job announcement was posted on October 12, 2015.

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

This position is essential to assist with the immediate critical capacity issues at the Oakland Animal Shelter. This provisional appointment is necessary to assist with shift coverage and the immense workload.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: Yes

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

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

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Animal Care Attendant to be ratified at Civil Service Board Meeting of November 19, 2015 (*Civil Service ID*)

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

An Animal Care Attendant performs cleaning and disinfecting of kennels, wards, cages, equipment and other areas of the shelter facility and performing duties related to maintenance and animal care at the animal shelter; interacts with the public, provide customer service, and collect fees; handles a wide variety of animals in various stages of health and temperament, monitor animals for signs of illness or unusual behavior; and humanely handles and identifies shelter animals with appropriate tags or bands. The minimum qualifications for an Animal Care Attendant are:

**Education:** Equivalent to completion of the eighth grade.

**Experience:** Six months verifiable hands-on professional or volunteer experience in the care, feeding and/or handling of animals in a facility that cares for and/or houses animals (e.g. animal care/control agency, humane society, veterinary hospital, boarding or pet day care facility, or pet store) working principally with dogs and coats.

The selected candidate's combined education and experience meets the minimum qualifications of an Animal Care Attendant. He has more than six years of experience as a Senior Lead for the City and County of San Francisco Animal Shelter. His experience includes cleaning kennels, coordination of animal transfers and supervision of euthanasia. He also has a high school diploma.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was opened on October 12, 2015. Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Animal Care Attendant vacancy in the Animal Services Division of the City Administrator's Office beginning on October 26, 2015 and ending on or before February 23, 2016.



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

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

**FROM:** Cynthia Ng (CN)  
Human Resource Analyst

**SUBJECT:** Animal Care Attendant Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Timothy Feldman to a vacant Animal Care Attendant position.

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

Timothy Feldman may be provisionally appointed to the classification noted above effective Monday, October 26, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (February 23, 2016). You will receive a notice from this office when 30 days are remaining, which is January 22, 2016.

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

cc: File –CSB November 19, 2015

## **OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

### **AREA REQUESTED**

POSITION: Animal Care Attendant

DEPARTMENT: City Administrator's Office

APPOINTMENT DURATION: 120 days maximum

### **STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A

**DATE PERSONNEL REQUISITION RECEIVED:** August 24, 2015

**CURRENT STATUS OF EXAMINATION:** The job announcement was posted on October 12, 2015. When all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

### **JUSTIFICATION:**

Reason Needed: This position is vital to the operation of the Oakland Animal Shelter given the immense workload and number of shifts that need coverage.

This provisional appointment is needed to fill one (1) of the remaining four (4) vacancies. The requisition requesting a provisional appointment was approved on October 15, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

The job announcement was posted on October 12, 2015.

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

This position is essential to assist with the immediate critical capacity issues at the Oakland Animal Shelter. This provisional appointment is necessary to assist with shift coverage and the immense workload.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: No

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



# MEMORANDUM

CITY OF OAKLAND

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**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board                      **FROM:** Angelina De Maria  
Assistant Human Resource Analyst

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Assistant Controller to be ratified at Civil Service Board Meeting of November 19, 2015 (FMA-2015-PA--)

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Attached is a request from the Treasury Bureau of the Finance Department to make a provisional appointment to an Assistant Controller vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

Under direction in the Finance Department, the Assistant Controller position plans, organizes, directs, and reviews programs and activities relating to the management of the City of Oakland's budgetary, accounting and financial reporting systems; directs the preparation of mandated and budget reports; directs the centralized budget and fiscal analytical services for the City; assists external auditors; reviews and modifies grant procedures; trains and supervises assigned staff; and performs related duties as assigned.

The minimum qualifications for Principal Financial Analyst are:

**Education:**

Bachelor's degree from an accredited college or university in accounting, finance, business administration, economics, public administration, or a related field. Master's Degree in Finance, Business Administration, Public Administration, or a related field is highly desirable.

**Experience:**

Five (5) years of progressively responsible managerial experience in areas of budgeting, accounting, financial analysis, and management of financial operations in a government agency, including at least two (2) years of supervisory experience. Experience working with other agencies and elected officials is highly desirable.

The selected candidate's combined education and experience meets the minimum qualifications of a Assistant Controller. He/she is in possession of Bachelor's Degree in Finance and 17 years of Public Sector Finance experience as a Principal Financial Analyst.

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

The Department of Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Assistant Controller vacancy in the Finance Department beginning on October 26, 2015 and ending on or before February 23, 2016.



CITY OF OAKLAND

# MEMORANDUM

**DATE:** October 13, 2015

**TO:** Katano Kasaine, City Treasurer/Interim CIO  
City Administrator's Office

**FROM:** Angelina DeMaria  
Asst Human Resource Analyst

**SUBJECT:** Assistant Controller Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of David Jones to a vacant Assistant Controller position.

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

David Jones may be provisionally appointed to the classification noted above effective Monday, October 26, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (February 23, 2016). You will receive a notice from this office when 30 days are remaining, which is January 22, 2016.

If you have any questions or need any additional information concerning this provisional appointment, please call Angelina DeMaria, Assistant Human Resource Analyst at (510) 238-3413.

cc: File –CSB November 19, 2015

## OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

### AREA REQUESTED

POSITION: Assistant Controller

DEPARTMENT: Finance Department

APPOINTMENT DURATION: 120 days maximum

### STATUS OF RECRUITMENT AND EXAMINATION PROCESS

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:**

**DATE PERSONNEL REQUISITION RECEIVED:** 10/08/2015

**CURRENT STATUS OF EXAMINATION:** The job announcement is scheduled to open soon. After all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

### JUSTIFICATION:

Reason Needed: Under direction in the Finance Department, the Assistant Controller position plans, organizes, directs, and reviews programs and activities relating to the management of the City of Oakland's budgetary, accounting and financial reporting systems; directs the preparation of mandated and budget reports; directs the centralized budget and fiscal analytical services for the City; assists external auditors; reviews and modifies grant procedures; trains and supervises assigned staff; and performs related duties as assigned.

This provisional appointment is needed to fill the one (1) current vacancy. The requisition requesting a provisional appointment was approved and the appointee's first day of work was October 24, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

N/A.

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

A provisional appointment is needed to assume the current vacant position which is responsible for all the day-to-day operations of the Bureau which include cash and investment management, debt management, and all banking activities.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: Yes

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: ✓
- Current Residency Status: Oakland Resident
- Current Employment Status: Current City of Oakland employee

**CITY OF OAKLAND**  
**Interoffice Memo**



**HUMAN RESOURCES MANAGEMENT DEPARTMENT**  
**Anil Comelo, Director**

**DATE:** October 13, 2015  
**TO:** The Honorable Civil Service Board  
**ATTN:** Anil Comelo, Director  
Human Resources Management Department  
**THROUGH:** Kip Walsh, Human Resources Manager  
**FROM:** Preston Treichel, Assistant Human Resource Analyst  
**SUBJECT:** Request for Provisional Appointment in Classification of Program Analyst II (Selective Certification in Workforce Development) to be ratified at Civil Service Board Meeting of November 19, 2015 (EWD-2015-PAXX)

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Attached is a request from the Economic & Workforce Development Department to make a provisional appointment to a Program Analyst II (Selective Certification in Workforce Development) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst II (Selective Certification in Workforce Development) performs program planning, research, analysis and development; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; and provides lead direction to assigned staff. The minimum qualifications for Program Analyst II (Selective Certification in Workforce Development) are: a bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and three years of relevant experience in the particular area of program administration.

The selected candidate meets the minimum qualifications of a Program Analyst II (Selective Certification in Workforce Development).

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on October 12, 2015.

I recommend the selected candidate for provisional appointment to this Program Analyst II (Selective Certification in Workforce Development) vacancy in the Economic & Workforce Development Department.

## CITY OF OAKLAND



HUMAN RESOURCES MANAGEMENT DEPARTMENT  
Anil Comelo, Director

**DATE:** October 13, 2015  
**TO:** Economic & Workforce Development Department  
**ATTN:** Donna Howell  
**FROM:** Human Resources Management Department  
**SUBJECT:** Program Analyst II (Selective Certification in Workforce Development)  
 Provisional Appointment

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Attached is your copy of the packet of materials requesting provisional appointment of Kristy Schaffler to a vacant Program Analyst II (Selective Certification in Workforce Development) position.

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

Ms. Schaffler may be provisionally appointed to the classification noted above effective **Monday, October 26, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Ms. Schaffler that to be considered for permanent appointment, she must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **February 23, 2016**. You will receive a notice from this office when 30 days are remaining.

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

Preston Treichel  
Assistant Human Resource Analyst

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Program Analyst II (Selective Certification in Workforce Development)

DEPARTMENT: Economic & Workforce Development

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A

**DATE PERSONNEL REQUISITION RECEIVED:** 7/13/15

**CURRENT STATUS OF EXAMINATION:** In Progress

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 8/17/15. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

This position is vital in its support of the workforce development operations for the EWD Department.

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



# MEMORANDUM

CITY OF OAKLAND

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**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board                      **FROM:** Angelina De Maria  
Assistant Human Resource Analyst

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Financial Analyst to be ratified at Civil Service Board Meeting of November 19, 2015 (FMA-2015-PA--)

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Attached is a request from the Treasury Bureau of the Finance Department to make a provisional appointment to a Financial Analyst vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Financial Analyst position provides revenue and expenditure forecasts for development of the City's budget and fiscal policies; and provides analysis and recommendations on legislation, financial, and budgetary issues affecting the City of Oakland.

The minimum qualifications for Financial Analyst are:

**Education:**

A Bachelor's degree from an accredited college or university in public or business administration, economics, finance, or closely related field. Master's degree may be substituted for one year of experience.

**Experience:**

Five years of increasingly responsible experience with computerized financial analysis, forecasting, and budgeting in local government or another fiscally complex organization.

The selected candidate's combined education and experience meets the minimum qualifications of a Financial Analyst. He/she is in possession of Bachelor's Degree in Economics and 10 years of Public Finance experience including serving as a Member of Board of Directors for different investment companies.

Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on November 16, 2015 and close on December 1, 2015.

The Department of Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Financial Analyst vacancy in the Finance Department beginning on October 26, 2015 and ending on or before February 23, 2016.



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** October 13, 2015

**TO:** Katano Kasaine, City Treasurer/Interim CIO  
City Administrator's Office

**FROM:** Angelina DeMaria  
Asst Human Resource Analyst

**SUBJECT:** Finance Analyst Provisional Appointment

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Attached is your copy of the packet of materials requesting provisional appointment of Jacqueline Lee to a vacant Financial Analyst position.

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

Jacqueline Lee may be provisionally appointed to the classification noted above effective Monday, October 26, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Jacqueline Lee that to be considered for permanent appointment, she must submit the appropriate application materials, and place high enough on the eligibility list to be scheduled for a departmental interview. As you are aware, a recruitment to permanently fill this position will be in progress.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (February 23, 2016). You will receive a notice from this office when 30 days are remaining, which is January 22, 2016.

If you have any questions or need any additional information concerning this provisional appointment, please call Angelina DeMaria, Assistant Human Resource Analyst at (510) 238-3413.

cc: File –CSB November 19, 2015

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Financial Analyst

DEPARTMENT: Finance Department

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:**

**DATE PERSONNEL REQUISITION RECEIVED:** 10/08/2015

**CURRENT STATUS OF EXAMINATION:** The job announcement is scheduled to open November 16, 2015 and close on December 1, 2015. After all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

**JUSTIFICATION:**

Reason Needed: The Financial Analyst position is responsible for providing revenue and expenditure forecasts for development of the City's budget and fiscal policies; and providing analysis and recommendations on legislation, financial, and budgetary issues affecting the City of Oakland.

This provisional appointment is needed to fill the one (1) current vacancy. The requisition requesting a provisional appointment was approved and the appointee's first day of work was October 24, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

N/A.

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

A provisional appointment at this time will allow for continuous seamless operations to assist in debt management for the City.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: Yes

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: ✓

- Current Residency Status: Non-Oakland Resident

- Current Employment Status: Current Exempt Limited Duration City of Oakland employee



# MEMORANDUM

CITY OF OAKLAND

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**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board                      **FROM:** Angelina De Maria  
Assistant Human Resource Analyst

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Principal Financial Analyst to be ratified at Civil Service Board Meeting of November 19, 2015 (FMA-2015-PA--)

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Attached is a request from the Treasury Bureau of the Finance Department to make a provisional appointment to a Principal Financial Analyst vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

Under direction, the Principal Financial Analyst position uses a full range of technical, professional and supervisory skills to prepare revenue and expenditure analyses within various departments; oversees the fiscal activities and services of a department; plans and coordinates budgeting, accounting, internal auditing, revenue collection, payroll preparation, and verification, purchasing, contractual agreements and grant administration; prepares financial analyses and fiscal reports on matters affecting revenue and expenditures; supervise and train assigned staff; and perform related duties as assigned.

The minimum qualifications for Principal Financial Analyst are:

**Education:**

A Bachelor's degree from an accredited college or university in business or public administration, economics, finance, accounting or closely related field.

**Experience:**

Five (5) years progressively responsible experience performing computerized financial analysis, forecasting or budgeting in local government or other fiscally complex organization including one (1) year of experience in a supervisory or lead role.

The selected candidate's combined education and experience meets the minimum qualifications of a Principal Financial Analyst. He/she is in possession of Bachelor's Degree in Business Administration and 7 years of Public Sector Finance experience as well as over 9 years of private Financial Analyst work experience.

Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on November 16, 2015 and close on December 1, 2015.

The Department of Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Principal Financial Analyst vacancy in the Finance Department beginning on October 26, 2015 and ending on or before February 23, 2016.



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** October 22, 2015

**TO:** Katano Kasaine, City Treasurer/Interim CIO  
City Administrator's Office

**FROM:** Angelina DeMaria  
Asst Human Resource Analyst

**SUBJECT:** Principal Finance Analyst Provisional Appointment

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Attached is your copy of the packet of materials requesting provisional appointment of Dawn Hort to a vacant Principal Financial Analyst position.

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

Dawn Hort may be provisionally appointed to the classification noted above effective Monday, October 26, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Dawn Hort that to be considered for permanent appointment, she must submit the appropriate application materials, and place high enough on the eligibility list to be scheduled for a departmental interview. As you are aware, a recruitment to permanently fill this position will be in progress.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (February 23, 2016). You will receive a notice from this office when 30 days are remaining, which is January 22, 2016.

If you have any questions or need any additional information concerning this provisional appointment, please call Angelina DeMaria, Assistant Human Resource Analyst at (510) 238-3413.

cc: File –CSB November 19, 2015

## OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

### AREA REQUESTED

POSITION: Principal Financial Analyst

DEPARTMENT: Finance Department

APPOINTMENT DURATION: 120 days maximum

### STATUS OF RECRUITMENT AND EXAMINATION PROCESS

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:**

**DATE PERSONNEL REQUISITION RECEIVED:** 10/22/2015

**CURRENT STATUS OF EXAMINATION:** The job announcement is scheduled to open November 16, 2015 and close on December 1, 2015. After all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

### JUSTIFICATION:

Reason Needed: The Principal Financial Analyst position uses a full range of technical, professional and supervisory skills to prepare revenue and expenditure analyses within various departments; oversees the fiscal activities and services of a department; plans and coordinates budgeting, accounting, internal auditing, revenue collection, payroll preparation, and verification, purchasing, contractual agreements and grant administration; prepares financial analyses and fiscal reports on matters affecting revenue and expenditures; supervise and train assigned staff; and perform related duties as assigned.

This provisional appointment is needed to fill the one (1) current vacancy. The requisition requesting a provisional appointment was approved and the appointee's first day of work was October 24, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

N/A.

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

A provisional appointment at this time will allow for continuous seamless operation of the Treasury Bureau and insure the maintenance of the City's financial stability as viewed by capital markets.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: Yes

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: ✓
- Current Residency Status: Non-Oakland Resident
- Current Employment Status: Current City of Oakland employee

# CITY OF OAKLAND

## Interoffice Memo



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
Anil Comelo, Director

DATE: 11/19/2015  
TO: The Honorable Civil Service Board  
ATTN: Anil Comelo, Director  
Department of Human Resources Management  
THROUGH: Kip Walsh, Human Resources Manager  
FROM: Montrice Goodman, Senior Human Resource Analyst  
SUBJECT: **Request for Provisional Appointment in Classification of Forensic Technician to be ratified at Civil Service Board Meeting of 11/19/15**

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

A Forensic Technician is primarily responsible for assisting in the performance of physical and chemical analysis required in scientific criminal investigation; casework support, including forensic database maintenance related duties; write reports regarding work performed and may be required to testify in courts of law. The minimum qualifications for Forensic Technician are: graduation from an accredited college or university with a Bachelor's degree in Criminalistics or a closely related physical or natural science which must include the successful completion of a minimum of 17 semester (or equivalent 25.5 quarter) units of chemistry coursework, including laboratory, covering general chemistry, organic chemistry and quantitative analysis. No experience is required.

The selected candidate meets the minimum qualifications of a Forensic Technician. Their experience includes a Bachelor's degree from an accredited university in Human Biology and eleven months laboratory work experience in which nine were in a crime lab. The candidate also has 45 quarter units of chemistry and biochemistry coursework, including laboratories.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on October 19, 2015.

I recommend the selected candidate for provisional appointment to this Forensic Technician vacancy in the Oakland Police Department's Criminalistics Division.

## CITY OF OAKLAND



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
Anil Comelo, Director

**DATE:** 11/19/15  
**TO:** Oakland Police Department, Criminalistics' Division  
**ATTN:** Apryl Belland-Smith, Administrative Analyst II  
**FROM:** Department of Human Resources Management  
**SUBJECT:** Forensic Technician Provisional Appointment

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Attached is your copy of the packet of materials requesting provisional appointment of Monica Dyer to a vacant Forensic Technician position.

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

Monica Dyer may be provisionally appointed to the classification noted above effective **Monday, October 26, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be **11/19/15 at 5:30 pm**. Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Monica Dyer that to be considered for permanent appointment, she must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **February 23, 2016**. You will receive a notice from this office when 30 days are remaining.

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

Montrice Goodman  
Senior Human Resource Analyst

cc: File –CSB 11/19/15  
Payroll

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Forensic Technician

DEPARTMENT: Oakland Police Department, Criminalistics Division

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** December 11, 2013

**DATE PERSONNEL REQUISITION RECEIVED:** September 17, 2015

**CURRENT STATUS OF EXAMINATION:** The job announcement was opened on October 19, 2015 and is scheduled to close on November 6, 2015.

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill **one (1) current vacancy in the Oakland Police Department**. Grant funding has been allocated to hire a Forensic Technician position which is critical for OPD to maintain operations responsible for reducing the number of cases in their backlog in which DNA analysis are conducted on biological evidence.

The requisition requesting a provisional appointment was approved on October 12, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

None. In the absence of an eligibility list and in light of the need to perform the work that is grant funded, there is an urgent need to provisionally fill this vacancy.

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

The department will not have personnel to perform the necessary duties related to this position. The City will not be utilizing the grant funds intended to assist laboratories in reducing their caseload.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

**CITY OF OAKLAND**  
**Interoffice Memo**



**HUMAN RESOURCES MANAGEMENT DEPARTMENT**  
**Anil Comelo, Director**

**DATE:** November 2, 2015  
**TO:** The Honorable Civil Service Board  
**ATTN:** Anil Comelo, Director  
Human Resources Management Department  
**THROUGH:** Kip Walsh, Human Resources Manager  
**FROM:** Preston Treichel, Assistant Human Resource Analyst  
**SUBJECT:** Request for Provisional Appointment in Classification of Project Manager II (Selective Certification in Information Technology) to be ratified at Civil Service Board Meeting of November 19, 2015 (ITD-2015-PAXX)

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Attached is a request from the Information Technology Department to make a provisional appointment to a Project Manager II (Selective Certification in Information Technology) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Project Manager II (Selective Certification in Information Technology) uses a full range of professional and supervisory level skills to organize, manage and direct the work of a medium-sized City project requiring input from at least one department or the community; consults with the user department's executive management staff; prepares short and long-range plans; and trains and supervises assigned staff. The minimum qualifications for Project Manager II (Selective Certification in Information Technology) are: a bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment AND three (3) years of progressively responsible experience in area(s) related to the particular project assignment.

The selected candidate meets the minimum qualifications of a Project Manager II (Selective Certification in Information Technology).

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on November 2, 2015.

I recommend the selected candidate for provisional appointment to this Project Manager II (Selective Certification in Information Technology) vacancy in the Information Technology Department.

## CITY OF OAKLAND



HUMAN RESOURCES MANAGEMENT DEPARTMENT  
Anil Comelo, Director

**DATE:** November 2, 2015  
**TO:** Information Technology Department  
**ATTN:** Cynthia Perkins  
**FROM:** Human Resources Management Department  
**SUBJECT:** Project Manager II (Selective Certification in Information Technology)  
Provisional Appointment

---

Attached is your copy of the packet of materials requesting provisional appointment of Kirke Curtis to a vacant Project Manager II (Selective Certification in Information Technology) position.

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

Mr. Curtis may be provisionally appointed to the classification noted above effective **Monday, November 9, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **March 8, 2016**. You will receive a notice from this office when 30 days are remaining.

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

Preston Treichel  
Assistant Human Resource Analyst

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Project Manager II (Selective Certification in Information Technology)

DEPARTMENT: Information Technology

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A

**DATE PERSONNEL REQUISITION RECEIVED:** 9/29/15

**CURRENT STATUS OF EXAMINATION:** In Progress

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 11/2/15. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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\_\_\_\_\_  
\_\_\_\_\_

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

This position is vital in its direction of overall department operations within Information Technology.

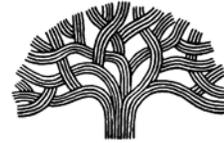
Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

**CITY OF OAKLAND**  
Interoffice Memo



**HUMAN RESOURCES MANAGEMENT DEPARTMENT**  
**Anil Comelo, Director**

**DATE:** October 13, 2015  
**TO:** The Honorable Civil Service Board  
**ATTN:** Anil Comelo, Director  
 Human Resources Management Department  
**THROUGH:** Kip Walsh, Human Resources Manager  
**FROM:** Preston Treichel, Assistant Human Resource Analyst  
**SUBJECT:** Request for Provisional Appointment in Classification of Program Analyst II (Selective Certification in Workforce Development) to be ratified at Civil Service Board Meeting of November 19, 2015 (EWD-2015-PAXX)

Attached is a request from the Economic & Workforce Development Department to make a provisional appointment to a Program Analyst II (Selective Certification in Workforce Development) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst II (Selective Certification in Workforce Development) performs program planning, research, analysis and development; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; and provides lead direction to assigned staff. The minimum qualifications for Program Analyst II (Selective Certification in Workforce Development) are: a bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and three years of relevant experience in the particular area of program administration.

The selected candidate meets the minimum qualifications of a Program Analyst II (Selective Certification in Workforce Development).

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on October 12, 2015.

I recommend the selected candidate for provisional appointment to this Program Analyst II (Selective Certification in Workforce Development) vacancy in the Economic & Workforce Development Department.

# CITY OF OAKLAND



**HUMAN RESOURCES MANAGEMENT DEPARTMENT**  
Anil Comelo, Director

**DATE:** October 13, 2015  
**TO:** Economic & Workforce Development Department  
**ATTN:** Donna Howell  
**FROM:** Human Resources Management Department  
**SUBJECT:** Program Analyst II (Selective Certification in Workforce Development)  
Provisional Appointment

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Attached is your copy of the packet of materials requesting provisional appointment of Kristy Schaffler to a vacant Program Analyst II (Selective Certification in Workforce Development) position.

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

Ms. Schaffler may be provisionally appointed to the classification noted above effective **Monday, October 26, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Ms. Schaffler that to be considered for permanent appointment, she must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **February 23, 2016**. You will receive a notice from this office when 30 days are remaining.

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

Preston Treichel  
Assistant Human Resource Analyst

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Program Analyst II (Selective Certification in Workforce Development)

DEPARTMENT: Economic & Workforce Development

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A

**DATE PERSONNEL REQUISITION RECEIVED:** 7/13/15

**CURRENT STATUS OF EXAMINATION:** In Progress

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 8/17/15. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

This position is vital in its support of the workforce development operations for the EWD Department.

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

**CITY OF OAKLAND**  
Interoffice Memo



**HUMAN RESOURCES MANAGEMENT DEPARTMENT**  
**Anil Comelo, Director**

**DATE:** October 13, 2015  
**TO:** The Honorable Civil Service Board  
**ATTN:** Anil Comelo, Director  
 Human Resources Management Department  
**THROUGH:** Kip Walsh, Human Resources Manager  
**FROM:** Preston Treichel, Assistant Human Resource Analyst  
**SUBJECT:** Request for Provisional Appointment in Classification of Program Analyst III (Selective Certification in Workforce Development) to be ratified at Civil Service Board Meeting of November 19, 2015 (EWD-2015-PAXX)

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Attached is a request from the Economic & Workforce Development Department to make a provisional appointment to a Program Analyst III (Selective Certification in Workforce Development) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst III (Selective Certification in Workforce Development) directs or performs program planning, research, analysis and development; negotiates and administers contracts; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; and supervises assigned staff. The minimum qualifications for Program Analyst III (Selective Certification in Workforce Development) are: a bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and four years of relevant experience in the particular area of program administration, including one year of lead direction or supervisory experience.

The selected candidate meets the minimum qualifications of a Program Analyst III (Selective Certification in Workforce Development).

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on October 12, 2015.

I recommend the selected candidate for provisional appointment to this Program Analyst III (Selective Certification in Workforce Development) vacancy in the Economic & Workforce Development Department.

## CITY OF OAKLAND



HUMAN RESOURCES MANAGEMENT DEPARTMENT  
Anil Comelo, Director

**DATE:** October 13, 2015  
**TO:** Economic & Workforce Development Department  
**ATTN:** Donna Howell  
**FROM:** Human Resources Management Department  
**SUBJECT:** Program Analyst III (Selective Certification in Workforce Development)  
Provisional Appointment

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Attached is your copy of the packet of materials requesting provisional appointment of Lindsay Honorata to a vacant Program Analyst III (Selective Certification in Workforce Development) position.

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

Ms. Honorata may be provisionally appointed to the classification noted above effective **Monday, October 26, 2015**. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise Ms. Honorata that to be considered for permanent appointment, she must place high enough on the eligibility list to be scheduled for a departmental interview.

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is **February 23, 2016**. You will receive a notice from this office when 30 days are remaining.

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

Preston Treichel  
Assistant Human Resource Analyst

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Program Analyst III (Selective Certification in Workforce Development)

DEPARTMENT: Economic & Workforce Development

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** N/A

**DATE PERSONNEL REQUISITION RECEIVED:** 7/13/15

**CURRENT STATUS OF EXAMINATION:** In Progress

**JUSTIFICATION:**

Reason Needed:

This provisional appointment is needed to fill 1 current vacancy. The requisition requesting a provisional appointment was approved on 8/17/15. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

This position is vital in its support of the workforce development operations for the EWD Department.

Attachments:

N/A

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

*MEMORANDUM*CITY OF OAKLAND

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**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board      **FROM:** Angelina De Maria  
Assistant Human Resource Analyst

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Manager, Inspection Services to be ratified at Civil Service Board Meeting of November 19, 2015 (PBD-2015-PA01)

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Attached is a request from the Planning and Building Department to make a provisional appointment to a Manager, Inspection Services vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

Under administrative direction in the Planning & Building Department, the Inspection Services Manager position 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; and performs related work as required.

The minimum qualifications for Manager, Inspection Services are:

**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.

The selected candidate's combined education and experience meets the minimum qualifications of a Inspection Services Manager. He/she is in possession of 18 years of experience in Building Inspection which includes residential and commercial projects, code and zoning enforcement, policy writing and supervision of Inspection Staff.

Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on October 19, 2015 and closed on October 30, 2015.

The Department of Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Program Analyst III vacancy in the Planning and Building Department beginning on October 24, 2015 and ending on or before February 21, 2016.



CITY OF OAKLAND

# MEMORANDUM

**DATE:** October 23, 2015

**TO:** Melanie Cockerham, Administrative Analyst II  
Planning & Building Department

**FROM:** Angelina DeMaria  
Asst Human Resource Analyst

**SUBJECT:** Manager, Inspection Services Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Allene (Marie) Taylor to a vacant Manager, Inspection Services position.

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

Marie Taylor may be provisionally appointed to the classification noted above effective Saturday, October 24, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19th at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (February 21, 2016). You will receive a notice from this office when 30 days are remaining, which is January 22, 2015.

If you have any questions or need any additional information concerning this provisional appointment, please call Angelina DeMaria, Assistant Human Resource Analyst at (510) 238-3413.

cc: File – CSB November 19, 2015

## OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

### **AREA REQUESTED**

POSITION: Manager, Inspection Services

DEPARTMENT: Planning & Building Department

APPOINTMENT DURATION: 120 days maximum

### **STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:**

**DATE PERSONNEL REQUISITION RECEIVED:** 07/31/2015

**CURRENT STATUS OF EXAMINATION:** The job announcement opened on October 19, 2015 and closed on October 30, 2015. After all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

### **JUSTIFICATION:**

Reason Needed: The Inspection Services Manager position is responsible for planning, directing and evaluating the work of subordinate staff as related to inspection services, the permit service center and code enforcement operations.

This provisional appointment is needed to fill the one (1) current vacancy. The requisition requesting a provisional appointment was approved and the appointee's first day of work will be October 24, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

N/A.

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

A provisional appointment at this time will prevent an interruption of service delivery and maintain critical oversight of daily operations within the Permit Service Center.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: Yes

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: ✓
- Current Residency Status: Non-Oakland Resident
- Current Employment Status: Current Exempt Limited Duration City of Oakland employee



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

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

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Recreation Program Director to be ratified at Civil Service Board Meeting of November 19, 2015 (*Civil Service ID*)

Attached is a request from Oakland Parks and Recreation to make a provisional appointment to a Recreation Program Director vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Recreation Program Director provides leadership for community based recreational programs and activities; and assists in the management of a recreation facility or city-wide program. The current position oversees Outdoor Recreation/Programs-Without-Borders (PWB). The Recreation Program Director will provide oversight of PWB, create and manage group outings, coordinate the recruiting, training and supervising of part-time instructors. The minimum qualifications for Recreation Program Director are:

Education: A Bachelor's degree in recreation or a related field.

Experience: One year of paid or volunteer experience in one or more areas of recreation programming or a related field.

The selected candidate's combined education and experience meets the minimum qualifications of a Recreation Program Director. Her current experience includes coordinating and running the Outdoor Adventures program (youth boating, rock climbing, camping, hiking and other outdoor activities) and coordination of boating programs and events.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is anticipated to open on November 2, 2015. Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Recreation Program Director vacancy in Oakland Parks and Recreation beginning on November 9, 2015 and ending on or before March 8, 2016.



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

**TO:** Robert Davila, Administrative Services Manager II  
Oakland Parks & Recreation

**FROM:** Cynthia Ng (CN)  
Human Resource Analyst

**SUBJECT:** Recreation Program Director Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Megan Secombe to a vacant Recreation Program Director position.

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

Megan Secombe may be provisionally appointed to the classification noted above effective Monday, November 9, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (March 8, 2016). You will receive a notice from this office when 30 days are remaining, which is February 5, 2016.

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

cc: File –CSB November 19, 2015

## **OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

### **AREA REQUESTED**

POSITION: Recreation Program Director  
DEPARTMENT: Oakland Parks & Recreation  
APPOINTMENT DURATION: 120 days maximum

### **STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** May 15, 2015  
**DATE PERSONNEL REQUISITION RECEIVED:** September 15, 2015  
**CURRENT STATUS OF EXAMINATION:** We anticipate that the job announcement will post on November 2, 2015. When all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

### **JUSTIFICATION:**

Reason Needed: This position is vital to the operation of Oakland Parks & Recreation to have this position occupied while the recruitment is in process. The Recreation Program Director position will provide oversight of OPR's Programs-Without-Borders (PWB), create and manage group outings, coordinate the recruiting, training and supervising of part-time instructors. This position is revenue generating.

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting a provisional appointment was approved on October 23, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

It is anticipated that the job announcement will be posted on November 2, 2015.

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

This position is essential for OPR to generate revenue and provide staff oversight.

Attachments:

Employment Application: Yes  
Personnel Requisition: Yes  
Resume: No

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: ✓
- Current Residency Status: Oakland Resident
- Current Employment Status: Current City of Oakland employee



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board

**FROM:** Cynthia Ng (CN)  
Human Resource Analyst

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

**THROUGH:** Kip Walsh, Recruitment & Classification Manager

**SUBJECT:** Request for Provisional Appointment in Classification of Recreation Specialist II, PPT (Community Gardens) to be ratified at Civil Service Board Meeting of November 19, 2015  
*(Civil Service ID)*

Attached is a request from Oakland Parks and Recreation to make a provisional appointment to a Recreation Specialist II, PPT (Community Gardens) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Recreation Specialist II, PPT provides skilled instruction in sports, art, crafts, drama, music, dance, nature or other specialized area of interest; offers the opportunity for children, youth, and adults to participate in a variety of specialized activities. This position requires an advanced skill level and teaching expertise. The current position will provide skilled instruction in Community Gardening and facilitate various programs. The minimum qualifications for Recreation Specialist II, PPT (Community Gardens) are:

**Education:** A Bachelor's degree in recreation or a related field.

**Experience:** A minimum of two years professional level experience, paid or volunteer, and demonstrated ability to teach advanced skills in the specialized area of interest. The specialized area of interest for this position is Community Gardening.

