



CIVIL SERVICE BOARD MEETING AGENDA

Date: May 19, 2016

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; Alex Drexel; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin

STAFF TO THE BOARD: Anil Comelo, HRM Director/Secretary to the Board
Michelle Meyers, Deputy City Attorney
Kip Walsh, Human Resources Manager/Staff to the Board
Sean Flaherty, HR Technician/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR:

ACTION

- a) Approval of Employee Requests for Leave of Absence
 - Senior Emergency Services Coordinator, A. Chimonyo (OFD-2016-LA03)
 - Project Manager III (Interim), M. Lai (ITD-2016-LA01)
- b) Ratification of Provisional Appointments
 - Engineer of Fire (4)
 - Housing Development Coordinator I
 - Police Services Technician
 - Engineering Technician, Senior (Office)
- c) Approval of Revised Classification Specifications
 - Firefighter Trainee
 - Firefighter Paramedic Trainee
 - Street Sweeper Operator
 - Veterinarian

3) OLD BUSINESS:

- a) Approval of Meeting Minutes of April 21, 2016 Civil Service Board Meeting Minutes ACTION

- b) Determination of Schedule of Outstanding Board Items ACTION
- a. No New Items to Schedule
- 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) Discussion of Revisions to the Personnel Manual of the Port of Oakland for Review of Alignment with the Personnel Manual of the Civil Service Board and Compliance with Ordinance No. 13120 CMS Governing the Relationship of the Port's Personnel Management Program with the City of Oakland Civil Service ACTION

4) NEW BUSINESS:

- a) 3.04 (e) Appeal of Classification Study Results (A. James) ACTION
- Employee currently classified as Police Records Specialist, appealing denial of request to be reclassified.

ADJOURNMENT:

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 16, 2016. All materials related to agenda items must be submitted by Thursday, June 9, 2016. 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
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter or assistive listening device, please call the Civil Service Board staff at (510) 238-3112 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.



MEMORANDUM

DATE: May 19, 2016

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 two (2) 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

Chimonyo, Cynthia	Emergency Planning Coordinator, Senior	OFD	OFD-2016-LA03	CSR 8.07 c 3 Personal Business
Lai, Myron	Project Manager III (Interim)	ITD	OPR-2016-LA01	CSR 8.07 c 3 Personal Business

RECOMMENDATION:

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

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 Cynthia Chimonyo Employee's ID 2721 Today's Date 4/28/16
~~5/8/14~~

Department/Division Fire Dept. / EMSD Employee Job Title Sr. Emerg. Planner

Request: 32 Days Hours From 4/24/16 To 5/3/16
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 4/28/16
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5-2-16
 Department Head Approval Date

 City Manager Approval Date

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



INTER OFFICE MEMORANDUM

TO: Katano Kasaine
Interim CIO

FROM: Myron Lai
Oracle Project Manager

SUBJECT: Leave of Absence

DATE: May 3, 2016

Approval

Date

5/3/16

Per Civil Service Rules, Section 8.07.v., I am requesting a leave of absence without pay in order to take an exempt position in City service. I will reclassify to a Project Manager III position, which is at-will.

Section 8.07 – Miscellaneous Leaves of Absence. Miscellaneous leaves of absence other than vacation and sick leave may be granted by the appointing authority, subject to the approval of the Board, unless otherwise provided. Department heads may grant leaves of absence without pay for periods not in excess of three working days; provided, however, that no employee shall be granted a total of more than five working days of such leave without pay in any one calendar year...v. to permit the employee to take an exempt position in the City services.

Respectfully,

Myron Lai

Oracle Operations Manager



CITY OF OAKLAND

MEMORANDUM

DATE: May 9, 2016

TO: The Honorable Civil Service Board **FROM:** Lisette Del Pino
Sr. HR Analyst

THROUGH: Anil Comelo, HRMD Director
Secretary to the Board

THROUGH: Kip Walsh, Recruitment & Classification Manager

SUBJECT: Request for Provisional Appointment in Classification of
Engineer of Fire to be ratified at Civil Service Board Meeting of
May 19, 2016

Attached is a request from the Fire Department to make provisional appointments to Engineer of Fire vacancies. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

Engineer of Fire performs duties related to public safety, responsible for the safe driving and management of the fire apparatus.

The current vacancies are located in the Field Operations Division. The minimum qualifications for an Engineer of Fire include completion of the twelfth grade and three (3) years as an Oakland Firefighter or Firefighter Paramedic and acceptable written evidence of completion of all requirements for certification as Fire Apparatus Driver/Operator I through the Office of the California State Fire Marshal; possession of a valid California Class "C" or higher driver's license throughout the tenure of employment; maintain Firefighter certification through the Oakland Fire Department, including medical clearance, and any other DMV and/or Department-required endorsements; possession of a current Emergency Medical Technician (EMT-I) license/certification that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment; and possession of a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (CPR) throughout the tenure of employment.

The selected candidates meet the minimum qualifications of the Engineer of Fire classification with minimally a High School Degree and over three years of experience in the Oakland Fire Department as either a Firefighter or Firefighter Paramedic; certification as Fire Apparatus Driver/Operator I, valid California Class C or higher driver's license, possess EMT-I license and CPR certification. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill the vacancies within 120 days. The recruitment posted January 19, 2016.

Human Resources Management recommends that the Civil Service Board ratify the provisional appointment for the Engineer of Fire position in the Fire Department beginning on April 23, 2016 and ending on or before August 20, 2016.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 19, 2016

AREA REQUESTED

POSITION: Engineer of Fire
DEPARTMENT: Fire Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: No current eligibility list.
DATE PERSONNEL REQUISITION RECEIVED: 2/02/16
CURRENT STATUS OF EXAMINATION: Position posted on January 19 and closed February 19, 2016. Stage III of the examination is scheduled for May 23-26, 2016

JUSTIFICATION:

Reason Needed:

The provisional appointments are needed to fill eighteen (18) current vacancies. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Engineer of Fire is responsible for the safe driving in emergency and non-emergency situations and management of the fire apparatus.

Other Alternatives Explored and Eliminated:

None.

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

The negative impact of not having this vacancy filled while an eligibility list is established will cause more mandatory overtime for current engineers, approximately two more people would be placed on mandatory overtime per shift for each vacant position.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: One of the four is an Oakland Resident
- Current Employment Status All are City of Oakland employees



CITY OF OAKLAND

MEMORANDUM

DATE: May 5, 2016

TO: The Honorable Civil Service Board **FROM:** Mary Ann Gonzales
HR Analyst

THROUGH: Anil Comelo, HRMD Director
Secretary to the Board

THROUGH: Kip Walsh, Recruitment & Classification Manager

SUBJECT: Request for Provisional Appointment in Classification of
Housing Development Coordinator I to be ratified at Civil Service Board Meeting of
May 19, 2016

Attached is a request from the Housing & Community Development Department to make a provisional appointment to a Housing Development Coordinator I vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Housing Development Coordinator I performs duties related the planning, development, and implementation of affordable housing development programs. The position will require to work with various developers to assist in the revitalization of different neighborhoods in increase the amount of affordable housing opportunities available to qualified constituents citywide.

The current vacancy is located in the Housing & Community Development Department. The minimum qualifications for a Housing Development Coordinator I include a Bachelor's Degree in urban planning, public policy, public administration, business administration, economics, accounting or closely related field from an accredited college or university. No experience is required but one year of work experience in public or private housing development, city planning or a related field is highly desirable.

The selected candidate meets the minimum qualifications of the Housing Development Coordinator I classification with a Bachelor's Degree in Economics/Accounting and over one year of experience in housing development. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The recruitment is scheduled to post on May 9, 2106.

The Department of Human Resources Management recommends that the Civil Service Board ratify the provisional appointment for this Housing Development Coordinator I position in the Housing & Community Development Department beginning on April 28, 2016 and ending on or before August 26, 2016.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 19, 2016

AREA REQUESTED

POSITION: Housing Development Coordinator I
DEPARTMENT: Housing & Community Development
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: No current eligibility list.
DATE PERSONNEL REQUISITION RECEIVED: 4/28/16
CURRENT STATUS OF EXAMINATION: Position is schedule to post on May 9, 2016.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Housing Development Coordinator I is responsible for the planning, development, and implementation of affordable housing development programs.

Other Alternatives Explored and Eliminated:

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

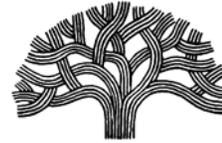
The negative impact of not having this vacancy filled while an eligibility list is established will cause services to be rendered in a timely manner and deadlines will not be achieved for a number of affordable housing programs.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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

CITY OF OAKLAND
Interoffice Memo



HUMAN RESOURCES MANAGEMENT DEPARTMENT
Anil Comelo, Director

DATE: May 19, 2016
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 Police Services Technician II to be ratified at Civil Service Board Meeting of 5/19/16

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

A Police Services Technician II is primarily responsible for technical and clerical assistance to Police Officers and community services throughout the City. The minimum qualifications for Police Services Technician II are: the equivalent to the completion of the twelfth grade and two years of full-time work experience involving public contact related work, or one year of work as a Police Services Technician.

The selected candidate meets the minimum qualifications of a Police Services Technician II. Their experience includes a Bachelor's and Ph.D. Degree in English and one year and six months as a Police Officer Trainee.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on 5/23/16.

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

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: 5/19/16

AREA REQUESTED

POSITION: Police Services Technician II
DEPARTMENT: Oakland Police Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: 1/9/16
DATE PERSONNEL REQUISITION RECEIVED: 4/25/16
CURRENT STATUS OF EXAMINATION: Job announcement tentative to post on May 23, 2016.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill 3 current vacancies. The requisition requesting a provisional appointment was approved on 5/19/16. 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):

Currently the Oakland Police Department has three vacancies and due to the limited staff, help is needed in order to perform special projects that are critical to the operational functions of the assigned section. The provisional appointment will reduce the demands placed on the permanent OPD staff.

Attachments:

Revised Class Specification, if applicable

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

MEMORANDUM

DATE: May 3, 2016

TO: The Honorable Civil Service Board

FROM: Preston Treichel
HR Analyst

THROUGH: Anil Comelo, HRMD Director
Secretary to the Board

THROUGH: Kip Walsh, Recruitment & Classification Manager

SUBJECT: Request for Provisional Appointment in Classification of:
Senior Engineering Technician (Office)
To be ratified at Civil Service Board Meeting of May 19, 2016

Attached is a request from the Public Works Department to make a provisional appointment to a Senior Engineering Technician (Office) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Senior Engineering Technician (Office) performs duties related to a variety of complex, technical, and civil engineering work in the office and at the permit counter, and performing complex drafting work.

The current vacancy is located in the Planning and Building Department. The minimum qualifications for a Senior Engineering Technician (Office) include completion of the twelfth grade with two years of college course work in engineering or closely related field and two (2) years of experience comparable to Engineering Technician II in the City of Oakland. Two years of experience comparable to Engineering Technician II in the City of Oakland may be substituted for one year of college course work.

The selected candidate meets the minimum qualifications of the Senior Engineering Technician (Office) classification with a Bachelor's Degree in Industrial Engineering. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The required Restricted recruitment was posted and closed on April 22, 2016.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Senior Engineering Technician (Office) position in the Public Works Department beginning on May 23, 2016 and ending on or before September 20, 2016.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 19, 2016

AREA REQUESTED

POSITION: Senior Engineering Technician (Office)

DEPARTMENT: Public Works

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: No current eligibility list.

DATE PERSONNEL REQUISITION RECEIVED: 2/4/16

CURRENT STATUS OF EXAMINATION: Processing Restricted eligibility list.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Senior Engineering Technician (Office) is required to service permit processing.

Other Alternatives Explored and Eliminated:

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

The negative impact of not having this vacancy filled while an eligibility list is established will prevent services to be rendered in a timely manner and delayed deadlines for a permit-related processing.

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 permanent City of Oakland employee*



MEMORANDUM

DATE: May 19, 2016

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 Fire Fighter Paramedic Trainee and Fire Fighter Trainee

Based upon a classification review at the request of the Oakland Fire Department, staff has proposed revision of the **Fire Fighter Paramedic Trainee** and **Fire Fighter Trainee** classification specifications. The classification specifications were established in 2014 (August and October, respectively) and have not been revised since creation.

A variety of modifications have been proposed to the classifications:

- Refinements have been made to the Definition, Distinguishing Characteristics, and Examples of Duties section. The changes are necessary to more accurately reflect the relevant content areas and assigned tasks.
- Other changes have been made to the License or Certificate sections on each classification specification.
 - Fire Fighter Paramedic Trainees must already possess the Emergency Medical Technician Paramedic (EMT-P) license/certification; however, they must be able to obtain accreditation with Alameda County within nine (9) months of being appointed to the sworn classification of Fire Fighter Paramedic.
 - Fire Fighter Trainees must already possess the Emergency Medical Technician Basic (EMT-B) license/certification; however, they must be able to obtain accreditation with Alameda County by the time they are appointed to the sworn classification of Fire Fighter.
 - For each classification, the language describing the required medical certifications has been revised.
- Under Other Requirements, the Candidate Physical Ability Test (CPAT) card may also be issued by the International Association of Fire Fighters.

Mandatory bargaining obligations do not apply because the classifications are not represented by a union or employee association. However, a courtesy notice was sent to the International Association of Fire Fighters (IAFF, Local 55) regarding the proposed revisions to the Trainee classification specifications.

Additionally, the Port does not operate any sworn fire protective services programs. Classifications specifically designed for that program have no corresponding classifications at the Port.

CIVIL SERVICE BOARD

Subject: Fire Fighter Paramedic Trainee and Fire Fighter Trainee Classification Specifications

Date: May 19, 2016

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

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



FIRE FIGHTER TRAINEE

Class Code: PS132 FTE Exempt

DEFINITION

Under direct supervision in the Oakland Fire Department (OFD), the Fire Fighter Trainee prepares for the sworn position of Fire Fighter ~~by participating in the intensive 16-week OFD recruit training academy which focuses on fire technology, prevention, public education, emergency response, fire suppression, search and rescue, emergency medical service, hazard mitigation, fitness and health, policies, procedures and other response areas as assigned and the Oakland Fire Department procedures; and performs related duties as assigned.~~ After successfully completing the recruit training academy, Fire Fighter Trainees are sworn in and serve a probationary period of 18 months performing a variety of duties related to the protection of life and property and pass each phased evaluation as delivered by the training academy.

DISTINGUISHING CHARACTERISTICS

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

The Fire Fighter Trainee receives direct supervision from Training Officers and other sworn personnel assigned to support the recruit trainee academy.

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

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

Receive training in firefighting activities such as; fire suppression, wildfire operations, hose evolutions, nozzle evolutions, use of extrication tools such as chain saws, axes, jaws of life, ladder raises, ropes and knots, fire extinguishers, water supply systems, fire prevention, public safety education, radio operations, map reading, salvage and overhaul operations, emergency response driving and fire pump operations ~~including driving fire apparatus, operating pumps and related equipment, various fireground hose and ladder evolutions, fire suppression, and salvage operations such as throwing salvage covers, and removing water and debris.~~

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

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

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

Learn how to operate radio and other communication equipment.

Learn the policies, [procedures](#), rules and regulations of the [City of Oakland and Oakland Fire Department](#) [including ethics, diversity, and sexual harassment](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or GED equivalent.

Experience:

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

LICENSE OR CERTIFICATE

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

valid California Class “C” or higher Driver’s License with an acceptable driving record while employed.

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

Emergency Medical Technician-Basic (EMT-B) or (EMT-1) certification from Alameda County or approved equivalent (a current and valid National Registry EMT-Basic registration certificate with the ability to obtain certification with Alameda County by the time of appointment to the classification of Firefighter).

Cardio Pulmonary Resuscitation (BLS for Healthcare Provider) or (CPR/AED) certification from the American Heart Association, American Red Cross or Alameda County approved equivalent.

OTHER REQUIREMENTS

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

Must be able to pass a thorough background investigation.

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

Must possess a Candidate Physical Ability Test (CPAT) card issued by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) or the International Association of Fire fighters (IAFF).

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

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

Bilingual skills are highly desirable.