The selected candidate's combined education and experience meets the minimum qualifications of a Recreation Specialist II, PPT (Community Gardening). Her experience includes currently organizing and facilitating all activities in OPR's gardens. She manages the gardens and relations with the community and organizations.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is anticipated to open on November 2, 2015. Human Resources Management recommends that the Civil Service Board ratify the provisional appointment to this Recreation Program Director vacancy in Oakland Parks and Recreation beginning on November 9, 2015 and ending on or before March 8, 2016.



CITY OF OAKLAND

# MEMORANDUM

**DATE:** November 19, 2015

**TO:** Robert Davila, Administrative Services Manager II  
Oakland Parks & Recreation

**FROM:** Cynthia Ng (CN)  
Human Resource Analyst

**SUBJECT:** Recreation Specialist II, PPT Provisional Appointment

Attached is your copy of the packet of materials requesting provisional appointment of Karen Francis to a vacant Recreation Specialist II, PPT (Selective Certification – Community Gardens) position.

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

Karen Francis may be provisionally appointed to the classification noted above effective Monday, November 9, 2015. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be November 19, 2015 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 2 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

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

Please note that in keeping with Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not a list has been established. The end date for this appointment is 120 calendar days from appointment date (March 8, 2016). You will receive a notice from this office when 30 days are remaining, which is February 5, 2016.

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

cc: File –CSB November 19, 2015

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** November 19, 2015

**AREA REQUESTED**

POSITION: Recreation Specialist II, PPT (Community Gardens)

DEPARTMENT: Oakland Parks & Recreation

APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

**DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED:** May 15, 2015

**DATE PERSONNEL REQUISITION RECEIVED:** September 28, 2015

**CURRENT STATUS OF EXAMINATION:** We anticipate that the job announcement will post on November 2, 2015. When all applicants have been assessed, exam development will begin. Upon completion, HRM will move forward with the examination and selection process.

**JUSTIFICATION:**

Reason Needed: This position is vital to the operation of Oakland Parks & Recreation to have this position occupied while the recruitment is in process. The Recreation Specialist II, PPT position will provide oversight of OPR's community gardens, which feature 23 sites with youth gardening facilities.

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting a provisional appointment was approved on October 23, 2015. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

It is anticipated that the job announcement will be posted on November 2, 2015.

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

This position is essential for OPR to provide oversight of OPR's community gardens.

Attachments:

Employment Application: Yes

Personnel Requisition: Yes

Resume: No

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications: ✓
- Current Residency Status: Oakland Resident
- Current Employment Status: Current City of Oakland PT employee



# MEMORANDUM

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**DATE:** November 19, 2015

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

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

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

**SUBJECT:** Approval of Classification Specification for Information Systems Specialist I, Information Systems Specialist II, Information Systems Specialist III, and Information Systems Supervisor

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Based upon a classification review at the request of the Information Technology Department (ITD), staff has proposed revising and re-titling the **Information Systems Specialist I**, **Information Systems Specialist II**, and **Information Systems Specialist III** classification specifications and revising the **Information Systems Supervisor** classification specification. All were established in the early 1990's.

It is critical to re-title the Microcomputer Systems Specialist series. "Microcomputer" is an outdated term, and the word will be replaced by "Information" for the whole series. The series will now to be called Information Systems Specialists, which should facilitate better recruitment processes and attract the most appropriate candidates with background and expertise in the applicable field.

A variety of modifications have been proposed to the four classifications:

- New language has been added to align them with the current classification specification template.
- Major modifications have been made to the Examples of Duties and Knowledge and Abilities sections to better characterize the work and required knowledge and skills.
- Major refinements have been made to the Definition and Distinguishing Characteristics sections.
- The Education section has been revised to include more applicable fields.
- The Experience section has been changed to include explicit substitution patterns.

There are several vacancies in each classification. Recruitment and selection processes 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 22, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions.

Additionally, no determination has been rendered yet regarding the "common class" status of the Information Systems series. Planning is currently underway for the "Common Class" Project, which will begin in early 2016.

**CIVIL SERVICE BOARD**

Subject: Classification Specifications for the Information Technology Department

Date: November 19, 2015

Page 2

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Staff recommends that the Civil Service Board approve the classification specifications (and revised titles) for Information Systems Specialist I, Information Systems Specialist II, Information Systems Specialist III, and Information Systems Supervisor as amended.

**Attachments:** Revised classification specifications for Information Systems Specialist I, Information Systems Specialist II, Information Systems Specialist III, and Information Systems Supervisor



## MICROCOMPUTER INFORMATION SYSTEMS SPECIALIST I

**Class Code: AP242 FTE**

**Civil Service Classified**

### DEFINITION

Under ~~the general~~ direction in the ~~Office of~~ Information Technology ~~Department (ITD)~~, ~~assists in the installation of microcomputer hardware and software; assists in the connection of microcomputers in City departments to mid-range computers and local area networks; enhances new and existing microcomputer systems and software; provides appropriate training~~ ~~assists with providing day-to-day technical support for network infrastructure and internal desktop systems software and hardware by way of installing, organizing and supporting the City's computer systems, including end-user computing devices, mobile devices, virtual clients, local area networks/wide area networks (LANs/WANs), and other information systems; installs, configures and troubleshoots desktop systems, workstations, and first level network issues in a heterogeneous environment; assists with recommending hardware and software solutions, including new acquisitions and upgrades; may assist with or provide training designed to educate computer users about basic and specialized applications;~~ and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an entry level classification in the Information Systems Specialist series. ~~Incumbents may connect microcomputers to larger systems and/or serve as Network Administrators for small to medium local area networks.~~ Incumbents assist ~~within~~ the analysis, configuration, installation, and support of ~~microcomputers and personal computers and mobile computing devices, software, and networks~~ in City ~~Departments~~ and receive assignments that are routine in nature. This classification differs from ~~Microcomputer Information Systems Specialist II~~ in that the latter works independently on moderate to difficult projects.

Incumbents ~~in this position~~ may receive lead direction or direct supervision from an Microcomputer Information Systems Specialist III, section supervisor or the division manager.

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

Assist ~~within~~ the ~~analysis, configuration, and installation, configuration, and maintenance of workstations, peripheral devices and mobile computing equipment; replace components and test equipment; help analyze microcomputer/desktop/laptop hardware systems and application software to meet both current and future user requirements; document system installations or modifications.~~

Provide technical support to departments; assistance to end-users in the use and operation of computer systems hardware and software; assist users with computer problems, debugging of software or equipment malfunctions.

Install, configure, monitor and maintain desktops, laptops, mobile devices and software, including operating system releases, enhancements and/or application software

Assist in the procurement of new equipment, software, and peripherals based upon the needs of the department; assemble, test and deliver equipment to end-users; retrieve surplus equipment.

Assist in the connection of ~~microcomputers to mid-range systems~~ end-user devices and in local area networks; ~~assist in the administration of local area networks.~~

Customize computer software packages.

Analyze-Troubleshoot and document computer hardware and/or software problems; resolve problems; and take steps to avoid similar or recurring problems.

Write simple scripts, macros, and/or batch files.

Serve as liaison between the Information Technology Department Office of Corporate Information Services and user departments.

~~Customize computer software packages.~~

~~Keep abreast of rapidly changing technologies through publications, seminars and vendor exhibits.~~

May develop, coordinate and conduct training in computer applications and operations; assist with analyzing training and/or application needs; prepare technical materials and computer training for end users; assist with evaluating program results; assist in coordinating training programs with outside training providers.

Serve as a resource in information systems technology; keep abreast of emerging technologies.

~~Assist in the preparation of technical documentation and training manuals.~~

~~Train users in both group and one-on-one sessions.~~

May help assess and recommend new technologies and/or products based on the needs of the department and to enhance employee productivity and performance.

~~Provide technical support to departments.~~

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices related to personal computer and mobile computing equipment hardware and software products and diagnostic methods, server connectivity, WAN, LAN, and basic TCP/IP networks including technical problem solving.
- ~~Microcomputer hardware and software.~~
- Capabilities and limitations of computer systems, including networked environments and peripheral devices.
- Selection and procurement of computer systems and peripherals.
- Understanding of local area network systems (LAN) administration and network engineering principles including client/server communications and TCP/IP protocols.
- Basic structure and concepts of word processors, back office applications, and data-base management, and spreadsheet software; and.

- Principles of training and development.
- Back office applications, productivity software, and database principles~~Data communications concepts.~~

Ability to:

- Assess and integrate office needs with appropriate ~~micro~~computer hardware and software.
- Promote the automation of business functions.
- Evaluate end-user requirements.
- Work independently in accordance with established guidelines.
- Provide user support for ~~microcomputer end-user computing~~ hardware and software.
- Document hardware and software installations and problem resolution.
- Prepare reports of a general or technical nature.
- Communicate effectively and persuasively in both oral and written format.
- 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 and Experience:**

A Bachelor's or Associate's Degree from an accredited college or university in computer science, Information Technology information management, or a related field, and six months of hands-on experience in performing analysis, installation, and support of microcomputer hardware and software.

OR

### **Experience:**

One Two years of responsible work experience in performing analysis, installation, and support of microcomputer hardware and software.

## LICENSE OR CERTIFICATE

None required. Possession of a valid California Driver's License. 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**

Microsoft MCP or other relevant certification is desirable.

## **FLEXIBLE STAFFING**

Incumbents in the Information Systems Specialist I classification are eligible to promote to the Information Systems Specialist II classification in accordance with established City policy

**related to flexible staffing.**

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 04/22/1993 CSB Resolution #: 44280 Salary Ordinance #:  
Exempted: Y  N  Exemption Resolution #:

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

(Previous title(s): )



## MICROCOMPUTER INFORMATION SYSTEMS SPECIALIST II

**Class Code: AP243 FTE**

**Civil Service Classified**

### DEFINITION

Under ~~the general~~ direction in the ~~Office of~~ Information Technology Department (ITD), ~~analyzes, configures, and installs microcomputer hardware and software; connects microcomputer systems in City departments or divisions to mid-range computers and in local area networks; installs new or enhance existing microcomputer systems and software; provides appropriate training to users~~ installs, organizes and supports the City's computer systems, including end-user computing devices, mobile devices, virtual clients, local area networks/wide area networks (LANs/WANs), and other information systems; installs, configures and troubleshoots desktop systems, workstations, and mobile devices; may assist in the installation and support of servers and storage farm, cloud infrastructure, and network issues in a heterogeneous environment; provides technical support to employees for internal desktop systems software and hardware and network infrastructure; recommends hardware and software solutions, including new acquisitions and upgrades; may provide training designed to educate computer users about basic and specialized applications; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a journey level classification in the Information Systems Specialist series. ~~Incumbents may connect microcomputers to larger systems and/or serve as Network Administrators for medium to large area networks.~~ Incumbents analyze, configure, install, and support microcomputers personal computers and mobile computing devices, and software, and networks in City Departments. This classification differs from Microcomputer Information Systems Specialist III in that the latter acts in a lead or supervisory capacity; provides leadership; provides tier III support and escalation handling; possesses a higher level of technical proficiency, problem-solving, and analytical skills; and leads the most complex projects ~~leadership~~ acts in a lead or supervisory capacity and performs the most complex and difficult projects.

Incumbents receive direction from the Information Systems Supervisor, Information Systems Administrator or division manager and may provide lead direction to Information Systems Specialist I and II or other assigned staff.

Incumbents in this position receive general supervision from the Information Systems Supervisor, Ssection Ssupervisor, or the Ddivision Mmanager.

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

Analyze, configure, and iInstall, configure and maintain microcomputer system workstations, peripheral devices and mobile computing equipment; replace components and test equipment; analyze hardware systems and application software to meet both current and future user requirements; document system installations or modifications.

Provide technical assistance to end-user in the use and operation of computer systems hardware and software; assist users with computer problems, debugging of software or equipment malfunctions.

Analyze and document computer hardware and/or software problems; resolve problems; take steps to avoid similar or recurring problems.

Customize and enhance computer software packages and document.

Install, configure, monitor and maintain servers, storage, and related network level equipment and software, including operating system releases, enhancements and/or application software.

Monitor and maintain local area networks; resolve network stability and connectivity problems, including network administration; identify needs and assess system productivity.

Assess new technologies based on the needs of the department; recommend the procurement of new equipment, software, and peripherals; assist in the preparation of the user budget.

Assist in the implementation and operation of links between microcomputer and mid-range computers and local area networks.

Investigate, troubleshoot, resolve and monitor network level issues or malfunctions with applications, database interfaces, servers, workstations, and related equipment including routers and switches.

~~Analyze and document computer hardware and/or software problems; resolve problems; take steps to avoid similar or recurring problems.~~

Write macros or batch filesMonitor system performance and evaluate system status and resources, either on-location or in the cloud; develop and write scripts to automate system administrative tasks.

Serve as liaison between the Office of Corporate Information ServicesInformation Technology Department and user departments; ~~p-~~

~~PP~~Prepare written and oral presentations for user departments in terms end users can understand.

~~Customize and enhance computer software packages and document.~~

~~Keep abreast of rapidly changing technologies through publications, seminars and vendor exhibits.~~

Develop, coordinate and conduct training in computer applications and operations; analyze training and/or application needs; prepare technical materials and computer training for end users; evaluate program results; assist in coordinating training programs with outside training providers.

Serve as a resource in information systems technology; keep abreast of emerging technologies.

Assess and recommend new technologies and/or products based on the needs of the department and to enhance employee productivity and performance; assist in the preparation of the user budget.

~~Prepare technical documentation and training manuals.~~

~~Train users in both group and one-on-one sessions~~

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices related to personal computer and mobile computing equipment hardware and software products and diagnostic methods, server connectivity, WAN, LAN, and basic TCP/IP networks including technical problem solving.
- Enterprise desktop, server, and application virtualization technologies and principles of cloud computing.
- ~~Microcomputer hardware and software.~~
- ~~Capabilities and limitations of computer systems, including networked environments and peripheral devices.~~
- Selection and procurement of computer systems and peripherals.
- Configuration, deployment, and maintenance of network file and print services in an enterprise environment.
- Understanding the basic principles of enterprise Active Directory, DNS, DHCP, TCP/IP, HTTP(S), SMTP, SNMP, IIS.
- Local area network systems (LAN); users administration and network engineering principles including client/server and TCP/IP protocols and operations
- ~~Selection and procurement of computer systems.~~
- Back office applications, productivity software, and database support.
- ~~Basic structure and concepts of word processors, data base management, and spreadsheet software.~~
- Principles of training and development.
- Information technology documentation procedures.
- ~~Data communications concepts.~~

Ability to:

- Assess and integrate office needs with appropriate microcomputer hardware and software.
- Promote the automation of business functions.
- Evaluate end-user requirements.
- Implement and troubleshoot local area networks.
- Work independently in accordance with established guidelines.
- Provide training, support and advice on technical issues to all system users.
- Document hardware and software installations and problem resolution.
- Prepare reports of a general or technical nature.
- Communicate effectively and persuasively in both oral and written format.
- 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~~ Information Technology, information management, or a related field, and one year of hands-on experience in performing analysis, installation, and support of computer system hardware/software, mobile devices, and networks. Systems Administration experience in an enterprise environment is highly desirable.

OR

**Experience:**

Three years of progressively responsible work experience in performing analysis, installation, and support of ~~microcomputer~~ system hardware/~~and~~ software, mobile devices, and networks. Systems Administration experience in an enterprise environment is highly desirable.

**LICENSE OR CERTIFICATE**

~~None required.~~ Possession of a valid California Driver's License. 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**

Microsoft MCSA or other relevant certification is desirable.

**FLEXIBLE STAFFING**

Incumbents in the Information Systems Specialist I classification are eligible to promote to the Information Systems Specialist II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	06/08/1995	CSB Resolution #:	44337
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):	)		



## MICROCOMPUTER INFORMATION SYSTEMS SPECIALIST III

**Class Code: AP241 FTE**

**Civil Service Classified**

### DEFINITION

Under ~~the general~~ direction in the ~~Office of~~ Information Technology ~~Department (ITD)~~, coordinates, maintains, upgrades and provides overall support for computer systems; administers, evaluates and modifies systems to ensure proper security and operation; plans, coordinates and implements system software changes for enterprise servers; resolves technology problems and provides for system enhancements; provides technical support and assistance to clients and handles and resolves escalated issues; designs and directs the installation, organization and support of the City's microcomputer information systems, including end-user computing devices, mobile devices, virtual desktops and servers, storage and networking devices, local and wide area networks (LANs/WANs), and cloud based information systems; ~~r~~Recommends the design and configuration of operating systems and system applications; ; ~~I~~Investigates and analyzes feasibility of system requirements and develops system specifications; in City departments or divisions; connects microcomputers to mid-range computers and in local area networks; assess new technologies for departments or divisions; assists in ~~contributes to~~ the preparation of budgets; ~~for office automation;~~documents processes and procedures; may lead, train, assign, review, monitor and supervise the work of junior staff; provides training and direction to assigned staff; May provide training designed to educate computer users about basic and specialized applications; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification in the Information Systems Specialist series in which incumbents may serve as subject matter experts, -leads or supervisors. ~~They~~ Incumbents are responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems and serve as a technical expert in the area of system administration for complex operating systems. Incumbents are required to operate with a high degree of independence and frequently perform problem solving and project assignments. Incumbents may connect microcomputers to larger systems and/or serve as Network Administrators provide network administration for large local area networks. analyze, configure, install, and support personal computers and mobile computing devices microcomputers with complex software in City departments. This classification differs from the Information Systems Supervisor in that the latter acts in a supervisory capacity and provides-manages projects management and directly supervises teams of technical and professional staff. It is further distinguished from Information Systems Specialist I and II in that the former operates most independently, provides leadership, provides tier III support and escalation handling, possesses a higher level of technical proficiency, problem-solving, and analytical skills, and complex project leadership. Incumbents in this position may provide lead direction over Microcomputer Systems Specialist I or a Microcomputer System Specialist II.

Incumbents receive direction from the Information Systems Supervisor, Information Systems Administrator, dDivision mManager or the dDepartment dDirector and may provide lead direction to or directly supervise Information Systems Specialist I and II or other assigned staff.

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

Direct the ~~analysis, configuration, and installation, configuration, and maintenance~~ of ~~microcomputer workstations, peripheral devices and mobile computing equipment; replace components and test equipment; analyze hardware systems and application software in both a stand-alone and networked environments~~ to meet both current and future user requirements; document system installations or modifications.

Provide technical assistance to end-user in the use and operation of computer systems hardware and software; assist users with computer problems, debugging of software or equipment malfunctions.

Analyze and document computer hardware and/or software problems; resolve problems in a systematic manner; take steps to avoid similar or recurring problems on a citywide basis.

Perform troubleshooting as required; lead problem-solving efforts often involving outside vendors and other support personnel and/or organizations; c-Customize and enhance computer software packages and document.

Ensure high availability and acceptable levels of performance of mission critical enterprise systems.

Develop procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.

Develop procedures, programs and documentation for data backups, restores, and disaster recovery of host enterprise information systems.

Develop and coordinate project directions and schedules to maximize benefits and minimize impacts on the customer organizations; provide leadership in planning and implementation of projects for computer operations and enterprise systems administration.

~~Determine new technologies based on the needs of the department; recommend the procurement of new equipment, software, and peripherals based upon the user's budget.~~

Negotiate, develop and monitor professional service contracts; aAssist in the preparation of user budgets in conjunction with office automation technology projects.

Install, configure, monitor and maintain servers, storage, and related network level equipment and software, including operating system releases, enhancements and/or application software~~Define and implement the link between microcomputer and mid-range computers and local area networks, including communication protocol and bridging requirements; manage local area networks.~~

Investigate, troubleshoot, resolve and monitor network level issues or malfunctions with applications, database interfaces, servers, workstations, and related equipment including routers and switches.

~~Analyze and document computer hardware and/or software problems; resolve problems; take steps to avoid similar or recurring problems.~~

Monitor system performance and evaluate system status and resources; either on-location or in the cloud; develop and write scripts to automate system administrative tasks. Write complex macros or batch files.

Serve as liaison between the Information Technology Department Office of Corporate Information Services and Department and user departments; :

PPprepare written and oral presentations for user departments in terms end users can understand.

~~Customize and enhance computer software packages and document.~~

~~Keep abreast of rapidly changing technologies through publications, seminars and vendor exhibits and training.~~

Develop, coordinate and conduct training in computer applications and operations; analyze training and/or application needs; prepare technical materials and computer training for end users; evaluate program results; assist in coordinating training programs with outside training providers.

Keeps abreast of emerging technologies; and recommends ways for the City to take advantage of new technology. keep abreast of emerging technologies.

Assess and recommend new technologies and/or products based on the needs of the department and to enhance employee productivity and performance; assist in the preparation of the user budget.

~~Prepare technical documentation and training manuals.~~

~~Train users in both group and one-on-one sessions.~~

May assign, review, participate in and coordinate the work of subordinate staff; may supervise and train subordinate staff; may conduct performance evaluations and carries out disciplinary action as necessary; and may participate in the selection of new employees.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices related to personal computer and mobile computing equipment hardware and software products and diagnostic methods, server connectivity, WAN, LAN, and basic TCP/IP networks including technical problem solving. Microcomputer hardware and software.;
- Data management techniques including data security and disaster recovery systems and procedures.
- Methods for administering, deploying, maintaining, configuring, and troubleshooting a variety of enterprise computers, servers and peripherals.
- Enterprise desktop, server, and application virtualization technologies and principles of cloud computing.
- Enterprise storage architecture, configuration and support.
- Enterprise Active Directory, DNS, DHCP, TCP/IP, HTTP(S), SMTP, SNMP, and IIS.
- Enterprise systems management and monitoring.
- Scripting and programming for automation and systems administration.
- Enterprise antivirus and patch management.

- ~~Capabilities and limitations of computer systems.~~
- Principles of pProject management.
- Principles and practices of -and supervision and staff development.
- Selection and procurement of computer systems and peripherals.
- Local area network systems (LAN) administration and network engineering principles including client/server and TCP/IP protocols.
- ~~Budget development and administration.~~
- Basic structure and concepts of word processorsBack office applications, productivity software, and data-base management, and spreadsheet software.
- Principles of training and development.
- Information technology documentation procedures.
- ~~Data communications concepts.~~

Ability to:

- Plan, organize and document complex system design activities and to configure systems to be consistent with organization policies/procedures.
- Effectively communicate technical/complex information both verbally and in writing; establish and maintain cooperation, understanding, trust and credibility.
- Perform multiple tasks concurrently and respond to emergency situations effectively.
- Document and maintain organization of work.
- Promote the automation of business functions.
- Evaluate end-user requirements; recommend technological advancements.
- Implement and administer local area networks.
- Work independently in accordance with established guidelines.
- Provide training, user support and advice on technical issues to all system userssupport for microcomputer hardware and software.
- Document hardware and software installations and problem resolution.
- Prepare reports of a general or technical nature.
- Communicate effectively and persuasively in both oral and written format.
- Supervise and direct subordinate professional and support 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 and Experience:**

A Bachelor's degree from an accredited college or university in ~~computer science~~Information Technology, Information Mmanagement, or a related field, and three years of hands-on professional experience in systems administration. Experience providing lead direction or supervision is highly desirable. Systems Administration experience in an enterprise environment is also highly desirable.

OR

### **Experience:**

~~Four–Five~~ years of progressively responsible work experience in performing analysis, installation, and support of microcomputer system hardware/~~and~~ software, mobile devices, and networks. Experience providing lead direction or supervision is highly desirable. Systems Administration experience in an enterprise environment is also highly desirable.

**LICENSE OR CERTIFICATE**

~~None required.~~

Possession of a valid California Driver's License. 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**

Microsoft MCSE or other relevant certification is desirable.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

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

# INFORMATION SYSTEMS SUPERVISOR

CIVIL SERVICE BOARD 11/19/2015

Class Code: SC169 FTE

Civil Service Classified

## DEFINITION

~~To provide technical support and consultation to City departments; to supervise multiple concurrent information systems projects; to direct the analysis, design, documentation, programming, and implementation of applications systems; to develop and enforce information management standards; to provide training and technical support to City departments; and to supervise assigned staff.~~

## SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from an Information Systems Manager or a department director, or a division manager.~~

~~Exercises supervision over Systems Analysts and Microcomputer Systems Specialists.~~

~~Under general direction in the Information Technology Department (ITD), plans, prioritizes, assigns, reviews and coordinates the work of Information Systems support staff responsible for the planning, installation, testing, configuration, administration and maintenance of information systems hardware and software; supervises technical support operations to ensure work quality and adherence to established policies and procedures while meeting quality and customer service standards; provides project management and consultation to all City departments by evaluating user and business requirements to provide technology solutions that meet goals and objectives; establishes processes and methods for providing information systems services, identifying resource needs, reviewing needs with appropriate management staff and allocating resources accordingly; develops, maintains and enforces information systems management standards and procedures for data integrity, security, and/or data recovery; assists with the development of organizational goals and objectives in alignment with budget and staffing resources; selects, trains, and supervises assigned staff; and performs related duties as assigned.~~

## DISTINGUISHING CHARACTERISTICS

~~This is a first-level supervisory classification in which incumbents oversee technical support operations and information systems management while managing projects, under the direction of ITD management. Incumbents are responsible for maintaining operational standards, evaluating business and user technology requirements on a citywide basis, coordinating and implementing technology solutions, ensuring best practices, and adhering to industry and regulatory guidelines. This classification is distinguished from the higher level Information Systems Manager in that the incumbent of the latter is a division head classification with responsibility for the overall administration of a major function of the department.~~

~~Incumbents receive direction from the Information Systems Manager, Department Director and/or other management staff and exercise supervision over ITD staff including Information Systems Specialists and other professional and technical staff.~~

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

~~Provide~~Supervise technical support operations and provide consultation to City departments.

~~Direct the analysis, documentation and maintenance of application structure diagrams and detailed process models; support to meet business functions in the City's data repository needs; maintain quality of service and service level agreements.~~

~~Coordinate access to the designed databases.~~

~~Direct code writing and testing for midrange and microcomputer platforms.~~

Analyze projects in terms of technological impact, departmental needs, costs, personnel requirements; and compatibility with City standards and guidelines.

Set priorities, establish goals and assist in the development and implementation of internal policies and procedures to ensure effective and streamlined operations and processes relating to mission critical systems.

Supervise and provide overall direction in the planning, installation, testing, configuration, documentation and maintenance of information systems hardware and software, and the development and implementation of disaster/recovery procedures, to meet both current and future user requirements.

Provide extensive vendor and contract management; assist in the negotiation and coordination of activities of hardware, software, applications, and support vendors.

Participate in strategic and tactical planning for information management in supported departments.

Establish and maintain compliance with quality assurance and industry standards and guidelines.

Develop, document; and maintain operating policies and procedures; prepare written reports.

Provide training and technical support to designated departments.

Prepare and present information and/or decision briefings for executive and managerial staff.

Supervise, train, and evaluate assigned staff; schedule and conduct staff training.

Prepare and administer multiple project budgets; make budgetary recommendations to management; monitor expenditures against approved budget.

~~Perform related duties as assigned.~~

## QUALIFICATIONS

Develop and implement policies and procedures related to information systems hardware and software acquisition, which includes use, support, security, and backup.

Assist in the development of long-term strategies for growth and maintenance of department technology and staffing resources.

## INFORMATION SYSTEMS SUPERVISOR

### PAGE 3

Maintain a broad knowledge of current technology, equipment and/or systems. Keep abreast of emerging technologies, including research and evaluation, and recommend ways for the City to take advantage of new technology.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~Principles and Best practices and techniques of management and administration of information managementsystems in an enterprise environment: storage platforms, cloud technologies, data center management, and data design, using midrange computers and microcomputers-related technologies.~~

- Principles and practices of business function modeling, business process **and data modeling**, **and data modeling**, using ~~midrange computers and microcomputers~~current technology standards.

~~Principles, practices, techniques, and theory of computer programming and system design.~~

- Project management principles, practices, and techniques.
- Appropriate application procedures, requirements, regulations and policies related to area(s) of expertise
- Budget preparation and administration.
- Training principles and practices.

Principles of supervision, training and development, evaluation and selection.

Ability to:

- Plan, organize, direct and evaluate ~~a data processing service~~information technology operations and systems.
- Identify and analyze problems using reasoning and analytical skills to arrive at sound conclusions; find alternative solutions to complex problems.
- Create and edit various types of technical and non-technical documentation (i.e. system specs, standard operating procedures, budget and management reports, RFPs and RFQs, etc.).
- Adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deal with pressure and ambiguity.
- Determine objectives and strategies; coordinate with other parts of the organization to accomplish goals; monitor and evaluate the progress and outcomes of operational plans; anticipate potential challenges or opportunities.
- Provide leadership and team building.

**INFORMATION SYSTEMS SUPERVISOR  
PAGE 4**

- Coordinate functions and activities between departments and among departments.
- Utilize effective oral and written communications skills.
- Prepare and analyze reports of a general or technical nature.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EXPERIENCE AND EDUCATION  
MINIMUM REQUIREMENTS**

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

**Education and Experience:**

A Bachelor's degree from an accredited college or university in computer science, business administration, information management, or a related field and five years of hands-on professional experience in systems administration including two years of lead or supervisory experience.

OR

**Experience.**—Seven years of progressively responsible work experience with information systems administration/management including two years of lead or supervisory experience.

**LICENSE OR CERTIFICATE**

**None required.**—Possession of a valid California Driver's License. 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.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 04/22/1993      CSB Resolution #: 44280      Salary Ordinance #:  
 Exempted: Y  N       Exemption Resolution #:  
 Revision Date:      /      /      CSB Resolution #:

Re-titled Date:     /   /           CSB Resolution #:	Salary Ordinance #:
(Previous title(s):            )	



# MEMORANDUM

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**DATE:** November 19, 2015

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

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

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

**SUBJECT:** Approval of Classification Specifications for Head Start Instructor, Early Childhood Center Director, and Family Advocate

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Based upon a classification review at the request of the Human Services Department (HSD), staff has proposed the revision of the **Early Childhood Instructor, Early Childhood Center Director, and Family Advocate** classification specifications. Further, Early Childhood Instructor will be re-titled to “Head Start Instructor.”

The Early Childhood Instructor and Family Advocate classification specifications were last revised in January 2004 and the Early Childhood Center Director classification specification was revised in November 2007. The Human Services Department has an urgent need to reach and maintain full staffing levels during the school year. Recruitment activities will be initiated immediately to ensure the vacancies are filled expeditiously.

Here is summary information related to each revised classification:

Head Start Instructor (formerly Early Childhood Instructor)

The proposed modifications are necessary to: (1) bring the minimum qualifications into alignment with Federal requirements of a Bachelor’s degree, (2) broaden the classification to encompass Home Base visitor duties, (3) clearly communicate the physical components of the classification, and (4) reflect departmental requirements such as administering first aid. The classification will be re-titled to “Head Start Instructor.”

Early Childhood Center Director

The proposed modifications are necessary to: (1) bring the minimum qualifications into alignment with Federal requirements of a Bachelor’s degree, (2) align the classification specification template including updates to the Distinguishing Characteristics section, (3) clearly communicate the physical components of the classification, and (4) reflect departmental requirements such as administering first aid.

Family Advocate

The proposed modifications are necessary to: (1) ensure that the Examples of Duties more accurately reflect the duties as assigned; (2) capture minor changes to the Knowledge and Abilities sections and Minimum Qualifications sections; (3) add new language to align the description with the current classification specification template, including the Distinguishing Characteristics section; (4) clearly communicate the physical components of the classification, and (5) reflect departmental requirements such as administering first aid.

**CIVIL SERVICE BOARD**

Subject: Classification Specifications for the Human Services Department

Date: November 19, 2015

Page 2

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The Service Employees International Union (SEIU, Local 1021) was notified of the proposed revisions to the classification specifications. City staff and union representatives met on October 27, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions, which was confirmed by a follow-up email from the Union.

Additionally, the Port of Oakland does not operate any social service programs such as Head Start. Classifications specifically designed for this role have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the classification specification for Head Start Instructor, Early Childhood Center Director, and Family Advocate as amended.

**Attachments:** Revised classification specifications for Head Start Instructor, Early Childhood Center Director, and Family Advocate



CITY OF OAKLAND

# FAMILY ADVOCATE

Class Code: PP123 FTE

Civil Service Classified

## DEFINITION

Under ~~direction~~general supervision in the ~~Department of~~ Human Services Department, ensures continuous recruitment and full enrollment of assigned site(s) including grantee and/or partner site(s); provides and monitors direct case management services to parents and for children~~families~~ enrolled in the Head Start/State Preschool and ~~Even~~Early Head Start Programs; promotes services including social services, parent involvement~~family and community engagement~~, father engagement, literacy education, ~~and and~~ health tracking and nutrition, mental health, and disabilities; serves as a liaison between Head Start/State Preschool or Early Head Start center and the home; partners with families to assist in developing and implementing goals to address their needs and to support school readiness in their child/children; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a journey-level classification whose incumbents are responsible for performing the full range of ~~information assignment~~family services including information, referrals and health tracking, health and referral services. ~~Incumbents deliver services to parents, recruit parent involvement, promote literacy education and provide nutrition assessment and referral.~~ This classification is distinguished from the higher level Early Childhood Center Director in that the incumbent of the latter classification perform as a first-level supervisor.