<u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u>			
Established:	10/16/2014	CSB Resolution #:	44747
		Salary Ordinance #:	
Exempted:	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Per 902(d)
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	n/a	CSB Resolution #:	Salary Ordinance #:
(Previous title(s): n/a)			



FIRE FIGHTER PARAMEDIC TRAINEE

Class Code: PS199 FTE

Exempt

DEFINITION

Under direct supervision in the Oakland Fire Department (OFD), the Firefighter Paramedic Trainee prepares for the sworn position of Firefighter Paramedic by participating in ~~the an~~ intensive ~~recruit 16 week OFD~~ training academy, ~~which focuses on fire technology, prevention, public education, emergency response, fire suppression, rescue, emergency medical service, hazard mitigation, fitness and health, policies, procedures and the Oakland Fire Department procedures; and performs related duties as other response areas as~~ assigned. After successfully completing the training academy, Firefighter Paramedic Trainees are sworn in and serve a probationary period of 18 months ~~as a Firefighter Paramedic~~ performing a variety of duties related to the protection of life and property ~~and pass each phased evaluation as delivered by the training academy.~~

DISTINGUISHING CHARACTERISTICS

This is a trainee-level non-sworn classification in the firefighter paramedic series. The Firefighter Paramedic Trainee is distinguished from the higher level classification of Firefighter Paramedic in that incumbents of the latter class ~~have graduated from the recruit academy and~~ serve as ~~first~~ responders to ~~all identified~~ emergencies and ~~accredited within Alameda County to~~ provide Advanced Life Support ~~and Emergency medical services on emergency medical calls.~~ Firefighter Paramedic Trainees ~~are serving~~ in a learning capacity ~~as a Firefighter Paramedic Trainee recruit and are is not yet assigned to a particular station while attending the recruit training academy.~~

The Firefighter Paramedic Trainee receives direct supervision from Training Officers and other sworn personnel ~~assigned to support the recruit-training academy.~~

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

Participate in classroom lectures; ~~seminars and practical training sessions as directed in the Oakland Fire Department's training academy evaluations; team and individual manipulative drills; knowledge, skills, and ability testing; and problem solving exercises.~~

Receive training in firefighting activities ~~such as: fire suppression, wildfire operations, hose evolutions, nozzle evolutions, use of extrication tools, such as chain saws, axes, Hurst tool, ladder raises, ropes and knots, fire extinguishers, water supply systems, fire prevention, public safety education, radio operations, map reading, salvage and overhaul operations, emergency response driving and fire pump operations. including driving fire apparatus, operating pumps and related equipment, various fireground hose and ladder evolutions, fire suppression, and salvage operations such a throwing salvage covers, and removing water and debris.~~

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

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

~~Learn about the~~Receive training in fire prevention and ~~public~~ safety programs, ~~such as offered through the Oakland Fire Department which include~~ vegetation management ~~inspections, building,~~

~~structural~~ residential, commercial and other fire and life safety inspections, and disaster preparedness. Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials, and related subjects.

~~Learn how to operate radio and other communication equipment.~~

Learn the policies, procedures, rules and regulations of the City of Oakland and Oakland Fire Department such as ethics, diversity and sexual harassment~~Oakland Fire Department.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or GED equivalent.

Experience:

18 months of experience as a fully licensed and practicing Paramedic.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a valid California Class “C” or higher Driver’s License with an acceptable driving record while employed.

Must possess and be able to maintain a current Emergency Medical Technician Paramedic (EMT-P) license/certification from Alameda County or equivalent (a current and valid National Registry EMT-Paramedic registration certificate with the ability to obtain accreditation with Alameda County within 9 months of appointment to the classification of Firefighter Paramedic).

Must possess and be able to maintain the following certifications from the American Heart Association, American Red Cross or Alameda County approved equivalent:

Cardio Pulmonary Resuscitation Basic Life Support (BLS for Healthcare Provider) or CPR/AED.

Advanced Cardiac/Cardiovascular Life Support (ACLS).

Pediatric Advanced Life Support (PALS).

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

OTHER REQUIREMENTS

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

Must be able to pass a thorough background investigation.

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

Must possess a Candidate Physical Ability Test (CPAT) card issued by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) or the International Association of Fire Fighters (IAFF).

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

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

Bilingual skills are highly desirable.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 8/21/2014 CSB Resolution #: 44735 Salary
Ordinance #:

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

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

(Previous title(s): n/a)



MEMORANDUM

DATE: May 19, 2016

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 Corrected Classification Specification for Street Sweeper Operator

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff proposed revision of the **Street Sweeper Operator** classification specification at the March 17, 2016, Civil Service Board meeting. The classification specification was established in August 1992. It was revised twice before (March 2010 and March 2012). Following discussion at the March 17, 2016, meeting, the Board voted to adopt the revised classification specification.

Unfortunately, part of the minimum qualifications was inadvertently deleted during reformatting. City staff truly regrets the oversight. It was never the intent of the Human Resources Management Department or the Oakland Public Works (OPW) Department to remove that statement; any intent to do so would have been included in the previous notice to the union and would have been subject to mandatory bargaining obligations. The error has since been identified and staff is taking steps to rectify the erroneous deletion. Recruitment activities are currently underway, and the advertised job posting includes the correct Minimum Qualifications information.

Specifically, the following statement from the Experience section of the Minimum Qualifications was accidentally deleted and should be restored as part of the official document of record:

Two (2) years of experience in the operation of a street sweeper, dump truck or related equipment.

OR

A courtesy notice was sent to the Service Employees International Union (SEIU, Local 1021) to communicate the necessary correction.

Staff recommends that the Civil Service Board approve the classification specification for Street Sweeper Operator as corrected.

Attachments: Corrected classification specification for Street Sweeper Operator



STREET SWEEPER OPERATOR

Class Code: TR181 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Oakland Public Works Department, uses a full range of technical skills to operate a street sweeper and related equipment used to keep the streets, gutters, parking lots, courtyards, and freeway underpasses clear of dirt and debris; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Street Sweeper Operator is a classification where incumbents operate motorized street cleaning equipment. This class is distinguished from the higher level Public Works Supervisor I, which is a first line supervisory classification responsible for field supervision in multiple areas in the Oakland Public Works Department.

The incumbent receives general supervision from a Public Works Supervisor I.

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

Operate street sweeper vehicles with a gross weight rating of 26,001 lbs or more and related equipment in order to sweep/clean streets and gutters on assigned routes; sweep parking lots, courtyards, freeway underpasses and overpasses.

Transport trash to dump and/or drop boxes; clear debris from right-of-way; clean storm drains and inlets.

Inspect tools and equipment for safety and mechanical defects; schedule preventative maintenance; service tools and equipment (maintaining spray nozzles and adjusting gutter brooms and rear main broom as needed).

Perform all daily routine maintenance and adjustments in accordance with the daily vehicle checklist and the manufacturer's vehicle operator instruction manual to ensure proper operations of vehicle.

Evaluate prospective equipment for maintenance use.

Complete daily reports.

Conduct on-the-job training.

Respond to service requests and questions from the public, agencies or City departments.

Identify and report hazardous tree conditions and defective street cleaning signs, or any other hazard in the public right-of-way.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, methods and techniques of equipment operation.
- Occupational hazards and standard safety precautions necessary in the performance of

assigned duties.

- State and City traffic laws.
- Service requirements of a motorized street sweeper.
- Oakland City street systems.
- Computer systems and basic applications.

Ability to:

- Operate a street sweeper skillfully and safely.
- Perform daily maintenance on equipment.
- Perform manual labor.
- Train new employees.
- Follow oral and written directions.
- Perform on-the-job training.
- Maintain work records; perform data entry.
- Use a personal computer, mouse and keyboard to perform basic operations.
- 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:

High school diploma or equivalent.

Experience:

Two (2) years of experience in the operation of a street sweeper, dump truck or related equipment.

OR

Two (2) months of experience with the City of Oakland operating a street sweeper, dump truck or related equipment plus the successful completion of the City's Street Sweeper Operator Training Course.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License, Class B, with the ability to drive vehicles with air brakes to be maintained throughout employment with the City of Oakland. License requirements are subject to changes in State and Federal law, and the City of Oakland must comply with mandated changes at all times.

OTHER REQUIREMENTS

None required.

HUMAN RESOURCES MANAGEMENT DEPT. USE ONLY

Established: 08/13/1992 CSB Resolution #: 44266 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: 03/17/2016 CSB Resolution #: 44806 Salary Ordinance #:
Revision Date: 03/08/2012 CSB Resolution #: 44544 Salary Ordinance #:
Revision Date: 03/10/2010 CSB Resolution #: 44338 Salary Ordinance #:

(Previous title(s):)



MEMORANDUM

DATE: May 19, 2016

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 Veterinarian

Based upon a classification review at the request of the Oakland Animal Service Department, staff has proposed revision of the **Veterinarian** classification specification. The Veterinarian classification specification was established in January 2006 and has not been revised since creation.

A variety of modifications have been proposed to the classification:

- In the Definition section, the department has been corrected to reflect that it is no longer part of the Oakland Police Department.
- The classification is converting from advanced-journey level to a first-line supervisor as reflected in the Distinguishing Characteristics section. The reporting structure at the Animal Shelter has changed. Veterinarian is the most appropriate classification to oversee Veterinary Technicians and related Shelter staff.
- Some of the task statements under Examples of Duties have been refined.
- References to supervision, training, performance management, and staff development have been added throughout the classification specification, including the Knowledge and Abilities section.
- Under the License or Certificate section, the previously required pharmacy technician certificate is no longer valid and should be removed. Also, the Drug Enforcement Agency (DEA) license will be moved out of “Other Requirements;” please note that only certain assignments will require this license that specifically applies to the ordering and handling of controlled substances.
- Since the position is no longer part of the Oakland Police Department, the background investigation language under “Other Requirements” has been revised. Further, the age requirement has been removed.
- Format changes have been implemented to align the description with the current classification specification template.

There is one vacancy in the classification. A recruitment and selection process is currently underway to fill the position.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union

CIVIL SERVICE BOARD

Subject: Veterinarian Classification Specification

Date: May 19, 2016

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representatives met on April 21, 2016, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions.

Additionally, the Port does not operate any animal services programs. Classifications specifically designed for that program have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the classification specification for Veterinarian as amended.

Attachments: Revised classification specification for Veterinarian



VETERINARIAN

Class Code: AP401 FTE
AP402 PPT
AP443 PT

Civil Service Classified
Civil Service Classified
Exempt

DEFINITION

Under general direction in the Animal Services ~~Section of the Police~~ Department, oversees the medical care of animals; examines, diagnoses, and performs treatment for impounded animals; ~~and~~ develops a comprehensive animal health care services program; ~~Directs~~ the work of the Veterinary Technician and other shelter staff; provides and participates in training; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a ~~first-line supervisory~~ ~~advanced journey level~~ classification. The incumbent provides professional medical care for animals at the shelter or in the field, ~~for the Police Department and~~ educates/advises the community and staff in the care of animals, and supervises assigned staff. It is distinguished from Veterinary Technician in that the latter assists with providing paraprofessional medical care and treatment to all animals.

~~The incumbents in this classification~~ receives direction from the ~~Shelter~~ Director of Animal Services or other management staff and exercise supervision over Veterinary Technicians and other Shelter staff. ~~It is distinguished from Veterinary Technician in that the latter receives supervision from the Program Analyst III.~~

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

Direct, coordinate and perform medical treatment of all impounded animals; oversee assigned staff as they care for and treat animals.

Collaborate with other shelter staff to establish medical standards and procedures for the maintenance of healthy, safe and sanitary living conditions for all animals at the animal shelter.

Provide training for staff, various city departments and community residents regarding many aspects of animal health including educating staff on how to identify animals that require immediate veterinary care and isolation.

Monitor shelter animal population. Determine and direct appropriate action as required to prevent disease transmission among shelter animals.

Oversee the practice and implementation of the shelter's euthanasia procedures; make necessary changes and provide recommendations directly to the ~~Shelter~~ Director of Animal Services to ensure euthanasia at the shelter is humane.

Conduct surgery as necessary including spaying/neutering and euthanasia.

Examine all animals before they are made available for adoption.

Provide professional assistance in the investigation of mistreatment and neglect of animals including the examination of animals impounded for abuse.

Coordinate the ordering, maintenance and inventory of controlled drugs and other veterinary supplies used at the shelter; assist the ~~Shelter~~ Director of Animal Services in creating the veterinary program budget.

Supervise, train, and evaluate assigned staff.

Attend community events to provide education and advice to community members on the proper care of animals.

Participate in the inspection of circuses, fairs, and other events; conduct review of veterinarian records.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Veterinary, treatment, prevention, control and care of a wide range of animals including domestic, livestock, wildlife and underaged animals.
- City, state and federal animal health laws and regulations governing the care and humane euthanasia of animals.
- Safe work practices.
- Principles of supervision and staff development.

Ability to:

- Physically handle and examine a wide range of animals including aggressive, wild and under-aged animals.
- Plan and train staff and volunteers in the treatment and humane care of animals.
- Develop and direct a comprehensive program of disease prevention and control in an animal shelter.
- Establish medical standards and procedures to assure the maintenance of a healthy, safe and sanitary facility.
- Establish and maintain effective relationships with shelter staff, volunteers and the public.
- Advise the public and department employees on veterinary matters.
- Estimate veterinary cost for budgetary purposes; monitor and control expenditures for the division.
- Supervise, train and evaluate assigned staff.
- Communicate effectively orally and in writing.
- Work night, weekend, holiday and on-call schedules.

~~education and experience~~ **MINIMUM QUALIFICATIONS**

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

Education:

Doctorate degree in veterinary medicine from an accredited college or university

Experience:

Two years of recent experience in veterinary medicine at an animal shelter, clinic or kennel.

Experience in animal shelter medicine is highly desirable.

LICENSE OR CERTIFICATE

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

Must possess a valid license issued by the California Board of Examiners in Veterinary Medicine to practice as a Doctor of Veterinary Medicine ~~and a valid pharmacy technician certification from the Federal Drug Enforcement Agency.~~

Depending on assignment, may be required to obtain and maintain a Drug Enforcement Agency (DEA) license to order controlled substances.

OTHER REQUIREMENTS

~~Must be twenty one (21) years of age or older.~~

Must submit fingerprints, undergo a criminal record clearance, complete a Personal History Questionnaire (PHQ) and pass a job related background investigation.

May be required to participate in criminal prosecution, which may include testifying in court.

~~Must utilize Federal Drug Enforcement Agency license to order controlled substance.~~

Incumbents in this classification will be required to receive all appropriate inoculations and vaccinations.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	01/19/2006	CSB Resolution #:	44458
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s):)		



CIVIL SERVICE BOARD MEETING MINUTES

Date: April 21, 2016

OPEN SESSION 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

BOARD MEMBERS PRESENT: **Andrea Gourdine, Chairperson**
 Alex Drexel
 Yvonne Hudson-Harmon
 Christopher Johnson
 Jeffrey Levin (Arrived at 5:45pm)

BOARD MEMBERS ABSENT: **David Jones, Vice Chair**
 Lauren Baranco

STAFF PRESENT: **Anil Comelo / Secretary to the Board**
 Kip Walsh, HR Manager / Staff to the Board
 Sean Flaherty HR Technician / Staff to the Board
 Michelle Meyers, Deputy City Attorney

OPEN SESSION:

Chairperson Gourdine called the meeting to order at 5:30 p.m.

1) OPEN FORUM – no speakers

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Senior Emergency Services Coordinator, A. Chimonyo (OFD-2016-LA02)
 - Recreation Center Director, M. Sanchez (OPR-2016-LA01)

- b) Ratification of Provisional Appointments
 - Assistant Engineer II, Office (PBD-2016-PA01)
 - Grants Coordinator (OPD-2016-PA01)
 - Home Management Counselor III (HCD-2016-PA04)
 - Police Records Specialist (OPD-2016-PA03)

- c) Approval of Revised Classification Specifications
 - Benefits Analyst
 - Human Resources Analyst
 - Airport Duty Manager (formerly Airport Operations Supervisor, Airside) Port of Oakland

44807 Upon a motion by Board Member Johnson, seconded by Board Member Drexel, the items on the Consent Calendar were approved.

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

3) OLD BUSINESS:

- a) Approval of Meeting Minutes of March 17, 2016 Civil Service Board Meeting Minutes

44808 Upon a motion by Board Member Drexel, seconded by Board Member Hudson-Harmon, the minutes for the March 17, 2016 Civil Service Board meeting were approved by a majority of the members present.

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

- b) Determination of Schedule of Outstanding Board Items

The Appeal of Classification Study Results (Police Records Specialist) previously scheduled for April 21, 2016 was moved to the agenda for the May 19, 2016 meeting, at the request of the appellant.

- 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 was received and filed.

- d) Discussion of Revisions to the Personnel Manual of the Port of Oakland for Review of Alignment with the Personnel Manual of the Civil Service Board and Compliance with Ordinance No. 13120 CMS Governing the Relationship of the Port's Personnel Management Program with the City of Oakland Civil Service

Kip Walsh, HR Manager, reported that representatives from the City and the Port, including representatives from the City's and the Port's Attorney offices, had met and discussed minor refinements to the Introduction section, Rule 8, and Rule 9. Staff expect to be ready to present the final draft document to the Board at its meeting in May.

4) NEW BUSINESS:

- a) Quarterly Classification Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing the status of All Classification Studies and Classification Specification Revisions Currently Under Review

Note: Board Member Jeffrey Levin arrived at 5:45 p.m.

Jaime Pritchett, Principal HR Analyst presented the report, which was received and filed.

ADJOURNMENT: The meeting was adjourned at 5:55 p.m.

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 19, 2016. All materials related to agenda items must be submitted by Thursday May 12, 2016. 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
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter or assistive listening device, please call the Civil Service Board staff at (510) 238-3112 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – May 19, 2016**

1. FOR SCHEDULING

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPD-2016-AP01	Police Records Specialist (James)	OPD	3.04 (e) Appeal Regarding Changes in Classification	Jan. 13, 2016	Scheduled for 5/19/16 CSB
OFD-2015-AP01	Captain of Fire (Gascie)	OFD	4.19 Appeal of Examination Results	July 16, 2015	Scheduled for 6/16/16 CSB

2. REFERRED TO OUTSIDE HEARING OFFICER

Case Number	Classification	Dept.	Action Pending	Referral Date	Notes
OPR-2014-AP01	Gardener Crew Leader (Gold)	Parks & Recreation	6.05 Appeal of Probationary Removal/Demotion	Dec 18, 2014	Waiting on decision from hearing officer
EWD-2015-AP01	Urban Economic Analyst III (Ralston)	EWD/ONI	10.03 Appeal of Discipline	Aug 20, 2015	Waiting for Union response as to whether it will withdraw. Hearings did not go forward in March.

3. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
Port-2015-AP02	Maritime Service Coordinator (Dixon)	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	Working with Union on scheduling
OFD-2016-AP01	Firefighter (Keefer)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 25, 2016	Referred to City Attorney; No Update
OFD-2016-AP02	Firefighter (Hung)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 21, 2016	Referred to City Attorney; No Update



CITY OF OAKLAND

STAFF REPORT

DATE: May 19, 2016

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Kip Walsh, HR Manager, Recruitment & Classification

THROUGH: Anil Comelo, Secretary to the Board

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report of April 21, 2016. 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.

As of April 29, 2016 there are a total of eighty seven (87) employees in the TCSE (37), Annuitant (30), and ELDE (20) categories. No assignments were closed and five (5) new assignments were added.

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.”

STATUS OF CURRENT ASSIGNMENTS

Six (6) temporary assignments are for ongoing part time work for which an appropriate part time classification had not existed and Human Resources Management (HRM) created part time classifications through a Salary Ordinance Amendment, but the six (6) remaining assignments have not been converted. The conversions had been discussed with staff in the departments at several points throughout the process, but obstacles remain.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: May 19, 2016

Page 2

- For the two assignments in the City Administrator's Animal Services Department, the non-compliant assignments are part-time veterinarians. The department has recently asked HRM to re-evaluate the salary rate for the Veterinarian classification because the pay for the veterinarians currently working as TCSEs has out-paced the Veterinarian salary rate. HRM will conduct a salary study and make recommendations at a later time.
- Similar concerns have been raised regarding the two assignments in the Fire Department and changes in administrations and personnel staffing have resulted in new analysis of the positions and the appropriate assignment of them. HRM is therefore working with the department to identify an approach to addressing the department's concerns.

While HRM staff again review the assignments in Animal Services and the Fire Department, it may take several months to identify solutions and implement them. Staff will continue to provide the Board with updates of progress on these outstanding items.

The ELDE in Human Services showing as out of compliance is for an assignment that ended. The department reports that the employee is no longer working, but the record has not been updated in Oracle.

The additional ELDE in Housing that appears to be out of compliance at the time of this report, has now transitioned into a Provisional Appointment.

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 Payroll Reporting Period ending April 29, 2016
- B. TCSE/ELDE Compliance Trend Chart: As of April 29, 2016

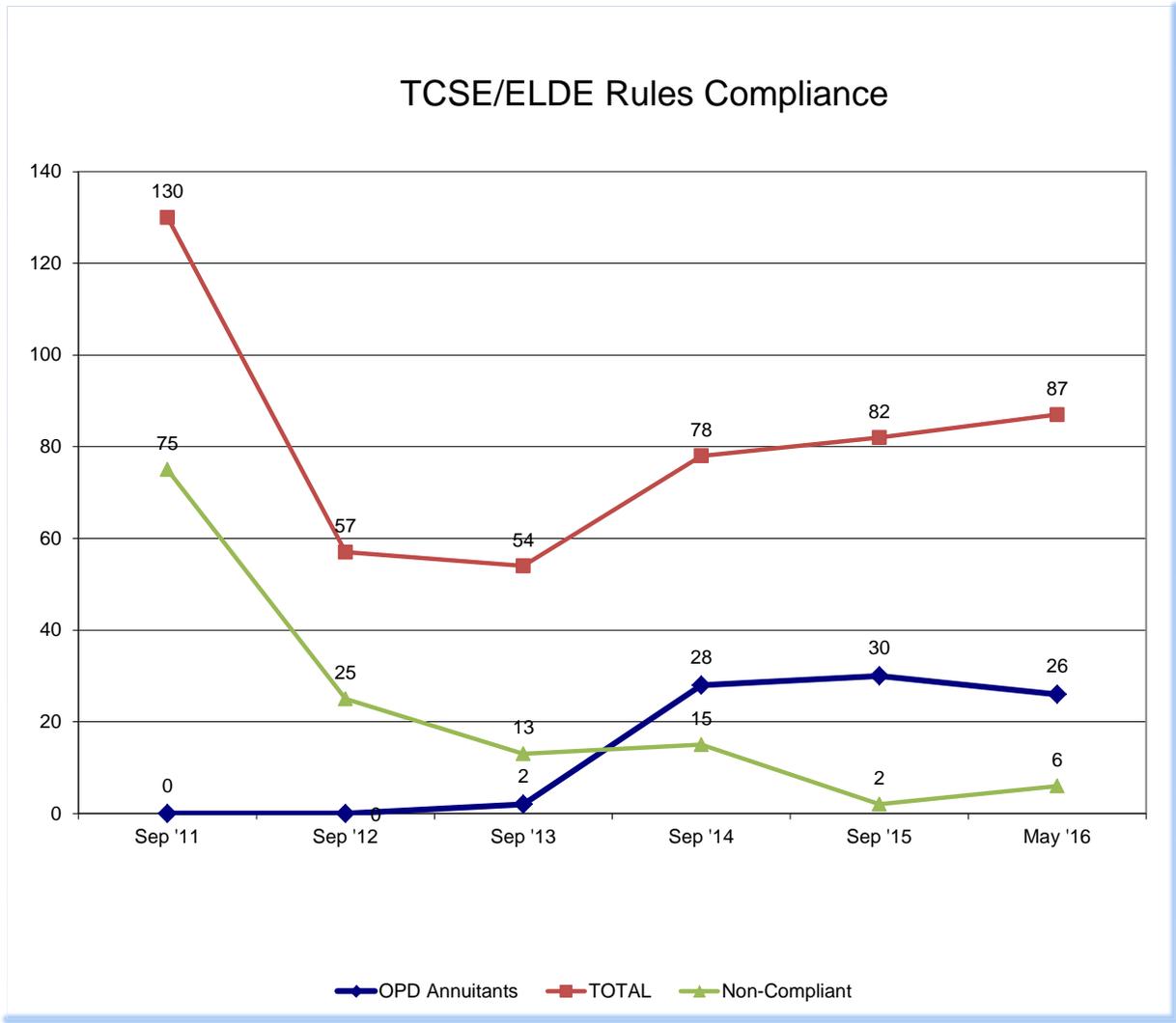
CIVIL SERVICE BOARD
APRIL 2016 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
CLOSED THIS PERIOD (0)							
NEW THIS PERIOD (5)							
HUMAN SERVICES	Adcock	Willie Mae	78231 - HS Classroom & Seasonal	04/11/2016		Food Service Worker PT - pending formal update of Oracle with new PT class	NEW
HUMAN SERVICES	Murillo	Alberto	78311 - Policy & Planning	04/18/2016		Administrative and Summer Parks Program temporary support	NEW
HUMAN SERVICES	Susie	Ashley	78231 - HS Classroom & Seasonal	04/09/2016		Head Start program temporary support	NEW
MAYOR	Hegler	Terrell	01111 - Mayor - Administration Unit	04/15/2016		Administrative support serving as Assistant to the Deputy Chief of Staff	NEW
MAYOR	O'Doherty	Keara	01111 - Mayor - Administration Unit	04/15/2016		Administrative support serving as Special Assistant/Office Manager	NEW
COMPLIANT (76)							
CITY ADMINISTRATOR	Berens	Matthew	02611 - Contract Compliance Unit	8-Jun-15	ELDE	Assisting with Measure FF (Minimum Wage) compliance	COMPLIANT
CITY ADMINISTRATOR	Dotson	Troy	02621 - Employment Services Unit	17-Aug-15	ELDE	Assisting with Measure FF (Minimum Wage) compliance	COMPLIANT
CITY ADMINISTRATOR	Hollenbeck	Joy	02491 - Oakland Animal Services	14-Sep-15	TCSE	Part time veterinarian; pending compensation review.	COMPLIANT
CITY ADMINISTRATOR	Moses	Stephen	02331 - Employee Relations	04/11/2016	ELDE	Temporary support of labor relations backlog	COMPLIANT
CITY ADMINISTRATOR	Rozycki	Ari	02491 - Oakland Animal Services	18-Feb-15	TCSE	Part time veterinarian; pending compensation review.	COMPLIANT
CITY ADMINISTRATOR	Zuercher	Eric	02491 - Oakland Animal Services	26-Oct-15	ELDE	Temporary operational support	COMPLIANT
CITY ADMINISTRATOR	San Miguel	Ronald	02611 - Contract Compliance Unit	1-Jun-15	ELDE	Temporary assignment supporting the Disparity Study	COMPLIANT
CITY ADMINISTRATOR	Sylvester	Barbara	02311 - Equal Opportunity Programs	25-Jan-16	TCSE	Temporary support of high volume work.	COMPLIANT
CITY AUDITOR	Carnes	Mark	07111 - City Auditor Unit	7-Dec-15	TCSE	Temporary support of high volume work.	COMPLIANT
CITY AUDITOR	Pringle	Kimberly	07111 - City Auditor Unit	16-Feb-16	TCSE	Temporary support of high volume work.	COMPLIANT
CITY COUNCIL (DISTRICT 1)	Chafe	Zoe	00111 - District One Unit	22-Dec-15	TCSE	Providing support to Councilmember on highly specialized project.	COMPLIANT
ECON & WORKFORCE	Rodriguez	Sophia	85221 - Project Implementation: Staffing	03/28/2016	TCSE	Project intern/support - temporary	COMPLIANT
FINANCE	Collins	Maya	08222 - General Ledger	21-Dec-15	ELDE	Supporting Oracle upgrade project.	COMPLIANT
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	03/12/2016	TCSE	CORE PT instructor; PT class in development	COMPLIANT
HOUSING	Piper	Susan	89919 - Admin: Housing & Community Development	16-Mar-15	TCSE	Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program	COMPLIANT
HUMAN RESOURCES	Rogosin	Peter	05211 - Employment and Classification Unit	04/04/2016	ELDE	Temporary analyst support to address recruitment backlog.	COMPLIANT
HUMAN SERVICES	Bryant	Shawn	78231 - Head Start Program	24-Oct-15	TCSE	Temporary role of Program Analyst II until list can be generated.	COMPLIANT
HUMAN SERVICES	Dupree	Kathryn	78235 - HS Central Office Administration	16-Jun-14	Annuitant	Temporary assignment to backfill for employee leave.	COMPLIANT
HUMAN SERVICES	Hoover-Alexander	Kathryn	78411 - Community Housing Services	8-Sep-15	TCSE	City of Oakland and Housing Consortium of the East Bay	COMPLIANT
HUMAN SERVICES	Jones Sr.,	Arlington	78231 - HS Classroom & Seasonal	02/29/2016	TCSE	Food Service Worker PT - pending formal update of Oracle with new PT class	COMPLIANT
HUMAN SERVICES	Norris	Tabia	78251 - Youth Services	21-Sep-15	TCSE	Pending approval of PT classification.	COMPLIANT
HUMAN SERVICES	Okoh	Raelene	78231 - HS Classroom & Seasonal	03/17/2016	TCSE	Head Start program temporary support	COMPLIANT
HUMAN SERVICES	Pra gasa	Romulo	78241 - Year Round Lunch Program Unit	30-Jun-15	TCSE	Transport and deliver summer food to service sites.	COMPLIANT
HUMAN SERVICES	Rice	Erica	78311 - Policy & Planning	4-Jan-16	ELDE	Temporary assignment due to short term funding for program support.	COMPLIANT
HUMAN SERVICES	Smith	Anita	78231 - HS Classroom & Seasonal	19-Jan-16	TCSE	Providing training for CLASS requirements.	COMPLIANT
HUMAN SERVICES	Smith	Tarub	78231 - HS Classroom & Seasonal	02/29/2016	TCSE	Food Service Worker PT - pending formal update of Oracle with new PT class.	COMPLIANT
HUMAN SERVICES	Solomon	Kennedy	78311 - Policy & Planning	17-Feb-15	ELDE	Temporary assignment to Blight Abatement outreach project.	COMPLIANT
HUMAN SERVICES	Steward	Myisha	78411 - Community Housing Services	30-Nov-15	TCSE	Pending HR/dept determination of appropriate class for assignment.	COMPLIANT
HUMAN SERVICES	Walcott	Diana	78231 - HS Classroom & Seasonal	21-Sep-15	ELDE	attendance tracking and monitoring system to maintain OHS and CSPP contract compliance.	COMPLIANT
INFORMATION TECHNOLOGY	Astrera	Erwin	46261 - Server Maintenance and Support	3-Aug-15	ELDE	Temporary support for completion of the Microsoft 365 Project.	COMPLIANT
INFORMATION TECHNOLOGY	Moulton Sr.	Kofi	46461 - Project Coordination	29-Jul-15	TCSE	Temporary operational support	COMPLIANT
INFORMATION TECHNOLOGY	Salisbury	Janet	46411 - Administration	12-Oct-15	TCSE	Temporary role as Project Manager II until list can be generated.	COMPLIANT
INFORMATION TECHNOLOGY	Treglown	Donna	46321 - Systems & Database Administration	10-Feb-16	TCSE	Temporary operational support	COMPLIANT
PLANNING & BUILDING	Anderson	Elizabeth	84412 - Admin: Building Inspection	5-Jan-15	TCSE	Temporary assignment supporting City Clerk's records management program.	COMPLIANT
PLANNING & BUILDING	Block	LaVonce	84421 - Engineering: Permit Center	16-Mar-15	TCSE	Serving as temporary administrative support	COMPLIANT
PLANNING & BUILDING	Chaney-Williamson	Sylvia	84229 - Zoning	02/29/2016	Annuitant	Temporary support of planning compliance backlog	COMPLIANT
PLANNING & BUILDING	Dumford	Kevin	8454 - Inspections:Commercial Building	17-Aug-15	ELDE	Pending recruitment	COMPLIANT
PLANNING & BUILDING	Guy	Ethan	84454 - Inspections: Neighborhood Preservation	17-Aug-15	ELDE	Assist with development of Proactive Rental Inspection Policy program	COMPLIANT
PLANNING & BUILDING	Silva Rodriguez	Adoracion	84412 - Admin: Building Inspection	27-Apr-15	TCSE	Serving as temporary administrative support	COMPLIANT
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	16-Mar-15	TCSE	Serving as temporary administrative support	COMPLIANT
POLICE	Byer	Judy	106610 - Background & Recruiting	03/12/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Donovan	Daniel	101120 - Internal Affairs	2-Jan-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD Internal Affairs.	COMPLIANT
POLICE	St. Claire	Michelle	101120 - Internal Affairs	30-Jan-16	TCSE	Per MOU Agreement; Annuitant supporting OPD Internal Affairs.	NEW
POLICE	Causapin	Nicole	102322 - Targeted Enforcement Task Force	27-Oct-15	TCSE	Until recruitment to fill two currently vacant PET positions is completed	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	10/10/2015	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lloyd	Jessica	102322 - Targeted Enforcement Task Force	24-Aug-15	TCSE	Until recruitment to fill two currently vacant PET positions is completed	COMPLIANT
POLICE	Green	Doretha	103310 - Communications Unit	2-Feb-15	Annuitant	Retired Dispatcher providing coverage pending permanent appointments.	COMPLIANT
POLICE	Grieve	Irma	103310 - Communications Unit	13-Feb-15	Annuitant	Retired Dispatcher providing coverage pending permanent appointments.	COMPLIANT
POLICE	Hill	Barbara	103310 - Communications Unit	2-Feb-15	Annuitant	Retired Dispatcher providing coverage pending permanent appointments.	COMPLIANT

CIVIL SERVICE BOARD
APRIL 2016 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

CIVIL SERVICE BOARD MAY 19 2016

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
POLICE	Knight	Drew	103310 - Communications Unit	22-Apr-15	TCSE	Retired Dispatcher providing coverage pending permanent appointments.	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	20-Jul-15	TCSE	Retired Dispatcher providing coverage pending permanent appointments.	COMPLIANT
POLICE	Chev	Tae	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Christmas	Ernest	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Fisher	James	106610 - Background & Recruiting	12-Oct-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Flynn	Dana	106610 - Background & Recruiting	12-Oct-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-Jan-14	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Steven	106610 - Background & Recruiting	18-Jan-14	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Juarez	Edward	106610 - Background & Recruiting	28-Feb-15	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Leaks	Delores	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Nguyen	Hung	106610 - Background & Recruiting	01/30/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Parker	Norma	106610 - Background & Recruiting	17-Mar-14	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	12-Oct-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taylor	Mayumi	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Thurston	Steven	106610 - Background & Recruiting	30-Jan-16	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	NEW
POLICE	Vaughn	John	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Yelder	Ronald	106610 - Background & Recruiting	30-Jan-16	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	NEW
PUBLIC WORKS	Barz	Sara	30275 - IPPD Plans and Programming	3-Aug-15	ELDE	Support to oversee administration of grant programs for outreach and evaluation of car sharing program	COMPLIANT
PUBLIC WORKS	Blackston	Christina	30274 - IPPD Plans and Programming	2-Aug-15	ELDE	Support to oversee administration of grant programs for outreach and evaluation of car sharing program	COMPLIANT
PUBLIC WORKS	Fine	Sarah	30275 - IPPD Plans and Programming	16-Feb-16	ELDE	Temporary operational support	NEW
WORKFORCE DEVELOPMENT	Lang	Janice	85221 - Project Implementation:Staffing	30-Aug-15	TCSE	Temporary assignment to cover incumbent who is on FMLA	COMPLIANT
WORKFORCE DEVELOPMENT	Zaremba	Kristen	85521 - Cultural Arts/PA	14-Sep-15	ELDE	ELDE pending recruitment for Manager, Cultural Arts and permanent appointment	COMPLIANT
NON-COMPLIANT (6)							
CITY ADMINISTRATOR	Kisamov	Bela	02491 - Oakland Animal Services	27-Aug-14	TCSE	Part time veterinarian; pending compensation review.	NON-COMPLIANT
CITY ADMINISTRATOR	Singer	Carl	02491 - Oakland Animal Services	3-Feb-01	TCSE	Part time veterinarian; pending compensation review.	NON-COMPLIANT
FIRE	Hutchens	Gail	20711 - Emergency Services Program Unit	15-Mar-06	TCSE	Department has concerns about the pay rate. Pending further review by HRM Class/Comp	NON-COMPLIANT
FIRE	Kelly	Michael	20815 - U.S.A.R	24-Jan-05	Annuitant	USAR Cache Mgr - highly specialized intermittent assignment.	NON-COMPLIANT
HOUSING	Conde	Ahmed	89919 - Admin: Housing & Community Development	27-Apr-15	ELDE	Showing up as Non-Compliant on report while transitioning into a Provisional Appointment.	NON-COMPLIANT
HUMAN SERVICES	Ruhland	Lisa	78235 - HS Central Office Administration	5-Mar-15	ELDE	Temporary assignment pending recruitment for permanent position.	NON-COMPLIANT





PORT OF OAKLAND

MEMO

To: The Honorable Civil Service Board of the City of Oakland

From: Christopher Boucher, Port Director of Human Resources

Through: Anil Comelo, Secretary to the Civil Service Board

Date: December 8, 2015

Subject: Report to the Civil Service Board on the Status of Revisions to the Personnel Rules and Procedures of the Port of Oakland

Introduction:

On December 3, 2015, Port Human Resources staff presented the revised draft of the Personnel Rules and Procedures of the Port of Oakland to the Board of Port Commissioners (Attachment One). This draft of the Port personnel rules represents the culmination of the Port's efforts to harmonize its personnel rules with the City of Oakland's Personnel Manual, and integrate changes proposed by its labor representatives.