Family Advocates receive direction from an Early Childhood Center Director.

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

Establish and maintain outreach and recruitment to ensure site enrollment of eligible children; recruit and enroll children in Head Start/State Preschool and Early Head Start Programs; ensure enrollment timelines are met; recruit parent volunteers.

Provide case management services for families; assist families in identifying strengths, setting up goals, and defining needed services which will support positive growth and development; assist families in developing a Family Partnership Agreement.

Coordinate and make home visits on request to all families; make additional visits as needed.

~~Establish and maintain outreach and recruitment to ensure site enrollment of eligible children; Recruit and enroll children in Head Start and Even Start Programs; recruit parent volunteers.~~

Act as liaison and advocate for children and families; ~~Provide~~ support for all families and, when necessary, make referrals to suitable agencies; follow up on progress of referrals with both client and service agencies.

Provide all incoming Head Start/State Preschool and ~~Early Head~~Start families with a list of community resources; provide information and training to help families use the resources

effectively; establish and maintain contacts with community-based service organizations and resources.

Assist Head Start families in dealing with crisis situations.

Contact families regarding a child's specific needs when a need is referred from education, health, disabilities, mental health or nutrition staff; ~~notify~~contact —families of—when any unexplained or frequent absences occur.

~~Contact families regarding unexplained or frequent absences.~~

Inform staff at the center of any home situation that has bearing on the child's development.

~~Act in a support role as advocate for child and family.~~

Collaborate with community agencies and staff to provide support services to families.

Actively participate in staff meetings and in the overall functioning of the Head Start/State Preschool and ~~Even-Early Head Start~~ teams.

Keep up-to-date records of pertinent family data via electronic database; ~~—maintain confidentiality of information~~; close and purge files of former Head Start/State Preschool and ~~Even-Early Head Start~~ families.

~~Document all pertinent health data on tracking system; maintain confidential information.~~

Coordinate parent, family and community engagement involvement program with parents in their center including planning and coordinating parent meetings; and actively support parent committee officers; ~~soliciting parent involvement in the classroom, fund raising projects and other parent involvement programs.~~

Assist in planning and implementing the health program in areas such as physical examinations, vision, hearing, dental screening, and growth/nutrition assessment; complete vision, hearing, growth, and nutrition assessments as needed; provide all necessary follow-up in these or other health needs.

Assist in planning and implementing the literacy program in areas such as providing literacy education to parents and children, testing and administering assessment instruments to children, tutoring services, and literacy activities for parents to participate in with their children; ~~serve as liaison to Head Start staff.~~

Administer First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Social and health services agencies, practices and procedures.
- State and Federal regulations on community action and social services programs.
- Head Start Performance Standards.
- Interviewing, evaluation and tutoring techniques.
- Health assessment procedures.
- Literacy education including reading, storytelling and writing activities.
- Child development and education.
- Childcare, safety and security for pre-school aged children.

- Filing procedures.
- Communication methods and techniques.
- Local community resources.
- Modern office equipment.
- Personal computer and software applications.

Ability to:

- Maintain and update accurate and confidential records.
- Prepare written materials.
- Work collaboratively with families, staff, schools, local social service agencies and other groups in a multicultural community.
- Develop partnerships with families.
- Learn in-service health screening training.
- Learn State and Federal Head Start regulations and guidelines.
- Communicate effectively in writing and orally.
- Facilitate classes and small groups effectively.
- Use a computer and related software for various functions including inputting and retrieving data from computer, documenting health information, and generating reports and correspondence.
- Follow and adhere to Head Start Performance Standards.
- Follow oral and written directions.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers and children.
- Carry and bottle feed infants/toddlers.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Physically lift up to 50 lbs, to move quickly and perform duties requiring squatting and kneeling in order to interact with children in a very busy environment.
- 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:

An Associate's Degree from an accredited college or university in elementary education, social work, counseling, nursing or a related field with a minimum of twelve (12) Early Childhood Education units. ~~College-level coursework in elementary education, social work, counseling or nursing is desirable.~~

### Experience:

Two years of experience in coordinating or implementing health, social or education services to low income families.

**LICENSE OR CERTIFICATE**

A Family Development Credential is required. A Baccalaureate Degree in early childhood education, elementary education, social work, counseling, nursing or a closely related field can be substituted for Credential.

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.

Must obtain First Aid and CPR certifications within one year of employment and maintain throughout tenure of employment.

**OTHER REQUIREMENTS**

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

Proficiency in a foreign language may be required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 07/22/1993 CSB Resolution #: 44287 Salary Ordinance #:  
 Exempted: Y  N  Exemption Resolution #:

Revision Date: 1/29/2004 CSB Resolution #: 44287  
 Re-titled Date: n/a CSB Resolution #: Salary Ordinance #:

(Previous title(s): n/a )



## **EARLY CHILDHOOD HEAD START INSTRUCTOR**

**Class Code: PP114 FTE**

**Civil Service Classified**

### **DEFINITION**

Under direction in the ~~Department of~~ Human Services Department, instructs children enrolled in the Head Start Program/State Preschool Program; instructs parents on early childhood development concepts; assists in developmental assessments; organizes and sets up education and play materials for classroom and/or makes home visits; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level classification. —The incumbent is responsible for the full range of instructional duties associated with teaching the children enrolled in the Head Start Program/State Preschool Program. This is a classification in the Early Childhood Instructor series and can be distinguished from Early Childhood Center Director, which is a working supervisor position, and Childhood Education Coordinator, which is a full supervisory position.

The incumbent receives general supervision from the Early Childhood Center Director or the Childhood Education Coordinator and may provide lead direction to substitute teachers or other assigned staff.

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

Instruct children in basic pre-school education concepts.

Organize and set up developmentally appropriate education and play materials for the classroom.

Conduct fire, disaster and safety drills in the classroom; inspect facility for safety standards and maintenance needs.

Assist in planning, organizing and scheduling daily activities at the center/-classroom or in the homeactivities.

Conduct developmental screenings, ongoing child observations, developmental assessments and devise Individual Development Plans (IDP) on all children enrolled in program; assist in developing Individual Education Plans (IEP) for special needs children.

~~Assist in performing screenings, developmental assessments and in devising Individual Development Plans (IDP) on all children enrolled in program; assist in developing Individual Education Plans (IEP) for special needs children.~~

Maintain a clean and organized indoor and outdoor environment, including the food service area.

Make initial and final home visits; make additional/on-going home visits as needed.

Prepare snacks and serve meals.

Conduct outreach and rRecruit children and families for enrollment in the program.

Observe and supervise children in activities and ensure their health and safety at all times.

~~Schedule, coordinate and supervise children in free play activities, games, and classes.~~

Observe children for unusual behavior or illness and notify parents.

Conduct parent conferences.

Keep routine records for daily attendance and progress of children in the classroom and/or the home.

Collaborate with parents in providing an individualized educational program for their children. in the home.

Provide parent education, planning, and goal setting for parents.

May assist with the process of parent in planning and implementing the health programs in areas such as physical examination, vision, hearing, dental screening, and growth/nutritional assessment; complete vision, hearing, growth, and nutrition assessments as needed; provide all necessary follow-up in these or other health needs.

Promote parent/child bonding and nurturing parent/child relationships through modeling developmentally and culturally appropriate sensitive interactions and communications.

Maintain high quality classroom environments that meet or exceed the national average.

Administer Pediatric First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Early childhood development, growth and behavior.
- Motor skills and development.
- Teaching in an early childhood setting.
- Classroom management with pre-school children.
- Report writing.
- Safe work practices.
- Modern office equipment.
- Personal computer and software applications.

### Ability to:

- Lead learning activities for children and parents.
- Maintain records and effectively prepare reports.
- Screen and assess children using developmentally appropriate tools; input data into program management tracking software.
- Plan developmentally appropriate activities for children.
- Learn and follow Head Start and California Childcare Licensing program procedures rules and regulations.
- Communicate effectively with children and parents.
- Follow oral and written directions.
- Work as part of a team in a culturally diverse environment.
- Organize and complete work assignments to meet established deadlines pursuant to

performance standards and departmental policies and procedures.

- Make objective observations of children and communicate the findings in writing.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers and children.
- Carry toddlers as needed, for short distances and brief periods.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Administer Pediatric First Aid and CPR.
- 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 (1) Graduation from high school or legal equivalent, and one of the following:~~

~~A. A State Awarded Certificate for preschool teachers that meets or exceeds the requirements for a Child Development Associate credential;~~

~~Associate, Bachelor's graduate, or advanced degree in Early Childhood Education or related field including Twenty-four (24) twelve (12) post-secondary semester units or equivalent quarter units in early childhood education or child development, plus three (3) units supervised field experience in ECE/CD setting completed at an accredited or approved college or university. Candidates must have units that cover the general areas of child growth and development, child family and community, child and family, or program/curriculum;~~

~~AND hold, or qualify for, a Master Teacher Child Development Permit (or higher level permit) issued by the State of California.;~~

~~B. A degree in a field related to Early Childhood Education with experience in teaching preschool children and a State Awarded Certificate.~~

~~(2) Twenty-four (24) post-secondary semester units or equivalent quarter units in early childhood education or child development completed at an accredited or approved college or university. Candidates must have units that cover the general areas of child growth and development, child family and community, child and family, or program/curriculum.~~

**Experience:**

Six months of full-time work experience or one year of part-time experience in a licensed child care center or comparable group child care program.

**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.

Must ~~possess and maintain~~ obtain a State of California Child Development Permit at the Master Teacher Child Development ~~or higher~~ level within six months and maintain throughout tenure of employment. Must demonstrate proof of application for Master Teacher (or higher level) permit from the State of California upon hire. Failure to obtain relevant teaching permit within six months will be grounds for removal during probation.

Must obtain Pediatric First Aid and CPR certifications within one year of employment and maintain throughout tenure of employment.

**OTHER REQUIREMENTS**

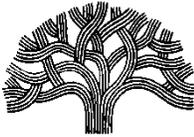
Depending on nature of assignment, candidates who receive offers of employment will be **required** to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

Proficiency in a foreign language may be required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established:	4/22/1993	CSB Resolution #:	44280	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		
Revision Date:	01/29/2004	CSB Resolution #:		
Re-titled Date:	n/a	CSB Resolution #:		Salary Ordinance #:

(Previous title(s): n/a )



CITY OF OAKLAND

## EARLY CHILDHOOD CENTER DIRECTOR

Class Code: PP113 FTE

Civil Service Classified

### DEFINITION

Under direction in the ~~Department of~~ Human Services Department, is fully responsible for overseeing the day-to-day operation of a child development center in compliance with Federal, State and local regulations directs and participates in the instructional program for the Head Start/State Preschool/Early Head Start Program(s); performs developmental assessments; implements, supervises and monitors ~~day to day~~daily early education activities; performs as a working supervisor to Early ~~Childhood~~ Head Start Instructors, Head Start Instructors, and Family Advocates; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

~~This is an entry level classification. The incumbent is responsible for the full range of instructional duties associated with teaching the children enrolled in the Head Start Program. This is a first line supervisory classification in the Early Head Start/ Childhood Head Start Instructor series. It is a senior level teaching position in the Head Start Program. This classification is distinguished from the higher level Child Education Coordinator in that the incumbent has full supervisory responsibility. It is further distinguished from the lower level of Early Childhood Instructor in that the latter has the full range of instructional duties associated with teaching the children enrolled in the Head Start program.~~

The incumbent receives general supervision from the ~~Service Area~~ Head Start Supervisor and/or Head Start Program Coordinator and exercises supervision over the Early Head Start/ ~~Childhood~~ Head Start Instructors, Family Advocates, ~~and Student Trainees~~ Substitute Associate Instructors, and other staff at an assigned site.

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

Maintain high quality classroom environments that meet or exceed the national average.

Plan, organize and schedule daily center/classroom activities based on early childhood education principles.

Ensure that classroom activities and lesson plans reflect and include all Head Start/Early Head Start/State Preschool Program services, including education, health, nutrition, mental health, social services, parent involvement, disabilities and transition.

Monitor and supervise all activities in the center and ensure that enrolled children and families receive comprehensive Head Start services in accordance with Head Start Performance Standards.

Instruct children in basic pre-school infant/toddler/preschool educational concepts.

Organize and set up classroom environment designed to meet the developmental needs of the children.

Provide site orientation and on-site supervision to staff, volunteers, and substitute instructors; Assign and schedule the work of staff and volunteers; ensure that daily staffing requirements and child/staff ratios are met at all times.

~~m~~Monitor and review staff performance; provide guidance, support and counseling—staff on performance problems issues to staff; ensure ongoing professional development through education, mentoring, and providing training and resources.

Plan and provide for the daily nutrition activities; receive and serve healthy meals; prepare snacks.

~~Perform~~ Conduct and monitor developmental screenings, developmental and assessments, write observations, and devise Individual Development Plans (IDP) or Individual Family Service Plans (IFSP) on all children enrolled in the program; assist in developing Individual Education Plans (IEP) for special needs children; review IDP's and IEP's or IFSP's prepared by staff; provide written referrals.

Maintain a clean and organized indoor and outdoor environment, including food service areas; maintain safe standards for use and storage of equipment and supplies; maintain inventory of center supplies.

~~Ensure program compliance with local, State and Federal requirements.~~ Ensure overall program compliance with Agency department policies and procedures, Early Head Start (EHS) and/or Head Start Program Performance Standards and Regulations, CA Department of Education, Child Development Division funding terms and conditions, Title 5 regulations and Title 22 Community Care Licensing regulations.

~~Make initial and final home visits; make additional home visits as needed.~~

~~Provide orientation and on-site supervision to staff, volunteers, and student trainees.~~

Conduct outreach and Rrecruit children and families for enrollment in the Early Head Start, Head Start, or State Preschool program(s); encourage and involve parents as volunteers in the classroom.

Develop and maintain required reports, records, files and documents as determined by Early Head Start/Head Start policies and procedures; ensure all records, including employee, children and family records, are accurate, up-to-date, and kept confidential.

Plan and conduct parent/teacher conferences; review developmental progress of children via staff meetings, conferences and consultations.

Administer Pediatric First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

~~Encourage and involve parents as volunteers in the classroom.~~ **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles, practices, methods and techniques of early childhood development, growth and behavior.
- Curriculum design and development.
- Writing child observations and completing computerized assessments.
- Classroom management and coordinating and supervising the work of others.
- Head Start Program procedures and regulations.
- Report writing and document and file maintenance.

PP113 - EARLY CHILDHOOD CENTER DIRECTOR

- Teaching varied subjects and experiences with children.
- Principles and practices of supervision.
- Safe work practices.
- Principles and practices of public relations to effectively promote and publicize **day care Head Start** services to the public.
- Classroom Assessment Scoring System (CLASS)
- Office equipment and computer software applications.

Ability to:

- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds and those with disabilities and special needs.
- Apply a wide variety of sound supervisory principles and practices in ~~A~~assigning, delegating, monitoring and coordinating ~~the~~ work of child care staff.
- Train, mentor staff, and provide side-by-side coaching.
- Analyze professional reports and data ~~and for the~~ implementation ~~of~~ individualized education plans and for evaluating, planning, and improving services.
- Use a computer and related software for various functions including assessments, data collection, analysis and retrieval, and report generation.
- Teach varied subjects and experiences to children.
- Communicate clearly orally and in writing.
- Communicate effectively with public, city departments and state agencies.
- Follow and adhere to ~~h~~Early Head Start/~~H~~ead ~~s~~Start performance standards.
- Establish and ~~m~~maintain program and individual records; prepare detailed reports and correspondence.
- Write staff performance appraisals; monitor staff performance.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers and children.
- Carry and bottle feed infants/toddlers.
- 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:

~~An AA degree from an accredited or approved college or university with a major or emphasis in early childhood education, child development or related field including the following:~~

~~[A]— Six (6) semester units or equivalent quarter units shall be in administration or staff relations, and two (2) semester units or equivalent shall be in adult supervision.~~

~~[B] Twenty-four (24) semester units or equivalent quarter units that shall include courses which cover the general areas of child growth and development or human growth and development; child, family and community or child and family; and program/curriculum.~~

A Bachelor's or advanced degree in Early Childhood Education or related field including ~~twenty four (24) twelve (12) post-secondary semester units or equivalent quarter units in early childhood education or child development, plus three (3) units supervised field~~

~~experience in ECE/CD setting completed at an accredited or approved college or university; Candidates must have units that cover the general areas of child growth and development, child family and community, child and family, or program/curriculum;~~

~~OR AND A a Children's Center Supervisory Permit (or higher level permit) issued by the California Commission for Teacher Preparation and Licensing.~~

~~Note: A Bachelor's degree from an accredited or approved college or university with major or emphasis in early childhood education or child development is highly desirable and must include the following:~~

~~[A] Six (6) semester units or equivalent quarter units shall be in administration or staff relations, and two (2) equivalent quarter units shall be in adult supervision.~~

~~— [B] — Twenty four (24) semester units or equivalent quarter units that shall include courses which cover the general areas of child growth and development or human growth and development; child, family and community or child and family; and program/curriculum~~

### **Experience:**

Two years of teaching in a licensed child care center or comparable group child care program. Previous experience in a Head Start Program is highly desirable.

## **LICENSE OR CERTIFICATE**

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective 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 or transport equipment in a timely manner as required in the performance of duties.

~~Must obtain Pediatric First Aid and CPR certifications within one year of employment and maintain throughout tenure of employment.~~

**Must obtain and maintain CLASS Observer Certification throughout tenure of employment.**

## **OTHER REQUIREMENTS**

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

Proficiency in a foreign language ~~(Spanish, Mandarin, Cantonese or Mandarin)~~ may be required for assignment to particular Head Start Centers.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 4/22/1993      CSB Resolution #: 44280      Salary Ordinance #:  
Exempted: Y  N       Exemption Resolution #:  
  
Revision Date: 11/8/2007      CSB Resolution #: 44503  
Revision Date: 01/29/2004      CSB Resolution #:  
Re-titled Date: n/a      CSB Resolution #:      Salary Ordinance #:  
  
(Previous title(s): n/a )



# MEMORANDUM

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**DATE:** November 19, 2015

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

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

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

**SUBJECT:** Approval of Classification Specifications for Planner I, Planner II, Planner III,  
and Planner IV

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Based upon a classification review at the request of the Planning and Building Department, staff has proposed revision of the **Planner I, Planner II, Planner III, and Planner IV** classification specifications. All four were originally established in 1995. Once approved, the revised classification specifications will be used for recruitment activities in the near future.

A variety of modifications have been proposed to the four classifications:

- New language has been added for alignment 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.
- Refinements have been made to the Definition and Distinguishing Characteristics sections.
- The Education sections have been broadened to include other applicable fields.
- The Experience sections have been slightly modified.

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 October 22, 2015, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions.

Additionally, no determination has been rendered yet regarding the “common class” status of the Planner series. Planning is currently underway for the “Common Class” Project, which will begin in early 2016.

Staff recommends that the Civil Service Board approve the classification specifications for Planner I, Planner II, Planner III, and Planner IV as amended.

**Attachments:** Revised classification specifications for Planner I, Planner II, Planner III, and Planner IV



# PLANNER I

CIVIL SERVICE BOARD 11/19/2015

Class Code: AP269 FTE

Civil Service Classified

## DEFINITION

Under direction in the Planning and Building Department, To provides planning, zoning and subdivision information to the public; ~~to~~ gathers planning data through field and library research; ~~to~~ processes various permits and applications; ~~to~~ prepares and posts variancepublic notices; ~~and~~ ~~to~~ writes approval or denial letters and reports; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is an entry level classification. Incumbents receive training in and perform routine duties involving planning, zoning, subdivisions and permits. This classification differs from a Planner II in that incumbents in the latter perform more complex work and require less direction.

## SUPERVISION RECEIVED AND EXERCISED

Incumbents rReceives general-immediate supervision from a Planner III, ~~or Planner IV,~~ ~~or Operations Manager~~ Planner V or division manager.

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

Provide zoning and subdivision information to the public and other agencies at the counter or over the phone.

Process planning permits, environmental review applications, subdivision modifications (parcel maps, tract maps, and parcel map waivers), and plan check modifications/additions/alterations to structures.

Gather planning data through field investigations and library research; prepare maps, tables, and reports.

Write text for variancezoning applications; post notices of Planning Commission hearings; record time, date, and location of posters in applicant's area; mail notices to residents in the area.

Conduct research relating to land use regulations, General Plan, design reviews, special zone regulations, environmental review exemptions, conditional use permits, variance permits, consistencies to the General Plan, and parcel map waivers.

Write decision, acceptance, and denied-use letters; collect, analyze, and interpret information for staff reports; make recommendations and assist in writing reports.

Prepare minor variance, use, and design review applications.

Prepare background information for Planning Commission meetings; update cases under review; organize files for the agenda; set up charts and plans.

Answer questions and handle complaints from the public regarding planning and zoning.

Coordinate zoning and land use developments with other agencies.

Drive a vehicle to make site inspections and to post notices of Planning Commission hearings.

~~Perform related duties as assigned.~~

## KNOWLEDGE AND ABILITIES/QUALIFICATIONS

### **Knowledge of:**

- Principles, practices, and trends in municipal planning.
- Theories, concepts, and principles of planning, zoning, subdivisions, urban design, and land use.
- Research and statistical methodology.
- Computer systems and applications.
- Public contact skills.

### **Ability to:**

- Interpret federal, state and local regulations pertaining to planning, zoning and subdivisions.
- Read blue prints, plans, and drawings.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between the department and the Planning Commission.
- Communicate effectively in both oral and written form.
- Prepare reports, proposals, and other written materials.
- Use personal computer and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATIONSEXPERIENCE AND EDUCATION

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

~~knowledge and abilities would be:~~

**Education:**

Bachelor's degree from an accredited college or university in planning, architecture, landscape architecture, urban studies, geography or a related field.

**Experience:**

~~One year of urban planning experience~~ None required.

**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.

**FLEXIBLE STAFFING**

Incumbents in the Planner I classification are eligible to promote to the Planner II classification in accordance with established City policy related to flexible staffing.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established	06/08/1995	CSB Resolution #:	44337      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):	)		



# PLANNER II

CIVIL SERVICE BOARD 11/19/2015

**Class Code: AP272 FTE**

**Civil Service Classified**

## DEFINITION

Under direction in the Planning and Building Department, ~~To~~ performs planning work involving current and advanced planning; ~~to~~ reviews and implements zoning and subdivision ordinances; ~~to~~ conducts neighborhood and environmental impact studies; ~~and to~~ provides information to home owners, developers, and the public; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Incumbents conduct planning research and analysis on moderate to difficult projects. This classification differs from Planner III in that the latter acts in a lead or supervisory capacity and performs more complex or difficult tasks.

## SUPERVISION RECEIVED AND EXERCISED

Incumbents, rReceives general supervision from a Planner III, Planner IV, Planner V or a division manager and -

Pprovides lead direction over student interns.

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

Plan and conduct research studies regarding land use, zoning, subdivisions, environmental impact, and urban design.

Gather data for projects and studies, including phases of the General Plan, current plans, and special studies.

Process planning permits, environmental review applications, subdivision modifications (parcel maps, tract maps, and parcel map waivers), and plan check modifications/additions/alterations to structures.

Prepare environmental impact studies; work with consultants in the preparation of Environmental Impact Reports.

Analyze issues and write commission case reports for use by the Planning Commission.

Develop studies, designs, and plans of current projects or specific phases of the General Plan.

Conduct rezoning studies, including background research, site visits, review of regulations, survey maps, and public meetings.

Participate in all work levels of routine planning studies, including outline of work methodologies, conclusions, and recommendations.

Provide information to the public on the General Plan and special studies.

Participate in the preparation of long-range plans with City departments and public agencies.

Provide information and assistance to property owners, developers, and the public regarding laws, regulations, codes, and procedures for the submission of plans and the processing of applications.

Drive a vehicle to make site inspections and to make presentations to community groups during office hours or in the evening.

Respond to complaints from the public and developers.

~~Perform related duties as assigned.~~

### **KNOWLEDGE AND ABILITIES/QUALIFICATIONS**

#### **Knowledge of:**

- Practical planning methodology, urban development, urban design, and land use economics.
- Federal, state, and local laws, regulations, and codes governing planning and zoning.
- Research and statistical methodology.
- Computer systems and applications.
- Public speaking principles and practices.
- Public contact and community relations.

#### **Ability to:**

- Interpret federal and state regulations pertaining to city planning and land use.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between departments and outside agencies.
- Establish cooperative relationships with developers, architects, and the public.
- Communicate effectively in both oral and written form.
- Prepare reports, proposals, and other written materials.

○ Use personal computer and software applications.

- Establish and maintain effective work relationships with those contacted in the

performance of required duties.

**MINIMUM QUALIFICATION EXPERIENCE AND EDUCATION**

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

**Education:**

Bachelor's degree from an accredited college or university in planning, architecture, landscape architecture, [urban studies](#), geography, or a related field.

~~—~~ **OR**

A Master's degree from an accredited college or university in city or urban planning may be substituted for one year of experience.

**Experience:**

Three years of urban planning experience.

**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.

**FLEXIBLE STAFFING**

Incumbents in the Planner I classification are eligible to promote to the Planner II classification in accordance with established City policy related to flexible staffing.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established 06/08/1995 CSB Resolution #: 44337 Salary Ordinance #:

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Exempted: Y  N  Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s): )



## PLANNER III

**Class Code: AP274 FTE,  
AP370 PPT**

**Civil Service Classified**

### DEFINITION

Under direction in the Planning and Building Department, ~~To~~ plans, organizes, reviews, and participates in complex planning and zoning projects; ~~to~~ develops studies, designs and plans of current projects or phases of the General Plan; ~~to~~ monitors the preparation of Environmental Impact Reports; ~~to~~ makes presentations to community groups; ~~and to~~ provide lead direction or supervision of assigned staff; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification. Incumbents perform major projects with little supervision. This classification differs from Planner IV in that Planner III acts in either a lead or supervisory capacity and performs less complex or difficult tasks.

### ~~SUPERVISION RECEIVED AND EXERCISED~~

Incumbents ~~R~~receives direction from a Planner IV, Planner V or a division manager; and ~~P~~provide lead direction or supervision over a Planner I, Planner II, or clerical staff.

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

Plan, conduct, and serve as project leader on research studies; prepare reports and recommendations regarding land use, zoning, urban design, environmental impact, and community needs.

Perform research and analysis pertaining to elements of the General Plan, neighborhood plans, and special projects.

Process planning permits, environmental review applications, subdivision modifications (parcel maps, tract maps, and parcel map waivers), and plan check modifications/additions/alterations to structures.

Render decisions on minor zoning and subdivision applications.

Monitor the preparation of environmental impact studies; work with consultants in the preparation of Environmental Impact Reports.

Provide direction to the zoning staff who advise property owners, developers, and the public about zoning and subdivision ordinances.

Consult with other City departments, community organizations, and public agencies regarding their interests in zoning, subdivisions, and general plan development.

Make presentations to the City staff, neighborhood groups and professional organizations.

Provide information and assistance on projects to developers, property owners, and the general public regarding laws, policies, regulations, standards, and planning procedures.

Handle complaints and answer questions from the public regarding planning and zoning.

Prepare or review the preparation of written communications, including analytical reports, commentaries, correspondence, and drafts of proposed revisions to ordinances, resolutions, and procedures.

Drive a vehicle to make site inspections and to make presentations to community groups during office hours or in the evening.

~~Perform related duties as assigned.~~

## KNOWLEDGE AND ABILITIES

### QUALIFICATIONS

#### **Knowledge of:**

- Theories, concepts, and principles of urban planning, urban design, and land use.
- Federal, state, and local laws, regulations, and codes governing planning and zoning.
- Research and statistical methodology.
- Computer systems and applications.
- Public speaking principles and practices.
- Public contact and community relations.
- Principles of supervision and development.

#### **Ability to:**

- Plan, organize, direct and evaluate planning projects.
- Interpret federal and state regulations pertaining to city planning and land use.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between departments and outside agencies.
- Establish cooperative relationships with developers, architects, and the public.
- Communicate effectively in both oral and written form.
- Prepare reports, proposals, and other written materials.
- Use personal computer and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATION EXPERIENCE AND EDUCATION

*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 planning, architecture, landscape, urban studies, geography or a related field.

OR

A Master's degree from an accredited college or university in city or urban planning may be substituted for one year of work experience.

**Experience:**

Four years of progressively responsible urban planning experience.

**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.

~~Possession of a valid California Driver's License.~~

**OTHER REQUIREMENTS**

**ADDITIONAL QUALIFICATION**

None required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 06/08/1995      CSB Resolution #: 44337      Salary Ordinance #:  
 Exempted:    Y  N       Exemption Resolution #:

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

(Previous title(s):        )



# PLANNER IV

CIVIL SERVICE BOARD 11/19/2015

Class Code: AP403 FTE

Civil Service Classified

## DEFINITION

Under direction in the Planning and Building Department, To plans, supervises, coordinates and participates in complex planning and zoning services; ~~to administer the environmental planning program; to~~ represents the Department at the City Planning Commission and public agencies; ~~to~~ drafts ordinances and resolutions; ~~to~~ makes presentations to various groups; ~~and to~~ trains and supervises assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a first level supervisory classification. Incumbents typically supervise a unit in the ~~Developmental Controls or Planning Services Divisions~~ Bureau of Planning. This classification differs from Planner III in that the latter acts in either a lead or supervisory capacity and performs less complex tasks.

## SUPERVISION RECEIVED AND EXERCISED

Incumbents rReceives direction from ~~the Developmental Controls Manager or Planning Services Manager~~ a Planner V or a division manager and e-

Eercises general supervision over ~~professional, technical~~ a Planner I, Planner II, Planner III and/or clerical staff.

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

Develop and implement unit goals, objectives, policies, and priorities.

Plan, coordinate, direct and prepare complex projects and studies, including phases of the General Plan, current plans, and special studies.

Process planning permits, environmental review applications, subdivision modifications (parcel maps, tract maps, and parcel map waivers), and plan check modifications/additions/alterations to structures.

Render decisions on minor zoning and subdivision applications.

~~Administer the environmental planning program for the City~~ Monitor the preparation of environmental impact studies; secure and analyze Environmental Impact Reports; make determinations of environmental impact of projects; present findings to the Planning Commission and other agencies.

Establish work programs for assigned staff; outline technical approaches and methodology.

Write and edit reports, agendas, and minutes for the City Planning Commission; provide meeting support services to the Commission.

Draft ordinances, resolutions, and reports for presentation to the City Council.

Make presentations to the City Council, City Planning Commission, neighborhood groups and professional organizations.

Coordinate and assist in the preparation of long-range plans with City departments and public agencies.

Act as technical advisor within a field of specialization to City staff, public agencies and members of the public.

Train, supervise, and evaluate subordinate staff.

Handle complaints and answer questions from the public regarding planning and zoning.

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

### **KNOWLEDGE AND ABILITIES/QUALIFICATIONS**

#### **Knowledge of:**

- Theories, concepts, and principles of urban planning, urban design, and land use.
- Federal, state, and local laws, regulations, and codes governing planning and zoning.
- Research and statistical methodology.
- Computer systems and applications.
- Public speaking principles and practices.
- Public contact skills.
- Principles of supervision and development.

#### **Ability to:**

- Plan, organize, direct and evaluate complex planning projects.
- Interpret federal and state regulations pertaining to city planning and land use.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between departments and outside agencies.
- Establish cooperative relationships with developers, architects, and the public.

- Communicate effectively in both oral and written form.
- Prepare reports, proposals, and other written materials.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATION EXPERIENCE AND EDUCATION**

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

**Education:**

Bachelor's degree from an accredited college or university in planning, architecture, landscape architecture, **urban studies, geography** or a related field.

~~OR~~

A Master's degree from an accredited college or university in city or urban planning may be substituted for one year of experience.

**Experience:**

Five years of progressively responsible urban planning experience including experience providing lead direction.

**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.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established	06/27/1995	CSB Resolution #:	44339	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): )



**44782 A motion was made by Board Member Drexel and seconded by Board Member Baranco to approve the items on the Consent Calendar.**

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

- The motion passes

Note: Board Member Jeffery Levin arrived at 5:34 pm

**4) OLD BUSINESS:**

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

- Kip Walsh, Recruitment & Classification Manager reported that Anil Comelo, Secretary to the Board was present at the August 20, 2015 Civil Service Board meeting and asked that the minutes be amended to reflect his attendance.

**44783 A motion was made by Vice Chair Jones and seconded by Board Member Baranco to approve the Minutes of the August 20, 2015 Civil Service Board meeting as amended.**

**Votes:** Board Member Ayes: 5 – Gourdine, Jones, Baranco, Drexel, Levin  
Board Member Noes: None  
Board Member Abstentions: 1 - Johnson  
Board Members Absent: 1 – Anderson

- The motion passes

b) Determination of Schedule of Outstanding Board Items

- 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

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 meeting with the Port of Oakland's Personnel Division regarding the implementation of the revised Port Personnel Rules. The Port has completed Meet & Confer with Port Unions and has submitted a draft of the Port Personnel Rules to the City for review. The Port plans to submit a narrative of the draft document as well as presenting the document in a track changes version at the November 19,

2015 Civil Service Board meeting for the Board's review.

- Anil Comelo, Director, Human Resource Management and Secretary to the Board reported meeting with the Port's Personnel Division regarding the conversion of Common Classification Specifications. The Port along with the City will present a project overview and timeline to the December 17, 2015 Civil Service Board meeting as to the completion of the project.

*Supplemental Report:*

- e) Discussion and Review of Whether the Firefighter Trainee Position Should Remain Exempt From Civil Service

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

- Chair Andrea Gourdine directed Staff to come back with a detailed analysis of the City's Firefighter Trainee examination process and the City's compliance with the Federal 2012 Safer Grant.

**5) NEW BUSINESS:**

- a) Quarterly Classification Report

The report is received and filed.

- 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"
  - Kip Walsh, Recruitment & Classification Manager reported that although the Civil Service Board does not have the authority to ratify an agreement with IFPTE, Local 21, this item is presented to the Board for informational and transparency purposes only.
- c) Approval of New Classification Specification
  - Environmental Services Analyst, Assistant
  - Crime Analyst

**44784 A motion was made by Vice Chair Jones and seconded by Board Member Levin to approve the new classification specifications for Environmental Services Analyst, Assistant and Crime Analyst.**

**Votes:** Board Member Ayes: 6 – Gourdine, Jones, Baranco, Drexel, Johnson, Levin  
 Board Member Noes: None  
 Board Member Abstentions: None  
 Board Members Absent: 1 – Anderson

**6) ADJOURNMENT: 6:11 pm**

NOTE: The Civil Service Board meets on the 3<sup>rd</sup> 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto: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 – November 19, 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

#### 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 <sup>nd</sup> 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 2015 CSB
OPW-2015-AP01	Heavy Equipment Service Worker (Lemi)	Public Works	6.05 Appeal of Probationary Removal/Demotion	July 16, 2015	Referred to Hearing Officer at July 2015 CSB
OPR-2014-AP01	Gardener Crew Leader (Gold)	Parks & Recreation	6.05 Appeal of Probationary Removal/Demotion	Dec 18, 2014	Referred to Outside Hearing Officer at December 2014 CSB
EWD-2015-AP01	Urban Economic Analyst III (Ralston)	EWD/ONI	10.03 Appeal of Discipline	Aug 20, 2015	Referred to Hearing Officer at August 2015 CSB

#### 3. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
Port-2015-AP02	Maritime Service Coordinator	Port	10.03 - Appeal of Disciplinary Action	April 2, 2015	Referred to Port
OPD-2015-AP03	Complaint Investigator II (Uribe)	OPD	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Referred to City Attorney

#### 4. CLOSED

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	March 19, 2015	Appellant Withdrew Appeal Nov 6, 2015
OFD-2015-AP02	Fire Fighter (Pope)	OFD	Section 6.05 Removal or Demotion During Probationary Period	Nov 3, 2015	Settled (per email from City Attorney Nov. 6, 2015)



CITY OF OAKLAND

# *STAFF REPORT*

**DATE:** November 19, 2015

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Kip Walsh, HR Manager, Recruitment & Classification

**THROUGH:** Anil Comelo, Secretary to the Board

**SUBJECT:** TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City And Local 21

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## **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 October 15, 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 November 6, 2015 there are a total of eighty-four (84) employees in the TCSE (31), Annuitant (31), and ELDE (22) categories. Four (4) assignments were added and five (5) 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 six (6) of the total sixty (60) TCSE or TCSE / Annuitant assignments that are for ongoing intermittent or part time work. Four (4) TCSE assignments are for ongoing part time work for which an appropriate part time classification had not existed, but have since been created. HRM is coordinating with departments to update the records for these employees. For the one Annuitant/TCSE in the Fire Department, HRM staff are working with department representatives to either create a new part time classification or treat the work as a professional services contract.

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

The following charts show summary data for all TCSE, TCSE/Annuitant, and ELDE assignments currently in the City.

Count of ORG	Column Labels			Grand Total
Row Labels	COMPLIANT	PENDING	NON-COMPLIANT	Grand Total
Annuitant	28	2	1	31
ELDE	21		1	22
TCSE	27	4		31
<b>Grand Total</b>	<b>76</b>	<b>6</b>	<b>2</b>	<b>84</b>

Count of ORG	Column Labels			Grand Total
Row Labels	COMPLIANT	PENDING	NON-COMPLIANT	Grand Total
<b>CITY ADMINISTRATOR</b>	<b>7</b>	<b>3</b>		<b>10</b>
ELDE	4			4
TCSE	3	3		6
<b>FIRE</b>		<b>1</b>	<b>1</b>	<b>2</b>
Annuitant			1	1
TCSE		1		1
<b>HOUSING</b>	<b>6</b>			<b>6</b>
ELDE	4			4
TCSE	2			2
<b>HUMAN SERVICES</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>14</b>
Annuitant		2		2
ELDE	4		1	5
TCSE	7			7
<b>INFORMATION TECHNOLOGY</b>	<b>4</b>			<b>4</b>
ELDE	1			1
TCSE	3			3
<b>PLANNING &amp; BUILDING</b>	<b>10</b>			<b>10</b>
ELDE	4			4
TCSE	6			6
<b>POLICE</b>	<b>30</b>			<b>30</b>
Annuitant	26			26
TCSE	4			4

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: November 19, 2015

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<b>PUBLIC WORKS</b>	<b>5</b>			<b>5</b>
Annuitant	2			2
ELDE	3			3
<b>WORKFORCE DEVELOPMENT</b>	<b>3</b>			<b>3</b>
ELDE	1			1
TCSE	2			2
<b>Grand Total</b>	<b>76</b>	<b>6</b>	<b>2</b>	<b>84</b>

**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:

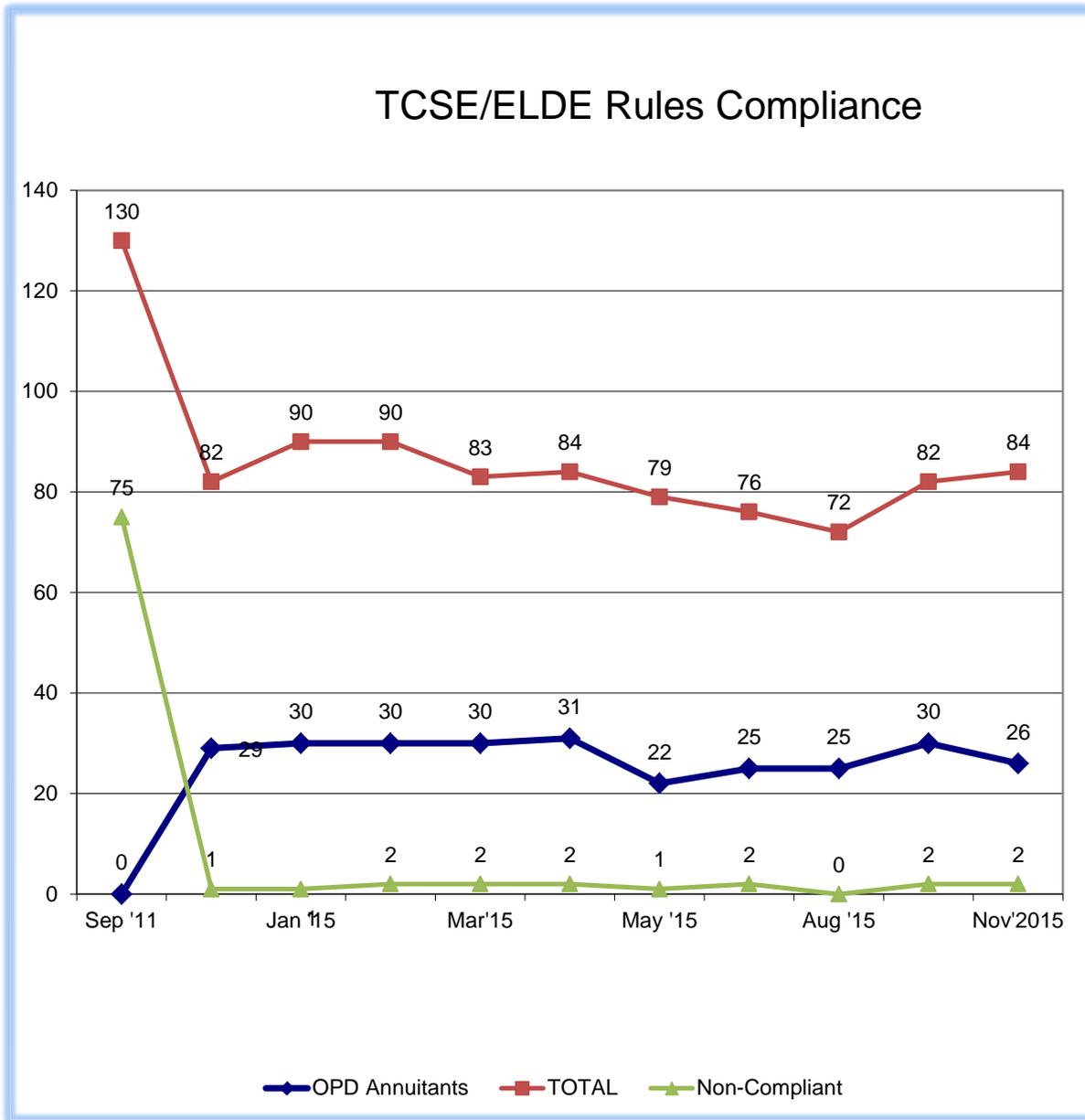
- A. TCSE/ELDE Report: For Pay Period ending November 13, 2015
- B. TCSE/ELDE Compliance Trend Chart: Pay Period ending November 13, 2015

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES
FINANCE	Lee	Jacqueline	08721 - Treasury Operations Unit	27-Oct-2014	ELDE	Temporary assistance with debt management program
FIRE	Morelli	Jeffrey	20711 - Emergency Services Program Unit	04-Apr-2011	TCSE	Part time classification added to salary ordinance
PARKS & REC	Vargas	Melissa	501110 - Directors Unit	03-Jan-2015	ELDE	Temporary support of administrative projects
PLANNING & BUILDING	Taylor	Allene	84111 - Admin: Planning, Building & Neighborhood Preser	10-Nov-2014	ELDE	Temporary assignment pending approved budget for permanent assignment
PUBLIC WORKS	Vaughn	Richard	30541 - Equipment Services Administration	27-Oct-2014	TCSE	Temporary assignment pending approved budget for permanent assignment
CITY ADMINISTRATOR	Berens	Matthew	02611 - Contract Compliance Unit	08-Jun-2015		Assisting with Measure FF (Minimum Wage) compliance
CITY ADMINISTRATOR	Dotson	Troy	02621 - Employment Services Unit	17-Aug-2015	ELDE	Pending recruitment
CITY ADMINISTRATOR	Geddes	Dorothy	02331 - Employee Relations	01-Jul-2015	TCSE	Serving as temporary administrative support in Labor Relations
CITY ADMINISTRATOR	Hollenbeck	Joy	02491 - Oakland Animal Services	14-Sep-2015	TCSE	TCSE pending appointment recruitment
CITY ADMINISTRATOR	Kenny	Catherine	02111 - City Manager Administrative	26-May-2015	ELDE	Manager/Assistant to the City Administrator - Backfill.
CITY ADMINISTRATOR	Rozycki	Ari	2492 - Oakland Animal Services	18-Feb-2015	TCSE	Dept will initiate recruitment for FT Vet
CITY ADMINISTRATOR	San Miguel	Ronald	02611 - Contract Compliance Unit	05-Jan-2015	ELDE	Temporary assignment supporting the Disparity Study
HOUSING	Conde	Ahmed	89919 - Admin: Housing & Community Development	27-Apr-2015	ELDE	Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program
HOUSING	Dillard	Ellen	89979 - Commercial Lending	16-Feb-2015	ELDE	Temporary assignment pending approved budget for permanent position.
HOUSING	Hall	Pamela	89919 - Admin: Housing & Community Development	06-Jun-2015	TCSE	Temporary assignment supporting Housing Assistance Center
HOUSING	Ma	Li (Susan)	89919 - Admin: Housing & Community Development	27-Dec-2014	ELDE	Housing assistance program; recruitment pending spec revision.
HOUSING	Moeinzadeh	Leilah	89919 - Admin: Housing & Community Development	05-Jan-2015	ELDE	Temporary assignment supporting Intl Blvd Transit project.
HOUSING	Piper	Susan	89919 - Admin: Housing & Community Development	16-Mar-2015	TCSE	Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program
HUMAN SERVICES	Bryant	Shawn	78231 - Head Start Program	24-Oct-2015	TCSE	Temporary role of Program Analyst II until list can be generated.
HUMAN SERVICES	Chaney-Williamson	Sylvia	78241 - Year Round Lunch Program Unit	16-Jun-2014	TCSE	
HUMAN SERVICES	Clemente	Richard	78231 - HS Classroom & Seasonal	28-Sep-2015	TCSE	Assist with transport and delivery of food and supplies
HUMAN SERVICES	Dupree	Kathryn	78235 - HS Central Office Administration	16-Jun-2014		
HUMAN SERVICES	Hernandez	Daisy	75231 - Multiservice Senior Service Program	29-Jul-2015	ELDE	Dept working with HRM on addition of class spec (Case Manager Aide).
HUMAN SERVICES	Hoover-Alexander	Kathryn	78411 - Community Housing Services	08-Sep-2015	TCSE	City of Oakland and Housing Consortium of the East Bay
HUMAN SERVICES	Norris	Tabia	78251 - Youth Services	21-Sep-2015	TCSE	Pending approval of PT classification.
HUMAN SERVICES	Pra gasa	Romulo	78241 - Year Round Lunch Program Unit	30-Jun-2015	TCSE	Transport and deliver summer food to service sites.
HUMAN SERVICES	Ruhland	Lisa	78235 - HS Central Office Administration	05-Jan-2015	ELDE	Temporary assignment pending recruitment for permanent position.
HUMAN SERVICES	Solomon	Kennedy	78311 - Policy & Planning	17-Feb-2015	ELDE	Temporary assignment to Blight Abatement outreach project.
HUMAN SERVICES	Walcott	Diana	78231 - HS Classroom & Seasonal	21-Sep-2015	ELDE	attendance tracking and monitoring system to maintain OHS and CSPP contract
INFORMATION TECHNOLOGY	Astrera	Erwin	46261 - Server Maintenance and Support	03-Aug-2015	ELDE	Temporary support for completion of the Microsoft 365 Project.
INFORMATION TECHNOLOGY	Garcia	Cherelyn	46461 - Project Coordination	29-Jul-2015	TCSE	Maintenance / Mobile radio installation coordination and inventory control
INFORMATION TECHNOLOGY	Moulton Sr.	Kofi	46461 - Project Coordination	29-Jul-2015	TCSE	Temporary operational support
INFORMATION TECHNOLOGY	Saulsbury	Janet	46411 - Administration	12-Oct-2015	TCSE	Temporary role as Project Manager II until list can be generated.
PLANNING & BUILDING	Anderson	Elizabeth	84412 - Admin: Building Inspection	05-Jan-2015	TCSE	Temporary assignment supporting City Clerk's records management program.
PLANNING & BUILDING	Bailey-Curry	Azaria	84454 - Inspections: Neighborhood Preservation	05-Jan-2015	ELDE	Temporary assignment pending approved budget for permanent position.
PLANNING & BUILDING	Block	LaVonce	84421 - Engineering: Permit Center	16-Mar-2015	TCSE	Serving as temporary administrative support
PLANNING & BUILDING	Brown	Shaneice	84412 - Admin: Building Inspection	23-Jun-2014	TCSE	termination paperwork not yet processed in payroll.
PLANNING & BUILDING	Dumford	Kevin	8454 - Inspections: Commercial Building	17-Aug-2015	ELDE	Pending recruitment
PLANNING & BUILDING	Ellsworth	Ellen	84421 - Engineering: Permit Center	28-Feb-2015	ELDE	Temporary assignment to Brooklyn Basin project.
PLANNING & BUILDING	Guy	Ethan	84454 - Inspections: Neighborhood Preservation	17-Aug-2015	ELDE	Assist with development of Proactive Rental Inspection Policy program
PLANNING & BUILDING	Johnson	Samuel	84421 - Engineering: Permit Center	23-Nov-2014	TCSE	Temporary assignment supporting City Clerk's records management program.
PLANNING & BUILDING	Silva Rodriguez	Adoracion	84412 - Admin: Building Inspection	27-Apr-2015	TCSE	Serving as temporary administrative support
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	16-Mar-2015	TCSE	Serving as temporary administrative support
POLICE	Causapin	Nicole	102322 - Targeted Inforcement Task Force	27-Oct-2015	TCSE	Until recruitment to fill two currently vacant PET positions is completed
POLICE	Chey	Tae	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Christmas	Ernest	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Denson	Benjamin	106610 - Background & Recruiting	17-Mar-2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Donovan	Daniel	101120 - Internal Affairs	02-Jan-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD Internal Affairs.
POLICE	Fisher	James	106610 - Background & Recruiting	12-Oct-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Flynn	Dana	106610 - Background & Recruiting	12-Oct-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES
POLICE	Green	Doretha	103310 - Communications Unit	02-Feb-2015	Annuitant	Retired Dispatcher providing coverage pending permanent appointments.
POLICE	Grieve	Irma	103310 - Communications Unit	13-Feb-2015	Annuitant	Retired Dispatcher providing coverage pending permanent appointments.
POLICE	Hart	Rutherford	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Hicks	Mark	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Hill	Barbara	103310 - Communications Unit	02-Feb-2015	Annuitant	Retired Dispatcher providing coverage pending permanent appointments.
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-Jan-2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Johnson	Steven	106610 - Background & Recruiting	18-Jan-2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Juarez	Edward	106610 - Background & Recruiting	28-Feb-2015	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Knight	Drew	103310 - Communications Unit	22-Apr-2015	TCSE	Retired Dispatcher providing coverage pending permanent appointments.
POLICE	Lau	Peter	106610 - Background & Recruiting	10-Oct-2015	Annuitant	Per MOU Agreement; Annuitant supporting OPD Internal Affairs.
POLICE	Leaks	Delores	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Lloyd	Jessica	102322 - Targeted Inforcement Task Force	24-Aug-2015	TCSE	Until recruitment to fill two currently vacant PET positions is completed
POLICE	Mestas	Alfred	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Parker	Norma	106610 - Background & Recruiting	17-Mar-2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Quintero	Joseph	106610 - Background & Recruiting	12-Oct-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Smith	Phyliss	103310 - Communications Unit	20-Jul-2015	TCSE	Retired Dispatcher providing coverage pending permanent appointments.
POLICE	Taylor	Mayumi	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Thomas	Mark	106610 - Background & Recruiting	18-Jan-2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Valladon	Robert	106610 - Background & Recruiting	17-Mar-2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
POLICE	Vaughn	John	106610 - Background & Recruiting	23-Sep-2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.
PUBLIC WORKS	Barz	Sara	30275 - IPPD Plans and Programming	03-Aug-2015	ELDE	programs for outreach and evaluation of car sharing program
PUBLIC WORKS	Blackston	Christina	30274 - IPPD Plans and Programming	02-Aug-2015	ELDE	programs for outreach and evaluation of car sharing program
PUBLIC WORKS	Corso	Debra	30112 - Human Resources	22-Sep-2014	Annuitant	Temporary backfill for LOA.
PUBLIC WORKS	Maher	Sean	30682 - Env Svcs Recycling & Solid Waste	03-Jan-2015	ELDE	Temporary assistance on communications related to Zero Waste initiative.
PUBLIC WORKS	Ogbamichael	Lettebrhan	30244 - Sanitary Sewer Design	23-Jun-2014	Annuitant	Permanent assignment pending Add/Delete following budget action.
WORKFORCE DEVELOPMENT	Lang	Janice	85221 - Project Implementation:Staffing	30-Aug-2015	TCSE	Temporary assignment to cover incumbent who is on FMLA
WORKFORCE DEVELOPMENT	Noguera	Jacqueline	85311 - Workforce Development	30-Mar-2015	TCSE	Temporary support for the coordination of the Summer Youth Program
WORKFORCE DEVELOPMENT	Zaremba	Kristen	85521 - Cultural Arts/PA	14-Sep-2015	ELDE	ELDE pending recruitment for Manager, Cultural Arts and permanent appointment
FIRE	Kelly	Michael	20815 - U.S.A.R	24-Jan-2005	Annuitant	USAR Cache Mgr - highly specialized intermittent assignment. Per review with termination paperwork not yet processed in payroll.
HUMAN SERVICES	Ly	Ngoc	78235 - HS Central Office Administration	02-Sep-2014	ELDE	
CITY ADMINISTRATOR	Kisamov	Bela	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.
CITY ADMINISTRATOR	Singer	Carl	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.
FIRE	Hutchens	Gail	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.
CITY ADMINISTRATOR	Starling	Lane	63221 - KTOP Operations	01-Jul-2003	TCSE	Part Time classification added to Salary Ordinance and department provided information to update assignment - pending payroll processing.





CITY OF OAKLAND

## *STAFF REPORT*

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**DATE:** November 19, 2015

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Anil Comelo, Director of Human Resources Management

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

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### **UPDATE**

As previously reported, the Port has concluded its meet and confer obligations with the Port unions regarding revisions to the Port's Personnel Manual to bring it in line with the Personnel Manual of the Civil Service Board. The Port plans to present its final Personnel Manual document to the Civil Service Board at its December 17, 2015 meeting. Also being presented at the December meeting is a report from both Port and City staff with an outline of a plan for the Common Classification analysis will proceed. As of this writing, City and Port staff have shared lists of classifications to each other and are working together to establish the scope of the project. Discussions of common classes will also require meeting and conferring with Port and City unions as part of the process.

Once the common classifications have been established, the last step will be aligning all classifications into one comprehensive plan and Personnel System as contemplated by the Charter and Civil Service Rules. Staff will continue to provide the Civil Service Board with updates regarding progress on the project.

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

November 11, 2015

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

**Re: Firefighter Trainee and Firefighter-Paramedic Trainee Civil Service Rule  
Conflict**

Dear Ms. Gourdine:

The Oakland Fire Department is reducing the number of Paramedic Staffed Fire Apparatus in the City as a direct result of a shortage of Firefighter-Paramedics. The City has chosen to remove Truck 1 and Truck 3 from the ALS call list. This lowers the number of ALS companies from 26 to 24. The neighborhood effect for the residents of West Oakland and Downtown experience a reduction of ALS companies from 4 to 2 a 50% reduction.

There is a direct relationship between the undocumented, unregulated, Non-transparent hiring process for Firefighter Trainee and Firefighter Paramedic Trainee and compromised safety of the residents of Downtown and West Oakland.

In my letter to the Civil Service Board Dated July 24, 2015 I pointed out that the City was excluding qualified applicants from participating in the examination for Firefighter-Paramedic Trainee contrary to the Civil Service Rules which specify that an applicant who meets the minimum qualifications for the position shall be allowed to participate in the process.

In a staff report from the Fire Chief to the City Administrator Dated October 1, 2015 addressing the usage of mandatory overtime in the Fire Department the Fire chief states in part "*Fire Administration received a new validated entry level Firefighter Trainee list and Firefighter Paramedic Trainee list in September 2015. With this eligible list, the Fire Department will be prepared to commence another academy within the first quarter of FY 2016-17.*

*Unfortunately, the turnout of applicants for the position of Firefighter Paramedic Trainee was lower than expected for the entry level testing; of the 417 applications submitted,*

- *211 were invited to the written exam;*
- *129 participated in the written exam;*
- *103 were invited to the orals; and*

- 71 participated in the orals. “

The City’s assertion that it receives too many applications to process was not accurate for this examination.

How many more candidates would be available for consideration for the position of Firefighter Paramedic Trainee had my suggestion that the Board reinstate qualified applicants in the process been acted upon?

The hiring decisions for the Fire Department are now have compromised Public Safety. It is time for the Civil Service Board to move beyond informational reports and take action. The positions of Firefighter Trainee and Firefighter Paramedic Trainee need to be incorporated into the classified service.

Timeline for the 2012 SAFER grant. This provides context for my assertion that the City misrepresented its intentions when applying for, accepting, and administering the Grant.

August 9, 2012 the application for the SAFER Grant was submitted. The request details section speaks to the City’s intention to recruit and hire post 9/11 veterans utilizing the veteran’s preference contained in the Civil Service Rules.

In the assurances section (5) The City agrees to comply with the Intergovernmental Personnel act of 1970. *Use the Civil Service Rules*

November 15,2012 Accepts application for Firefighter-Trainee *specifically stating the Trainee position is exempt from the Civil Service Rules*

December 1, 2012 Oakland is awarded the Safer Grant. The Grantee is required to comply with all sections of the Grant application and may not change or deviate from the approved scope of work without prior written consent. *The City must recruit veterans and provide veterans preference. The City must use the Civil Service Rules*

January 23, 2013, Fire Chief submits a report to City Administrator recommending approval of a resolution accepting SAFER Grant and acknowledging the City’s hiring policies must be followed.

March 5, 2013, City council passes resolution 84241 accepting the SAFER Grant and directing the City Administrator to hire 24 Firefighters with Grant funding following the city’s hiring policies further the City Administrator is directed to complete all required assurances. *Hire using the Civil Service Rules.*

Clearly the Fire Department knew it had to use the Civil Service Rules when recruiting, accepting applications, testing, and selecting. It is equally clear that the Department had no intention of doing so.

There is a 7.7 million dollar overhanging liability associated with noncompliance with the provisions of the Grant.

Soon the Liability will grow to 12 million dollars when the 2014 SAFER Grant is accepted.

Thank you,

Bruce Nielsen

BPN/bpn

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



# MEMORANDUM

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**DATE:** November 19, 2015

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

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

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

**SUBJECT:** Approval of Classification Specification for Director of Race and Equity

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Based upon recent changes in legislation, Human Resources Management collaborated with staff in the City Administrator’s Office to develop a new classification specification for the **Director of Race and Equity**. The establishment of the new Department of Race and Equity, along with the creation of the new Director position, will ensure that steps are taken to improve equitable opportunities for all people and communities and implement the “fair and just” principle to be embedded as a core element of the goals, objectives, and strategies of the City of Oakland.

Section 2.29 of the O.M.C. – “City Departments and Offices,” is periodically amended to reflect the organizational structure of the City as approved by the City Council as part of the budget process. City Council had approved structure changes in the City organization in the fiscal year (FY) 2015-2017 Adopted Policy Budget in Resolution No. 13325 C.M.S. on July 30, 2015. The Department of Race and Equity was newly added.

**Director of Race and Equity** – The Department of Race and Equity was established to lead the effort, providing technical and administrative programs, to achieve the “fair and just” principle embedded throughout the delivery of city services. “Fair and just” means that the city serves all residents by promoting fairness and equitable opportunities for all people and communities. The incumbent is responsible for directing and administering the technical and professional programs required to effectively further equity and social justice practices of all branches, departments, agencies, and offices of City government. The Director of Race and Equity will collaborate with City branches, departments, and offices to facilitate the creation of an organizational culture that will guide the City towards policies and programs designed and implemented to achieve equitable outcomes while partnering with external stakeholders in the interest of these goals.

No union involvement was required because the classification is at a department head level and the position is unrepresented. As an exempt director level position, it is not governed by the provisions of civil service (per Charter section 902b).

Staff recommends that the Civil Service Board approve the proposed new classification specification for Director of Race and Equity.

**Attachments:** Proposed new classification specification for Director of Race and Equity



## DIRECTOR OF RACE AND EQUITY

**Class Code: EMXXX FTE Exempt**

### DEFINITION

The Department of Race and Equity (DRE) is established to lead the effort, providing technical and administrative programs, to achieve the “fair and just” principle embedded throughout the delivery of city services. “Fair and just” means that the city serves all residents by promoting fairness and equitable opportunities for all people and communities. Under direction of the Office of the City Administrator, the incumbent is responsible for directing and administering the technical and professional programs required to effectively further equity and social justice practices of all branches, departments, agencies and offices of city government. The Director of Race and Equity will collaborate with City branches, departments, and offices to facilitate the creation of an organizational culture that will guide the city towards policies and programs designed and implemented to achieve equitable outcomes.

### DISTINGUISHING CHARACTERISTICS

The Director of Race and Equity is an executive management position. Pursuant to the Oakland City Charter Article IX, Section 902(b), this position is at-will and exempt from the regulations of the Civil Service Board. The incumbent has responsibility for overall administration of the Department of Race and Equity and the department’s relationship with internal and external partners. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies, programs and procedures.

The incumbent receives direction from the Office of the City Administrator and exercises direction over management, supervisory, professional, technical and assigned clerical support staff.

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

Develop and provide overall management and direction of the Department of Race and Equity’s programs; oversee design, coordination and implementation of programs aimed at addressing the systematic disparities existing in the delivery of city services; guide the development, training and implementation of equity tools throughout the city organization.

Provide guidance and technical support in efforts to improve inter-racial understanding through trust-building processes among city staff.

Propose citywide policy and administrative changes that impact equity in city government and the delivery of services to the community.

Plan, direct and evaluate the work of the Department of Race and Equity; develop, implement and monitor work plans to achieve department mission, goals and performance measures consistent with City Administration’s expectations; prepare and monitor annual/biennial budget; provide leadership, guidance and support to staff and internal partners in the delivery of equity

programs to diverse groups in the community and partner organizations.

Plan, direct and evaluate the performance of staff in the Department of Race and Equity; establish performance targets; regularly monitor performance and provide coaching and training opportunities for performance improvement and development; take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, human resources policies and labor contract agreements.

Provide leadership and work with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and department's mission, goals, objectives, performance measures and service expectations; provide leadership and participate in programs and activities that promote workplace diversity and a positive employee relations environment.

Prioritize program objectives and activities for implementation based on existing City policy, available funding, federal guidelines, public need, and the direction of the City Administrator.

Provide leadership and oversight of programs and activities that promote workplace diversity; serve as an expert advisor on matters of equity and disparities; assist as needed on special assignments and projects involving City-wide equity issues.

Partner with and provide technical assistance to City departments to create awareness and understanding in the use of equity lens in developing and implementing programs to achieve fair and equitable outcomes.

Provide expert technical guidance and leadership to City management and elected officials on equity and social justice issues affecting City programs; collaborate with City departments to implement new programs and practices and ensure accountability related to DRE's initiatives.

Provide expert analysis of proposed legislation and regulations related to equity and social justice issues; participate in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs.

Develop indicators and progress benchmarks related to addressing systematic disparities in the delivery of city services; collect, evaluate, and analyze data in programmatic and operational work; develop methods that will determine how impacts will be documented and evaluated.

Direct, evaluate and coordinate analyses and recommendations regarding race and equity policy issues and long-range plans to address department needs and services and the needs of the community; develop and coordinate reports (including annual reports) and supporting materials to be presented to the City Council for information or action; represent the department and present staff recommendations at City Council meetings and community meetings and to key stakeholders and decision makers.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Theories, principles and practices of effective management, public administration, and strategic planning process and techniques, including budgeting, purchasing, contracting and maintenance of public records.
- Social, political and environmental issues influencing equity program development and implementation.
- Effective institutional change management principles and practices.
- Effective interpersonal and group communication techniques.
- Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity issues.
- Principles and practices of community and public relations.
- City human resources policies and labor contract provisions.
- Effective grant-writing techniques and familiarity with grant funding sources available for equity projects.

### Ability to:

- Effectively manage diverse employees and groups and apply effective management skills in the areas of planning and project management including organizing, directing, motivation, and evaluating both represented and non-represented employees.
- Communicate effectively to the public, diverse stakeholder groups, the Mayor and City Council.
- Act as a visionary and strategic thinker to identify and define complex equity and human rights issues, develop sound conclusions and recommendations and represent recommendations in a way that is compelling to a variety of institutional and community audiences.
- Identify strategies and target resources to address root causes of inequities.
- Plan, organize, manage and direct the implementation of equity programs.
- Represent the City effectively on a variety of issues in a variety of forums.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound, expert independent judgment and political acumen within general policy guidelines.
- Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with board effects on the City policies and issues.
- Build effective working relationships and networks with communities of color, disabilities community and organizations that serve them.
- Build and manage an effective multicultural, multiethnic workplace reflective of programs and populations served.
- Establish and maintain effective working relationships with elected official, all levels of City management, other governmental officials, community members and community-based organizations and advocacy agencies, service providers, employees, the public and others encountered in the course of work.

**MINIMUM QUALIFICATIONS**

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

**Education:**

A Bachelor's degree from an accredited college or university in sociology, education, public administration, ethnic studies, communication or a closely related field. A Master's degree or other advanced degree in a related field is highly desirable.

**Experience:**

At least five years of experience of demonstrated success in the admiration of community, educational or social justice programs; and at least three of which were in a managerial, supervisory or program administration capacity. Experience in a public agency is strongly preferred.

**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.

**OTHER REQUIREMENTS**

None required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

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

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

(Previous title(s):     )



# MEMORANDUM

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**DATE:** November 19, 2015

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

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

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

**SUBJECT:** Approval of New Classification Specifications for Early Head Start Instructor and Head Start/Early Head Start Associate Substitute Teacher

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Based upon a classification review at the request of the Human Services Department (HSD), Human Resources Management staff collaborated with HSD staff to develop two new classification specifications: **Early Head Start Instructor** and **Head Start/Early Head Start Associate Substitute Teacher**. The establishment of these new classifications will help HSD with their urgent need to reach full staffing levels during this school year. Recruitment activities are being initiated now to ensure the vacancies are filled expeditiously.