Background:

Port and City Human Resources staff agreed to work together on a proposed draft of Port personnel rules that used the City's Personnel Manual as a baseline document with amendments to meet the Port's operational needs. On April 17, 2014, the CSB concurred with Port and City Human Resources staff on a revised draft of Port personnel rules to be shared with its labor representatives. Port staff then presented this draft to the Board of Port Commission on September 11, 2014, got direction to meet and confer with the Port's four labor unions: SEIU 1021, IFPTE-Local 21, IBEW-Local 1245, and WCE.

On September 18, 2014, Port staff began meeting and conferring with its unions over the revised rules and concluded the process on September 30, 2015 after sending the attached draft to all unions to inform them of the next steps. During the meet and confer process, union representatives provided feedback and proposed changes to the rules. Port staff considered labor's feedback and accepted changes after vetting them through the Port Attorney's Office. Port staff strove to keep this process as transparent as possible by sharing any proposed changes from one union with all other labor representatives, in case those changes merited further discussion.

In summary, during the meet and confer process, the union representatives sought to clarify further the relationship of the Port with the City and the Civil Service Board ("CSB") in the Port personnel rules, as follows:



PORT OF OAKLAND

MEMO

- The Port Commission was not the only appointing authority at the City
- Classifications created by the Port would require CSB approval
- The Port Executive Director has authority to initiate class studies for Port classifications
- Port employees may also review their exam results (similar to current provision for City employees)
- Applicable provisions in a Memorandum of Understanding between the Port and labor union would supersede Port personnel rules
- Port initiated layoffs may impact City employees in common classes
- City's Personnel Director will notify the Port HR Director of a reinstatement in case the Personnel Director accepts an employee's appeal who has been separated due to absence without leave under rule 9.08 (Separation due to Absence Without Leave)

A more detailed summary table of all the changes made to the rules as a result of the meet and confer process with each union's feedback is attached to this report for the Board's review (Attachment Two).

Next Steps:

Port staff will present the changes to the Personnel Rules and Procedures of the Port of Oakland at the December 17, 2015 CSB meeting. If the CSB approves the attached draft of the rules, Port staff will present it to the Board of Port Commissioners for approval and promulgation by Ordinance at its regularly scheduled meeting on January 28, 2016.

Chart of Union Proposed Changes to the Port Personnel Rules and Procedures

Changes proposed to the rules proposed by the unions appear in bold or strikethrough text.

Port Rule/Section	IBEW Local 1245	IFPTE Local 21	SEIU Local 1021	WCE	Unions' Position
<p>Rule 1 – Definition (e) – Appointing Authority (pg.3)</p>			<p>For positions in the Port department, any Port official or group of Port officials having authority by legislation or Charter or the Bylaws of the Board of Port Commissioners, or having lawfully delegated authority, to make appointments to or cause a removal from any position in the Port department.</p>		<p>SEIU proposed language to clarify that the Port was not the only appointing authority at the City of Oakland.</p>
<p>Rule 1 – Definition (r)– Competitive Civil Service (pg. 4)</p>			<p>All positions now existing or hereafter created under the Port Department and approved by the Civil Service Board, but not including those positions specifically exempted from the competitive civil service pursuant to Article VII, Section 714 and/or Article IX, Section 902 of the Charter or otherwise exempted by the Civil Service Board.</p>		<p>SEIU proposed language to clarify that the creation of Port positions requires CSB approval.</p>
<p>Rule 2.02 - Duties of the Civil Service Board (pg. 9 & 10)</p>		<p>(b) Review and approve amendments to the Personnel Rules and Procedures of the Port proposed by the City Administrator, Executive Director or the Board of Port Commissioners, except those that are administrative in nature, subject to and in accordance with OMC 2.08;</p> <p>(c) Study, investigate and research into such areas and matters as the City Administrator, or the Council through the City Administrator, the Board of Port Commissioners, or the Executive Director through the Board of Port Commissioners, may request,</p>			<p>IFPTE proposed the removal of the City Administrator because the City Administrator does not propose changes to Port Rules.</p>

Chart of Union Proposed Changes to the Port Personnel Rules and Procedures

Port Rule/Section	IBEW Local 1245	IFTPTE Local 21	SEIU Local 1021	WCE	Unions' Position
		or as it may deem advisable; (h) Perform such other duties and functions as the City Administrator or Executive Director may from time to time request.			
Rule 2.04 – General Appeal Procedures (pg. 11)			Except as provided elsewhere in these Rules, appeals shall be filed with the Secretary to the Civil Service Board. The appeal shall be scheduled for the next regularly scheduled meeting of the Civil Service Board and may be continued by the Civil Service Board. At the meeting, the appointing authority, employee and/or affected union shall have an opportunity to present their positions, either orally or in writing. The Port’s Executive Director or his/her designee shall also have an opportunity to be heard by the Civil Service Board who shall issue a final decision regarding the dispute.		SEIU proposed adding Civil Service to this section to clarify that the “Board” is referring to the Civil Service Board and not the Board of Port Commissioners.
Rule 3.04(c) - Creation of New Classes (pg. 13)			[First Paragraph, Second sentence]: “In the event that the affected union agrees with the proposed amendments, the amended class specification shall be effective upon approval by the Executive Director or his/her designee, subject to the following: first, ratification on a consent calendar at the next regularly scheduled meeting of the Civil Service Board; second, adoption on a consent calendar at the next		Port and SEIU reached an agreement that “ratification” was not the right term for class specification amendments at the Port; since the CSB approves amendments to classifications and the Board of Port Commissioners adopt the modified classification. The Port and SEIU also agreed to adopt the same language

Chart of Union Proposed Changes to the Port Personnel Rules and Procedures

Port Rule/Section	IBEW Local 1245	IFTPTE Local 21	SEIU Local 1021	WCE	Unions' Position
			regularly scheduled meeting of the Board of Port Commissioners.”		to clarify the process for approval of changes to job descriptions.
Rule 3.04(d) - Classification Studies (pg. 14)			Section 3.04(d) Classification Studies: The Port’s Executive Director or his/her designee and/or the Personnel Director may initiate and conduct classification studies of any Port positions in the competitive civil service when he/she deems such study necessary, and shall recommend a change in classification where the facts warrant such action.		SEIU proposed to add “ Port ” to this provision to clarify that the Port Executive Director could initiate and conduct studies only for Port positions.
Rule 4.18 – Notice and Review of Results of Examinations (pg. 21)				A candidate who is a current Port or City employee may, upon request, inspect her/his own examination papers and the grading thereof during the first 30 days after the Port’s Executive Director or his/her designee has established the eligible list.	WCE proposed to add “ Port or ” to the first sentence in the second paragraph to allow for candidates that are also Port employees to request and review their examination results.
Rule 5.01 – Power of Appointment and Types of Appointments (pg. 24)			All appointments to Port positions in the competitive civil service shall be made by the Executive Director or his/her designee under and in conformity with the provisions of the City Charter and these Rules and the Bylaws of the Board of Port Commissioners, by appointment from an eligible list, reinstatement, re-employment, transfer, reassignment, or temporary appointment.		SEIU proposed to add “ Port ” to clarify that the Port’s Executive Director has jurisdiction only on Port positions.

Chart of Union Proposed Changes to the Port Personnel Rules and Procedures

Port Rule/Section	IBEW Local 1245	IFPTE Local 21	SEIU Local 1021	WCE	Unions' Position
Rule 8.01 - Vacation Leave, Authority. (pg. 35)	8.01(b)(iv) Exclusions - Employees whose leaves of absence and vacations are otherwise provided for by the terms of any applicable Port/Union MOU provision , Port ordinance or Port resolution adopted by the Board of Port Commissioners.				IBEW proposed the modified language to clarify that employees are exempt from Rules if applicable MOU terms exist.
Rule 8.01(e)(vi) – Rate at Which Vacation Leave Shall Accrue... (pg. 37)		Should read “a” four day work week vs. “the” four day work week			IFPTE proposed this change because currently no four day work week plan exists.
Rule 8.01(f) – Deferred Vacation (pg. 37)		Each employee who is entitled to defer up to one year’s vacation accrual ten or more working days’ vacation in any calendar year may, with the approval of her/his department head, defer such vacation to the succeeding calendar year.			IFPTE proposed to harmonize this section with what currently exists in Port MOUs and Port policy for automatic carryover of one year’s vacation accrual.
Rule 8.02 – Sick Leave General. (pg. 38)	Each full-time Port employee, other than those whose sick leave is governed by the Charter or the terms of any applicable Port/Union MOU provision , shall be entitled to take sick leave, with full pay, in case of her/his illness or disability, or serious illness within her/his immediate family, in accordance with the provisions contained in Section 8.02 (a) through 8.02 (k) of this rule.				IBEW proposed to place back “Charter” , add “terms of any applicable” and “provision” to clarify that employees are excluded from the Rules only when applicable MOU terms exist.
Rule 8.02(h) – Verification of Illness (pg. 40)		A department head may require of any employee under her/his jurisdiction, who has been on sick leave for one or more working days, a doctor’s certificate or other authoritative verification, certifying that the illness was bona fide. He/she also may require that the employee be examined by the City selected occupational Physician for the			IFPTE proposed to add “selected occupational” in place of City Physician because currently such position does not exist and it is not defined in the Definitions section of the rules. City Physician was replaced

Chart of Union Proposed Changes to the Port Personnel Rules and Procedures

Port Rule/Section	IBEW Local 1245	IFPTE Local 21	SEIU Local 1021	WCE	Unions' Position
		purpose of determining whether he/she is, in fact, fit for duty and able to return to her/his regular duties; the employee concerned shall be considered on an appropriate leave status until the City Physician releases her/him for duty.			with City selected occupational physician throughout Rule 8.
Rule 8.03 – Maternity Leave (pg. 41)		The Executive Director or his/her designee may grant parental maternity leave, with or without pay, to any employee under her/his jurisdiction as is consistent with the			IFPTE proposed to insert a gender neutral term instead of the gender specific term in this provision.
Rule 8.06(c)(iv) - Limitation Upon Leaves of Absence Without Pay (pg. 45)		To permit the Port employee to settle domestic problems who is a victim of domestic violence and/or a victim of sexual assault to take time off to seek medical attention, to obtain services from a domestic violence program or psychological counseling or to participate in safety planning.			IFPTE proposed to replace the term “domestic problems” with the language in the law on domestic violence protections.
Rule 9.01 - Layoffs. (pg. 47)	Port initiated layoffs shall be on a Citywide basis within each class subject to a reduction in force; provided, however, that an incumbent who was selectively certified to a position in accordance with Section 5.03 may not be displaced by another employee lacking the skills required for the selective certification to the position.				IBEW proposed to add “Port initiated” and “City-wide” in this provision to clarify that the Port can initiate layoffs that can affect the City. IBEW was concerned that eliminating “City-wide” may eliminate employees’ right to “bump” over to the City in case of a layoff.
Rule 9.03 – Reinstatement List. (pg. 49)	Permanent Port employees who are laid off or revert to a former class will have their names kept on a reinstatement list for three (3) years from the date of layoff. Names shall be placed on the reinstatement list ranked by seniority on a Port-wide basis for Port initiated				IBEW proposed to add “for Port initiated layoffs” to clarify that any reinstatement list will be ranked on a Port-wide basis by Port seniority when opportunities for reinstatement arise at the

Chart of Union Proposed Changes to the Port Personnel Rules and Procedures

Port Rule/Section	IBEW Local 1245	IFTPTE Local 21	SEIU Local 1021	WCE	Unions' Position
	layoffs, from highest to lowest seniority. The reinstatement list will be used by the Executive Director or his/her designee when a vacancy arises in the same or lower class.				Port for employees who have been laid off from the Port.
Rule 9.07– Medical Separation. (pg. 50)	The Port may medically separate an employee when the Port, through the interactive process as required by the Americans With Disability Act (ADA) , has determined that it cannot reasonably accommodate the employee and the employee is not eligible for a disability retirement under CalPERS.				IBEW proposed to add “as required by the Americans With Disability Act (ADA)” to clarify that the Port would adhere to the law while engaging in the interactive process with employees.
Rule 9.08 - Separation Due to Absence Without Leave (pg. 51)			the City’s Personnel Director may order such Port employee reinstated. The City’s Personnel Director will notify the Port of the reinstatement, and upon notification the Port shall reinstate the employee.	WCE proposed to add this language to clarify the process of reinstatement under this section.

Additional changes proposed by WCE were the following:

1. Remove the word “Port” in front of “Executive Director” throughout the rules because the correct title is Executive Director and defined in the Personnel Rules as a position appointed by the Board of Port Commissioners.
2. Replace the word “termination” with “separation” throughout the rules as termination is not defined in the Personnel Rules.

September 15, 2014 (Port)

PERSONNEL ~~MANUAL~~ RULES AND PROCEDURES

~~Civil Service Board~~

~~City of Oakland, California~~

~~Adopted: March 14, 2013~~

OF THE

PORT OF OAKLAND

(Established by Port Ordinance No. _____)

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INTRODUCTION

This Personnel Manual sets forth Personnel Rules of the Civil Service Board (hereafter “Rules”) which generally describe the employment relationship between the City of Oakland and its employees. These Rules apply to all City and Port of Oakland employees. Consistent with Section 900 (“Personnel Policy”) of the City of Oakland Charter (“Charter”), there is in the City of Oakland a comprehensive personnel system based on merit; and pursuant to Charter Section 706 (21), the Board of Port Commissioners employs and appoints officers, employees and agents of the Port Department and prescribes and fixes their duties, authority and compensation; therefore, consistent with such authority, the operational functions described in these Personnel Rules are hereby delegated by the City Administrator to the Executive Director of the Port of Oakland (“Port”) to facilitate the efficient and economical performance of those functions. Pursuant to the City Charter, the Municipal Code and the City of Oakland Personnel Manual of the Civil Service Board, the City Administrator shall be responsible for the administration of the City’s comprehensive personnel system.

These Personnel Rules and Procedures (hereinafter “Rules”), as adopted by the Board of Port Commissioners, (hereinafter “Rules”) generally describe the employment relationship between the Port of Oakland, acting by and through its Board of Port Commissioners, and its classified employees. The Oakland Municipal Code, Section 2.08.050 (Port Department), describes the authority of the Board of Port Commissioners to establish personnel rules and procedures and provides in pertinent part that:

Subject to the approval of the Civil Service Board, the Board of Port Commissioners is authorized to establish personnel rules and procedures to provide for the administration of such rules for employees of the Port Department. Any such rules and procedures shall be consistent with and subordinate to: (1) the City Charter, (2) this chapter, and (3) rules adopted by the Civil Service Board (Personnel Manual) (collectively, “City Civil Service Rules”). In the event of any conflict between the Port personnel rules and procedures and the City Civil Service Rules, the City Civil [Service] Rules shall control.

These Personnel Rules and Procedures apply to all Port of Oakland (“Port”) employees in the competitive civil service, except where otherwise indicated in these Rules, or where an applicable Memorandum of Understanding (“MOU”) specifically conflicts with a Rule, in which case the MOU provision shall govern. The competitive civil service consists of all employees who are not in positions exempted by action of the Civil Service Board or exempted by section pursuant to Article VII, Section 714 and/or Article IX, Section 902 of the City of Oakland Charter as it may be amended.

These Rules were established to conform with and be complementary to the City Charter. In cases of conflict between a Rule and the City Charter, the Charter shall prevail.

No person shall be discriminated against in any aspect of employment, including but not limited to, recruitment, examination, hiring, promotion ~~and~~or discipline, on the basis of race, color, religion/religious creed, marital status, national origin/ancestry, sex, gender,

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gender identity, gender expression, pregnancy, sexual orientation, physical or mental disability, medical condition, genetic information, AIDS/HIV status, military or veteran status, age, citizenship or on any other status protected by federal, state or local law.