Here is summary information related to each new classification:

Early Head Start Instructor

Historically, the Early Childhood Instructor classification was utilized to fill Early Head Start positions. This is no longer possible because the minimum qualifications are no longer equivalent; the Head Start Instructor classification now requires a Bachelor's degree while the Early Head Start Instructor classification only requires an Associate's degree. Further, this classification encompasses both the classroom instructor role and the Home Base visitor role. Overall, this new classification mirrors the duties that are assigned to the Head Start Instructor but that apply to a younger subset of children – infants and toddlers.

Head Start/Early Head Start Substitute Associate Instructor

This is a proposed new classification that will fulfill the substitute teacher role. It is anticipated that the individuals appointed to these positions will be enrolled in college and actively seeking their degrees while gaining valuable experience in the field. HSD regularly has vacancies in their teaching positions, and these substitute teachers will support both the Head Start and Early Head Start programs where staffing voids exist.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposed revisions to the classification specifications. City staff and union representatives met on October 27, 2015, to review the new classifications and agreed to minor modifications during that meeting. There are no objections to the proposed revisions, which was confirmed by a follow-up email from the Union.

**CIVIL SERVICE BOARD**

Subject: New Classification Specifications for the Human Services Department

Date: November 19, 2015

Page 2

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Additionally, the Port of Oakland does not operate any social service programs such as Head Start. Classifications specifically designed for this role have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed new classification specifications for: Early Head Start Instructor and Head Start/Early Head Start Associate Substitute Teacher.

**Attachments:** Proposed new classification specifications for Early Head Start Instructor and Head Start/Early Head Start Associate Substitute Teacher



## HEAD START/EARLY HEAD START SUBSTITUTE ASSOCIATE INSTRUCTOR

Class Code: PPXXX FTE      Civil Service Classified  
 Class Code: PPXXX PPT      Civil Service Classified  
 Class Code: PPXXX PT      Exempt

### DEFINITION

Under direction in the Human Services Department, assists in instructing children enrolled in Head Start/State Preschool/Early Head Start Programs; assists in educating parents on early childhood development concepts; assists in developmental assessments; assists in organizing and setting up education and play materials for classroom and/or supports home visits; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level classification. The incumbent assists assigned teacher(s) in planning, organizing and conducting developmentally appropriate activities for children in the Head Start/State Preschool/Early Head Start Programs. This is a classification in the Head Start Instructor series and can be distinguished from Head Start/Early Head Start Instructor, which allows for the supervision of a Head Start Substitute Associate Instructor position, and Early Childhood Center Director, which is a full supervisory position.

The incumbent receives general supervision from the Early Childhood Center Director and may receive lead direction from Head Start/Early Head Start Instructor.

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

Instruct children in basic infant/toddler/preschool education concepts.

Assist in organizing and setting up developmentally appropriate education and play materials for the classroom and/or the home.

Assist in conducting fire, disaster and safety drills in the classroom; inspect facility for safety standards and maintenance needs.

Assist in planning, organizing and scheduling daily activities at the center classroom or in the home.

Assist in conducting developmental screenings, on-going child observations, developmental assessments and devise Individual Development Plans (IDP) on all children enrolled in program; assist in developing Individual Education Plans (IEP) for special needs children.

Maintain a clean and organized indoor and outdoor environment, including the food service area.

Support the initial and final home visits; make additional/on-going home visits as needed.

Prepare snacks and serve meals.

Assist with conducting outreach and recruiting children and families for enrollment in the Head Start/State Preschool/Early Head Start Program.

Observe and supervise children in activities and ensure their health and safety at all times.

Observe children for unusual behavior or illness and notify parents.

Support parent conferences.

Keep routine records for daily attendance and progress of children in the classroom and/or the home.

Collaborate with parents in providing an individualized educational program for their children.

Support the parent education, planning, and goal setting for parents.

Promote parent/child bonding and nurturing parent/child relationships through modeling developmentally and culturally appropriate interactions and communications.

Administer Pediatric First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Infant, toddler, preschool, and early childhood development, growth and behavior.
- Motor skills and development.
- Teaching in an early childhood setting.
- Classroom management with infant/toddler/preschool children.
- Safe work practices.
- Modern office equipment.
- Personal computer and software applications.

Ability to:

- Lead learning activities for children and parents.
- Maintain records.
- Assist in screening and assessing children using developmentally appropriate tools; assist in inputting data into program management tracking software.
- Plan developmentally appropriate activities for children.
- Learn and follow Head Start/Early Head Start and California State Licensing rules and regulations.
- Communicate effectively with children and parents.
- Follow oral and written directions.
- Work as part of a team in a culturally diverse environment.
- Organize and complete work assignments to meet established deadlines pursuant to performance standards and departmental policies and procedures.
- Make objective observations of children and communicate the findings in writing.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers and children.
- Carry and bottle feed infants/toddlers.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Administer CPR and Pediatric First Aid.

- 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:**

Twelve (12) post-secondary semester units or equivalent quarter units in early childhood education or child development completed at an accredited or approved college or university. Candidates must have units that cover the general areas of child growth and development, child family and community, child and family, or program/curriculum;

AND hold, or qualify for, an Associate Teacher Child Development Permit (or higher level permit) issued by the State of California.

ADDITIONAL REQUIREMENT FOR EARLY HEAD START PROGRAM SUBSTITUTES: Education must include six (6) units of Infant/Toddler coursework.

#### **Experience:**

Four months of full-time work experience or equivalent part-time experience in a licensed child care center or comparable group child care program.

### **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.

Must obtain a State of California Child Development Associate Teacher Permit within 6 months of employment. Must demonstrate proof of application for Associate Teacher (or higher level) permit from the State of California upon hire. Failure to obtain relevant teaching permit within six months will be grounds for removal.

Must obtain Pediatric First Aid and CPR certifications within one year of employment and maintain throughout tenure of employment.

### **OTHER REQUIREMENTS**

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

Proficiency in a foreign language may be required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

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

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

(Previous title(s): n/a )



## EARLY HEAD START INSTRUCTOR

**Class Code: PPXXX FTE**

**Civil Service Classified**

### DEFINITION

Under direction in the Human Services Department, instructs children enrolled in Early Head Start Programs; instructs parents on early childhood development concepts; assists in developmental assessments; organizes and sets up education and play materials for classroom and/or makes home visits; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level classification. The incumbent is responsible for the full range of instructional duties associated with teaching parents of infants/toddlers in the Early Head Start Program. This is a classification in the Early Childhood Instructor series and can be distinguished from Early Childhood Center Director, which is a working supervisor position, and Childhood Education Coordinator, which is a full supervisory position.

The incumbent receives general supervision from the Early Childhood Center Director or the Childhood Education Coordinator and may provide lead direction to substitute teachers or other assigned staff.

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

Instruct children in basic infant/toddler education concepts.

Organize and set up developmentally appropriate education and play materials for the classroom and/or the home.

Conduct fire, disaster and safety drills in the classroom; inspect facility for safety standards and maintenance needs.

Assist in planning, organizing and scheduling daily activities at the center classroom or in the home.

Conduct developmental screenings, ongoing child observations, developmental assessments and devise Individual Development Plans (IDP) on all children enrolled in program; assist in developing Individual Family Service Plans (IFSP) for special needs children.

Maintain a clean and organized indoor and outdoor environment, including the food service area.

Make initial and final home visits; make additional/on-going home visits as needed.

Prepare snacks and serve meals.

Conduct outreach and recruit children and families for enrollment in the program.

Observe and supervise children in activities and ensure their health and safety at all times.

Observe children for unusual behavior or illness and notify parents.

Conduct parent conferences.

Keep routine records for daily attendance and progress of children in the classroom and/or the home.

Conduct weekly home visits for 1.5 hours per session.

Collaborate with parents in providing an individualized educational program for their children in the home.

Provide parent education, planning, and goal setting for parents.

May assist with the process of planning and implementing the health programs in areas such as physical examination, vision, hearing, dental screening, and growth/nutritional assessment; complete vision, hearing, growth, and nutrition assessments as needed; provide all necessary follow-up in these or other health needs.

Implement and plan socializations twice a month for three-hour sessions.

Promote parent/child bonding and nurturing parent/child relationships through modeling developmentally and culturally sensitive interactions and communications.

Administer Pediatric First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Infant, toddler, and early childhood development, growth and behavior.
- Motor skills and development.
- Teaching in an early childhood setting.
- Classroom management with Infant-Toddler children.
- Report writing.
- Safe work practices.
- Modern office equipment
- Personal computer and software applications.

Ability to:

- Maintain high quality classroom environments that meet or exceed the national average.
- Lead learning activities for children and parents.
- Maintain records and effectively prepare reports.
- Screen and assess children using developmentally appropriate tools; input data into program management tracking software.
- Plan developmentally appropriate activities for children.
- Learn and follow Early Head Start program procedures and regulations.
- Communicate effectively with children and parents.
- Follow oral and written directions.
- Work as part of a team in a culturally diverse environment.
- Organize and complete work assignments to meet established deadlines pursuant to performance standards and departmental policies and procedures.
- Make objective observations of children and communicate the findings in writing.

- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 30 lbs. while monitoring children.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers and children.
- Carry and bottle feed infants/toddlers.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Administer CPR and Pediatric First Aid.
- 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:**

An Associate, Bachelor's or advanced degree in Early Childhood Education/Child Development (ECE/CD) or related field including three (3) units supervised field experience in early childhood education/child development (ECE/CD) completed at an accredited or approved college or university, six (6) units of which must be in infant/toddler coursework

OR

Twenty-four (24) units in ECE/CD including core courses plus sixteen (16) General Education (GE) units completed at an accredited or approved college or university, six (6) units of which must be in infant/toddler coursework.

AND hold, or qualify for, a Teacher Permit (or higher level permit) issued by the State of California;

#### **Experience:**

Six months of full-time work experience or one year of part-time experience in a licensed child care center or comparable group child care program.

### **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.

Must obtain a State of California Child Development Permit at the Teacher level within six months of employment and maintain throughout tenure of employment. Must demonstrate proof of application for Teacher (or higher level) permit from the State of California upon hire. Failure to obtain relevant teaching permit within six months will be grounds for removal during probation.

Must obtain Pediatric First Aid and CPR certifications within one year of employment and maintain throughout tenure of employment.

**OTHER REQUIREMENTS**

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

Proficiency in a foreign language may be required.

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



# MEMORANDUM

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**DATE:** November 19, 2015

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

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

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

**SUBJECT:** Approval of New Classification Specifications for Housing Development  
Coordinator I and Housing Development Coordinator II

---

Based upon a classification review at the request of the Housing and Community Development (HCD) Department, Human Resources Management staff collaborated with HCD staff to develop two new classification specifications: **Housing Development Coordinator I** and **Housing Development Coordinator II**. The establishment of these new classifications will round out the Housing Development Coordinator series by adding entry-level and journey-level positions that have been missing from the City's Classification Plan; they will supplement the already existing Housing Development Coordinator III (advanced journey-level) and Housing Development Coordinator IV (supervisory level). Once the new classifications have been established, the new classification specifications will be used to fill vacancies in the near future.

Here is summary information related to each new classification:

Housing Development Coordinator I – This is an entry-level classification. Incumbents perform routine coordination of assignments related to the development and implementation of housing development and emergency housing projects and programs, assist with negotiation of legal documents, and draft ordinances and resolutions for the City Council.

Housing Development Coordinator II – This is a journey-level classification. Incumbents assist with the coordination of the development and implementation of housing development and emergency housing projects and programs, prepare preliminary drafts and assist with negotiating legal documents, and draft ordinances and resolutions for the City Council.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classifications. City staff and union representatives met on October 22, 2015. There are no objections to the proposed new classifications.

Additionally, the Port of Oakland does not operate any housing programs. Classifications specifically designed for this role have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed new classification specifications for: Housing Development Coordinator I and Housing Development Coordinator II.

**Attachments:** Proposed new classification specifications for Housing Development Coordinator I and Housing Development Coordinator II



# HOUSING DEVELOPMENT COORDINATOR I

**DRAFT**

**Class Code: XXXXX FTE**

**Civil Service Classified**

## DEFINITION

Under general direction in the Housing & Community Development Department, performs routine coordination of assignments related to the development and implementation of housing development and emergency housing projects and programs; assists with negotiations of legal documents and drafting of ordinances and resolutions for the City Council; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

Housing Development Coordinator I is an entry level classification in the Housing Development Coordinator series. Incumbents perform a variety of duties involving housing development projects. This classification is distinguished from the higher level Housing Development Coordinator II in that the incumbent of the latter performs moderate to difficult work with less supervision.

The incumbent receives supervision from the Development/Redevelopment Program Manager and may receive lead direction from a Housing Development Coordinator III or Housing Development Coordinator IV.

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

Perform routine tasks related to housing development and emergency housing programs and projects from the initial proposal through construction, marketing, and initial occupancy or sale; assist with monitoring of projects for compliance with budget, schedule, and standards.

Support development and administration of loan programs to fund affordable housing.

Assist with implementation of loan programs to fund affordable housing development.

Prepare preliminary drafts of legal documents governing financing and implementation of housing development projects, including Requests for Proposal.

Provide basic information and referrals to developers of affordable housing and providers of emergency and transitional housing.

Assemble data for draft resolutions, ordinances, and project reports for the City Council.

Prepare preliminary drafts of Requests for Proposal.

Research and compile data for preparation of long range plans and special studies to meet program goals and objectives.

Respond to public inquiries regarding housing development programs.

Attend site and project meetings, City Department meetings, and community meetings.

Prepare and maintain records and reports.

Assist in the preparation of state and federal grant and loan proposals.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Theories, concepts, principles and practices of the housing development process, housing and real estate finance, or services for homeless persons.
- Research and statistical methodology.
- Public speaking principles and practices.
- Budget development and administration, and/or basic principles of accounting.
- Computer systems and applications.
- Report writing and record keeping.
- Public contact and community relations.

Ability to:

- Organize and compile data to evaluate housing development projects.
- Research and interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development, emergency and transitional housing, and finance.
- Communicate effectively in both oral and written form.
- Maintain accurate records; prepare clear, concise reports.
- Manage workloads by setting priorities and meeting critical deadlines for completion of assignments.
- Utilize computers 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 urban planning, public policy, public administration, business administration, **economics, accounting** or closely related field.

### **Experience:**

None required. One year of work experience in public or private housing development, city planning or a related field is highly desirable.

## **LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

None required.

**FLEXIBLE STAFFING**

Incumbents in the Housing Development Coordinator I classification are eligible to promote to the Housing Development Coordinator II classification in accordance with established City policy related to flexible staffing.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

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

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

(Previous title(s):     )



## HOUSING DEVELOPMENT COORDINATOR II

DRAFT

**Class Code: XXXXX FTE**

**Civil Service Classified**

### DEFINITION

Under general direction in the Housing & Community Development Department, assists with the coordination of the development and implementation of housing development and emergency housing projects and programs prepares preliminary drafts and assists with negotiating legal documents and drafting ordinances and resolutions for the City Council; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Housing Development Coordinator II is a journey level classification in the Housing Development Coordinator series. Incumbents plan and implement moderate to difficult housing development projects. This classification is distinguished from the higher level Housing Development Coordinator III in that the incumbent of the latter provides lead direction and handles small, less complex projects.

The incumbent receives supervision from the Development/Redevelopment Program Manager and may receive supervision from a Housing Development Coordinator IV or lead direction from a Housing Development Coordinator III.

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

Assist with the planning and coordination of housing development and emergency housing programs and projects from the initial proposal through construction, marketing, and initial occupancy or sale; monitor projects for compliance with budget, schedule, and standards.

Assist with the development and administration of loan programs to fund affordable housing.

Assist with the implementation of loan programs to fund affordable housing development.

Draft, review and negotiate a variety of complex legal agreements with developers, governing financing and implementation of housing development projects.

Review and analyze the feasibility of funding proposals for housing projects.

Provide basic information and referrals to developers of affordable housing and providers of emergency and transitional housing.

Provide technical assistance to developers of affordable housing and to providers of emergency and transitional housing.

Assist with the drafting of resolutions, ordinances, and project reports for the City Council.

Prepare preliminary drafts of Requests for Proposal and bid evaluations.

Research data and compile information for long range plans and special studies to meet program goals and objectives.

Respond to public inquiries regarding housing development programs.

Attend site and project meetings, City Department meetings, and community meetings.

Assist in the preparation of state and federal grant and loan proposals.

Prepare and maintain records and reports.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Theories, concepts, principles and practices of the housing development process, housing and real estate finance, or services for homeless persons.
- Federal, state, and local housing programs and resources.
- Federal, state, and local laws, regulations, and ordinances pertaining to housing development and finance.
- Research and statistical methodology.
- Public speaking principles and practices.
- Budget development and administration, and/or basic principles of accounting.
- Computer systems and applications.
- Report writing and record keeping
- Public contact and community relations.

Ability to:

- Plan, organize, evaluate and implement housing development projects.
- Interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development, emergency and transitional housing, and finance.
- Assist with negotiations and administration of a variety of complex legal documents, including financial development, and administrative contracts and agreements.
- Plan, organize, prepare and evaluate studies, reports, proposals and other written materials.
- Assist with evaluation, administration, and monitoring of budgets.
- Interpret and explain housing programs and policies to diverse public and private agencies, developers and members of the public.
- Communicate effectively in both oral and written form.
- Maintain accurate records; prepare clear, concise reports.
- Manage workloads by setting priorities and meeting critical deadlines for completion of assignments.
- Utilize computers 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 urban planning, public policy, public administration, business administration, **economics, accounting** or closely

related field.

**Experience:**

Two years of progressively responsible work experience in public or private housing development, city planning or a related field.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

None required.

**FLEXIBLE STAFFING**

Incumbents in the Housing Development Coordinator I classification are eligible to promote to the Housing Development Coordinator II classification in accordance with established City policy related to flexible staffing.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

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

(Previous title(s):        )



# MEMORANDUM

---

**DATE:** November 19, 2015

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

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

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

**SUBJECT:** Approval of Classification Specification for the Planner III – Historic Preservation

---

Based upon a classification review at the request of the Planning and Building Department, staff has modified the working draft of the **Planner III – Historic Preservation** classification. The classification has been in existence for several years but an official classification specification was never approved.

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

- 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.
- Refinements have been made to the Definition and Distinguishing Characteristics sections.
- The Experience section has been slightly modified.
- The License or Certificate section has been revised.

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 22, 2015. There are no objections to the proposed new classification specification.

Additionally, the Port of Oakland does not have any positions involving Historic Preservation. Classifications specifically designed for this role have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed new classification specification for the existing Planner III – Historic Preservation classification.

**Attachments:** Proposed new classification specification for Planner III – Historic Preservation



## PLANNER III, HISTORIC PRESERVATION

**Class Code: AP380 FTE  
AP276 PPT**

**Civil Service Classified**

### DEFINITION

Under direction in the Planning and Building Department, serves as staff to the Landmarks Preservation Advisory Board; conducts technical analyses of historic buildings for proposed demolition or alteration; prepares mandated documents for landmark designation; prepares federal and state grant applications for historical and architectural surveys; conducts field surveys and historical research; makes presentations to various groups; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification. Incumbents perform major projects with little supervision. This classification differs from the higher level Planner IV in that the former acts in either a lead or supervisory capacity and performs less complex or difficult tasks.

Incumbents receive direction from a Planner IV, Planner V or a division manager and provide lead direction over interns, volunteer staff, consultants and assigned clerical staff.

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

Serve as staff to the Landmarks Preservation Advisory Board; prepare the agenda and attachments; present issues and, as appropriate, advise the Board; record decisions taken by the Board.

Conduct design reviews of historic buildings; prepare reports.

Undertake a technical analysis of any proposed demolition of historic structures; investigate the merit and validity of applicant's reasons for demolition; develop strategies to preserve the structure.

Make a technical analysis of proposed alterations to historic structures for compliance with zoning regulations and standard historic criteria; work with the applicant and the applicant's architect to arrive at an acceptable design solution.

Prepare mandated documents for landmark designation; advise property owners regarding the provisions of landmark designation and the designation process; assemble and condense public comment on proposed nominations.

Prepare an annual grant application for funds to conduct historical and architectural surveys of designated areas for historical preservation.

Conduct intensive surveys in selected areas of the City; make visual inspections of surveyed properties; photograph properties in survey areas.

Prepare regulations and policies related to historic preservation.

Analyze public records for historical information; research and evaluate information gathered for each surveyed property; prepare State Historical Resource forms.

Prepare service contracts; select consultants and interns; approve payment requests.

Provide liaison and information on surveyed properties to City departments and the public.

Make presentations to department staff, the City Council, neighborhood groups, and professional organizations.

Provide information and assistance to property owners and the general public regarding landmark designation and application.

Research and write reports, correspondence, and reference books.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Theories, concepts, and principles of architecture and design review.
- Historical and architectural documentation, architectural preservation.
- Building construction methods and materials.
- Federal, state, and local laws, regulations, and codes governing the preservation of historical landmarks.
- Computer systems and applications.
- Public contact and community relations.

### **Ability to:**

- Plan, organize, and evaluate urban design or historical preservation projects.
- Find creative solutions for the preservation of historical structures.
- Interpret federal and state regulations pertaining to city historical landmarks and preservation.
- Write grant applications.
- Negotiate and administer service contracts; provide direction to consultants and interns.
- Coordinate functions and activities between the department and independent agencies.
- Establish cooperative relationships with property owners, architects, and the public.
- Communicate effectively in both oral and written form.
- Prepare reports, proposals, and written materials of an analytical, financial, technical or evaluative nature.
- 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 planning, architecture, architectural history, urban design or a related field. A Master's degree from an accredited college or university in city planning, urban design or preservation may be substituted for one

year of work experience.

**Experience:**

Three years of progressively responsible experience in urban design, architectural preservation, preservation planning, historical research, 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**

Certain positions may require qualification under 36 Code of Federal Regulation Part 61.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
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Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):	)		

**4b – Appeal of Classification Study Results for:  
Ernestine Nettles  
Contracts Compliance Officer, Assistant**

**APPELLANT SUBMISSION**



PROFESSIONAL & TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO  
*An Organization of Professional, Technical, and Administrative Employees*

November 12, 2015

City of Oakland Civil Service Board  
150 Frank Ogawa Plaza, 3<sup>rd</sup> Floor  
Oakland, CA 94612

**RE: 3.04(e) APPEAL OF CLASSIFICATION STUDY FINDINGS**  
Certification Officer Ernestine Nettles

Dear Civil Service Board Members:

Ernestine Nettles started as an Assistant Contract Compliance Officer (CCO) with the City of Oakland in 2006 and is still working in that classification almost nine years later. Despite her classification title, Ms. Nettles really functions as the Certification Officer in the Department of Contracts and Compliance and is referred to as such by fellow City employees (**Exhibit 1**). She is the City's contact person for all certification and recertification requests (**Exhibit 2**).

On January 14, 2014, Ms. Nettles submitted a Request for Classification Study which included a completed Position Description Questionnaire (**Exhibit 3**). On December 29, 2014, the City mailed Ms. Nettles the findings of the classification study, which stated that the City considered Ms. Nettles properly classified as the Assistant CCO (**Exhibit 4**). Ms. Nettles subsequently appealed the City's findings.

The nature of Ms. Nettles' work does not fit neatly into the Contract Compliance Officer series because she is tasked almost entirely with the certification and re-certification process, not contract compliance. In 2010, Ms. Nettles took on all the responsibilities of certification and recertification of businesses for the City, which accounts for the majority of her work (**Exhibit 5**).

Despite the fact that the CCO job descriptions deal specifically with contract compliance and Ms. Nettles' certification focused work does not neatly fit into it, there is overlap in the tasks described as they relate to the certification process. She does all the work required of a CCO, except as it relates to certification instead of contract compliance. Ms. Nettles' level of work, her experience, and her seniority are better aligned with the CCO classification, not the CCO Assistant. For this reason, we believe that a reclassification is appropriate.

The full scope of Ms. Nettles' duties is best described in her Employee Questionnaire, along with her initially submitted Request for Classification Study (**Exhibit 6, Exhibit 3**). To assist you in your review, we address each of the relevant job duties listed in the CCO description and provide documentation that Ms. Nettles does the same type of work for certifications and recertifications. Additionally, we will demonstrate that Ms. Nettles' experience, education and seniority is better reflected by the CCO classification than the Assistant one.

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**EXAMPLES OF DUTIES:**

**REVIEW DOCUMENTS FOR COMPLIANCE WITH CERTIFICATION REQUIREMENTS**

- *Review Project Specifications and Request for Proposal to ensure incorporation of the City's affirmative action program requirements.*
- *Certify minorities, women and disadvantaged firms; review documents submitted by company and conduct on-site review of company to determine program eligibility.*

Ms. Nettles reviews all applications for certification and recertification requirements for the City. She reviews all the documents submitted by a company and conducts on-site review of the business to determine eligibility for certification. If a company is requesting to be certified, the email comes to Ms. Nettles. She then sends the business representative an email that outlines the City's certification process and attaches a document titled "Certification/ Recertification Process and Procedures" which further explains the process (**Exhibit 7, Exhibit 8**). She also provides a Recertification check-list (**Exhibit 9**). Ms. Nettles has developed these documents and processes for certification herself.

**CONDUCT PRE-CERTIFICATION MEETINGS TO INFORM BUSINESSES ON CITY'S CERTIFICATION/RE-CERTIFICATION PROCESS AND ENSURE COMPLIANCE**

- *Schedule and conduct pre-bid meetings to inform developers and contractors of the City's various programs and requirements.*
- *Conduct pre-award meetings to ensure that the low bidder has complied with the City program.*
- *Conduct pre-construction meetings to ensure that the contractor and all of their subcontractors are familiar with all program requirements.*

Ms. Nettles schedules and conducts pre-certification meetings with businesses and entities interested in the City's certification requirements and explains the process and procedures involved. She provides one-on-one meetings with business representatives to explain the certification process as needed and assists companies that are having problems completing the certification process to be in compliance with City programs (certification, EBO and LWO). She has about 4-5 in person meetings a month, usually on a walk-in basis, and also provides this service by phone, via email, and in person (**Exhibit 10**).

### **SERVE AS LIASON WITH COMMUNITY ON CERTIFICATION PROCESS**

- *Maintain liaison with the public, non-profit organizations, labor unions, Federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.*
- *Confer with contractors to ensure timely submittal of weekly payroll reports; monitor payroll reports for payment of prevailing wages and the employment of minorities and women.*

Ms. Nettles is frequently asked to attend expos and other events to explain the certification requirements and process. She attends regularly scheduled monthly meetings as the City's certification representative at the Alameda County Public Works Agency Business Outreach Breakfast (**Exhibit 11**) and the Bay Area Business Roundtable (**Exhibit 12**). M. Nettles also attends expos, such as the Small Business Expo and the Turner Group Expo (**Exhibit 13, Exhibit 14**). At these events, Ms. Nettles gives a presentation on the certification/recertification process, which she developed (**Exhibit 15**). She gives out forms that explain the process (**Exhibit 16**). She also shows attendees how to begin the process online right on the spot by pulling up the forms online and explaining how to get certified online.

Ms. Nettles also liaisons with other Bay Area public agencies to check if a business is starting a certification process with them and to share certification processes, etc. She also goes out to agencies and companies and does certification presentations upon request. Ms. Nettles also communicates with applicants to ensure timely submission of certification documents by emailing individual business representatives with instructions on which documents are required to be submitted (**Exhibit 17**).

### **PERFORM ON-SITE VISITS TO CONFIRM CERTIFICATION REQUIREMENTS ARE MET**

- *Perform on-site compliance reviews to confirm that contractors listed for the project are performing the work, that contractors and subcontractors are employing minorities and women in accordance with AACE program, and prevailing wages are being paid to all employees.*
- *Prepare monthly reports and letters of non-compliance and/or labor violations to developers and contractors.*

Ms. Nettles regularly and independently performs on-site certification visits (**Exhibit 18**). As you can see from Exhibit 13, she performed 18 on-site visits from August until October of this year. These visits are an opportunity to verify: (1) that the company is physically in the City of Oakland as a fully operational organization and (2) that the information that was given in the certification questionnaire is accurate (**Exhibit 19**).

Ms. Nettles represents the City on the East Bay Inter-Agency Alliance (EBIIA) certification committee and prepares monthly reports for the meeting, which includes a list of the companies who have applied for certification and where they are in the process. (**Exhibit 18**).

### **INVESTIGATE COMPLAINTS REGARDING CERTIFICATIONS**

- *Investigate formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.*

When there is a third party challenge to a certification, Ms. Nettles investigates these complaints. If a company is denied a certification and appeal the denial, Ms. Nettles collects all the documentation to justify the denial (**Exhibit 20**).

### **PROVIDE TECHNICAL ASSISTANCE**

- *Provide technical assistance to current and prospective M/W/DBE contractors.*

Ms. Nettles provides technical assistance to business representatives who utilize I-Supplier, the City's online system for sending out RFPs, etc (**Exhibit 21**). Citizens get very flustered with I-Supplier, and Ms. Nettles helps companies get registered with I-Supplier and explains to them how to utilize the platform to their benefit (**Exhibit 22**). She shows businesses how to use their phone or computer to access the City's website for certification and how to go through the process. Ms. Nettles also makes an effort to get vendors informed on how I-Supplier can help them expand their business.

### **MINIMUM QUALIFICATIONS AND DISTINGUISHING CHARACTERISTICS:**

Ms. Nettles holds a Masters of Public Administration from Golden Gate University, as well as a Bachelor's of Science in Human Resource Management. She has been working as the City's sole Certification Officer since 2010, and has been with the City in the Assistant CCO classification since 2006. Prior to coming to work with the City, Ms. Nettles had over 20 years of experience as a public sector, private sector and nonprofit employee. Notably, she was the EEO Representative for the Los Angeles County MTA for 5 years, a Community Service Project Director with the Housing Authority of the City of Los Angeles, and a Human Resources Manager/Contract Compliance officer for Allied-Sysco Food Services (**Exhibit 23**).

Ms. Nettles' education, experience and work history are clearly more in line with the journey level CCO position than the entry level Assistant CCO. The Assistant CCO is an entry level classification where incumbents receive training and lots of direction. The minimum qualifications are one year of experience and a Bachelor's Degree. Ms. Nettles is clearly not functioning on an entry level, and she is working independently as the City's Certification Officer. Her experience would place her in the journey level classification in the CCO series, since she independently implements and monitors the City's certification/recertification process with minimal supervision. In fact, Ms. Nettles is tasked with supervising the department's summer interns.

For all of the above reasons, we feel that reclassifying Ms. Nettles into the journey CCO classification is appropriate. We appreciate your attention to this matter. Please do not hesitate to contact us with any questions or concerns.

Best,



Ana Guzina  
Research and Legal Specialist  
436 14<sup>th</sup> Street, Suite 1520  
Oakland, CA 94612

Cc: Ernestine Nettles, Certification Officer  
Emma Erbauch, Representative/Organizer

# EXHIBIT 1

**Nettles, Ernestine**

---

**From:** Barnes, Deborah  
**Sent:** Thursday, November 04, 2010 3:49 PM  
**To:** 'Justin Argomaniz'  
**Cc:** Nettles, Ernestine  
**Subject:** RE: Local Business Enterprise - MVE Institutional, Inc.

Dear Justin, I am forwarding your request to our certification officer Ernestine Nettles. She is happy to assist you.

Deborah Lusk-Barnes, Director  
Department of Contracting and Purchasing  
250 Frank Ogawa Plaza - Suite 3341  
Oakland, California 94612  
(510) 238-6270 ([dbarnes@oaklandnet.com](mailto:dbarnes@oaklandnet.com))

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**From:** Justin Argomaniz [<mailto:jargomaniz@mve-institutional.com>]  
**Sent:** Thursday, November 04, 2010 2:14 PM  
**To:** Barnes, Deborah  
**Subject:** Local Business Enterprise - MVE Institutional, Inc.

Hello Deborah,

I am trying to get our firm, MVE Institutional, Inc., qualified as a LBE. I believe I have all of the forms in order; however, can you please kindly let me know exactly what I will need to submit and to where? I am trying to complete this as soon as possible and could use your help. Please let me know if you have any questions for me. You can contact me at 949-809-3380.

Thank you Deborah,

---

**Justin Argomaniz**  
Marketing Coordinator

MVE Institutional, Inc. | Planning + Architecture + Interiors  
Irvine + Oakland + Honolulu + San Diego

1900 Main Street, Suite 800 | Irvine, California 92614-7318 | T 949.809.3380 | [www.mve-institutional.com](http://www.mve-institutional.com)

# EXHIBIT 2

# Doing Business with the City

## Interested in becoming a Supplier with the City of Oakland?

- [NOTICE TO ALL BUSINESSES](#)

All businesses (**aka contractors, consultants and vendors are here forth referred to as Suppliers**) who wish to do business or apply for certification/recertification with the City of Oakland are required to register with the City of Oakland's Oracle iSupplier Portal.

This is an online interface where suppliers can be notified of upcoming opportunities, view their purchase orders, deliveries, invoices and payment status. Begin by [registering for an account](#).

### iSupplier

- [Login](#)
- [Register](#)
- [User Guide](#)

*\* iSupplier only supports the Internet Explorer 7/8 and Firefox browsers*

## Certification or Re-Certification

We encourage all organizations with a substantial business presence in the City of Oakland to apply for VSLBE, SLBE, LBE or LPG certification. Certified businesses may earn bid discounts or preference points.