The ~~City's~~Port's labor relations policies are governed by the Meyers-Milias-Brown Act (MMBA), Government Code section 3500 et seq. ~~The City has enacted~~By Ordinance No. 1688 (“An Ordinance Establishing Rules and Regulations for the Administration of Port of Oakland Employer-Employee Relations Resolutions which specify the City’s local”; “EERO”), the Port adopted rules, rights and obligations regarding labor relations. Under the City’s and regulations governing Employer-Employee Relations Resolutions (EERR), Under the Port’s EERO, and the MMBA, the CityPort recognizes certain employee organizations as the exclusive representative of certain Port employees for purposes of labor relations. For represented employees, the CityPort meets and confers with employee labor representatives regarding wages, hours and others terms and conditions of employment, and provides advance notice of certain matters as specified by the Employer Employee Relations Resolutions.EERO. Whenever any amendments to these Rules fall within the scope of bargaining under the MMBA, EERREERO or other applicable laws, they shall be subject to meet and confer.

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RULE 1 - DEFINITIONS

Section 1.01 – Glossary of Terms.

The words and terms described in this section, to the extent that they are used in these Rules and elsewhere in documents relating to Civil Service processes, unless the context otherwise requires, shall have the following meanings:

- (a) Absence – an absence occurs when there is an incumbent, and that individual is expected to be off the job for a period of 120 days or less.
- (b) Actual Time in Class – paid service in a class plus unpaid leaves of absence of thirty (30) consecutive days or less. Unpaid leaves of absence of greater than thirty (30) consecutive days shall not be counted as actual time in class unless required by law or memorandum of understanding. For the purpose of Section 9.02(b), disciplinary suspensions shall not be counted as actual time in class. [Added 05/12/2011 CSB]
- (c) Allocation – the official determination of the class in which a position in the competitive civil service shall be deemed to exist and the assignment of such position to the appropriate class in the competitive civil service.
- (d) Applicant – a person who has filed an application for examination.
- (e) Appointing Authority – for positions in the Port department, any Port official or group of Port officials having authority by legislation or Charter, or the Bylaws of the Board of Port Commissioners, or having lawfully delegated authority, to make appointments to or cause a removal from any position in a specified the Port department, division or office of the City government.
- (f) Appointment – the designation of a person by ~~due authority~~ the Appointing Authority to become an employee in a position, and her/his induction into employment in such position.
- ~~(g) Board – the Civil Service Board of the City of Oakland.~~
- ~~(g) Board of Port Commissioners – A body composed of seven members appointed by the City Council upon nomination by the Mayor that which is vested with the exclusive control and management of the Port Department (Charter, Article VII, and Section 701).~~
- ~~(h) Civil Service Board – A body constituted and appointed as provided in Article VI of the Charter and responsible for the general supervision of the City's personnel system (Charter, Article IX, Section 901).~~
- ~~(h)(i) Candidate – a person participating in a selection process.~~
- ~~(i)(j) Certification – the ~~Personnel Director's~~ transmittal by the Port's Executive Director or his/her designee to a hiring department of names of available candidates for employment from a list of eligibles in the manner prescribed in these Rules.~~
- ~~(j)(k) Charter – the Charter of the City of Oakland.~~

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- ~~(k)~~(l) Class or Class of Positions – a position or group of positions for which a common descriptive job title may be used, as defined by similar education, experience, knowledge, duties, qualifications and compensation schedule.
- ~~(l)~~(m) Class Title – the designation given to a class, to each position allocated to such class and to the incumbent occupying any such position. Its meaning is set forth in the corresponding class specification.
- ~~(m)~~(n) Classification Plan – an orderly arrangement of titles and descriptions of separate and distinct classes in the competitive civil service.
- ~~(n)~~(o) Clear and Convincing Evidence – proof that is so clear, explicit and unequivocal as to leave no substantial doubt in a reasonable mind.
- ~~(o)~~(p) Compensation – the salary and wages earned by or paid to any employee in remuneration for services in any position, but does not include allowances for expenses authorized and incurred as incident to employment.
- ~~(p)~~(q) Compensation Plan – a series of schedules of salaries and wages established for the several classes of positions in the classification plan, and the method of administration; otherwise referred to as the Port of Oakland Budget and Staffing Plan.
- ~~(q)~~(r) Competitive Civil Service – all positions ~~now~~ existing or hereafter created under any of the City departments, boards or commissions enumerated by the City Charter, Port Department and approved by the Civil Service Board, but not including those positions specifically exempted from the competitive civil service by section pursuant to Article VII, Section 714 and/or Article IX, Section 902 of the Charter or otherwise exempted by the Civil Service Board.
- ~~(r)~~(s) Competitive Examination – an examination, either assembled or unassembled, in which one (1) or more candidates are in competition, either with each other or against a standard established by the Personnel Port's Director of Human Resources as the minimum acceptable which candidates must possess in order to competently perform the duties of a position.
- ~~(s)~~(t) Conclusion of Appointment – the involuntary separation of a non-permanent and non-probationary employee for any reason authorized by these rules other than discharge, removal or layoff.
- ~~(t)~~(u) Day – a day shall be a calendar day unless otherwise specified. A working day shall be any day that the CityPort is regularly open for business.
- ~~(u)~~(v) Demotion – a change of an employee in the CityPort service from a position of one (1) class to a position of another class for which a lower schedule of pay is prescribed.
- ~~(v)~~(w) Discharge – separation from employment as a disciplinary measure or for failure to maintain requirements of minimum qualifications.
- ~~(w)~~(x) Domestic Partner – a person who has registered for a Certification of Domestic Partnership and who is in a committed relationship with a CityPort

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employee, in which two (2) cohabiting, unrelated people over the age of 18, share common responsibility for the necessities of life and have resided together for at least six (6) months prior to registering for a Certificate of Domestic Partnership.

~~(x)~~(y) Eligible – a person whose name is recorded on an eligible list or reinstatement list.

~~(y)~~(z) Eligible List – any of the lists of names of persons who have been found qualified through suitable examination for employment in a specific class of position in the competitive civil service arranged in rank order.

~~(z)~~(aa) Employee – a person legally occupying a position in the CityPort service in accordance with applicable rules and procedures of the CityPort and shall include ~~officers as provided~~ those Port positions referenced in or designated pursuant to section 400 of the Charter, Article VII, Sections 706 and 714 and in Article IX, Section 902(c).

~~(aa)~~(bb) Examination – all the tests of fitness, taken together, that are applied to determine the eligibility of applicants for positions of any class in the competitive civil service.

- i. Assembled Examination – an examination in which applicants are called together in one (1) or more designated places to compete in tests according to procedures established and controlled by the PersonnelPort's Director of Human Resources.
- ii. Unassembled Examination – an examination in which applicants are subject only to general controls as to the manner in which required material is submitted to the examining staff for review and rating, and usually not involving the calling of applicants together.

~~(cc)~~ Executive Director: a classification that which is exempt from the City's Personnel System (Charter, Article VII, Section 714) and that which is employed and appointed by the Board of Port Commissioners (Charter, Article VII, Section 706(21)) to efficiently and economically carry out such Board's functions.

~~(bb)~~ ~~(dd)~~ Final Earned Rating – the final percentage attained by a candidate in an examination -as computed in accordance with section 4.10.

~~(ee)~~ ~~(ee)~~ Layoff – the separation of an employee from her/his position in a class without fault on her/his part because of lack of work or funds. ~~[Amended 5/12/2011-CSB]~~

~~(dd)~~ ~~(ff)~~ New Position – a position created through the authorized addition of a position not previously existing.

~~(ee)~~ ~~(gg)~~ Part-time Employee – a person occupying a position CityPort service under one (1) of the following conditions:

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- ~~i.~~ Classified – employee working in a classified position on a permanent basis, working less than the normal hours of the normal work week for ~~that~~the Port department.
- ~~ii.~~ ii Exempt – employee working in an exempt position on a part-time basis.
- ~~iii.~~ (hh) Permanent Employee – an employee who has satisfactorily completed a probation period and whose regular appointment has been approved by the appointing authority.
- ~~iv.~~ (ii) Position – an individual employment in a particular class.
 - ~~v.~~ i Limited Duration - a position created for a specific purpose or due to an urgent need of limited duration.
 - ~~vi.~~ ii Exempt - a position not included in the competitive civil service by reason of the Charter or exemption by the Civil Service Board.
 - ~~vii.~~~~iii.~~ Permanent - a position in the competitive civil service, which has required or which is intended to require, the services of an incumbent without interruption for a period of more than 120 calendar days.
 - ~~viii.~~~~iv.~~ Temporary - a position in the competitive civil service which has required, or is intended to require, the services of an incumbent for a period not to exceed 120 calendar days, except as otherwise provided in these Rules.
- ~~ix.~~ (jj) Promotion – the change of an employee in the competitive civil service from a position of one (1) class to a position of another class, for which a higher maximum base rate of pay is provided in the compensation plan and which involves increased or more complex duties.
- ~~x.~~ (kk) Promotional List – a list of names of persons arranged in order of ratings/scores, as provided by these Rules, who have been found qualified for promotion to a higher position or positions.
- ~~xi.~~ (ll) Reassignment – The voluntary or involuntary assignment of any employee from one position to another position in the same or similar class under the jurisdiction of a single appointing authority.
- ~~xii.~~ (mm) Reassignment to Accommodate a Disability – reasonable accommodation of an employee with a disability through assignment to a vacant, funded position pursuant to section 5.10 of these Rules.
- ~~xiii.~~ (nn) Reclassification – the reassignment or change in allocation of an individual position on the basis of significant changes in the kind or difficulty of duties and responsibilities of such position.
- ~~xiv.~~ (oo) Redesignation – the designation of the incumbent in a position without affecting her/his status in the position in the event of a title change.

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~~xxv.~~ (pp) Re-employment – the re-employment of a permanent employee who has resigned in good standing to a position in the same or similar class from which he/she resigned, within an allowable time period as provided by section 5.11 of these Rules.

~~xxvi.~~ (qq) Reinstatement – the process of returning a person to her/his class from a reinstatement list after that person was laid off from her/his class. ~~[Added 5/12/2011 CSB]~~

(rr) Reinstatement List – an eligible list of names of persons, arranged in the order as provided by Rule 9, who have been laid off from a position in the competitive civil service, and who are entitled to have their names certified to appointing authorities under the provisions of Rule 9. ~~[Amended 5/12/2011 CSB]~~

~~xxvii.~~ (ss) Release – separation due to failure to complete probation.

~~xxviii.~~ Removal – separation due to failure to complete probation.

~~xxix.~~ (tt) Resignation – the voluntary separation of an employee from employment.

~~xxx.~~ (uu) Restricted Examination – an examination limited to specific full-time or part-time CityPort employees who meet the minimum qualifications of the class to be examined.

~~xxxi.~~ (vv) Selection Process – the process of evaluating applicants for the competitive civil service. The selection process includes recruitment, application, screening, examination, certification, interview, appointment and the probationary process.

~~xxxii.~~ (ww) Separation – the cessation of a person’s employment from CityPort service, including but not limited to resignation, medical separation, retirement, conclusion of appointment, ~~removal~~release, and discharge.

~~xxxiii.~~ (xx) Series – a subdivision of a group in the classification plan, being a collection of classes in one occupational group having similar duties but usually at different pay schedules.

~~xxxiv.~~ (yy) Shall and May – “shall” is mandatory and “may” is permissive.

~~xxxv.~~ (zz) Suspension – the temporary separation of an employee from her/his position with loss of pay and as a disciplinary measure. ~~[Amended 5/12/2011 CSB]~~

~~xxxvi.~~ (aaa) Temporary Vacancy – a vacancy where there is an incumbent, but that individual is expected to be off for more than 120 days.

~~xxxvii.~~ (bbb) Test – one part of an examination.

~~xxxviii.~~ -(ccc) Transfer – the transfer of a classified employee from a position under the jurisdiction of one appointing authority to a position under another appointing authority. Transfers are with the consent of the employee and the approval of the PersonnelPort’s Director of Human Resources and the consent of the appointing authorities concerned, provided the positions are in the same or similar class.

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~~xxix.~~ (ddd) Weight – the numerical value given to each part of an examination designating the relative worth and used in computing a final score or rating.

~~xxx.~~ (eee) Y-rated Salary – when an employee is reallocated to a classification with a lower base rate of pay, the salary of an employee is fixed at the rate the employee was earning at the time of the reallocation until the salary rate for the position to which the employee is reallocated reaches or exceeds the level of salary that the employee is receiving.

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RULE 2 - ORGANIZATION, RULES AND PROCEDURES

Section 2.01 – Duties of ~~City Administrator and Personnel~~ the ~~Port's~~ Executive Director.

The ~~City Administrator~~ ~~Port's~~ Executive Director shall be responsible for the ~~management of Port administration of the Port's~~ personnel system in accordance with Charter sections 706(21) and -901, Oakland Municipal Code Section 2.08.050, these rules and applicable Port Ordinances, the Bylaws of the Board of Port Commissioners, Resolutions and Administrative policies. The ~~City Administrator shall appoint a Personnel~~ ~~Port's~~ Executive Director ~~who~~ shall have the following duties, ~~subject and, at his/her discretion, may delegate them~~ to the ~~direction~~ Port's Director of the ~~City Administrator~~ Human Resources:

- (a) Direct the efficient operation of ~~the Personnel Department of the City;~~ Port personnel;
- (b) Prepare and maintain the Port Personnel Manual Rules and Procedures, with proposed modifications thereto subject to the approval of the Civil Service Board;
- (c) Prepare, maintain and, subject to Civil Service Board approval, amend the position classification plan, including detailed classification descriptions;
- (d) Administer the selection process for positions ~~in~~ at the ~~competitive civil service~~ Port of Oakland and maintain eligible lists of qualified candidates;
- ~~(e) Act as Secretary to the Civil Service Board; and~~
- ~~(f)~~(e) Perform other duties as the ~~City Administrator~~ Board of Port Commissioners may assign.

Section 2.02 – ~~Civil Service Board~~ Duties of the Civil Service Board. The functions and duties of the Civil Service Board are as follows:

- (a) Enforce, through general supervision of the personnel system, the provisions of these rules;
- (b) Review and approve amendments to the Personnel Manual Rules and Procedures of the Port proposed by the ~~City Administrator, Executive Director or the Board of Port Commissioners~~, except those that are administrative in nature, subject to and in accordance with OMC 2.08;
- (c) Study, investigate and research into such areas and matters as the City Administrator, or the Council through the ~~City Administrator, or the Board of Port Commissioners, or the Executive Director through~~ the Board of Port Commissioners, may request, or as it may deem advisable;
- (d) Make reports and recommendations in writing thereon and formulate policy recommendations or recommended changes to the Personnel Manual Rules and Procedures of the Port for the better realization of the objectives of the personnel system as set forth in the Charter,
- (e) Approve exemption of positions from the competitive civil service;

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- (f) Perform the appellate duties and functions set forth in these Rules;
- (g) The Civil Service Board, or its designated representative, may, upon its own initiative, make such inquiries and investigations as it may deem to be warranted regarding the administration and effect of the provisions of the City Charter as related to matters of personnel management, and of the rules adopted in accordance therewith, and make such recommendations therewith, and make such recommendations to the appropriate authorities as in its judgment may be warranted; and
- (h) Perform such other duties and functions as the ~~City Administrator~~ or Executive Director may from time to time request.

~~Section 2.03—Civil Service Board Composition. The Board shall consist of seven (7) members who will be appointed pursuant to section 601 of the Charter, and who shall serve without compensation. Members shall be appointed for a term of four (4) years, said terms to commence upon the date of appointment. An appointment to fill a vacancy shall be for the unexpired term only. [OMC 2.08.030]~~

~~Section 2.04—Vacancy and Removal on Civil Service Board. A vacancy on the Board will exist whenever a member dies, resigns, or is removed, or whenever an appointee fails to be confirmed by the Council. A member may be removed pursuant to section 601 of the Charter. Cause for removal shall include: conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties, and unexcused absence from meetings. [OMC 2.08.030]~~

~~Section 2.05—Officers, Meetings of Civil Board. Each year at its first regular meeting in July, the Board shall elect a chairperson and vice chairperson from among its members. The Board shall meet at least once each month in City Hall, at an established time suitable for its purpose. Such meetings shall be designated regular meetings. Meetings called by the Mayor or City Administrator, and meetings scheduled for a time or place other than for regular meetings shall be designated special meetings. Written notice of special meetings shall be given to the Board members, the Council, the City Administrator, the Board of Port Commissioners, and the press at least forty-eight (48) hours before the meeting is scheduled to convene. [OMC 2.08.030]~~

~~Meetings of the Board shall be open and shall provide opportunity for public comment on any agenda item and in open forum. The Board shall have authority to meet in closed session pursuant to the Brown Act and the City's Sunshine Ordinance and lawful notice of closed session shall be given.~~

~~Section 2.06—Civil Service Board Procedures. The~~ Section 2.03 – Civil Service Board Procedures. The Civil Service Board shall, in consultation with the City Administrator and with the approval of the Council, establish procedures for the conduct of its meetings and hearings. Assuming at least a quorum of the Board is present, a majority vote of those members present is required for the adoption of any procedural or appellate motion. A quorum shall consist of four (4) members of the Board. The Civil Service Board shall

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make its reports, findings and recommendations in writing unless otherwise requested. All reports, findings and recommendations shall be submitted to the City Administrator. The City Administrator shall forward such reports, findings and recommendations to the Council, the Executive Director, or the Board of Port Commissioners, as appropriate. ~~{OMC 2.08.030}~~

Section 2.0704 – General Appeal Procedure. Except as provided elsewhere in these Rules, appeals shall be filed with the Secretary to the Civil Service Board. The appeal shall be scheduled for the next regularly scheduled meeting of the Civil Service Board and may be continued by the Civil Service Board. At the meeting, the appointing authority, employee and/or affected union shall have an opportunity to present their positions, either orally or in writing. The ~~Personnel~~Port's Executive Director or his/her/his designee shall also have an opportunity to be heard by the Civil Service Board. ~~The Board who~~ shall issue a final decision regarding the dispute.

~~Section 2.08 – City Attorney Duties. The City Attorney shall provide staff counsel to the Board, including in disciplinary appeal hearings, subject to applicable due process and ethical obligations.~~

~~Section 2.09~~Section 2.05 – Staffing for Civil Service Board. The City Administrator shall provide the Civil Service Board with assistance from City employees under her/his jurisdiction.

Section 2.1006 – Port Department. The Board of Port Commissioners is hereby authorized to establish personnel rules and procedures consistent with Ordinance 8979 and Oakland Municipal Code -Section 2.08.050 and the Charter and to provide for the administration of such rules for employees of the Port Department. ~~Until the Board of Port Commissioners adopts such personnel rules and procedures, the rules of the Board, insofar as they are consistent with OMC 2.08.050, shall remain in effect with respect to Port employees.~~

RULE 3 - CLASSIFICATION OF POSITIONS

Section 3.01 – Competitive Civil Service. All positions in the CityPort shall be in the competitive civil service except those positions designated in section Article VII, Section 714 and Article IX, Section 902 of the City Charter or otherwise exempted by the Civil Service Board. All positions in the competitive civil service shall be under the jurisdiction of the Civil Service Board. No appointment to positions within the competitive civil service shall be made except in accordance with thesethe Port Personnel Rules and Procedures.

Section 3.02 - Definition of Classification Plan.

- (a) Classification of Positions: All positions in the competitive civil service shall be grouped into classes, and each class shall include those positions sufficiently similar in respect to their duties, functions, and responsibilities so that similar positions may be assigned similar titles and embraced within the same class specifications, so that similar requirements as to training, experience, knowledge, skill, and ability, and same rates of pay are applicable. The purpose of such classification is to provide uniform standards, uniform pay scales and an orderly means of regulating the status of incumbents. The classification plan fixes titles of positions to their proper classes so that all positions with the same titles may be in the same class. The classification plan shall identify job series and feeder classes, where applicable.
- (b) Preparation and Amendment of Classification Plan: The classification plan for the Port Department, including class specifications, shall be prepared, maintained and, subject to Civil Service Board approval, amended by the PersonnelPort's Executive Director or his/her designee.
- (c) Purpose and Effect of Class Specifications: Each class specification describes the main characteristics and qualification requirements of positions in the class and gives examples of specific duties which employees holding such positions may properly be required to perform. Class specifications provide a basis for determining the relationship among classes, including the series to which a classification belongs, where applicable. The class specification is descriptive and explanatory, but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or skills.
- (d) Performance of Higher Level Duties: When an employee is assigned to perform duties of a higher class for training purposes, the PersonnelPort's Executive Director or his/her designee must be informed and such training is subject to her/his approval as to the individual working out of classification. The basis for approval shall be that benefit accrues to both the employee and the CityPort as a result of this training. Such training shall not be of more than six (6) months' duration.
- (e) Application of Specifications to Positions: In determining the class to which a position should be allocated, the specification of each class shall be considered in

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its entirety and in relation to the specification of other classes in the classification plan; and the position shall be related to other positions of its kind in the CityPort service.

- (f) Statement of Minimum Qualifications: The statement of qualifications in a class specification is intended to be used in determining the admissibility of applicants to competitive examinations, and as an aid in the preparation of such examinations. The minimum qualifications may also be used in determining the relationship between positions in one class and positions in other classes. The PersonnelPort's Executive Director or his/her designee, after consultation with the appointing authoritiesauthority, shall determine desired combinations of training and experience as minimum qualifications for the respective classes and, subject to Civil Service Board approval, these minimum qualifications shall become part of the class specification.

Section 3.03 - Title of Positions. The class title of a position shall be used to designate such position in all budgets, payrolls, the Port's Staffing Plan, and other official records in connection with all personnel transactions. No employee shall be appointed, employed or paid under any title or position other than that to which he/she was appointed, except in cases of acting pay.

Section 3.04 - Administration and Maintenance of the Classification Plan.

- (a) Responsibilities of the Personnel Director and the Civil Service Board: The Civil Service Board shall oversee and the Personnel Director shall administer and maintain the classification plan.
- (b) Creation of New Classifications: New classifications in the competitive Civil Service shall be subject to meet and confer to the extent required by law and shall become effective upon approval by the Civil Service Board ~~as is consistent with Oakland Municipal Code Section 2.08.050 and City Charter Section 706(21) and ratification by the Board of Port Commissioners~~. In recommending the establishment of a new classification, the PersonnelExecutive Director or his/her designee shall submit to the Civil Service Board a class title and specification for such classification. The date of the Civil Service Board's and the Board of Port Commissioners' action shall be included on new class specifications.
- (c) Amendments to Class Specifications: Amendments to existing class specifications that fall within the mandatory scope of bargaining shall be subject to meet and confer. In the event that the affected union agrees with the proposed amendments, the amended class specification shall be effective upon approval ~~of~~by the PersonnelExecutive Director or his/her designee, subject to the following: first ratification subject to ratification on a consent calendar at the next regularly scheduled meetings of the BoardCivil Service Board; second, adoption on a consent calendar at and the next regularly scheduled meeting of the Board of Port Commissioners.

In the event that the CityPort and affected union do not come to agreement on the proposed amendments, the amendments shall be calendared for approval at the

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next regularly scheduled meeting of the Civil Service Board. The union and the Executive Director or his/her designee shall have the opportunity to be heard by the Civil Service Board at such meeting before the proposed amendment is effective. It will also be subject to adoption by the Board of Port Commissioners.

The date of the Civil Service Board's and the Board of Port Commissioners' action shall be included on amended class specifications.

- (d) Classification Studies: The Port's Executive Director or his/her designee and/or the Personnel Director may initiate and conduct classification studies of any Port positions in the competitive civil service when he/she deems such study necessary, and shall recommend a change in classification where the facts warrant such action.

~~An appointing authority may submit to the Personnel Director requests for classification studies of positions within her/his jurisdiction.~~

An employee who contends that he/she is working outside of her/his classification or who contends that her/his position has been improperly classified may submit to the ~~Personnel~~Port's Executive Director or his/her designee a request for a classification study. The ~~Personnel~~Port's Executive Director or his/her designee shall review such ~~requests~~request and take further action as he/she deems appropriate, subject to appeal to the Civil Service Board as provided in section 3.04(e) of these Rules.

- (e) Appeal to Civil Service Board regarding Changes in Classification: In the event the ~~Personnel~~Port's Executive Director or his/her designee has made a decision regarding a change to an employee's classification or regarding an employee's request for review of her/his classification, and the affected employee does not agree with this decision, the employee or affected union shall have an opportunity to be heard by the Civil Service Board before the ~~Personnel~~Executive Director's decision becomes effective. The employee shall file an appeal with the Secretary to the Civil Service Board within fifteen (15) working days of notice of the ~~Personnel~~Executive Director's decision. A letter sent to the affected employee's address of record via regular and certified mail, or hand delivered to the affected employee, shall constitute notification. At the hearing, the appointing authority, employee and/or affected union shall have an opportunity to present their positions, either orally or in writing. The ~~Personnel~~Executive Director or her/his designee shall also have an opportunity to be heard by the Civil Service Board. The Civil Service Board shall issue a final and binding decision regarding the classification issue in dispute.

- (f) Quarterly Updates: For both employee and employer initiated classification studies, the ~~Personnel~~Port's Executive Director or his/her designee shall provide quarterly updates to the Civil Service Board, the Board of Port Commissioners and the affected employee. For any classification studies pending for more than one (1) year, the update shall be accompanied by an explanation for the delay. An employee may request an update on her/his employee request for classification study at any time.

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Section 3.05 – Treatment of Incumbents as a Result of Reclassification of Positions. In the event of a classification study, incumbents may be upgraded, downgraded or unchanged. Should an incumbent be upgraded or downgraded, the following shall occur:

- (a) Upgrading of Position: When a position is reclassified to a class of higher grade, the incumbent may be assigned to the class of higher grade without examination providing he/she has performed the duties of the class for one year prior to the inception of the classification study. ~~The department head~~The Executive Director or his/her designee must attest to the fact that the employee has performed these duties for a period of one year. No classification study shall be performed if the incumbent has served less than one year in the position.

When a class study is initiated by an employee, ~~an appointing authority~~the Port's Executive Director or his/her designee or the City's Personnel Director_ and leads to placement in a higher grade classification, for purposes of determining seniority, the effective date of reclassification shall be the date on which the completed Position Description Questionnaire form is received by ~~Personnel~~the Port's Human Resources Department.

When a class study involving multiple positions is initiated by ~~an appointing authority~~the Port's Executive Director or his/her designee or the Personnel Director_ and leads to placement in a higher grade classification for any incumbent, for purposes of determining seniority, the effective date of reclassification shall be the date on which the earliest completed Position Description Questionnaire form is received by ~~Personnel~~the Port's Human Resources Department.

- (b) Downgrading of Position: When a position is reclassified to a class of lower grade, the incumbent may be assigned to the position of a lower grade at no loss in salary at the time of the downgrading. The salary shall be "Y-rated" until such time as it becomes equivalent to the salary paid the classification. The employee shall be placed on the laid-off list of her/his former class and shall have priority re-employment rights to the classification from which he/she was downgraded for a period of two (2) years from the date of the Civil Service Board's action changing the classification.
- (c) Redesignation: When a position is retitled to a class of the same grade, the incumbent shall be redesignated to the new classification without loss in status.
- (d) Notification: When a position is reclassified to a class of a lower or higher grade, the incumbent, her/his appointing authority, and the affected union (when applicable), shall be notified in writing at least two (2) calendar weeks in advance of the reallocation. A letter sent to the affected employee's address of record via regular and certified mail, or hand delivered to the affected employee, shall constitute notification.

Section 3.06 – Conditions for Accepting an Exempt Classification into the Competitive Civil Service. In the event that classifications, which were previously exempted from the

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competitive civil service, are to be included in the competitive civil service, the following procedure shall be followed:

- (a) The PersonnelPort's Executive Director or his/her designee shall review the classification to determine that its organizational structure, job design, and compensation meet the standards established for other City classifications at the Port consistent with City's Personnel System . If these standards are met, the classification shall be placed in the competitive civil service in the same manner as any new classification.
- (b) In the event a position in such a classification has an incumbent, and the incumbent meets the minimum requirements for the classification, has lawfully served for at least one year in the position performing the same or similar duties, and has standard or above performance ratings, the PersonnelPort's Executive Director or his/her designee shall grant the incumbent permanent status in the competitive civil service— and shall notify the incumbent of such decision.
- (c) Should a position be occupied by an incumbent whose service is less than one year and/or does not possess the minimum qualifications, such employee shall be declared a provisional employee and may continue in that status for a period not to exceed 120 days from date of such declaration. The position shall then be treated as being vacant and open to competitive examination. Upon appointment of a candidate from an eligible list, the classification shall be deemed classified.

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RULE 4 - APPLICATIONS, RECRUITMENT, EXAMINATIONS, SELECTION, AND ELIGIBLE LISTS

Section 4.01 – Recruitment. The CityPort shall utilize the broadest feasible recruitment methods for attracting Oakland residents and other qualified and diverse applicants. Recruitments may be open, promotional or may be restricted to CityPort employees, depending on the City'sPort's needs. The CityPort will give reasonable notice to all of its employees concerning the City'sPort's employment opportunities. Announcements of recruitments for positions shall be posted on the Port's website and on the City's Personnel website weekly and supplied to all department heads, who shall post and/or distribute such notices.

Section 4.02 – Applicants for Selection Process. All applicants for positions in the competitive civil service will be required to participate in a competitive selection process, which shall be based on merit and fitness as ascertained by practical competitive examination and by records of achievement. The CityPort will make City of Oakland Port application forms available to all prospective applicants. In compliance with Labor Government Code Section 432.9(a), and unless mandated by law, such application shall not ask an applicant for employment to disclose, orally or in writing, information concerning the conviction history of the applicant until the Port has determined that the applicant meets the minimum qualifications as stated in the notice issued for the position. Once submitted to the CityPort, applications shall not be returned. Applicants must submit applications on or before the filing deadline stated in the job announcement. An applicant's failure to provide complete and accurate information on all application materials may be grounds for immediate disqualification in the application process, and may result in dismissal from employment.

Section 4.03 – Names of Applicants Withheld. Names of applicants shall not be made public prior to examination, except by permission of the PersonnelPort's Executive Director or his/her designee.

Section 4.04 – Background Checks. As part of the selection process, applicants shall, upon request, be required to supply references, and may be required to submit to a thorough background check by the CityPort. Applicants may be required to submit to testing for illegal drug use, where permitted by law.

Section 4.05 – Eligibility to Compete In Competitive Examination Process. Except as provided in section 4.06, the competitive examination process shall be open to all applicants who meet the minimum qualifications, and any standards or requirements of state or federal law.

Section 4.06 – Basis for Rejection of Applications. The PersonnelPort's Executive Director or his/her designee may refuse to examine and/or certify an applicant who is found to lack any of the requirements established for the position for which application is made, for any violation of these Rules, or for the following reasons:

- (a) ApplicantsApplicant is not currently employed by City the Port:

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- i. The applicant's past employment record is of such a nature that would indicate unsuitability for public employment including incompetence, misconduct, or unsatisfactory service;

(b) All applicants:

- i. The applicant has practiced, or attempted to practice, any deception or fraud in her/his application, or in demonstrating her/his eligibility or in securing her/his appointment.
- ii. The applicant has been convicted of an offense which excludes the applicant from eligibility for the position based on applicable law or which in the judgment of the PersonnelPort's Executive Director, or his/her designee renders the applicant unsuitable for the position. The Personnel Director shall take into consideration the following:
 - (1) Whether or not the conviction is job related to the position the applicant is seeking.
 - (2) The nature of the job he/she is applying for and the seriousness of the crime committed.
 - (3) The time elapsed since conviction and the applicant's demonstrated behavior pattern during that time.
- iii. The applicant has made a false statement or has omitted material facts on the application.
- iv. The applicant is a current user of illegal drugs as defined by state law.

If the applicant's name is placed on the eligible list before the PersonnelPort's Executive Director or his/her designee becomes aware of any false statements made on the application, the applicant's name shall be stricken from the eligible list. If, after the applicant has been appointed to a position, such false statement is discovered, it shall be considered cause for discharge.

Section 4.07 – Announcement of Selection Process to Fill Vacancy. Notice of a selection process for employment shall be given at least ten (10) working days in advance of the last date for filing applications. The announcement of the selection process shall list the minimum education, experience, and license requirements for application, and any other information as is necessary to adequately inform prospective applicants about the selection process. The minimum rating and/or score for which eligibility for the position may be achieved will be established by the PersonnelPort's Executive Director or his/her designee, in keeping with the provisions of section 4.10 of these Rules.

Section 4.08 – Type and Scope of Competitive Examination. Examinations may be assembled or unassembled, in part or in their entirety.

All examinations shall be designed for the purpose of determining the qualifications of applicants for positions, and shall be practical and shall fairly test the fitness of the persons examined, and shall take into consideration elements or requirements of education, experience, knowledge and skill, aptitude, character, personality, physical

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fitness and any other element or requirements pertinent to the job and the specifications, as determined by the Personnel Port's Executive Director or his/her designee.

Section 4.09 – Administration of Examinations. Each examination shall be conducted by the Personnel Port's Executive Director or by his/her/his designee. Due diligence shall be used to ensure fairness, prevent collusion and/or fraud in the examination process, and to comply with these Rules.

Dates for any examinations may be postponed or canceled by the Personnel Port's Executive Director or his/her designee. The Personnel Port's Executive Director or his/her designee may order a new recruitment and examination process in the event that the examination generates an insufficient number of eligible candidates to certify the number of candidates specified under the certification rule.

Section 4.10 – Ratings of Results of Examinations. The Personnel Port's Executive Director or his/her designee shall use generally accepted examination methods in rating and/or scoring the results of examinations and in determining the relative standings of the candidates.

Candidates shall be required to attain a score of not less than 70% on each part of the examination. In all examinations the 70% used, representing the minimum passing score, need not be the arithmetic 70% of the total possible score, but may be an adjusted score based on a consideration of the difficulty of the test, the quality of the competition, and the needs of the competitive civil service. Any such adjusted score shall be established before the identification of the candidates' examination papers.

The final earned rating and/or score of each person competing in any examination shall be determined by the weighted average of the earned ratings and/or scores on all parts of the examination, according to the weights for each part established by the Personnel Port's Executive Director or his/her designee; the weights of each portion of the exam shall be provided to applicants in advance of the conduct of the examination.