[Visit our Certification page](#) to learn more about the programs,

- **What is an LBE/SLBE Certification?**
- **Am I Eligible for an LBE/SLBE Certification?**
- **Why should I get Certified as an LBE/SLBE ?**
- **Certification/Re-certification Application Process.**

Please email Ernestine Nettles at [enettles@oaklandnet.com](mailto:enettles@oaklandnet.com) for Certification questions

## Contractor's Certified Payroll Login

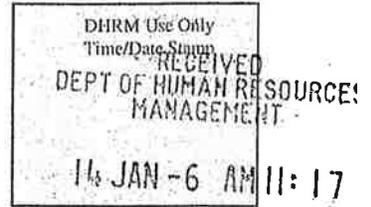
**Important Note:** All Construction contracts/projects over the amount of one thousand dollars are subject to prevailing wage and all contractors must submit certified payrolls to the City of Oakland.

Click on this link [LCPTracker Login Page](#) to enter certified payroll.

# EXHIBIT 3



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION



Interoffice Letter

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

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

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

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

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

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

**I have read and fully understand this advisory:**

ERNESTINE NETTLES  
Print Name

*Ernestine Nettles*  
Signature of Incumbent

24 October 13  
Date



**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION**

**POSITION DESCRIPTION QUESTIONNAIRE**  
**PART I: INCUMBENT DATA**

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

**DIRECTIONS:**

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

**SECTION A - BACKGROUND INFORMATION**

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

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**SECTION B - DUTIES**

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

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

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

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

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

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

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

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

Working knowledge of Supplier registration process.

Working knowledge of Size Standards for SLBE and VSLBE certification.

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

Knowledge of computer systems and applications.

Knowledge of public contact skills.

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

Ability to prepare reports of an analytical and evaluative nature.

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

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

**SECTION D - WRITTEN PROCEDURES/GUIDELINES/MANUALS/POLICIES**

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

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

**SECTION E - DECISION MAKING/PROBLEM SOLVING**

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

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

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

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

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

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

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

**SECTION F - SUPERVISION EXERCISED**

Do you directly supervise anyone?  No  Yes  
 If yes, please specify number of staff and identify the exact classification titles:  
 I do not supervisor any staff, however I provide direction and oversight to a receptionist and job developer on the filing, mailing and collection of documents related to EBO, LWO and certification.

**SECTION G - EQUIPMENT AND MACHINE OPERATION/COMPUTER SOFTWARE**

In the performance of your duties, are you required to operate any equipment such as computers and software, calculators, forklifts, copiers, fax machines, hand/power tools, etc.?  No  Yes  
 If yes, please list the equipment, machines, tools and/or software programs that you use and the purposes for which you use them.

Equipment, Machine, Software, etc. and Purpose	
1	I used the Personal Computer to prepare certification recommendation, EBO and LWO compliance determinations, send and receive e-mail and to communicate with various internal and external stakeholders and other public and private entities.
2	I use the fax machine, scanner and printer to fax, scan and e-mail documents.
3	I use camera to photograph business locations, signs, and operations.
4	
5	
6	
7	
8	

Does your work require you to drive an automobile or other vehicle?  No  Yes  
 If yes, describe the type of vehicle, the purpose of use, and frequency:

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**SECTION H - WORKING RELATIONSHIPS/HUMAN INTERACTION**

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

**PURPOSE OF CONTACTS**

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

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

**SECTION I - PHYSICAL ACTIVITIES/REQUIREMENTS**

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

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

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

**SECTION J - EMPLOYMENT HISTORY**

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

**SECTION K - COMMENTS**

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

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

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Signature of Employee

*24 October 13*  
 \_\_\_\_\_  
 Date

78B 11/14/13

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



**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION**

DHRM Use Only  
Time/Date Stamp  
  
RECEIVED  
DEPT OF HUMAN RESOURCES  
MANAGEMENT

**POSITION DESCRIPTION QUESTIONNAIRE  
PART II: SUPERVISOR'S REVIEW PORTION**

14 JAN -6 AM 11:17

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

**DIRECTIONS:**

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

**SECTION A - SUPERVISOR INFORMATION**

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

**SECTION B - CLASSIFICATION FACTORS**

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

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

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**SECTION C - COMMENTS**

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

The incumbent's responses to the questionnaire  overstate /  understate the duties, authority and responsibility of the work currently performed.

Comments:

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

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

*Detarof Bura*  
\_\_\_\_\_  
Signature of Agency Head/Director

*11/14/13*  
\_\_\_\_\_  
Date

# EXHIBIT 4



CITY OF OAKLAND

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

HUMAN RESOURCES MANAGEMENT  
Recruitment and Classification

December 29, 2014

CERTIFIED MAIL #7011 2970 0004 1806 2736

Ernestine Nettles



Re: Classification study – Contract Compliance Officer, Assistant

Dear Ms. Nettles:

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

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

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

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

Sincerely,

Eric Williams  
Human Resource Analyst

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





CITY OF OAKLAND

## HUMAN RESOURCES MANAGEMENT

RECRUITMENT & CLASSIFICATION DIVISION

# POSITION AUDIT REPORT

### GENERAL INFORMATION

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

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

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

The following was the timeline for data collection:

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

## OUTLINE OF POSITION INFORMATION

### Duties Performed by Incumbent

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

Duties	% of Time
Perform analyses of documents submitted by company to determine applicant's eligibility for certification. Make recommendations to certify Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), Very Small Local Business Enterprise (VSLBE), and Locally Produced Goods-Local Business Enterprise (LPG-LBE).	50%
Perform on-site compliance reviews to confirm and determine whether firm has substantial presence and maintains a business location within the geographical boundaries in the City of Oakland. <i>not limited to boundaries of City</i>	20%
Review and <i>analyze</i> * documents to determine compliance with Equal Benefits Ordinance (EBO) and Living Wage Ordinance (LWO).	15%
Provide Technical Assistance to current and prospective LBE/SLBE/VSLBE/LPG-LBE business enterprises to assist them with the certification process.	5%
Provide technical assistance to firms to ensure EBO and LWO compliance.	5%
Serve as liaison providing technical assistance to vendors registering and completing the iSupplier registration process to ensure notification of opportunities with the City of Oakland	5%

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

### Minimum Qualifications for Current Classification

#### Assistant Contracts Compliance Officer

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

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

#### Incumbent Education/Experience

Experience: 8+ years in current role

Education: MPA, B.A. Human Resources

### Essential Knowledge Skills and Abilities

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

#### Knowledge of:

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

#### Ability to:

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

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

#### Knowledge of:

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

#### Ability to:

- Demonstrate community relations skills

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

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

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

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

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

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

**Physical Activity** – None contributing to classification evaluation.

## *ANALYSIS OF CLASSIFICATION REQUEST*

### **History and Evolution of Duties**

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

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

### **Depth and Breadth of Duties**

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

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

### *Small Business Certification*

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

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

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

### *EBO/LWO Compliance*

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

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

## Addressing Rationale for Reclassification

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

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

### *I. Same Work as Other CCO Incumbents*

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

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

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

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

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

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

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

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

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

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

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

## *II. Higher Workload Due to Retirement*

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

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

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

## *III. Ability to Provide Recommendations*

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

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

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

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

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

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

### **Results of Analysis**

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

## FINAL RECOMMENDATION AND SUMMARY

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

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

### IMPLEMENTATION

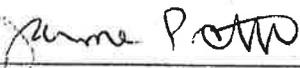
Human Resources Management recommends that the Contract Compliance Officer, Assistant position in the Office of the City Administrator, held by Ms. Ernestine Nettles, remain as allocated.

**ANALYST:**

  
 \_\_\_\_\_  
 Eric Williams, Human Resource Analyst

12/29/2014  
 \_\_\_\_\_  
 Date

**APPROVAL FOR FORWARDING:**

  
 \_\_\_\_\_  
 Jaime Pritchett, Principal HR Analyst/Classification Supervisor

12/29/14  
 \_\_\_\_\_  
 Date





**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION**

DHRM Use Only  
Time/Date Stamp

Interoffice Letter

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

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

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

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

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

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

**I have read and fully understand this advisory:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

FORM #05211-0002  
REV. 01.31.11

*October 2014*



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION

**POSITION DESCRIPTION QUESTIONNAIRE**  
**PART I: INCUMBENT DATA**

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

**DIRECTIONS:**

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

**SECTION A - BACKGROUND INFORMATION**

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

FORM #05211-0002  
REV. 01.31.11

**SECTION B - DUTIES**

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

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

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

FORM #05211-0002  
 REV. 01.31.11

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

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

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

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

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

Working knowledge of iSupplier registration process.

Working knowledge of Size Standards for SLBE and VSLBE certification.

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

Knowledge of computer systems and applications.

Knowledge of public contact skills.

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

Ability to prepare reports of an analytical and evaluative nature.

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

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

} X

**SECTION D - WRITTEN PROCEDURES/GUIDELINES/MANUALS/POLICIES**

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

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

} X

**SECTION E - DECISION MAKING/PROBLEM SOLVING**

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

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

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

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

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

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

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

**SECTION F - SUPERVISION EXERCISED**

Do you directly supervise anyone?  No  Yes  
 If yes, please specify number of staff and identify the exact classification titles:

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

**SECTION G - EQUIPMENT AND MACHINE OPERATION/COMPUTER SOFTWARE**

In the performance of your duties, are you required to operate any equipment such as computers and software, calculators, forklifts, copiers, fax machines, hand/power tools, etc.?  No  Yes  
 If yes, please list the equipment, machines, tools and/or software programs that you use and the purposes for which you use them.

Equipment, Machine, Software, etc. and Purpose	
1	I used the Personal Computer to prepare certification recommendation, EBO and LWO compliance determinations, send and receive e-mail and to communicate with various Internal and external stakeholders and other public and private entities.
2	I use the fax machine, scanner and printer to fax, scan and e-mail documents.
3	I use camera to photograph business locations, signs, and operations.
4	
5	
6	
7	
8	

Does your work require you to drive an automobile or other vehicle?  No  Yes  
 If yes, describe the type of vehicle, the purpose of use, and frequency:

**SECTION H - WORKING RELATIONSHIPS/HUMAN INTERACTION**

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

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

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

**SECTION I - PHYSICAL ACTIVITIES/REQUIREMENTS**

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

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

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

**SECTION J - EMPLOYMENT HISTORY**

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

**SECTION K - COMMENTS**

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

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

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

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

**EMPLOYEE QUESTIONNAIRE**  
(LIMIT RESPONSES TO THREE PAGES OR LESS)

**Name:** Ernestine Nettles

**Position Title:** Assistant Compliance Officer

**Agency/Dept/Division:** CAO/Contracts & Compliance

**Evaluation Period:** \_\_\_\_\_ to

**Date Responses Due:**

*Please complete the below-listed questions. You will be given up to two hours of work time over a 3 – 5 day period to complete the form. The information you include will be used by your supervisor while writing your evaluation. If your response is not received by the date listed above, your supervisor may proceed with writing the evaluation without your input.*

- 1. List the job activities, tasks, or projects on which you have worked. Please highlight and describe your major accomplishments and special projects. Identify any supervisors or Team Leaders with whom you worked, other than your primary supervisor.**
  - a. Review of applications for certification of Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), Very Small Local Business Enterprise (VSLBE) and Local Business Enterprise of Locally Produced Goods (LBE-LPG).
  - b. Conduct certification site visit after collection of certification documents within (15) business days of receipt. Site visits to confirm identification of small and local businesses.
  - c. Review and Analyze Equal Benefit Ordinance (EBO) and Living Wage Ordinance (LWO) documentation submitted to the City of Oakland determine compliance.
  - d. Maintain liaison with East Bay Interagency Alliance (EBIA) and other entities in developing and implementing city programs and policies.
  - e. Provides customer service in a timely manner to the needs of a diverse set of internal and external customers, providing information and services in a accurate and timely fashion.
  - f. Work with all team leaders and staff of Contract Compliance unit: Shelley Darensburg, Jonothan Dumas, Vivian Inman, Dasco Munoz, Charles Brown, Matt Berens, Sophany Hang, Linda Matthews and Paula Peav. Also, work with other City departments and outside agencies and small businesses.

**Other:**

2. **What job changes have occurred since your last evaluation, and what impacts have these changes had on your job? For instance, have you needed to develop new knowledge, skills, or abilities to adjust to these changes? What challenges have arisen? How have you overcome them?**

**Comments:** Since my last evaluation, I have become the primary City of Oakland representative for the EBIA. Now serves as backup to Dasco Munoz for ISupplier information and registration. Interact with City of Oakland Business Tax License. These changes have impacted my workload substantially. I had to learn how to maneuver through the ISupplier maze registration, documentation and communication with the end user (customer).

The challenges that have arisen include maintaining a steady work flow for meeting required deadlines for certification, recertification, EBO, LWO and ISupplier.

3. **How do your work accomplishments correspond with the City Council's goals?**  
**Comments:** My work accomplishment correspond with the City Council's goals of encouraging economic growth in a socially- and environmentally-responsible way and encouraging and supporting social equity for all Oakland residents and businesses.

4. **What interests you most about your assignment? What interests you the least?**  
**Comments:** Working with Small Businesses to insure that they have everything in place to participate in business opportunities that become available for the City of Oakland, Alameda County, the Port of Oakland, Alameda County Transportation Authority, Oakland Unified School District, State of California, the United State of America Federal Government and private industry. What interests me least

5. **What new work responsibilities would you be interested in undertaking? What skill areas would you like to expand or gain experience in? What training, equipment, or resources would be needed, if any, to help you undertake the new work responsibilities?**  
**Comments:** I would like to learn more about the LEP and 15% Non-Compliance Analysis and learning more about the whole compliance review process. Additional competent support staff would be needed for me to comfortably undertake new responsibilities.

6. **Have you identified any areas in which you would like to improve? What specific targets have you established?**  
**Comments:**

7. **What additional topics would you like to discuss?**

**Comments:** None at this time.

# EXHIBIT 5



# Memo

**Office of the City Administrator**  
Contract & Compliance Division

**To:** Ceci Garcia  
**From:** Ernestine Nettles, Contract Compliance Officer Assistant  
**Cc:** File  
**Date:** January 26, 2015  
**Re:** **Living Wage Ordinance (LWO) /Equal Benefits Ordinance (EBO)**  
**Compliance Analysis of:** Carol Watson Nonprofit Consulting

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The Office of The City Administrator, Contracts and Compliance Division, reviewed the professional or specialized service agreement for the above referenced City Financial Assistance Recipient (CFAR).

Based on our review of the documentation submitted, it has been determined that the above reference firm is in compliance with the EBO and LWO requirements of the City of Oakland.

If you have any questions or need additional information, please contact me at ext. 6160.

# EXHIBIT 6

**E M P L O Y E E   Q U E S T I O N N A I R E**  
( L I M I T   R E S P O N S E S   T O   T H R E E   P A G E S   O R   L E S S )

**Name:** Ernestine Nettles

**Position Title:** Assistant Contract Compliance Officer

**Agency/Dept/Division:** CAO/Contracts & Compliance

**Evaluation Period:** April/2010      to      May 2014

**Date Responses Due:**

*Please complete the below-listed questions. You will be given up to two hours of work time over a 3 – 5 day period to complete the form. The information you include will be used by your supervisor while writing your evaluation. If your response is not received by the date listed above, your supervisor may proceed with writing the evaluation without your input.*

- 1. List the job activities, tasks, or projects on which you have worked. Please highlight and describe your major accomplishments and special projects. Identify any supervisors or Team Leaders with whom you worked, other than your primary supervisor.**

a. I am the City of Oakland's representative on the East Bay Interagency Alliance (EBIA) Board/Certification Committee. I assisted in the development of a system of policies and procedures to synchronize certification expiration dates between The Port of Oakland, Alameda County, and Alameda County Transportation Commission.

b. In partnership with the IT department, I am part of the team that is working to streamline, strengthen and facilitate EBIA certification agency information on the Internet with direct certification links to Bay Area Agencies.

c. In partnership with the EBIA, I am taking the lead in reaching out to other certification officers throughout the nine Bay Area Counties. With greater communication between fellow certification officers and the sharing of applicant information, we have found ways to reduce fraud and strengthen our departments. I also have developed a working relationship with Business Tax License department to validate applicant's compliance with the City of Oakland's Business Tax License Ordinance.

d. I have streamlined the application process by developing a comprehensive checklist for consistency. I have done the same for prospective vendors by creating an easy-to-follow electronic document that is one-sheet that includes the steps and procedures and required documents for both certification and recertification, complete with pertinent links to all the information.

e. I have developed an equal benefit/living wage checklist to assist in the analysis of the schedule N and N-1 to ensure compliance with the City of Oakland's ordinance.

f. With my knowledge of Oracle iSupplier, I represent the Office of Contract Compliance and Employment for users who require assistance.

**Other:**

2. **What job changes have occurred since your last evaluation, and what impacts have these changes had on your job? For instance, have you needed to develop new knowledge, skills, or abilities to adjust to these changes? What challenges have arisen? How have you overcome them?**

**Comments:** In 2010, I took on all the responsibilities of Certification and Recertification of businesses for the City. Additionally, my duties also requires me to review all requests for compliance with of the Equal Benefit Ordinance and the Living Wage Ordinance for companies that are contracting with the City of Oakland. As a result of these additional responsibilities, I have successfully manage this responsibility along with my duties as the lead person for Certification and Recertification. My Masters degree in Public Administration and Human Resources continues to be my most valuable resource to meet the requirements of these Ordinances.

3. **How do your work accomplishments correspond with the City Council's goals?**

**Comments:** In order to keep Oakland's business economy healthy for its citizens, I insure that certified businesses in Oakland have preference in our city's bidding process. I validate whether the companies are physically in Oakland-- be it a satellite subsidiary, or main headquarters-including their compliance with the City of Oakland's 6 month requirement to be considered certifiable. Additionally, my duties also include compliance with the Oakland Living Wage and Equal Benefits Ordinance to ensure that each new contractor remains in compliance throughout the life of contract.

4. **What interests you most about your assignment? What interests you the least?**

**Comments:** As a lifelong citizen of this city, what interests me the most is being a active participant encouraging Oakland business owners to have equal access and an equal opportunity to grow including refering residents to the appropriate resources to have access to local jobs with good benefits. I also get tremendous self satisfaction from seeing the certified businesses thrive. I enjoy meeting the new business owners and being a part of their experiences to gather the documents for Certification. I have great pride in this city and enjoy being a part of its growth and prosperity. The biggest challenge of my job is to support internal customers who often have competing deadlines. At times, I have requested additional time in order to ensure the task is complete which has proven to be a workable plan for all.

5. **What new work responsibilities would you be interested in undertaking? What skill areas would you like to expand or gain experience in? What training, equipment, or resources would be needed, if any, to help you undertake the new work responsibilities?**

**Comments:** I would like the opportunity to draft policies and procedures that expand access and opportunity to residents of the City of Oakland who have become entrepreneurs and business owners. I plan to have an annual update of the Certification Program in order to continue to expand our list of local businesses, especially for smaller companies who may not have as many resources as larger companies. As far as improving my knowledge and skills, I'd am interested in contract analysis,RFP process,bidding processes,and the drafting of policies and procedures.

6. **Have you identified any areas in which you would like to improve? What specific targets have you established?**

**Comments:** I'd like to have assistance with developing a system for caseload management. For example, an automated tracking system that would assist me to process certifications in an expeditious manner.I also am working on encouraging businesses to submit their paperwork timely by parternering with organizations and perform certification on site.

7. **What additional topics would you like to discuss?**

**Comments:** I'd really like to see Oakland expand their services on Certification by hosting Certification workshops, to contnue to create the opportunity to secure business at the City of Oakland. I'd also like host concentric circles to reward local businesses that pay a fair wage and provide opportunities to residents,and who also live in Oakland.

# EXHIBIT 7

Dear xxx,

To complete the processing of your company's recertification application, the following documents will be needed:

1. Affidavit of Certification notarized (Supplemental C)
2. Copy of Current City of Oakland business license.
3. Copy of Current Professional license, certificate or permit (if applicable).
4. If the company has moved submit a copy of current company's lease or rental agreement for business address or proof of ownership (property tax statement or deed) if owned.
5. When applying for V/SLBE) submit the last two years tax returns (first page only).

<input type="checkbox"/> Sole Proprietor	Form 1040 and Schedule C
<input type="checkbox"/> Partnership	Form 1065
<input type="checkbox"/> Corporation	Form 1120
<input type="checkbox"/> Limited Liability Partnership	Form 1065
<input type="checkbox"/> Limited Liability Corporation	Form 1120
<input type="checkbox"/> Non-Profit	Form 990

To aid you in the process, Click the links below which are applicable for your company's recertification and be sure to hold the "Control Key" when clicking the link and follow the instructions.

**Note:** Please make sure iSupplier is completed for your company and the section all the sections under the "ADMIN" tab are completed **except the Bank Account information** Additionally, be sure the "Products and Services" under the "ADMIN" tab in iSupplier is completed with the codes that match your certification category. If your company has a designated person for Request for Quotes (RFQ) please create a site in the address book section called "RFQ" so that the City may know who to send notifications of upcoming opportunities. Do not complete the bank account information.

Please scan and email the documentation back to me or download them into iSupplier and send an email to ([enettles@oaklandnet.com](mailto:enettles@oaklandnet.com) and [Ljjones@oakladnet.com](mailto:Ljjones@oakladnet.com) ) notifying the City that the documents or in your iSupplier folder. Remember when sending emails to always put the company's name in the "Subject" line of the email.

Here are the direct links to some of the documents needed for recertification use the ones applicable to your company's application.

### **Recertification Application and Supplementals Links**

- [City of Oakland/EBIA Common Application](#)
- [Supplemental B - Affidavit of Certification \(Alameda CTC\)](#)
- [Supplemental C - Affidavit of Certification \(City of Oakland\)](#)
- [Login - iSupplier](#)

Please respond to this request within the next five (5) working days are your application will not be administratively denied for lack of information.

If you have any questions please send an email to me.

Thank you,

# EXHIBIT 8

## Certification/Recertification Process and Procedures

### Ways applications are received for Certification and Recertification

- Website
- iSupplier (when notified by Company)
- Walk –In
- Mail
- EBIA Partners

### Intake Steps

- When applications are received they are forwarded to Department Assistants
- Assistants pulls applications from website every Tuesday and Thursday
- The Assistants:
  - a. Checks for required current documents as listed on certification check list. If documents are not current assistances sends an email to the company requesting the missing documents and copies the email to the file.
  - b. Generates Work Order
  - c. Check iSupplier for registration and completion of all tabs under the “Admin” tab except the bank account information.
  - d. Checks Oakcert to retrieve certification number. If no certification number input application information into Oakcert registration.
  - e. Check information on current application against information in Oakcert. Make sure company’s is checked more than once to avoid duplication.
  - f. Pulls Company’s file if in Oakcert from the departments certification files or create a file folder.
  - g. Copies/scann documents and emails them to other agencies when applicable.
  - h. Write status/notes in Oakcert note section and Record dates section
  - i. Assigns file to Assistant Contract Compliance officer.

### Certification

#### Check List Steps

- Check City of San Francisco website for certification (If applying for SLBE or VSLBE).
- Copy of company current lease or rental agreement or proof of ownership (tax statement or deed).
- Check for Completion of Application (check for all questions answered)
- Affidavit of Certification (Supplemental C)

- Copy of City of Oakland current Oakland business license (Check Business Tax to determine if company has been operational for more than 12 months in City).
- Copy of current Professional license, certificate or permit
- Non-profit organization (copy of the IRS letter of determination)
- Copy of "Secretary of State" letter of incorporation if incorporated
- W-9

**Tax Returns**

- |                                 |                           |
|---------------------------------|---------------------------|
| • Partnership                   | Form 1065 for all owners  |
| • Corporation                   | Form 1120                 |
| • Sole Proprietor               | Form 1040 with Schedule C |
| • Limited Liability Partnership | Form 1065                 |
| • Limited Liability Corporation | Form 1120                 |
| • Non-Profit                    | Form 990                  |

**Note**

- 3 years tax returns showing gross receipts for new certification
- If the company does not have 3 years of taxes a financial statement must be submitted
- When company is subsidiary get completed 1120's with subsidiary name.
- 2 most current years tax returns showing gross receipts for recertification

**Additional Documentation**

**Contracts**

- Copy of three contracts or invoices reflecting the City of Oakland company's business address.

**Trucking Company**

- Parking Agreement
- Truck Registration
- Motor Carrier Permit

**Supplier**

- Resale Licenses
- Sample Inventory List

**Schedule Certification Site Visit**

- Sent email to schedule site visit

- Complete site visit questionnaire form
- Make certification determination
- Prepare Certification Report
- Forward file to Contract Compliance Officer for signature
- Scan and email certification letter and certificate to company
- Forward file to department assistant to mail certification letter and certificate to company.

## **Recertification**

- Check recertification application against information in Certification update (make changes if needed).
- Check Oakcert for last certification site visit (if there has been no site visit with in the last four years schedule a site visit).
- Complete Application (check for all questions answered)
- Affidavit of Certification
- Current copy of City of Oakland business license
- Current copy of Professional license, certificate or permit
- Current copy of company lease or rental agreement for business address if company moved since the last certification expired.
- Calculate size standard if applying for SLBE (in Oakcert enter 3 years gross receipts average against NACIS codes table for qualification).
- Update certification update information
- Enter Oakcert
- Update certification dates
- Write status/notes in Oakcert note section and Record date section
- Print recertification letter
- Print recertification certificate
- Print certification record and iSupplier NAICS section
- Forward file for signatures
- Scan and email certification letter and certificate to company if needed
- Forward file to department assistant to mail certification letter and certificate to company.

## **Certification/Denial Final Steps**

- Generate Certification Report
- Calculate size standard if applying for SLBE
- Update certification update information
- Update Oakcert and iSupplier
- Update certification dates
- Write status/notes in Oakcert note section
- Print denial letter when applicable

- Print certification/recertification letter
- Print certification/recertification certificate
- Print certification record
- Forward file to Senior Contract Compliance Officer for signatures

# EXHIBIT 9

## Recertification Check List

- Activity Log
- Complete Application (check for all questions answered and against the W-9)
- Affidavit of Certification (Schedule C)
- Copy of Current City of Oakland business license (check against W-9)
- Copy of Current Professional license, certificate or permit (if applicable).
- If the company has moved since the last certification** copy of Current company's lease or rental agreement for business address or Proof of ownership (property tax statement or deed) if owned.

### Tax Returns

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> Sole Proprietor               | Form 1040 with Schedule C |
| <input type="checkbox"/> Partnership                   | Form 1065                 |
| <input type="checkbox"/> Corporation                   | Form 1120                 |
| <input type="checkbox"/> Limited Liability Partnership | Form 1065                 |
| <input type="checkbox"/> Limited Liability Corporation | Form 1120                 |
| <input type="checkbox"/> Non-Profit                    | Form 990                  |

### Note

2 years tax returns showing gross receipts

**If the company's certification expired more than two years ago** a copy of the last 3 years of taxes a financial statement must be submitted

When a company is a subsidiary get completed 1120's with subsidiary name.

### iSupplier

- Completed registration including Administrative Tabs
- Certification report and photos moved to iSupplier

**\*\*Please make sure to enter necessary dates in the Certification Dates fields of**

**Oakcert. All notes to be entered in the Notes Field of Oakcert.**

# EXHIBIT 10

**Ana Guzina**

---

**From:** Nettles, Ernestine <ENettles@oaklandnet.com>  
**Sent:** Tuesday, November 10, 2015 3:18 PM  
**To:** Ana Guzina  
**Subject:** FW: Thank you

FYI

I walked this person through the process

Ernestine Nettles  
 Contract Compliance Officer Assistant  
 Office of the City Administrator, Division of Contracts and Compliance  
 250 Frank H Ogawa Plaza, Suite 3341  
 Oakland, CA 94612  
 (510) 238-6160  
 (510) 238-2007 TDD  
[enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)

When communicating with the City of Oakland Always include your Company's name on the subject line of the email.

Visit us at:

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

Oakland Ranked #5 Place to Visit in the World!

New York Times, January 2012 <http://bit.ly/GB3s8f>

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**From:** Reva Murphy [mailto:[reva@revamurphyassociates.com](mailto:reva@revamurphyassociates.com)]  
**Sent:** Monday, November 24, 2014 12:12 PM  
**To:** Nettles, Ernestine  
**Subject:** Thank you

11/24/14

Hello Ernestine:

I had the most wonderful Thanksgiving Day gift -- last Friday I expected a serious person from the Oakland Compliance Division -- and Lo and Behold -- a friend showed up on my doorstep instead. How wonderful!

Thank you for taking the time and consideration last Friday to visit me and to get to know more about my two little businesses. I was very happy to have a visit with a friend. I am always a little nervous to tell a stranger about our unusual circumstances but we also feel very blessed to have the wonderful life experiences that we are enjoying again -- you should see how fast I can make three or four peanut butter and jelly sandwiches if Codi has a friend over and they are in need of a "snack". Having an 11 year old is certainly a lot of fun and a lot of joy. And we are fortunate that we are healthy and can enjoy this child.

I will send you over my completed "E" certification form for your records. Is there anything else that you would need from me?

Again, you inspired me to be a better person and I am happily cleaning out my closet and my husband's closet for some "lovingly worn" clothe for Highland Hospital. i am on the hunt for a crockpot (they certainly have some great new features that my old one didn't have) and I am looking forward to working with Codi at Glide during the holidays. My husband has a very bad back and I know couldn't stand for a long period of time, but has a lovely Irish voice and maybe we can inspire him to *croon* while we serve the good people of Glide. I will confirm her vacation dates and then send you another email.

Again, thank you so very much of your lovely visit last Friday. Next time, let's meet at Fenton's and Codi and I will treat you to a toothsome ice cream treat they are so famous for!

Respectfully,

Reva

Reva Murphy Associates, Inc.  
8055 Collins Drive  
Suite 202  
Oakland, CA 94621  
C. 925-570-9940  
O.510-638-7420

[reva@revamurphyassociates.com](mailto:reva@revamurphyassociates.com)

**Ana Guzina**

---

**From:** Nettles, Ernestine <ENettles@oaklandnet.com>  
**Sent:** Tuesday, November 10, 2015 3:16 PM  
**To:** Ana Guzina  
**Subject:** FW: Thank you

FYI

Ernestine Nettles  
Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance  
250 Frank H Ogawa Plaza, Suite 3341  
Oakland, CA 94612  
(510) 238-6160  
(510) 238-2007 TDD  
[enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)

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Oakland Ranked #5 Place to Visit in the World!

New York Times, January 2012 <http://bit.ly/GB3s8f>

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**From:** Darensburg, Shelley  
**Sent:** Wednesday, November 26, 2014 11:51 AM  
**To:** [reva@revamurphyassociates.com](mailto:reva@revamurphyassociates.com)  
**Cc:** Nettles, Ernestine  
**Subject:** RE: Thank you

Hi Ms. Murphy,

Ernestine shared your email with and I wanted to thank you for your kind and thoughtful words about Ernestine. As Ernestine's supervisor, I am so pleased and agree with you. Ernestine is a true asset to the City of Oakland.

Sincerely,

Shelley

Shelley Darensburg  
Senior Contract Compliance Officer  
City of Oakland  
City Administrator's Office  
Contracts and Compliance Unit  
250 Frank H. Ogawa Plaza, Suite 3341  
Oakland, California 94612  
(510) 238-7325  
(510) 238-3363 fax  
[sdarensburg@oaklandnet.com](mailto:sdarensburg@oaklandnet.com)

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

For iSupplier Login visit us at: <http://www2.oaklandnet.com/Government/o/CP/index.htm>

For iSupplier online guide visit us at:

<http://www2.oaklandnet.com/oakca/groups/contracting/documents/form/oak024312.pdf>

"The only tyrant I accept in this world is still the voice within." -- Mahatma Gandhi

"No work is insignificant. All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence." -- Dr. Martin Luther King, Jr.

---

**From:** Nettles, Ernestine  
**Sent:** Monday, November 24, 2014 1:40 PM  
**To:** Darensburg, Shelley  
**Subject:** FW: Thank you

This is one of the many reason "We Do What We Do"

Ernestine Nettles  
Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance  
250 Frank H Ogawa Plaza, Suite 3341  
Oakland, CA 94612  
(510) 238-6160  
(510) 238-2007 TDD  
[enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)

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---

**From:** Reva Murphy [<mailto:reva@revamurphyassociates.com>]  
**Sent:** Monday, November 24, 2014 12:12 PM  
**To:** Nettles, Ernestine  
**Subject:** Thank you

11/24/14

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certainly a lot of fun and a lot of joy. And we are fortunate that we are healthy and can enjoy this child.

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Respectfully,

Reva

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8055 Collins Drive  
Suite 202  
Oakland, CA 94621  
C. 925-570-9940  
O.510-638-7420

[reva@revamurphyassociates.com](mailto:reva@revamurphyassociates.com)

# EXHIBIT 11



## **B . O . B . B R E A K F A S T M E E T I N G**

951 Turner Court, Room 230, Hayward, CA 94545  
June 26, 2015 – 8:30 am - 10:30 am

### **Upcoming Construction Contracting Opportunities 2015**

1. **Welcome & Introductions**  
Sheldon Jefferson – ACPWA Business Outreach Consultant  
L. Luster & Associates
2. **ACPWA's Upcoming Flood Control Projects**  
Marvin Montoya – Flood Control Dept. Associate Engineer  
Alameda County Public Works Agency (ACPWA)
3. **GSA's Upcoming Capital Improvement Projects**  
Mel Go – Contract Compliance Officer  
Alameda County General Services Agency (GSA)
4. **San Jose Construction Projects**  
Greg Card, Procurement Manager  
Department of Public Works at City of San José
5. **City of Oakland Construction Projects**  
Ernestine Nettles – Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance
6. **Oakland Public Works Construction Projects**  
Gus Amirzehni, PE  
Division Manager, Engineering & R/W Management
7. **MTC Contracting Opportunities**  
Michael Brinton – Contracts Specialist  
Metropolitan Transportation Commission (MTC)
9. **Benefits of Utilizing Your Local Builders Exchange**  
Scott p. Leary – Executive Director  
Bay Area Builders Exchange
10. **NETWORKING & CLOSING**

To find out more information about doing business with ACPWA, contact **Sheldon Jefferson** at **510-670-6407**, by fax at **510-670-5541**, or at [businessoutreach@acpwa.org](mailto:businessoutreach@acpwa.org).  
Visit the ACPWA website for listings of upcoming construction and professional services opportunities: [www.acpwa.org](http://www.acpwa.org)

# EXHIBIT 12

**Nettles, Ernestine**

---

**From:** RTTCJOBS@aol.com  
**Sent:** Wednesday, September 16, 2015 12:49 PM  
**To:** Nettles, Ernestine  
**Subject:** BAY AREA BUSINESS ROUNDTABLE MEETING SEPT 24  
**Attachments:** BABRT MEETING NOTICE SEPT 24, 2015.doc

Ms Ernestine  
are you attending, and please forward this notice to your base  
thanks  
bernard

# EXHIBIT 13

**Nettles, Ernestine**

---

**From:** Joan Fisher <jfisher@alamedactc.org>  
**Sent:** Tuesday, August 25, 2015 1:29 PM  
**To:** Modelski, Mary, Auditor Agency; Nettles, Ernestine; Pamela Bell  
**Cc:** Certification  
**Subject:** FW: CPUC/Comcast Bay Area Small Business Expo - Oct. 14, 2015  
**Attachments:** Bay Area SmalBiz Expo Flyer.pdf

**From:** Dilgassa, Bezawit [<mailto:bezawit.dilgassa@cpuc.ca.gov>]  
**Sent:** Wednesday, August 19, 2015 10:42 AM  
**To:** Seung Hyun Cho  
**Subject:** CPUC/Comcast Bay Area Small Business Expo - Oct. 14, 2015

Good morning Seung,

On October 14, 2015, the California Public Utilities Commission (CPUC), in partnership with Comcast, DGS and BABRT, is hosting a Small Business Expo at the South San Francisco Conference Center (255 South Airport Boulevard, South San Francisco, 94080) featuring workshops, vendor fair and one-on-one business matchmaking sessions. On behalf of the CPUC, I would like to extend an invitation to Alameda CTC to join us and **exhibit in the vendor fair as well as participate in the business matchmaking sessions**. There is **no cost** to participate. The event is **free** (event flyer is attached).

The CPUC has these expos twice a year throughout California to promote business opportunities and provide resources to small/diverse businesses. At the events, we have procurement specialist representing local/state agencies and California major utility companies such as Comcast, AT&T, PG&E, Southern California Edison (SCE), Verizon, Southern California Gas (SoCalGas), San Diego Gas and Electric (SDG&E), and California Water Association.

The presence of Alameda CTC will add a great value to the event and we are looking forward to having you join us. If you have any questions, please don't hesitate to contact me. Looking forward to your response.

Sincerely,

**Bezawit Dilgassa**  
Business and Community Outreach  
California Public Utilities Commission  
505 Van Ness Ave.  
San Francisco, CA 94102  
(415) 703-5269

# EXHIBIT 14

**Ana Guzina**

---

**From:** Nettles, Ernestine <ENettles@oaklandnet.com>  
**Sent:** Tuesday, November 10, 2015 3:03 PM  
**To:** Ana Guzina  
**Subject:** FW: 2015 Contractors & Suppliers Expo Set-up UPDATE

The Turner Group Expo and the hot spot for onsite Certification application

Ernestine Nettles  
Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance  
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Oakland, CA 94612  
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Oakland Ranked #5 Place to Visit in the World!

New York Times, January 2012 <http://bit.ly/GB3s8f>

---

**From:** La Tanya Hawkins [mailto:[latanya.hawkins@turnergroupconstruction.com](mailto:latanya.hawkins@turnergroupconstruction.com)]  
**Sent:** Friday, March 06, 2015 9:08 AM  
**To:** Nettles, Ernestine  
**Subject:** Re: 2015 Contractors & Suppliers Expo Set-up UPDATE

Yes... I have to provide you with a hotspot.

Thanks,

LaTanya Hawkins  
707-580-4773

On Mar 6, 2015, at 8:59 AM, Nettles, Ernestine <[ENettles@oaklandnet.com](mailto:ENettles@oaklandnet.com)> wrote:

What do I need to confirm? Is what we discussed still in place?

Ernestine Nettles  
Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance  
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Visit us at:

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New York Times, January 2012 <http://bit.ly/GB3s8f>

**From:** La Tanya Hawkins [<mailto:latanya.hawkins@turnergroupconstruction.com>]

**Sent:** Thursday, March 05, 2015 9:48 PM

**Subject:** 2015 Contractors & Suppliers Expo Set-up UPDATE

Hello: Please see the updated list below as it reflects all exhibitor participants to-date. Please review the attachment and let me know (VIA SEPARATE EMAIL) if your requests have not been accounted for on the list below. A six (6) foot table will be provided for everyone along with materials indicated in the attachment. Eight (8) foot tables are available upon request and are limited.

**NOTE: There is no WIFI and limited power outlets in the building. If you require internet access, you will need to provide a HOT SPOT. If you require a power source, you will need to inform me as soon as possible.**

## VENDOR /EXHIBITOR TABLES

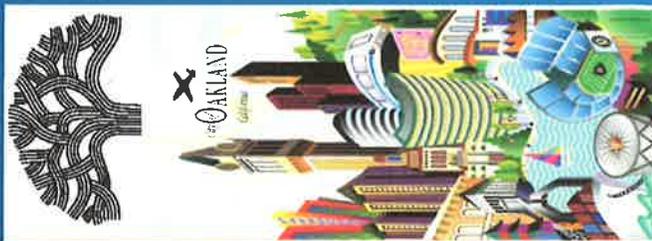
Company	Demo-Space Size	Has Hotspot?	Need Power	Confirmed
A to Z Recycling				Yes
Air and Lube Systems				Yes
Alameda County Bin Cleaning				Yes
Alten Construction				Yes
Ashby Lumber				Yes
BASA				Yes
Bay Area Chapter American Sub Assoc. (BASA)				Yes
BlueBeam (DEMO)	Yes 8x8	Yes	Yes	Yes
Blue Book Building & Construction Network				Yes
Bond Blacktop				Yes
Caltrans				Yes
CER Mechanical				Yes
Chase Contracting				Yes
Clark Construction				Yes
City Build Employment Services (City & County of SF)				Yes
City of Oakland				Yes
City of Richmond				Yes
City of San Francisco (City Build-Work Development)				Yes
Credit Card Services (USMS)				Yes

D&B Painting				Yes
Digital Systems (DEMO)	Yes-8x8		Yes	Yes
Disabled Veterans Business Alliance				Yes
EBMUD				Yes
Empowering Parents				Yes
Flatiron Construction				Yes
Gallagher & Burk, Inc.				Yes
Ghilotti Bros, Inc.	8x8 space		Yes	Yes
Gorilla Coatings				Yes
Giuliani Construction & Restoration				Yes
Home Depot			Yes	Yes
Kelly Moore Paints				Yes
Laborers Local 304				Yes
Laney College/Peralta				Yes
McCarthy Building Companies				Yes
McGuire & Hester				Yes
Merriwether & Williams Insurance Services				Yes
Minority Business Consortium ( 8' Table)			Yes	Yes
Northern California Carpenters Local 713				Yes
OAACC				Yes
Oakland Builders Alliance				Yes
Pacheco Golden Painting				Yes
Pankow				Yes
PF Wealth Management Group, LLC				Yes
PG& E				Yes
Port of Oakland				Yes
NorCal PTAC				Yes
Quality Air Services				Yes
R Mo LLC				Yes
Reva Murphy Associates				Yes
Rotor Optics (DEMO)	Yes - 15x25		Yes	Yes
Royal Floors				Yes
Rudolph & Sletten				Yes
San Jose Evergreen Community College District				Yes
SBDC Contra Costa/Workforce Investment Board				Yes
SITECH NORCAL(Demo 10x10)	Yes-10x10		Yes	Yes
Sonic Training (DEMO)	Yes - 8x8		Yes	Yes
Swinerton Builders				Yes
Trades Union - Alameda County Carpenters				Yes
Truitt & White				Yes
Turner Construction			Yes	Yes
Turner Group Construction			Yes	Yes
Turner Learning Center			Yes	Yes
Villatoro Construction				Yes
Wells Fargo				Yes

White Cap/HD Supply				Yes
ZL Construction				Yes

*La Tanya L. Hawkins*  
 Turner Group Construction  
 Operations  
 Office: 510-835-0400  
 Mobile: 707-580-4773  
 License# 862978  
[www.turnergroupconstruction.com](http://www.turnergroupconstruction.com)

# EXHIBIT 15



# Certification/Re-Certification

Contracts & Compliance  
Office of the City Administrator



## Certification Program for PROFIT and NOT-FOR PROFIT Local Oakland Business Enterprises

### Certifications

- LBE = Local Business Enterprise
- SLBE = Small Local Business Enterprise
- VSLBE = Very Small Local Business Enterprise
- LPGBE = Locally Produced Goods Business Enterprise



## REQUIREMENTS

- Completed L/SLBE Certification Application (EBIA Common Application)
- Affidavit of Certification notarized (Supplemental C)
- Copy of Current City of Oakland business license
- Copy of Current Professional license, certificate or permit (if applicable).
- Copy of Current company's lease or rental agreement for the Oakland business address or proof of ownership (property tax statement or deed) if owned.
- W-9 form
- Copy of "Secretary of State" letter of incorporation if incorporated.
- Three contracts/invoices for work completed from the Oakland business office address.
- Copy of the Public Works Contractor Registration (PWCR) for construction Companies

## REQUIREMENTS

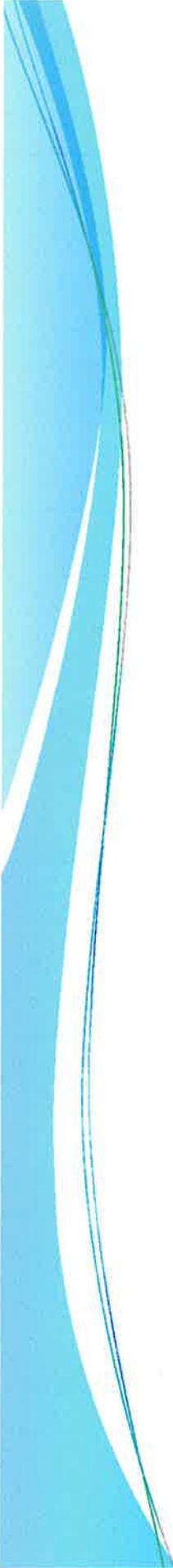
- When applying for V/SLBE submit a copy of the last three years tax returns (first page only).
- Sole Proprietor Form 1040 with Schedule C
- Partnership Form 1065
- Corporation Form 1120
- Limited Liability Partnership Form 1065
- Limited Liability Corporation Form 1120
- Non-Profit Form 990



## Requirements

### iSupplier

- All suppliers (contractors, consultants and vendors) who wish to get certified or recertified with the City of Oakland are required to Register in the City's iSupplier Portal, at <http://www2.oaklandnet.com>.
- The City requires that companies are registered and have completed iSupplier before certification can be issued. Please make sure all the sections under the "ADMIN" tab in iSupplier except the bank account information is completed.



## CERTIFICATION PROGRAM INCENTIVES

- **Bid Discounts and Preference Points**
- Certified businesses earn bid discounts and preference points based on the level of participation proposed prior to the award of a contract.
- Bid discounts are applied at a rate of one percent (1%) or one (1) preference point for every 10% of contract dollars attributable to certified firms. No more than five percent (5%) in bid discounts or five (5) preference points may be earned.

## Bid Discounts and Preference Points

Level of L/SLBE Participation Achieved	Bid Discounts To Be Awarded to Contractors (Construction)	Preference Points to be Awarded to Consultants (Professional Services)
50% 25% LBE and 25% SLBE	2%	2 pts
60% 30% LBE and 30% SLBE	3%	3 pts
70% 35% LBE and 35% SLBE	4%	4 pts
80% 40% LBE and 40% SLBE	5%	5 pts

In those instances where VSLBE or LPG participation is evident, the percentage are doubled.



## Minimum Wage

### **OAKLAND'S NEW MINIMUM WAGE LAW EFFECTIVE MARCH 2, 2015**

Raised minimum wage to \$12.25

Requires Paid Sick Leave – accrue one hour of paid sick leave for every 30 hours worked within a week.

Requires payment of Service Charges – Hospitality employers (such as hotels, restaurants, and banquet facilities) who collect service charges from customers must pay those service charges to hospitality workers.

#### **FOR INFORMATION**

[www.oaklandnet.com/minimumwage](http://www.oaklandnet.com/minimumwage)

or call (510) 238-6258



# Contacts

- Ernestine Nettles, Assistant Contract Compliance Officer (510) 238-6160
  - [enettles@oaklandnet.com](mailto:enettles@oaklandnet.com).
- Linda Jones, Job Developer (510) 238-7736/[ljones@oaklandnet.com](mailto:ljones@oaklandnet.com)
- Charles Brown, Assistant Contract Compliance Officer (510) 238-6419
  - [crbrown@oaklandnet.com](mailto:crbrown@oaklandnet.com).

# EXHIBIT 16



## CERTIFICATION / RE-CERTIFICATION WITH THE CITY OF OAKLAND

All Suppliers (aka contractors, consultants and vendors) who wish to get certified or recertified with the City of Oakland are required to register with the City's iSupplier Portal, at <http://www2.oaklandnet.com> click on the Government Tab and scroll down and click on the Contracts and Compliance link. This will take you to our main website; look for the iSupplier logo click on the Register link. If Suppliers have any questions, concerns or issues please contact us by email, fax or U.S. mail to:

**City Administrators Office Contracts and Compliance Unit**  
**250 Frank Ogawa Plaza Suite 3341 Oakland, Ca. 94612**  
**Tel: (510) 238-3970 - Fax: (510) 238-3363**  
[isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com)

**Once an Oakland based firm is registered, they can apply for Certification or Recertification as a Very Small (VSLBE) / Small (SLBE) / Local (LBE) and Locally Produced Goods (LPG) Business Enterprise in iSupplier. Log into iSupplier go to the "Admin" tab click on the Business Classification section, choose the fields that are applicable, then click on the link "City of Oakland EBIA Common Application" on the top of the page, complete the entire application and click on the "submit" button.**

A Certification Officer will be in contact with your firm, in the mean time log into iSupplier, click on the "Admin" tab, Supplier Details. Here you can attach scanned copies of the applicable documents. Click on the "Add Attachments" button and complete the required field and browse for your files, click on the "apply" button. Repeat the process for each attachment.

- Affidavit of Certification
- Copy of City of Oakland business tax license, certificate or permit.
- Copy of professional license, certificate or permit (if applicable for your company).
- IRS W-9 Form
- For Non-profit entities organization (copy of the IRS letter of determination).
- Copy of "Secretary of State" letter of incorporation if incorporated.
- A copy of three contracts or invoices from the Oakland business office address.
- Copy of company's current lease or rental agreement for business address or proof of ownership (tax statement or deed) if owned.

For Very Small (VSLBE) and Small Local Business Enterprise (SLBE) certification please submit the first page of the last three years of tax returns showing gross receipts as indicated.

- |   |                          |
|---|--------------------------|
| • Sole Proprietor                       | Form 1040 and Schedule C |
| • Partnership                           | Form 1065                |
| • Corporation & Limited Liability Corp. | Form 1120                |
| • Limited Liability Partnership         | Form 1065                |
| • Non-Profit                            | Form 990                 |

**It is important for suppliers to fully complete their registration before any Certification can be issued.**

**Benefits of iSupplier:** (1) Suppliers will receive email notifications/invitations for upcoming contracting opportunities i.e. Bids or/and Proposals quicker, (2) Suppliers can expedite Contract Execution Process, (3) Suppliers can view their Purchase Orders, Invoices or Payments etc. (4) Oakland based Firms can apply for Certification/Recertification as a VSLBE, SLBE, LBE and LPG.

**\*Step one of iSupplier registration, follow Procedure A or B below:**

**Procedure A:** Suppliers who had previous contracts with the City but have do not have an approved user in iSupplier. The City already has information about your firm based upon your previous contract work for the City. Your firm's principal should send an email to [isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com) and provide the email address (do not use temporary email addresses) you wish to use as your business primary point of contact and their name, telephone number and title. iSupplier will send an invitation to that email. Once iSupplier approves the user, the company's account will be activated and that user will be able to login and update the company's profile.

**Procedure B:** Suppliers who never registered or had previous contracts with the City. Your firm's principal should register your firm in iSupplier by going to <http://www2.oaklandnet.com/index.htm> click on the Government Tab on the top of the page, scroll down to City Administrator's Units and click on Contracts and Compliance link. This will take you to our home page, click on the "Register" link under the iSupplier logo. Please follow the "Supplier Naming Standards" then click the "Continue to Register" link. The City will review your application and respond within three working days with an email approving or rejecting your firm's registration application. Once approved continue with Step two.

**Note:** if you receive an "error" message at registration stating that you already exist in the system it is very important to stop and follow **Procedure A** above.

**\*Step two of iSupplier registration, completing the iSupplier profile:**

Log into iSupplier, click on the "Admin" tab section. In this section the supplier is **required** to complete or update the ~~Business Address, Contact Information, Products and Services and for Certification/Recertification~~ please complete the **Business Classification** in order to finalize iSupplier registration.

**\*\*\*Remember, It is very important that your firm is fully registered with iSupplier in order to open and participate on the online RFQ process, also your "Product and Services" section must have NAICS codes, Contractors License and/or NIGP codes listed in order for us to invite your firm on the upcoming opportunities, without these codes your Firm will not receive an invitation from the City.**

**Also if your firm has multiple users or address sites, please create on for "RFQ" only site so that we may know which user to invite for upcoming opportunities.\*\*\***

**\*\*\*Email Communications with iSupplier\*\*\***

If you do not receive an email in response to **Procedure A** or **B** above, please check your spam/junk inbox. iSupplier emails are system generated and they may be mistaken for spam/junk mail. If your firm uses AOL as an internet service provider or and email server, you may need to contact AOL and explain that you're not receiving your emails from "ebusiness or city of oakland mailer".

The email address you provided will be your iSupplier username. When your registration is approved, you will receive an email confirmation with your iSupplier temporary password. If you forget your password please go to the login page and click on the "forgot your password" link and follow the process. If you continue to encounter problems with iSupplier registration please email us at [isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com).

# EXHIBIT 17

Dear Business Representative,

Thank you very much for your interest in doing business with the City of Oakland. Your business is important to us and I would like to offer my assistance to help your company become a City of Oakland certified firm.

To aid you in the process, Click the appropriate link the below and follow the instructions. Additionally, the City requires that your company is registered in iSupplier before certification can be issued. Please make sure all the sections under the "ADMIN" tab in iSupplier except the bank account information is completed, if you have any questions please contact me.

These are documents required for certification with the City of Oakland:

1. Completed L/SLBE Certification Application (EBIA Common Application)
2. Affidavit of Certification notarized (Supplemental C)
3. Copy of Current City of Oakland business license
4. Copy of Current Professional license, certificate or permit (if applicable).
5. Copy of Current company's lease or rental agreement for business address or proof of ownership (property tax statement or deed) if owned.
6. W-9 form
7. Copy of "Secretary of State" letter of incorporation if incorporated.
8. When applying for V/SLBE submit a copy of the last three years tax returns (first page only).

" Sole Proprietor	Form 1040 with Schedule C
" Partnership	Form 1065
" Corporation	Form 1120
" Limited Liability Partnership	Form 1065
" Limited Liability Corporation	Form 1120
" Non-Profit	Form 990

9. Three contracts/invoices for work completed from the Oakland business office address within past two years.

Please scan and email the documentation back to Ernestine Nettles ([enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)) and Linda Jones ([Ljjones@oaklandnet.com](mailto:Ljjones@oaklandnet.com)) or download them into iSupplier and send an email notifying Ms. Nettles and Ms. Jones that the documents or in your iSupplier folder. Remember when sending emails to always put the company's name in the "Subject" line of the email.

Here is the direct links to some of the documents needed for certification.

#### **Certification Applications and Supplementals for V/SLBE/LBE**

- [City of Oakland/EBIA Common Application](#)
- [Supplemental C](#) - Affidavit of Certification (City of Oakland)
- [Supplemental E](#) - Affidavit of Certification (Oakland Unified School District)
- [IRS W-9 Form](#)
- [Register](#) - iSupplier

We understand that certification is a business decision. Should your company decide not to become certified with the City of Oakland, please send me a reply with your reason(s) for declining the City of Oakland certification.

Thank you,

# EXHIBIT 18

CertNumber	SubmittalDate	CertStatus	InCertType	CertExpDate	CompanyName
6773	23-Sep-15	Recertification	VSLBE	31-Oct-17	KCP, Inc
6927	09-Oct-15	Denied	NPSLBE	01-Apr-11	Aids Project East Bay
3226	26-Oct-15	Pending/Docs	VSLBE	30-Dec-14	Magdave Associates
4913	28-Sep-15	Recertification	LBE	31-Oct-17	Kleinfelder, Inc.
5065	23-Oct-15	Recertification	LBE	30-Jun-16	California Capital Group
5232	06-Oct-15	Pending Docs	LBE	31-Oct-15	Arrow Sign Company
5447	29-Sep-15	Docs Pending	LBE	01-Oct-08	Degenkolb Engineers
5818	16-Sep-15	Recertification	SLBE	31-Oct-17	DTN Engineers
6123	18-Aug-15	Recertification	LBE	30-Sep-17	HKIT Architects
6127	03-Sep-15	Recertification	SLBE	31-Mar-16	Grant & Smith, LLP
6204	14-Aug-15	Certification	NPSLBE	30-Oct-17	Family Violence Law Center
6231	22-Sep-15	Recertification	LBE	31-Oct-17	Central Concrete Supply Co. Inc.
6254	31-Oct-15	Recertification	SLBE	30-Nov-17	MYT Construction Inc. dba Delta Electric
6262	29-Sep-15	Pending Docs	LBE	31-Mar-13	Degenkolb Engineers
6330	14-Oct-15	Recertification	SLBE	31-Oct-17	Pacific Trenchless, Inc.
2058	22-Oct-15	Recertification	LBE	30-Nov-15	FW Associates, Inc.
6716	16-Sep-15	Certification	NPSLBE	30-Sep-17	Cypress Mandela Training Center, Inc.
6805	18-Aug-15	Denied	SLBE	30-Nov-14	Square Peg Design LLC
7078	12-Aug-15	Docs Pending	LBE	02-Jan-00	Macias Gini & O'Connell LLP
7087	11-Aug-15	Denied	LBE		Engeo Incorporated
7382	06-Oct-15	Pending	SLBE	31-Oct-15	Antonio, Inc.
6932	21-Sep-15	Recertification	LBE	30-Nov-17	Cal Engineering & Geology, Inc.
6642	12-Oct-15	Recertification	VSLBE	30-Nov-17	Crystal Data Solutions, Inc.
6947	06-Oct-15	Recertification	SLBE	30-Nov-17	EMC Research, Inc
7146	13-Aug-15	Recertification	NPSLBE	31-Oct-17	Just Cause Oakland
7161	08-Sep-15	Certification	NPSLBE	30-Sep-15	MISSEY, Inc.
7196	24-Aug-15	Pending Docs	SLBE		Jaime D. Renderous, Inc
7450	17-Sep-15	Recertification	SLBE	30-Sep-17	Badawi & Associates
5359	25-Aug-15	Denied	SLBE	30-Sep-17	Architectural Dimensions
7504	01-Oct-15	Recertification	SLBE	30-Nov-17	ROJE Consulting
7535	10-Aug-15	Certification	VSLBE	30-Sep-17	Affirm Land Use Consulting Services
7542	17-Sep-15	Recertification	LBE	31-Oct-17	Bjork Construction Company, Inc.
7596	21-Sep-15	Denied	SLBE	02-Jan-00	.Special K Painting

7673	11-Aug-15	Certification	LBE	30-Sep-17	Modulus Consulting LLC
7674	10-Aug-15	Certification	LBE	30-Aug-17	Coffman Engineers, Inc.
7675	20-Aug-15	Certification	VSLBE	30-Sep-17	Tamara Thompson Investigations
7677	31-Aug-15	Denied No Docs	NPSLBE	02-Jan-00	Women's Centers International
7678	26-Aug-15	Certification	NPLBE	31-Oct-17	Catholic Charities Diocese of Oakland
7681	17-Sep-15	Certification	NPSLBE	31-Oct-17	Transform
7682	22-Sep-15	Denied/No Docs	SLBE	02-Jan-00	Safeco Door & Hardware, Inc. dba AHC Glass
7683	22-Sep-15	Denied	SLBE	02-Jan-00	Allied Poultry Company, Inc
7684	22-Sep-15	Certification	SLBE	31-Oct-17	ROCA Enviro Works dba Everlast Development
7676	28-Aug-15	Certification	SLBE	30-Sep-17	Estructure Inc.
7679	16-Sep-15	Certification	NPVSLBE	30-Sep-17	Roots Community Health Center
7680	17-Sep-15	Certification	NPSLBE	30-Sep-17	Youth ALIVE
7685	16-Sep-15	Certification	NPSLBE	30-Nov-17	The Mentoring Center
7686	07-Aug-15	Denied	SLBE	02-Jan-00	Strategic Cities
7687	24-Sep-15	Denied	SLBE	02-Jan-00	Project Management and Consulting LLC
7688	24-Sep-15	Pending	SLBE	02-Jan-00	Maffei Structural Engineering
7689	13-Oct-15	Certification	NPVSLBE	30-Nov-17	Youth Together
7698	28-Oct-15	Pending Docs	SLBE	02-Jan-00	Law Office of Elaine W. Wallace
7700	09-Nov-15	Pending/Docs	SLBE	02-Jan-00	Haley & Aldrich, Inc.
7690	13-Oct-15	Pending Docs	SLBE	02-Jan-00	Circle Up Education
7691	13-Oct-15	Certification	NPSLBE	31-Oct-17	Bay Area Women Against Rape
7692	09-Oct-15	Pending	NPSLBE	02-Jan-00	CAL-PEP, Inc.
7693	09-Oct-15	Denied	NPSLBE	02-Jan-00	Attitude Change Training Program
7695	15-Oct-15	Pending Docs	NPSLBE	02-Jan-00	East Bay Agency for Children
7696	19-Oct-15	Certification	NPLBE	30-Nov-17	Seneca Family of Agencies
7697	26-Oct-15	Pending Docs	LBE	02-Jan-00	Volandas Construction Administration and Traffic Control, Inc.
7699	05-Oct-15	Certification	SLBE	11/30/2017	Bernardini Enterprises, Inc

# EXHIBIT 19

**CERTIFICATION QUESTIONNAIRE**

**Business Name:**

**Address**

**Phone Number**

**Email**

**Date & Time:**

**Company Representative Completing Questionnaire Name and Position:**

**City of Oakland Representative:** Ernestine Nettles

**Certification or Re-certification Requested**

**Certification Number:**

---

**RECOMMENDATION**

*City use only*

**SUMMARY**

*City use only*

**Background:**

1. What type of Business is this company?
2. What is the company's website address?
3. What is the company's email address?
4. What is the company's City of Oakland Business license number?
5. What is the company's Federal Identification Number?
6. What type of certification is the company requesting?
7. Where is the company's headquarter/main office?
8. When was this business established?
9. Where was the business located when it was established?
10. When was the business established in Oakland? (If Not Established in Oakland)
11. Where was the business located when it was established?(If Not Established in Oakland)

12. Does the company have other locations outside of Oakland? (If yes where are the locations)?
13. Is the Oakland office a subsidiary or satellite location for the company or another company?
14. Is the subsidiary or satellite location/office a home based location/office?
15. What percentage of the Company's total business is done from the Oakland location/ office?
16. Is the Oakland Office the main/headquarter office for the company?
17. Does the company share office space with any other company? If so what company?
18. What is the total number of full time employees, employed by this company?
19. What is the total number of full time employees, employed at the Oakland office?
20. What is the total number for part-time employees, employed by this company?
21. What is the total number of part-time employees, employed at the Oakland office?
22. What are the primary functions/responsibilities of staff in the Oakland Office?
23. Who is the owner(s) of the company?
24. Who were the owner(s) when the company was established?
25. Has there been any ownership change since the establishment of the Business?
  - a. If yes, what were the changes)
26. Does the owner(s) own the Oakland location(s) or any other location(s) used by this company? If yes, where and when was the location purchased?
27. Is any of the principles, managers, or staff of the company members of any boards, commissions, committees or decision making group' that makes or influence decisions regarding policies, legislation or procedures for the City of Oakland, Alameda County, The State of California or Federal government?

- a. If so, who and what entity
28. Is the Oakland location rented or leased? | |
- i. If so, who is the landlord? | |
29. If rented or leased when does the rental/lease agreement expire? | |
30. Are the owner(s) involved in any joint venture? | |
- a. If so with whom, for what purpose/project (s) etc? (Present copy of the representative agreements)
31. Is this Company incorporated? | |
- a. If so, when was it incorporated? (Please provide a copy of Secretary of State Notice/Letter). | |

**LOCATIONS**

- 1. What is the total number of staff employed by the Business? | |
- 2. What are the numbers of staff employed at the Oakland location? | |
- 3. What hours is the Oakland office open and staffed?
- 4. What are the Oakland location employee's positions and responsibilities? | |
- 5. Is there a dedicated employee (s) ( at the Oakland location) who:
  - a. Does the day to day administrative work? | |
  - b. Answers the phone? | |
  - c. Prepares payroll? | |
  - d. Handles day to day project related items? | |
  - e. Does the Company accounting? | |
- 6. Is the Oakland office a project specific office? If so, for which projects?
- 7. Are there any employees shared with other companies? | |
  - a. (If so, what positions)? | |
- 8. What major equipment does the Company use in conducting business? | |
- 9. Where is this equipment stored? | |

10. What type of technical/professional licenses is required for this Company? |
- a. What date was the license issued? |
  - b. Is the license current? |
  - c. Who issues the license? |
  - d. What is the expiration date of the license? |
11. Is the license(s) used by any other company? |
- a. If so what is the name of the company and where is it located? |
12. Are you a supplier? |
- a. (If so, please provide an inventory list)
  - b. Do you order products and have them drop shipped to your customer?  
(please give example of product and customer(s))
  - c. Where is the inventory stored? |
13. Are you a trucking company?
- a. If so where are the trucks parked\maintained (provide copy of agreement).
  - b. Who are the trucks registered to? (provide copy of registration)

## **FINANCIAL**

1. How much in revenue did the Company generate last fiscal year?
2. How much of last years revenue was generated from the Oakland location? |
3. How much in revenue has the Company generated this fiscal year to date?
4. How much of this year to date revenue was generated for the Oakland office? |
5. Is a bond required for this type of Company? |

  - a. If so what is your bonding capacity? |

6. Is the majority of the equipment used by this Company leased or owned? |

  - a. If leased with which company (s)? |

7. Who are some of the contracts with from the company's Oakland Office?

a. (Please provide the contractors name, scope of work and amount)

8. Is your Company the prime or subcontractor on the contracts signed from the Oakland office?
9. What percentage of the projects/jobs from the Oakland location is this firm the prime or subcontractor?
10. How does the Company identify projects/clients?
11. Who is responsible for your Company marketing and sales?
12. What percentage of the company contracts is government related this includes local, state and federal branches of government?
13. Who has signature authority for this company on contracts?
14. What is this person(s) position and where is their primary worksite location?

**CERTIFICATION**

1. Is this Company or its owner(s) currently certified by any other public agencies?
2. Is the company certified by: The Port of Oakland, Alameda County or Alameda County Transportation Commission? (If yes, what is the expiration dates for each certification)
3. Is the company certified with the City of San Francisco? (If yes, what is the expiration date for the certification)
4. Has this Company or the owner(s) been denied certification by any government or government related agency?

**TOUR/OBSERVATIONS**

1. Is this a home business?
2. Is the Company listed on the door?
3. Are other Companies listed in the entrance or on the location company directory?

# EXHIBIT 20

**Ana Guzina**

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**From:** Nettles, Ernestine <ENettles@oaklandnet.com>  
**Sent:** Tuesday, November 10, 2015 3:12 PM  
**To:** Ana Guzina  
**Subject:** FW: SLBE Question

Third Party Challenge. I will investigate this information

Ernestine Nettles  
Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance  
250 Frank H Ogawa Plaza, Suite 3341  
Oakland, CA 94612  
(510) 238-6160  
(510) 238-2007 TDD  
[enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)

When communicating with the City of Oakland Always include your Company's name on the subject line of the email.