Section 4.11 – Oakland Residents Preference in Examinations. A City of Oakland resident who competes in an examination process for a position in the competitive civil service shall be given an additional five (5) points on her/his final examination score, provided that he/she initially scores a passing score on the examination and has been a City resident for a minimum of one (1) year as of the date of the establishment of the eligible list for that examination. ~~This preference shall not apply to recruitments for sworn members of the Police and Fire Departments.~~ The applicants must submit satisfactory written proof of residency as determined by the Personnel Port's Executive Director or his/her designee.

Section 4.12 – Veterans' Preference in Examinations. A qualifying veteran who competes in an examination for a position in the competitive civil service shall be given an additional five (5) points on her/his final examination score, provided that he/she initially scores a passing grade on the examination. For the purposes of this Rule, a "veteran" means any person who has served full time for 181 days or more in the armed forces in time of war; or in time of peace in a campaign or expedition or service in which a medal

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has been authorized by the government of the United States, who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces.

Section 4.13 – Disabled Veterans’ Preference in Examinations. “Disabled Veteran” means a veteran who was disabled as a result of such service. Proof of such disability shall be deemed conclusive if it is of record in the United States Veterans Administration. Such veterans who become eligible for certification from eligible lists by attaining the passing mark established for the examination shall be allowed additional credits amounting to 7.5 points on open examinations. Dates of military service shall be defined as those established in section 4.12 of these Rules.

Section 4.14 – Veterans’ Preference Entitlement Exhausted Upon Acquiring Permanent Appointment. The exercise of the preferences in section 4.12 and section 4.13 shall be exhausted upon one (1) permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans’ credits on any other examination shall be automatically cancelled.

Section 4.15 – Seniority Credit for Permanent Employees. Seniority credit shall be given on the final examination score for permanent employees who compete in examinations so long as the employee’s overall rating is at least “fully effective” or equivalent in the most recent performance appraisal leading up to the date of the examination. In addition, an employee shall have maintained a record clear of any disciplinary action (excluding reprimands) for a period of one year prior to the date of examination. To receive this credit, employees must be in permanent status at the time of application and examination, on an approved leave of absence, or on a reinstatement list. Credit shall be calculated as of the date of the job announcement as follows:

- (a) An employee who has completed ten (10) or more full years of Port and/or City service and who successfully competes in an examination shall receive up to an additional five (5) points added to her/his final examination score.
- (b) An employee who has completed fewer than ten (10) years of Port and/or City service shall receive an additional number of points, less than the five (5) points cited in sub-section (a) above and prorated in accordance with her/his number of completed years of Port and/or City service, added to her/his final score.

Current CityPort employees who qualify for an examination shall be permitted to take such examination during working hours, if the examination is scheduled during working hours and the employee provides three (3) working days notice to her/his immediate supervisor. If the announcement of examination does not permit three (3) working days notice, the employee shall notice her/his supervisor within 24 hours of being notified of the examination.

Section 4.16 – Eligibility for Promotional Examination. At the discretion of the PersonnelPort’s Executive Director or his/her designees, promotional examinations may be administered to candidates who meet the minimum qualifications or occupy

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appropriate classifications designated by the classification plan. Only employees who are eligible to receive credit pursuant to 4.15 may compete in a promotional examination.

Section 4.17 – Eligibility for Restricted Examination. The Personnel Port's Executive Director or his/her designee may order an examination limited to specific full-time and part time City employees/Port employees who meet the minimum qualifications of the class to be examined.

Section 4.18 – Notice and Review of Results of Examinations. All persons competing in any examination shall be given notice of their final score/rating and rank, or their failure to attain a place upon the eligible list.

A candidate who is a current Port or City employee may, upon request, inspect her/his own examination papers and the grading thereof during the first 30 days after the Personnel Port's Executive Director or his/her designee has established the eligible list. Candidates who are not current employees do not have a right to inspect their examination papers.

Section 4.19 – Appeal of Examination Results. Applicants may appeal the results of an examination or any of its parts to the Civil Service Board. Such appeal may be sustained only upon a clear and convincing showing that:

- (a) A mechanical and/or electronic error or error not involving judgment or discretion was made in grading, scoring, or computing, or
- (b) An examination rating and/or score was the result of fraud or bias on the part of an examiner or rater.

Test content is not subject to appeal.

Any appeal must be filed with the Personnel Port's Executive Director or his/her designee -no later than thirty (30) days after the establishment of the eligible list resulting from the examination. The Personnel Director's/Port's Executive Director or his/her designee's decision on the appeal may be appealed to the Civil Service Board within thirty (30) days. In the event the Personnel Port's Executive Director or his/her designee does not act upon the appeal within thirty (30) days, the appellant shall have an additional thirty (30) days to appeal the matter directly to the Civil Service Board. The decision of the Civil Service Board shall be final. No person previously appointed shall be displaced as a result of any correction ordered by the Personnel Port's Executive Director or his/her designee or the Civil Service Board.

Section 4.20 – The Establishment of Eligible Lists. The Personnel Port's Executive Director or his/her designee shall provide for an eligible list, from which vacancies shall be filled, for a period of probation before employment is permanent, and for promotion on the basis of merit, experience and record. (Char. Sec. 900)

Each eligible list shall consist of the names of all persons who have shown by examination that they possess the qualifications which entitle them to be considered for appointment or promotion to any position in the class for which such list is established.

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Eligible lists shall be made public after the list has been established by the Personnel Port's Executive Director or his/her designee.

From the reports of the scoring and/or rating of the examination process, the Personnel Port's Executive Director or his/her designee shall prepare or cause to be prepared an eligible list showing the names of candidates who have obtained ratings and/or scores equal to or greater than the minimum required in each stage of the examination process, whose final earned rating is 70 or more, and who have been accepted as meeting all other requirements for eligibility, arranged in order of their relative ratings or scores. The Personnel Port's Executive Director or his/her designee may determine the total number of persons who shall constitute the list of eligibles.

Eligible lists shall become effective upon approval by the Personnel Port's Executive Director or his/her designee. There shall be two (2) kinds of eligible lists resulting from examinations: (1) Open eligible lists, which result from open examinations and which shall expire one year from that date of approval; and (2) restricted or promotional lists, which result from closed restricted or promotional examinations and which shall expire two (2) years from that date. The Personnel Port's Executive Director or his/her designee shall have the authority to extend the duration of an eligible list or to cancel such list prior to expiration. However, no list shall be extended for a period exceeding four (4) years from date of initial approval. When there is more than one eligible list for a particular class, the two (2) lists may be combined and the names of eligibles may be entered on the combined list at the discretion of the Personnel Port's Executive Director or his/her designee. A name occurring on a combined list shall be removed on the date on which the original list would expire. In the event that there are insufficient names to certify to the appointing authority or no eligible list exists, the Personnel Port's Executive Director or his/her designee may designate alternative lists including, to include a transfer or eligible list for comparable classes.

Section 4.21 – Declined Offer of Appointment. An eligible who is notified that he/she is being offered an appointment is required to respond to the Appointing Authority Executive Director or his/her designee within five (5) working days of the date of notification. The Appointing Authority Executive Director may extend the time response period. An eligible who has failed to respond within the time limits shall be considered to have declined the offer of appointment.

After being offered an appointment, an eligible may decline appointment without losing her/his eligibility for future appointment by providing in writing reasonable grounds for declining an offer within the time periods set forth above.

Section 4.22 – Removal of Names from Eligible Lists. Names of eligibles will be removed from any eligible list for any causes as set forth in section 4.06, and may be removed for any of the following:

- (a) The eligible has been appointed through certification from any such list to fill a vacancy in any department, except as provided by section 5.06;

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- (b) The eligible has declined a formal offer of appointment and has failed to respond to the appointing authority Executive Director or his/her designee in accordance with section 4.21 of these Rules;
- (c) The eligible has waived a hiring interview three (3) times for a permanent position in any given class;
- (d) The eligible has failed to respond to her/his communication regarding availability for employment; or
- (e) The eligible does not possess or has failed to maintain the qualifications required by law and the terms of the position announcement.

Section 4.23 – Restoration of Names to Eligible Lists. Names removed from any eligible lists may be restored to the list, for just cause, upon a request made in writing to the Personnel Port's Executive Director- or his/her designee . The Personnel Director's Port's Executive Director or his/her designee decision may be appealed to the Civil Service Board.

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RULE 5 - CERTIFICATION AND APPOINTMENT

Section 5.01 – Power of Appointment and Types of Appointments. All appointments to Port positions in the competitive civil service shall be made by the respective appointing authorities Executive Director or his/her designee under and in conformity with the provisions of the City Charter and these Rules and the Bylaws of the Board of Port Commissioners, by appointment from an eligible list, reinstatement, re-employment, transfer, reassignment, or temporary appointment (see guidelines in appendix A).

There are three (3) types of vacancies in the CityPort service to be filled by appointments: permanent vacancies, temporary vacancies, and absences. Permanent vacancies shall be filled by: appointment from an eligible list, reinstatement, re-employment, transfer or reassignment. Temporary appointments shall be made in accordance with section 5.06 of these Rules.

Except as specifically provided in these Rules or in applicable MOUs, temporary appointments shall be at will and shall not attain permanent status.

Section 5.02 – Procedure for Certification to Fill Vacancies in the Competitive Civil Service. Whenever a vacancy is to be filled other than by transfer, reassignment (including reassignment to accommodate a disability), demotion or re-employment, the appointing authority Port's Executive Director or his/her designee shall request the certification of names to the class of position for which the vacancy exists. Upon receipt of this request, the Personnel Port's Director of Human Resources shall certify eligibles for the appropriate class in the following order: (1) reinstatement list; (2) promotional or restricted list; (3) open list.

In case of certification from a reinstatement list, the Personnel Port's Executive Director or his/her designee shall certify the names in rank order on the list, in accordance with section 9.03 of these rules.

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

As provided in section 4.20, if no appropriate eligible list exists, then the Personnel Port's Director of Human Resources may certify from such other eligible lists, as he/she deems most appropriate.

Section 5.03 – Selective Certification. The Personnel Port's Executive Director or his/her designee shall certify the highest ranking eligibles willing to accept employment. However, the appointing authority or Personnel Executive Director or his/her designee may require additional and special qualifications and experience for the position. The appointing authority The Executive Director or his/her designee must provide a statement of valid reasons for such additional and special qualifications and experience, subject to

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~~approval by the Personnel Director.~~ Upon approval by the Personnel Director,; notice of these special qualifications shall be a term of the job announcement. The ~~Personnel~~Executive Director or his/her designee shall certify the highest ranking eligibles who possess the necessary qualifications for selective certification in accordance with section 5.02 of these Rules. The ~~Personnel Director's~~ decision to conduct a selective certification recruitment may be appealed to the Civil Service Board within 10 working days of the posting of the job announcement.

Section 5.04 – Limit on Certifications. No person shall be certified from an eligible list more than four (4) times for the same or a similar position, except at the request of an appointing authority, provided that certification for a temporary appointment shall not be counted as one of such certifications.

Section 5.05 – Certification to Position in Lower Class. Any person on an eligible list may, with the approval of the ~~Personnel~~Port's Executive Director or his/her designee, be certified to a class of position lower than that for which he/she was examined, provided such position is one having similar duties and responsibilities and provided further, that no eligible list exists for the lower class. Acceptance of such position shall not result in removal from the original eligible list.

Section 5.06 – Temporary Appointments.

- (a) Provisional Appointments: ~~A Department Head, with the approval of the Personnel~~The Executive Director or his/her designee, subject to the ratification of the Civil Service Board and the Board of Port Commissioners, may make provisional appointments, in the absence of an eligible list, for any position in which a vacancy may occur. No such provisional appointment shall continue after regular appointment from an eligible list, nor, in any event, shall such appointments continue for more than 120 calendar days. Provisional appointees may not be placed in permanent employment without successfully competing in a selection process.

In cases where the ~~appointing authority~~Executive Director or his/her designee desires to fill a vacancy by provisional appointment, candidates must be eligible to compete in the examination for that vacancy.

- (b) Limited Duration Appointments: Whenever ~~a department~~the Port requires assistance because of a special project, employees' absence due to sick or other leave or vacation relief, or a temporary increase in the workload, appointments of a limited duration may be made from an appropriate eligible list for the duration of such work. The acceptance or rejection by an eligible of this type of appointment shall not affect her/his standing on the eligible list.

The request and certification shall specifically state the date beyond which such appointment shall not extend, insofar as is known; and on such date, the employment of the person shall cease, unless sooner terminated. Appointments of over a year are construed as being of a permanent nature, and as such, the rules affecting permanent appointments will apply.

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- (c) Temporary Contract Service Employees: The Personnel Port's Executive Director or his/her designee may appoint an employee to the temporary contract service employee classification for a maximum of 960 hours per fiscal year for one of two (2) types of assignments. Employees may be assigned to a division or a project on a regular basis up to the maximum 960 hours; or, assignments may be on an occasional or short-term (less than 30 days) basis. These assignments usually require specialized skills such as performance arts, short-term project management and transcription services. This classification may not be used for ongoing or repetitive use. Temporary contract service employees may not be placed in permanent employment without successfully competing in an examination process.
- (d) Exempt Limited Duration Employees: The Personnel Port's Executive Director or his/her designee may appoint an employee to the exempt limited duration employee classification to meet the City's/Port's need to fill positions with: (1) limited funding cycles of one year or less; (2) special projects that are longer than 6 months in duration, yet still short-term; or, (3) positions where the duties and responsibilities have not been fully defined. Exempt limited duration appointments may not exceed one year.

Regular appointment employees who accept exempt limited duration appointments will continue to receive the same fringe benefits they received in their regular appointment. Exempt limited duration employees do not accrue seniority. Exempt limited duration employees may not be placed in permanent employment without successfully competing in a selection process.

- (e) Temporary Agency Assignments: The Personnel Port's Executive Director or his/her designee may contract with temporary agencies to provide temporary services in the event of an emergency, a special project or under unusual circumstances when help is needed immediately and for short duration. If temporary personnel are required for more than 30 days, it is preferable to make a provisional or limited duration appointment. Temporary agency assignments may not exceed 120 days. Temporary agency employees are not City/Port employees and are not eligible for retirement, health or other fringe benefits.
- (f) Grant Funded Limited Duration Appointments: The Personnel Port's Executive Director or his/her designee may appoint grant funded limited duration employees to meet the City's/Port's need to fill classified positions that are funded by grants lasting up to three (3) years. Grant funded limited duration appointments shall come from an appropriate eligible list, and shall not exceed three (3) years. The acceptance or rejection by an eligible of this type of appointment shall not affect her/his standing on the eligible list.

Upon completion of a probationary period, grant funded limited duration appointments shall attain permanent status with the following exception: in the event of a layoff or the conclusion of the grant, a grant funded limited duration employee shall have no right of appointment to any classified position.

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Section 5.07 – Reassignment of Employees. ~~An appointing authority~~The Executive Director or his/her designee may at any time assign any employee under her/his jurisdiction from one position to another position under her/his jurisdiction in the same class. The ~~appointing authority~~Executive Director or his/her designee may also, ~~with the approval of the Personnel Director,~~ reassign an employee in a position in the competitive civil service to a position of a similar class under his/her/his jurisdiction for which the maximum base rate of pay is the same.

Section 5.08 – Transfer of Employees. The transfer of a classified Port employee from a position under the jurisdiction of ~~one appointing authority~~the Executive Director or his/her designee to a position under the jurisdiction of another appointing authority may be made with the consent of the employee and the approval of the Personnel Director and the consent of the appointing authorities concerned, provided the positions are in the same or similar class.

Section 5.09 – Transfer List. Any permanent classified Port employee may request a transfer ~~from one department~~ to another department in her/his current classification, provided the employee meets the qualifications for the position. A transfer list may be maintained and employees may, upon written application to the ~~Personnel~~Port's Executive Director or his/her designee, have their names made available to department heads for consideration of appointment to vacancies for which they would be eligible as defined by these Rules. Names of employees may also be placed on the transfer list upon request of the ~~department head concerned~~Executive Director or his/her designee, with notice to the employee. Vacancies may, with the consent of the ~~department head~~Executive Director or his/her designee, be filled from the transfer list.

Section 5.10 – Reassignment to Accommodate a Disability. When an employee who has a disability is unable to perform the essential functions of her/his job, with or without reasonable accommodation, the ~~appointing authority~~Executive Director or his/her designee, shall, where required by law, reassign the employee to a vacant, funded position for which the employee meets the minimum qualifications, and is able to perform the essential functions of the job, with or without reasonable accommodation. Such reassignments shall have priority over any individuals on existing eligible lists.

Section 5.11 – Re-employment After Resignation. Any permanent employee who has resigned from service in good standing shall, upon her/his written request, be considered for re-employment to a position in the same or similar class in the competitive civil service, within two (2) years of the date of such separation. A longer period of time from separation date to re-employment may be approved by the ~~Personnel~~Port's Executive Director ~~and appointing authority~~or his/her designee, for highly qualified former employees and for positions where recruitment is difficult.

Such re-employment shall be made without additional examination, and must have the approval of the ~~appointing authority and the Personnel~~Port's Executive Director or his/her designee. Re-employment as herein defined, may take precedence over eligible lists; but in no way shall it be made mandatory for ~~any appointing authority~~the Executive Director or his/her designee to re-employ former employees. Appointment shall

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otherwise be made in the manner as for original employment as defined in other sections of these Rules.

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RULE 6 - PROBATIONARY PERIOD

Section 6.01 – Probationary Period. Every person appointed or promoted to a permanent position in the competitive civil service after certification from an eligible list, shall serve a period of probation while occupying such position, which shall be considered a part of the test of fitness. Former employees who are re-employed under the provisions of these rules shall be required to serve a period of probation of six (6) months from the date of re-employment.