Visit us at:

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

Oakland Ranked #5 Place to Visit in the World!

New York Times, January 2012 <http://bit.ly/GB3s8f>

---

**From:** Heather Sobky [mailto:[hsobky@accenv.com](mailto:hsobky@accenv.com)]  
**Sent:** Monday, November 09, 2015 3:30 PM  
**To:** Nettles, Ernestine  
**Subject:** SLBE Question

Hi Ernestine,

I was researching firms with SLBE certifications for an upcoming bid and had a question regarding 2 SLBE certified vendors.

-Essel Technology Services (Essel Environmental Solutions) - it is my understanding that only have offices in San Francisco & Los Angeles. Address provided is for an elevator company.

-TRC Engineers - They are part of TRC Solutions with over 3,000 employees and 100 offices, headquartered in Lowell, MA.

Are these SLBE certificates on these vendors current?

Thank you for clarifying.

Heather Sobky  
Vice President of Business Development  
ACC Environmental Consultants Inc.  
7977 Capwell Drive, Suite 100  
Oakland, CA 94621

[hsobky@accenv.com](mailto:hsobky@accenv.com)  
[www.accenv.com](http://www.accenv.com)  
O: (510) 638-8400 x112  
F: (510) 638-8404

# EXHIBIT 21

## iSupplier Registration Instructions

**\*Step one of iSupplier registration, follow Procedure A or B below:**

**Procedure A: Suppliers who had previous contracts with the City but do not have an approved user in iSupplier.** The City already has information about your firm based upon your previous contract work for the City. Your firm's principal should send an email to [isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com) and provide the email address (do not use temporary email addresses) you wish to use as your business primary point of contact and their name, telephone number and title. iSupplier will send an invitation to that email. Once iSupplier approves the user, the company's account will be activated and that user will be able to login and update the company's profile.

**Procedure B: Suppliers who never registered or had previous contracts with the City.** Your firm's principal should register in iSupplier. Follow the instructions listed on the top of this page. Follow the "**Supplier Naming Standards**" then click the "**Register**" link. **Please use all CAPS when registering.** The City will review your application and respond within three working days with an email approving or rejecting your firm's registration application. Once approved continue with Step two.

**Note:** if you receive an "error" message at registration stating that you already exist in the system it is very important to stop and follow **Procedure A** above.

**\*Step two of iSupplier registration, completing the iSupplier profile:**

Log into iSupplier, click on the "Admin" tab section. In this section supplier are **required** to complete/ update the *Business Address, Contact Information, Business Classification and most importantly their Products and Services* in order to receive upcoming opportunities invitations.

**\*\*\*Remember, It is very important that your firm is fully registered with iSupplier in order to open and participate on the online RFQ process, also your "Product and Services" section must have NAICS codes, Contractors License and/or NIGP codes listed in order for us to invite your firm on the upcoming opportunities, without these codes your Firm will not receive an invitation from the City.**

**Also, if your Firm has multiple users or address sites, please add a site in your address book and label it "RFQ" so that we know which user to invite for the upcoming opportunities.\*\*\***

**\*\*\*Email Communications with iSupplier\*\*\***

If you do not receive an email in response to **Procedure A** or **B** above, please check your spam/junk inbox. iSupplier emails are system generated and they may be mistaken for spam/junk mail. If your firm uses AOL as an internet service provider or an email server, you may need to contact AOL and explain that you're not receiving your emails from "ebusiness or City of Oakland mailer".

The email address you provided will be your iSupplier username. When your registration is approved, you will receive an email confirmation with your iSupplier temporary password. If you forget your password please go to the login page and click on the "forgot your password" link and follow the process. If you continue to encounter problems with iSupplier registration please email us at [isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com). (this is the link to iSupplier).

# EXHIBIT 22

**Ana Guzina**

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**From:** Nettles, Ernestine <ENettles@oaklandnet.com>  
**Sent:** Tuesday, November 10, 2015 3:10 PM  
**To:** Ana Guzina  
**Subject:** FW: Follow-up from the CPUC Small Business Event  
**Attachments:** 1 Connect Consulting Services Overview 9.15.docx; ATT00001.htm; 2 CCS Client Project Descriptions 9.15.docx; ATT00002.htm

FYi

Ernestine Nettles  
Contract Compliance Officer Assistant  
Office of the City Administrator, Division of Contracts and Compliance  
250 Frank H Ogawa Plaza, Suite 3341  
Oakland, CA 94612  
(510) 238-6160  
(510) 238-2007 TDD  
[enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)

When communicating with the City of Oakland Always include your Company's name on the subject line of the email.

Visit us at:  
<http://www2.oaklandnet.com/Government/o/CP/s/LocalSmallLocalBusinessCertification/index.htm>  
Oakland Ranked #5 Place to Visit in the World!  
New York Times, January 2012 <http://bit.ly/GB3s8f>

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**From:** Nora O'Brien.biz [mailto:Nora@ConnectConsulting.biz]  
**Sent:** Sunday, November 08, 2015 11:07 PM  
**To:** Nettles, Ernestine  
**Subject:** Follow-up from the CPUC Small Business Event

Dear Ms. Ernestine:

We met at the CPUC Small Business Event in South San Francisco a few weeks ago. Per your suggestion, I registered to be a City of Oakland vendor through iSupplier. You may remember I am the Principal for Connect Consulting Services, a full service emergency management and business continuity planning firm based in Sacramento with clients throughout the country.

Attached is an overview of our work and list of client projects for your review.

We do hope to do work for the City of Oakland in the future.

I hope you are enjoying your orange flashlight.

Sincerely,  
Nora

Nora J. O'Brien, MPA, CEM  
Principal Consultant,

Connect Consulting Services  
Disaster Planning and Training Experts  
1104 Corporate Way, Sacramento, CA 95831  
916 806-7361

Please take note of the new email address- [Nora@ConnectConsulting.biz](mailto:Nora@ConnectConsulting.biz)  
[www.ConnectConsulting.biz](http://www.ConnectConsulting.biz)

Contributing Writer for Emergency Management Magazine

Linkedin: <http://www.linkedin.com/in/noraobrien>

Twitter: @NoraConnect



## Connect Consulting Services Emergency Management Consulting

CONNECT CONSULTING SERVICES

Engage | Prepare | Recover

### NAICS Codes

922190, 624230, 611430, 621493, 541611, 621999, and 621498

**Company Name and Contact Information:** Connect Consulting Services was founded in 2009 by Nora J. O'Brien, MPA, CEM®, Principal Consultant, and Contributing Writer for *Emergency Management Magazine*.

**Client List:** AmeriCares, Association for Utah Community Health, California Volunteers, Center for Collaborative Policy, Central Valley Health Network, Coalition of Orange County Community Health Centers, Colorado Community Health Network, Community Clinic Association of Los Angeles County, Community Health Association of New York State, Council of Community Clinics, Court Appointed Special Advocates Sacramento, Direct Relief, Georgia Association of Primary Health Care, Illinois Primary Health Care Association, Maine Primary Care Association, Maitri Compassionate Care, Michigan Primary Care Association, Missouri Primary Care Association, National Association of Community Health Centers, New Jersey Primary Care Association, Primary Care Development Corp, San Francisco Community Clinic Association, South Dakota Health Care Coalition, Veterans Affairs Palo Alto Health Care System, Washington Association of Migrant and Community Health Centers, the West Virginia Primary Care Association, and the Wisconsin Primary Care Association.

### Menu of Services:

- Emergency Management Plan Development
- Business Continuity Plan Development
- Plan and Conduct Disaster Drills and Exercises with a Master Exercise Practitioner
- Curriculum Development and Delivery for in-person, LMS, WebEx and videoconference
- Emergency Management Planning Guide and Resource Guide Development
- Disaster Memorandums of Understanding re: AB 903
- Training topics include: Evacuation Planning, Incident Command Training- Certified CSTI Course Instructor for IS 100, 200, 700, SEMS, G-775 and G-191, Media Relations and Public Information Officer, Emergency Operations and Business Continuity, Workplace Violence, Infection Control, and HazMat

### Professional and Business Certification and License Information

Nora J. O'Brien, Principal Consultant, MPA, CEM has a Masters Degree in Public Affairs with a concentration in Disaster and Emergency Management and has obtained the Certified Emergency Manager status by the International Association of Emergency Managers. Connect Consulting Services is licensed by the City of Sacramento- #1005489, Certified as a Small Business by the California Department of General Services -Supplier #1434840, in the federal System for Award Management, DUNS- 964225895, as well as holds General Liability as well as Professional Errors and Omissions Insurance.

Connect Consulting Services, [Nora@ConnectConsulting.biz](mailto:Nora@ConnectConsulting.biz)  
1104 Corporate Way, Sacramento, CA 95831  
916 806-7361 [www.ConnectConsulting.biz](http://www.ConnectConsulting.biz)

# EXHIBIT 23



# City of Oakland Employment Application

CIVIL SERVICE BOARD 11/19/2105

Exact title of position for which you are applying:

Assistant Contract Compliance Officer

Office of Personnel Resource Management  
150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA  
94612-2019 ☎ (510) 238-3112 ♦♦ (Job Hotline) (510)  
238-3111 ♦♦ (Fax) (510) 238-6232 ♦♦ (TDD) (510)  
238-6930 www.oaklandnet.com

1. LAST NAME Ernestine		FIRST NAME Nettles		MI	NO. (TO BE USED AS YOUR CANDIDATE ID NO)	
2. CURRENT ADDRESS NUMBER & STREET 1244 Union Street		APT. No.		CITY Oakland	STATE CA	ZIP CODE 94607
3. HOME PHONE 510 7631755		4. BUS. PHONE 510 451-8865		5. OTHER NAMES USED WHILE EMPLOYED BY THE CITY OF OAKLAND: N/A		
6. Have you ever been convicted of a felony? (Note: Conviction of a felony may not disqualify you. Qualifications and backgrounds are reviewed in relation to job requirements.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				7. ARE YOU NOW EMPLOYED BY THE CITY OF OAKLAND? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," exact job title and department is:		
8. ARE YOU RELATED BY BLOOD OR MARRIAGE TO ANY CITY OFFICIAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," give name of person and relationship				9. Type of employment that you will accept: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part-Time		
10. US MILITARY (To claim veteran's preference points, you must present proof of honorable discharge (DD214) when you file your application. (This also applies to current City employees.) If you were separated from the service (Active Duty Status) within the last five (5) years from the date of examination, you may claim veteran's preference.)				Do you claim VETERAN'S PREFERENCE? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		FOR OFFICIAL USE
12. NAME, CITY & STATE OF HIGH SCHOOL, COLLEGES/UNIVERSITIES				UNITS COMPLETED SEMESTER QUARTER	COURSE OF STUDY/MAJOR	TYPE OF DEGREE: COMPLETED: Yes No
Oakland Technical High School Oakland, CA					HS Requirements	H/S Diploma <input checked="" type="checkbox"/> <input type="checkbox"/>
Golden Gate University, San Francisco, CA					Human Resources	BS <input checked="" type="checkbox"/> <input type="checkbox"/>
Golden Gate University, San Francisco, CA					HR/Pub. Admin	MBA <input checked="" type="checkbox"/> <input type="checkbox"/>
13. OTHER RELEVANT COURSES AND TRAINING				NAME AND LOCATION OF INSTITUTION	LENGTH OF COURSE	ENDED
Mediation				UCLA, Los Angeles, CA	Fall SEM	Summer Sem
Mediation				Pepperdine University, Los Angeles	Summer	Summer
Contract Compliance Administration				Boston University	Special Training	
14. PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED				CERTIFICATE NUMBER	DATE ISSUED	EXPIRATION DATE
15. LIST ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ OR WRITE FLUENTLY				16. PLEASE INDICATE VALID DRIVER'S LICENSE OR ID NUMBER, STATE, EXPIRATION DATE CA 9/29/07		
17. DESIGNATE SKILLS, IF REQUIRED FOR THIS Position. (Note: Testing of skills may be required prior to or following selection.)				FOR OFFICIAL USE Approved <input checked="" type="checkbox"/> Examination Number 17-AP-150-055 Disapproved <input type="checkbox"/>		
18. NAME, ADDRESS AND PHONE NUMBER OF EMERGENCY CONTACT				Education <input type="checkbox"/> Incomplete <input type="checkbox"/> Late <input type="checkbox"/> License <input type="checkbox"/> Not Elg. Prom <input type="checkbox"/> Not Elg. <input type="checkbox"/> Met MQA/Scmd <input type="checkbox"/> CSB Rule 4.12B <input type="checkbox"/> Exp. <input type="checkbox"/> CSB Rule 4.07 <input type="checkbox"/> Other		
CERTIFICATE OF APPLICATION: I certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of any material will subject me to disqualification or dismissal.				Initials JB Date 6/14/07		
Signature: Ernestine Nettles				I received the Employment Information Pamphlet and understand its contents.		
Date: 07/June 07				Initial here:		

This Section MUST be filled out or your application will not be considered. You may also attach a resume or other relevant documents. Further describe your qualifications.  
 19. EXPERIENCE: Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the space for salary. Include details that meet the experience requirements of the position.

FROM Mo/Yr March 2001	EMPLOYER (BUSINESS OR AGENCY NAME) Tom and Ethel Bradley Foundation	TITLE OF YOUR POSITION Foundation Dev. Manager	NO. EMPLOYEES SUPERVISED BY YOU 1-50 as needed
TO Mo/Yr Current	ADDRESS 3807 Welland Ave., Los Angeles, CA., 90008	CITY STATE ZIP Los Angeles, CA., 90008	NAME OF SUPERVISOR Greg Franks
HRS. PER WK. 40 Plus	DUTIES: Oversee development of projects to enhance race, sex, contract and equity issues for residents of LA 16 Council districts. Establish policy and procedures for maintaining the legacies of Mayor and Mrs. Tom Bradley. Conduct investigations into allegations of wrongful activities and favoritisms toward residents. Prepare position papers outlining the mission of the foundation.		SUPERVISOR'S PHONE NO. 310 6413911
SALARY: \$ STIPEND PER/			

REASON FOR LEAVING: Returned to Oakland

FROM Mo/Yr November 1996	EMPLOYER (BUSINESS OR AGENCY NAME) Los Angeles County MTA	TITLE OF YOUR POSITION EEO Representative	NO. EMPLOYEES SUPERVISED BY YOU 1-45
TO Mo/Yr June 2001	ADDRESS one Gateway Plaza, Los Angeles, CA 90012	CITY STATE ZIP Los Angeles, CA 90012	NAME OF SUPERVISOR Karl Downs
HRS. PER WK. 40 Plus	DUTIES: Prepares written and oral briefs for agencies regarding facts of investigations and contract compliance. Investigates complaints of discrimination for all departments within the MTA and determine issues for resolution. Mediate issues at various levels. Develop strategies and systems for findings in complaints and safe guards for maintaining fair and equitable agency practices. Interact applicable Federal and State laws and regulations in all aspects of Labor, EEO and contract compliance.		SUPERVISOR'S PHONE NO. 323 4414201
SALARY: \$ 68K PER/ Yr			

REASON FOR LEAVING: Reduction of staff (Budget)

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
SALARY: \$ PER/			

REASON FOR LEAVING:

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
SALARY: \$ PER/			

REASON FOR LEAVING:

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
Hrs. Per Wk.	DUTIES:		
SALARY: \$ PER/			

REASON FOR LEAVING:

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
Hrs. Per Wk.	DUTIES:		
SALARY: \$ PER/			

INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD. MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

**Assistant Contract Compliance Officer**  
**Question #1**

Please describe your skills, education, training and related work experience that best qualifies you for this position. Please provide details concerning the types of organizations with which you have worked.

**Response:**

My formal education includes a Masters of Public Administration as well as a Bachelors of Science Degree in Human Resource Management.

Organization: Los Angeles County Metropolitan Transportation Authority (MTA)  
Title: Equal Employment Opportunity Representative (EEO Rep)

Organization: Allied-Sysco Food Services, Inc.  
Title: Human Resources Manager / Contracts Compliance Officer

In prior experience, I had the opportunity to review labor agreements, and conducted internal complaint investigations. In addition, I had to develop expanded policies and procedures for outreach efforts, communication, training and protocols for the complaint investigation and review process. Also acted as mediator as part of Early Resolution to employees who may be involved in a conflict that appears to violate Title VII, ADA or any other federal or state civil rights laws.

I also had the responsibility to review contracts, scope of work, deliverables and the performance requirements. I had to ensure that the EEO goals for minority, women and small business goals were satisfied to comply with federal, state and local regulations and ordinances pertaining to targeted business utilization. I had to oversee and participate in the review of plans and specifications to establish targeted business utilization goals on a project basis, conduct pre-bid meetings, oversee and provide prime bidders technical assistance in achieving goals; and the evaluation of prime bidders' success. Sometimes it was necessary to make recommendations regarding bid rejection, coordinate appeals process for bidders contesting rejection of their bid. I also had responsibility for administering the certification process for initial and annual certification for eligible minority, women, disadvantaged and small business enterprises in compliance with applicable federal regulations and local ordinances. I had to perform complex analysis to ensure program integrity and validity of certifications and develop systems to monitor ensure compliance, monitor and evaluate program progress and identify areas that needed improvement. I had to develop program enhancements and policy initiatives to meet programmatic goals and objectives, and provide narrative and statistical reports.

**Assistant Contract Compliance Officer**  
[REDACTED]

**Question #2:**

Describe your training and experience working with automated certified payroll tracking systems. How would [you] approach the management of certified payroll data?

**Response:**

My formal education includes a Masters of Public Administration as well as a Bachelors of Science Degree in Human Resource Management.

At the LACMTA and Allied-Sysco I had contract monitoring responsibilities that included review of certified payroll tracking systems to determine that the Federal Davis-Bacon Act and State labor laws were applied for equitable pay and prevailing wage requirements. My review included determining whether wage rates were set for each classification of crafts and trades and whether they were based on regional collective bargaining agreements or other labor standards.

My review of Certified Payroll Records determined payroll status for all allocated personnel, who were the authorized contacts, documented Statement of Compliance, Fringe Benefit Statements and any written authorizations and copies of court orders for non-standard payroll deductions, worker classifications, correct wage rates, correct overtime, weekend or holiday pay, completeness of records and any errors or omissions.

If necessary corrective documentation was required and if corrections were not provided in a timely manner, progress payments were withheld. Willful violations were referred to the appropriate enforcement agencies.

**Assistant Contract Compliance Officer**  
[REDACTED]

**Question #3:**

Describe your experience performing developer, contractor and/or subcontractor site visits. Please explain the methodology you used when conducting site visits.

**Response:**

My formal education includes a Masters of Public Administration as well as a Bachelors of Science Degree in Human Resource Management.

Organization: LACMTA  
Title: EEO Representative

Organization: City of Los Angeles Housing Authority  
Title: Director of Community Service Center Project

Organization: Allied-Sysco Foods  
Title: Human Resources Manager / Contract Compliance Officer

The methodology used for site visits could be formal or informal efforts to monitor and inspect progress levels and performance adherence to the contract specifications. Informal monitoring would consist of telephonic communication and follow-up with technical experts, regulatory oversight bodies and other participatory parties to the agreements.

Formal site inspection would involve on-site monitoring and review to measure targeted performance rate of completion, service and goods availability, small business and minority goal utilization success and reasons for not being utilized. I would also monitor certified payroll records, apprentice usage, conduct interviews during on site inspections, identify and resolve issues of incorrect classification and/or underpayment, review required contractor documentation and determine contractor and subcontractor conformance with rules.

Where appropriate, an alternative dispute resolution (ADR) technique known as "partnering" to discuss concerns and problems with the contractor to help avoid future contract administration problems.

**Assistant Contract Compliance Officer**  
**Question #4:**

Describe your experience(s) working in a team environment.

**Response:**

My formal education includes a Masters of Public Administration as well as a Bachelors of Science Degree in Human Resource Management. Throughout my career, I have always worked in a team environment and operate under the philosophy that all parts of a chain are linked together for strength and success individually and collectively.

In the Tom & Ethel Bradley Foundation, the team works together for strategic, fundraising and event planning. Because this is a community based organization, team efforts and community outreach are a critical part of the successful organization structure to build coalitions between the public and private sectors.

At the LACMTA, the EEO Department was a multi-task environment. The teams worked together and rotated duties for training, complaint investigation and contract monitoring. In addition, I served in a critical role to develop and launch outreach efforts and communications to the small business and minority community regarding potential contract opportunities with public agencies.

At the City of Los Angeles, I was responsible for managing a team. Part of my duties as a director was to build a successful internal administration team through recruitment, hiring, training, communication and development with the goal to facilitate development and improvement in the community with special projects. Based on the team that I established, we were able to create and execute many successful outreach projects to enhance the quality of life and community services for the local residents.

At Rideau Lyons and at Allied-Sysco, I also had the challenge to build the infrastructure for company including the outreach strategy for personnel recruitment, hiring, creating HR policies and procedures, EEO plans and goals, and training and development. Since Allied-Sysco was a major food service supplier throughout the United States, it was team development was critical to successfully manage a rapidly growing company with interstate commerce and delivery.

**Assistant Contract Compliance Officer**

**CERTIFICATION OF APPLICANT**

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

*Ernestine Nettles*  
(Signature)

[REDACTED]  
(Last six digits of SSN)

510-763-1755  
(Telephone Number)

07 June 07  
(Date)

**ERNESTINE NETTLES****SUMMARY**

Certified Mediator and trainer with more than 15 years professional experience in complaint investigation and conflict resolution in the areas of diversity, affirmative action, employee relations, contract compliance and work place harassment. Demonstrated expertise in fiscal management, organizational and program development and community outreach.

**SKILLS/EXPERIENCE**

- Managed and directed budgets including the establishment of incentive programs to enhance productivity and operational profits
- Planned, created, and implemented model programs for Human Resources including Equal Employment Opportunity, Diversity, community outreach and conflict resolution
- Established policies and procedures for budget, grant reporting contract compliance and administration, gift and archive preservation, and general office administration
- Interpreted civil rights laws and equal opportunity governmental regulations
- Performed personnel and program management
- Prepared executive management reports with findings and recommendations for corrective action
- Acted as Chief legislative liaison between government agencies
- Conducted complaint investigation and dispute resolution hearings
- Created and conducted training
- Developed guidelines for nondiscriminatory employment practices
- Coordinated grant and proposal writing
- Developed contract specifications and scope of work
- Coordinated transportation programs

**CAREER HISTORY**

<b>Tom and Ethel Bradley Foundation, Los Angeles, CA</b> <i>Foundation Development Manager</i>	<b>2001 – Present</b>
<b>Metropolitan Transportation Authority, Los Angeles, CA</b> <i>Equal Employment Opportunity Representative</i>	<b>1996 - 2001</b>
<b>Housing Authority of the City of Los Angeles, Los Angeles, CA</b> <i>Community Service Center Project Director</i>	<b>1995–1996</b>
<b>Rideau Lyons, Inc., Los Angeles, CA</b> <i>Special Projects Director</i>	<b>1993–1996</b>
<b>Allied-Sysco Food Services, Inc., Hayward, CA</b> <i>Human Resources Manager/Contract Compliance Office</i>	<b>1988–1993</b>

**EDUCATION/TRAINING**

**Masters Degree**

Public Administration/Human Resources (MPA)

Golden Gate University San Francisco, CA

**Bachelors of Science Degree**

Human Resource Management

Golden Gate University San Francisco, CA

**Mediator Certification**

University of California Los Angles, CA

Pepperdine University Los Angles, CA

**CIVIC CONTRIBUTIONS & ACKNOWLEDGEMENTS**

- West Oakland Community Activist
- Citizen of the Year Award

Thursday, April 09, 2015

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

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

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

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

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

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

**ATTACHMENT A**

**CERTIFICATION CATEGORIES**

**CERTIFICATION CRITERIA**

**Local Business Enterprise (LBE)**

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

**Very Small Local Business Enterprise (VSLBE)**

All of the above except:

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

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

Same as LBE except:

- Business must manufacture goods within the Oakland geographic boundaries

**Not for Profit Local Business Enterprise (NPLBE)**

Same as LBE plus:

- Business must produce documentation of non-profit status

**Not for Profit Small Local Business Enterprise (NPSLBE)**

Same as SLBE plus:

- Business must produce documentation of non-profit status

## Attachment B

Hi Teri,

Yes. Thank you for following up.

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

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

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

Start with the application and supplemental as follows:

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

Thanks again.

Deb Barnes

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

(510) 238-6270 dbarnes@oaklandnet.com

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

**4b – Appeal of Classification Study Results for:  
Ernestine Nettles  
Contracts Compliance Officer, Assistant**

**CITY SUBMISSION**



## ***STAFF REPORT***

**DATE:** April 16, 2015  
**TO:** THE HONORABLE CIVIL SERVICE BOARD  
**FROM:** Eric Williams, Human Resource Analyst *EW*  
**THROUGH:** Kip Walsh, Human Resources Manager  
**THROUGH:** Anil Comelo, Director of Human Resources Management  
**SUBJECT:** Report Regarding the Appeal of Classification Study Results for the Contract Compliance Officer, Assistant, Position Held by Ernestine Nettles

### **RECOMMENDATION**

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

### **SUMMARY**

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

### **BACKGROUND**

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

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

**CIVIL SERVICE BOARD**

Subject: Appeal of Classification Study Outcome Regarding Ernestine Nettles

Date: April 16, 2015

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**ANALYSIS**

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

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

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

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

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

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

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

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

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

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

**CIVIL SERVICE BOARD**

Subject: Appeal of Classification Study Outcome Regarding Ernestine Nettles

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

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

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

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

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

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

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

City response regarding Course of Action 1:

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

City response regarding Course of Action 2:

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

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

**CIVIL SERVICE BOARD**

Subject: Appeal of Classification Study Outcome Regarding Ernestine Nettles

Date: April 16, 2015

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

**RECOMMENDATION:**

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

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

**Attachments**

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



## INTER OFFICE MEMORANDUM

**TO:** Jamie Pritchett  
**FROM:** Deborah Barnes  
**SUBJECT:** Request for Desk Audit – E. Nettles  
**DATE:** December 23, 2013

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

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

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

Deborah Barnes, Manager  
 CAO – Contracts and Compliance Division

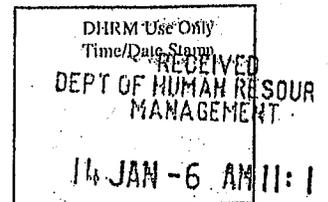
For questions please contact Mary Mayberry, Administrative Services Manager I at extension 7324.

Attachments  
 --Compensation Review

**COPY**



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION



Interoffice Letter

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

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

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

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

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

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

I have read and fully understand this advisory:

ERNESTINE NETHLES  
Print Name

*Ernestine Nettles*  
Signature of Incumbent

24 October 13  
Date

FORM #05211-0002  
REV. 01.31.11

**Y903**



**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION**

**POSITION DESCRIPTION QUESTIONNAIRE**  
**PART I: INCUMBENT DATA**

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

**DIRECTIONS:**

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

**SECTION A - BACKGROUND INFORMATION**

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

FORM #05211-0002  
REV. 01.31.11

**SECTION B - DUTIES**

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

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

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

FORM #05211-0002  
 REV. 01.31.11

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

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

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

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

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

Working knowledge of iSupplier registration process.

Working knowledge of Size Standards for SLBE and VSLBE certification.

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

Knowledge of computer systems and applications.

Knowledge of public contact skills.

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

Ability to prepare reports of an analytical and evaluative nature.

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

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

**SECTION D - WRITTEN PROCEDURES/GUIDELINES/MANUALS/POLICIES**

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

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

**SECTION E - DECISION MAKING/PROBLEM SOLVING**

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

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

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

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

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

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

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

**SECTION F - SUPERVISION EXERCISED**

Do you directly supervise anyone?  No  Yes

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

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

**SECTION G - EQUIPMENT AND MACHINE OPERATION/COMPUTER SOFTWARE**

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

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

**Equipment, Machine, Software, etc. and Purpose**

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

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

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

4	
---	--

5	
---	--

6	
---	--

7	
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8	
---	--

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

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

**SECTION H - WORKING RELATIONSHIPS/HUMAN INTERACTION**

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

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

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

**SECTION I - PHYSICAL ACTIVITIES/REQUIREMENTS**

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

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

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

**SECTION J - EMPLOYMENT HISTORY**

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

**SECTION K - COMMENTS**

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

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

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Signature of Employee

*24 October 13*  
 \_\_\_\_\_  
 Date

TDB 11/14/13

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



**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
RECRUITMENT & CLASSIFICATION DIVISION**

DHRM Use Only  
Time/Date Stamp  
  
RECEIVED  
DEPT OF HUMAN RESOURCES  
MANAGEMENT

**POSITION DESCRIPTION QUESTIONNAIRE  
PART II: SUPERVISOR'S REVIEW PORTION**

14 JAN -6 AM 11:17

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

**DIRECTIONS:**

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

**SECTION A - SUPERVISOR INFORMATION**

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

**SECTION B - CLASSIFICATION FACTORS**

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

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

FORM #05211-0003  
REV. 01.31.11

**SECTION C - COMMENTS**

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

The incumbent's responses to the questionnaire  overstate /  understate the duties, authority and responsibility of the work currently performed.

Comments:

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

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

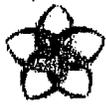
*Detarof Bunn*  
\_\_\_\_\_  
Signature of Agency Head/Director

*11/14/13*  
\_\_\_\_\_  
Date

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

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

City Administrator's Office  
Contracts and Compliance Division



ALAMEDA COUNTY  
Human Resource Services

County of Alameda  
Contract Compliance Officer (#0481)

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

**DESCRIPTION**

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

**DISTINGUISHING FEATURES**

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

**EXAMPLES OF DUTIES**

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

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

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

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

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

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

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

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

With regards –

Emily Yanushka  
SCOOP Manager  
Small Contractor Outreach and Opportunities Program  
San Diego County Water Authority  
858.522.6621  
[eyanushka@sdcwa.org](mailto:eyanushka@sdcwa.org)

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

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

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

City of Oakland's:

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

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

Port of Oakland:

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

*City of Oakland*

*83,460 - 103,344*



## Department of Human Resources

### Contract Compliance Officer I (#2992)

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



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

#### Definition

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

#### Distinguishing Features

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

#### Examples of Important and Essential Duties

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

#### Knowledge, Skills and Abilities

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

**Darensburg, Shelley**

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

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

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

Thanks!

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

An Equal Opportunity Employer

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

**OPENING DATE:** 09/16/13

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

**THE POSITION:**

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

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

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

Hi Beverly,

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

Warm regards,

Phillip McCants, Contracts Compliance Administrator = Compliance Officer



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

→ Can't help  
ask -  
Are you  
tho

84,672

101,136

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

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

City of Oakland's:

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

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

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

How does this compare with what your organization pays?

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

Thanks!



## Department of Human Resources

Contract Compliance Officer II (#2978)

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



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

### Definition

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

### Distinguishing Features

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

### Examples of Important and Essential Duties

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

### Knowledge, Skills and Abilities

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



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

**HUMAN RESOURCES MANAGEMENT**  
Recruitment and Classification

December 29, 2014

CERTIFIED MAIL #7011 2970 0004 1806 2736

Ernestine Nettles

Re: Classification study – Contract Compliance Officer, Assistant

Dear Ms. Nettles:

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

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

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

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

Sincerely,

Eric Williams  
Human Resource Analyst

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



CITY OF OAKLAND

## HUMAN RESOURCES MANAGEMENT

### RECRUITMENT & CLASSIFICATION DIVISION

# POSITION AUDIT REPORT

### GENERAL INFORMATION

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

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

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

The following was the timeline for data collection:

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

## OUTLINE OF POSITION INFORMATION

### Duties Performed by Incumbent

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

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

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

### Minimum Qualifications for Current Classification

#### Assistant Contracts Compliance Officer

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

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

#### Incumbent Education/Experience

**Experience:** 8+ years in current role

**Education:** MPA, B.A. Human Resources

## Essential Knowledge Skills and Abilities

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

### Knowledge of:

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

### Ability to:

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

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

### Knowledge of:

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

### Ability to:

- Demonstrate community relations skills

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

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

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

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

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

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

**Physical Activity** – None contributing to classification evaluation.

## *ANALYSIS OF CLASSIFICATION REQUEST*

### **History and Evolution of Duties**

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

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

### **Depth and Breadth of Duties**

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

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

### *Small Business Certification*

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

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

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

### *EBO/LWO Compliance*

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

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

## Addressing Rationale for Reclassification

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

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

### *I. Same Work as Other CCO Incumbents*

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

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

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

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

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

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

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

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

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

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

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

## *II. Higher Workload Due to Retirement*

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

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

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

## *III. Ability to Provide Recommendations*

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

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

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

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

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

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

### **Results of Analysis**

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

**FINAL RECOMMENDATION AND SUMMARY**

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

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

**IMPLEMENTATION**

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

**ANALYST:**

\_\_\_\_\_  
Eric Williams, Human Resource Analyst

\_\_\_\_\_  
**Date**

**APPROVAL FOR FORWARDING:**

\_\_\_\_\_  
Jaime Pritchett, Principal HR Analyst/Classification Supervisor

\_\_\_\_\_  
**Date**