The probationary period shall be an essential part of the selection process, and shall be utilized for the most effective adjustment of a new employee and for the removal or demotion of any probationary employee whose performance does not meet the required standard of performance.

Section 6.02 – Duration of Probationary Period. For entrance appointments, the duration of such probationary period shall be for a period of twelve (12) consecutive months of active service, ~~with the exception of the rank of Police Officer whose probationary period shall be for eighteen (18) months.~~ The probationary period for persons appointed on a promotional basis shall be six (6) months.

An employee accepting a regular entrance appointment who has served on a limited duration appointment in the same class immediately prior to her/his regular appointment shall have that period of time counted as part of her/his probationary period. Rights and privileges shall accrue from the beginning date of limited duration appointment and shall be considered the original appointment date. ~~(C.S. Res. 38851)~~

Section 6.03 – Interruption of Probationary Period. If an employee is laid off during the probationary period and subsequently reappointed to the same class, he/she shall be given credit for the portion of the probationary period previously completed.

If an employee is transferred during her/his probationary period from a position under the jurisdiction of ~~one appointing authority~~ the Executive Director or his/her designee to a position under the jurisdiction of another appointing authority, the second appointing authority shall grant credit for the portion of the probationary period previously completed.

Section 6.04 – Performance Rating During Probationary Period. ~~Department heads~~ The Executive Director or his/her designee shall file an approved report of performance at the end of the third and fifth months of employment for each employee serving a six-month probationary period. For probationary employees who have been required to serve a twelve-month probationary period, the ~~department head~~ Executive Director or his/her designee shall file with the ~~Personnel Port's~~ Director of Human Resources a report of performance for each employee at the end of the third, fifth, eighth, and eleventh months of employment. This section does not preclude the filing of additional reports at any other time during the employment of any individual.

Upon a favorable report, the appointment of the employee shall be deemed to be permanent at the expiration of the probationary period. In the event of an unfavorable

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report, the ~~appointing authority~~ Executive Director or his/her designee shall notify the ~~Personnel Port's~~ Director of Human Resources and the employee, at least five (5) working days in advance, that he/she will be removed from the position no later than the final date of the probationary period.

Section 6.05 – Removal or Demotion of Employee During The Probationary Period. At any time during the probationary period (entrance appointment to a classified position – one (1) year; ~~police officer—18 months~~; entrance and restricted entrance appointment to a higher or equal classification – one (1) year; or a promotional appointment – six (6) months) an employee may be removed from her/his current position by the ~~appointing authority~~ Executive Director or his/her designee provided that:

- (a) Upon removal by the ~~appointing authority~~ Executive Director or his/her designee, such probationer's name shall be removed from the eligible list from which he/she was certified, and he/she shall be considered permanently separated from that position without right of appeal to the Civil Service Board except as set forth in section 6.06.
- (b) If the employee has served ~~in~~ at the Port or the City in another position in the competitive civil service, the employee shall be notified in writing by the ~~Personnel Port's~~ Department of Human Resources within five (5) working days of removal that he/she may be reinstated to the prior classification from which promotion was made. The employee has five (5) working days from date of notification to respond in writing, stating her/his wish to be so reinstated.
- (c) Reinstatement to the former classification will be based on the circumstances of the removal from the most recent appointment during the probationary period and the employee's work record as determined by the ~~appointing authority~~ Executive Director or his/her designee.
- (d) If reinstatement is effected by the ~~appointing authority~~ Executive Director or his/her designee, the employee shall be appointed to a vacant position in the former classification. If none is immediately available, it shall be the responsibility of the ~~appointing authority~~ Executive Director or his/her designee to provide such a vacancy as expeditiously as possible without violating the rules of any applicable ~~Memorandum of Understanding~~ Port/Union MOU, or ~~these~~ Port Personnel Manual Rules and Procedures concerning layoffs and without the necessity of creating an additional position.

Section 6.06 – Limited Rights of an Employee During Probationary Period. The right of an employee to appeal to the Civil Service Board because of her/his permanent separation from her/his position during ~~the~~ his/her probationary period shall be limited to the following:

- (a) Failure of the ~~appointing authority~~ Executive Director or his/her designee to comply with section 6.04 of these Rules;
- (b) Failure of the ~~appointing authority~~ Executive Director or his/her designee to comply with section 6.05 of these Rules;

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- (c) Discrimination against an employee during such probationary period on the basis of race, color, religion/religious creed, marital status, national origin/ancestry, sex, gender, gender identity, gender expression, pregnancy, sexual orientation, physical or mental disability, medical condition, genetic information, AIDS/HIV status, military or veteran status, age, citizenship or on any other status protected by federal, state or local law.

Section 6.07 – Procedure to Be Used In Appeals and Hearings Under Section 6.06.

Whenever an employee who has been permanently removed from her/his position during the probationary period desires to appeal under the provisions of section 6.06, the following order of procedure shall govern:

(a) Order of Procedure in Appeals:

- i. The appeal must be filed in the office of the Personnel Port's Executive Director or his/her designee within five (5) working days from the date that notice of removal was filed upon the affected employee. A letter sent to the affected employee's address of record via regular and certified mail, or hand delivered to the affected employee, shall constitute notification.
- ii. The appeal must be submitted in writing, and if the appellant desires to waive a public hearing, such a waiver must be in writing.
- iii. The appeal shall state the sub-section of section 6.06 of these rules upon which it is based and a statement of the facts upon which such appeal is based.
- iv. Within seven (7) working days from the filing of this appeal, the appointing authority Executive Director or his/her designee shall submit to the Civil Service Board in writing its response.
- v. At the first meeting of the Civil Service Board after the filing of the appeal and the City'sPort's response, the appeal shall be received and a date for the hearing shall be set. The appeal hearing shall be held at the next meeting of the Civil Service Board, unless continued by the Civil Service Board.
- vi. Not less than five (5) working days before the date the appeal is scheduled for hearing, the Civil Service Board shall send:
 1. A written notice giving the date, time, and place of such hearing to the appointing authority Executive Director or his/her designee, to the appellant or her/his attorney and/or representative, and to the CityPort Attorney;
 2. A copy of the appeal to the appointing authority Executive Director or his/her designee and the CityPort Attorney; a copy of the answer of the appointing authority Executive Director or his/her designee to the appellant or her/his attorney or representative.

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- vii. Hearings on appeals may be open to the public. However, upon motion of a directly interested party, the Chairperson of the Civil Service Board may exclude from the hearing room any witnesses not at the time under examination; except that a party to the proceeding and/or her/his counsel, or other persons conducting her/his case cannot be excluded.
 - viii. The technical rules of evidence shall not apply. However, all testimony and exhibits offered must be relevant and bear upon the act of removal. Any testimony or exhibits that do not meet these criteria may be excluded. The Civil Service Board shall consider the objection of either side to the introduction of evidence.
 - ix. Hearings may be continued beyond the period originally scheduled or recessed until a future date agreeable to the Civil Service Board and the parties for good reason. Provided, however, that if such request is made by the appellant or her/his attorney of record and the Civil Service Board sustains the appeal, the Civil Service Board may rule that the appellant shall receive no pay for the period of time during which such continuance was granted.
 - x. Based on the evidence presented at the hearing, the Civil Service Board shall render its decision which may be:
 - a. to sustain the action of the appointing authority concerned;
 - b. to sustain the appeal and reinstate the appellant in accordance with subsection xi below.
 - xi. The words “probationary period” as defined in section 6.01 of these rules shall be construed to mean a period of probation consistent with the letter and spirit of these rules; if an appeal is sustained hereunder, the Civil Service Board may determine that there has been an interruption in the probationary period from the date of the cause giving rise to the appeal hereunder, to the date of the decision by the Civil Service Board, and the probationary period of the appellant may be extended by the length of such interruption.
- (b) Burden Of Proof: In any appeal under this section, the burden of proof shall be upon the appellant, and the evidence in support of the allegations made in such appeal must be clear and convincing.

RULE 7 - PERFORMANCE EVALUATIONS

Section 7.01 - Establishment of Performance Evaluation System. A system of performance evaluation is established to provide a fair, impartial, and objective means for rating and reporting the service and performance of each employee in the competitive civil service.

The performance evaluation plan, embodying significant factors and factor degrees for the various classes of positions, shall have reference to the quality and quantity of work done, and other characteristics which shall be considered in rating and reporting the ability, performance and efficiency of the respective employee and the value of the employee to the CityPort service.

The following rules and the supplemental manual of procedures and factors define the performance evaluation standards and procedures which shall be used in connection with eligibility for advancement, layoff, re-employment, promotion, demotion, dismissal from the service, or as a recommendation for reduction in pay within the salary range for the classification, and in other decisions relating to the status of employees. Such plan shall primarily be a means, whereby individual employees may regularly review their performance with their supervisors, and for ascertaining and encouraging the improvement in service by the employees, for recognizing superior performance, and in providing effective supervision of employees.

Section 7.02 – Official Copy of Employee Performance Evaluations. The system of performance evaluations, as approved by the Civil Service Board, shall be maintained in separate manual form.

The Personnel Port's Director of Human Resources shall provide ~~each appointing authority~~ the Executive Director or his/her designee with copies of the performance evaluation plan and shall prescribe the forms to be used. The performance evaluation plan in the office of the Personnel Port's Director of Human Resources shall be open for the inspection of the employees during business hours.

Section 7.03 – Participants in the Performance Evaluation Procedure. The performance evaluation for permanent employees in the competitive civil service shall be made annually by a rating supervisor and a reviewing supervisor in each organizational unit or ~~division within each~~ department within the Port, as designated by the ~~appointing authority of each department~~ Executive Director or his/her designee.

Each rating supervisor, designated by the ~~department head of each department~~ Executive Director or his/her designee, shall be the person who is immediately responsible for the work of the employee; that is, the first person in authority who has supervisory responsibility and who either regularly oversees, reviews and checks the work of the employee or who is most closely acquainted with her/his daily performance during the period of time for which the performance evaluation is conducted. The reviewing supervisor, designated by the department head, shall be the next higher supervisor in line of authority above the rating supervisor, who has personal knowledge of the work and performance of the employee in the unit or division to which the employee is assigned.

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Section 7.04 - Assistance by the PersonnelPort's Director of Human Resources. The PersonnelPort's Director of Human Resources shall be responsible for distributing employee performance evaluation forms, instructing the evaluating and reviewing supervisors regarding the performance evaluation procedure, recording final performance ratings for individual employees on the appropriate records, and obtaining widespread understanding among the employees of the objectives and characteristics of the performance evaluation procedures.

Section 7.05 - Open Records of Performance Evaluations. The performance evaluations of the respective employees in each department shall be open at all times to said employees for review of their own file and for the inspection by the PersonnelPort's Director of Human Resources.

The performance evaluations of employees as maintained by the PersonnelPort's Director of Human Resources respecting each department likewise shall be open to the respective employees for review of their own file and to the ~~appointing authority~~ Executive Director and ~~to the superior officers in the department, his/her designee.~~ Any employee shall be entitled to be informed by the Personnel Port's Director of Human Resources only as to the performance evaluations recorded for herself/himself and those employees who work under her/his supervision.

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RULE 8 - VACATIONS AND LEAVES OF ABSENCE

Section 8.01 - Vacation Leave, Authority For. The following rules shall govern vacations and leaves of absence, in accordance with the provision of Ordinance No. 8546 C.M.S., passed by the City Council May 16, 1972:

The Board is hereby authorized to make rules and regulations governing leaves of absence and vacations for all employees in the Classified Civil Service whose leaves of absence and vacations are not otherwise provided for by ordinance or resolution of Council. Unless otherwise provided for by ordinance or resolution of Council, those employees not in the Classified Civil Service shall be allowed the rights and privileges granted to the employees in the Classified Civil Service.

(a) Purpose. The purpose of annual vacation leave is to enable each eligible employee to return to her/his duties mentally and physically refreshed. All employees in the Competitive civil service, other than those excluded in section (b), shall be entitled to earn annual vacation leave. (~~C.S. Res. 41664—6/6/72~~)

(b) Exclusions. The provisions of this section do not apply to the following:

- i. Employees who ~~are covered~~, by Charter ~~provision~~, are excluded from the Competitive Civil Service.
- ii. Employees who work on a temporary, intermittent, or seasonal basis.
- iii. Employees who work on an exempt part-time basis.
- iv. Employees whose leaves of absence and vacations are otherwise provided for by the terms of any applicable Port/Union MOU provision, Port ordinance or Port resolution adopted by the Council/Board of Port Commissioners.

(c) Specific Inclusions

- ~~i. City employees: Persons employed on an exempt part-time basis who have worked a reasonably fixed pattern and who have worked at least 1040 hours in the preceding anniversary year.~~
- ~~ii. Port employees: Persons who are employed on an exempt part-time basis² and who have worked at least 1,730 hours in the preceding calendar year, and not less than 140 hours in any month during the year.~~
- ~~iii. Employees who work on a permanent part-time basis in a classified position and who have worked at least 50 percent or more of each normal work week during the preceding calendar year. (~~C.S. Res. 41934—4/24/73~~)~~

Vacation and sick leave credits should be determined on a pro-rated basis according to the time spent in part-time work, in relation to the normal work week for the class.

(d) Times At Which Vacation Leave Shall Be Taken.

- i. The times at which an employee shall take her/his vacation leave during the calendar year shall be determined by her/his department head, with due

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regard for the wishes of the employee, and with particular regard for the operational needs of the department. If circumstances are such that a department head cannot permit an employee within her/his department to take an annual vacation leave or any part of such leave within a particular calendar year, the employee shall have the right to take the deferred vacation during the following calendar year, in addition to her/his then current vacation.

~~City employees must take vacation leave in units of not less than one day at a time.~~

~~Port employees must take vacation leave in units of not less than one week at a time, provided that under special circumstances the department head may grant a lesser unit of leave, subject to approval by the Personnel Director. (C.S. Res. 41934—4/24/73).~~

~~ii.~~ All vacations shall be computed and taken on a calendar year basis.

~~iii.~~ ii. Employees shall be allowed to take vacation according to the following schedules, with the approval of their department head. The time of which shall be determined with due regard for the employee's wishes and particular regard for department needs. Provided, however, that no employee shall take vacation leave before such leave has been earned.

- a. After her/his fifth calendar year of continuous service, 15 working days.
- b. After her/his fifteenth calendar year of continuous service, 18 working days.
- c. After her/his twentieth calendar year of continuous service, 20 working days.

(e) Rate at Which Vacation Leave Shall Accrue For Full-Time Employees.

- i. For employees during their first four (4) calendar years of service with the City or Port of Oakland, vacation leave shall accrue at the rate of ten-twelfths working days per month.
- ii. For employees who have completed four (4) calendar years of service with the City or Port of Oakland, vacation leave shall accrue at the rate of one and one quarter working days per month.
- iii. After completion of fourteen calendar years of service, leave shall accrue at the rate of one and one-half working days per month; after completion of nineteen calendar years of service, leave shall accrue at the rate of one and two-thirds working days per month.
- iv. For purposes of computing the rate of accrual of vacation leave, a break in service of less than two (2) years shall have no effect. A break in service in excess of two (2) years shall mean that the employee so re-employed

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shall, for purposes of computing vacation leave, be treated as a new employee.

- v. For the purpose of computing length of service in determining eligibility for vacation at the higher accrual rate, time spent on extended military leave shall be counted as time spent in the service of the City or Port.
- vi. An employee who works under ~~the a~~ four-day work week plan shall accrue vacation leave on the same basis as he/she would accrue vacation leave under the five-day work week schedule. All vacation time used shall be charged by the actual hours taken. ~~(C.S. Res. 42204—5/14/74)~~
- (f) Deferred Vacation. Each employee ~~who~~ is entitled to defer up to one year's vacation accrual ten or more working days vacation in any calendar year may, with the approval of her/his department head, defer such vacation to the succeeding calendar year. ~~(C.S. Res. 41799—12/12/72)~~
- (g) Effect of Leaves of Absence Without Pay Upon Vacation. ~~AA~~ Port employee who is granted a leave of absence without pay for a period in excess of thirty (30) consecutive days shall not earn vacation credits for the period in excess of thirty (30) consecutive days, except as otherwise required by law or ~~memorandum~~ the terms of understanding. [Amended 5/12/2011 CSB]any applicable Port/Union MOU.
- (h) Computation of Vacation Leave upon ~~Termination Separation~~ or Extended Military Leave.
 - i. Compensation for Unused Vacation for ~~Terminated Separation Port~~ Employee. ~~After six months or more of continuous service, an employee terminates or is~~ The Port shall pay a ~~terminated separated,~~ such Port employee, or her/his estate, ~~shall be paid~~ for earned vacation leave ~~that which~~ he/she has accumulated.
 - ii. Method of Payment for Unused Vacation. Upon ~~termination separation~~ of CityPort service or commencement of extended military leave, an employee shall be paid in a lump sum for such unused vacation time as he/she has accrued. Payment shall be made on the following basis: For purposes of computation it shall be assumed that there are 250 working days in a year. The employee's actual annual salary divided by 250 determines the daily workday rate multiplied by the actual number of working days of vacation due the employee at ~~termination separation~~ shall be the amount paid to the employee.
 - a. For the purpose of computing the number of working days of vacation due an employee upon ~~termination separation~~, an employee shall be allowed credit for one full day if he/she has served one-half or more of the total number of calendar days in the month in which he/she ~~terminates separates,~~ plus the credit earned before that month; but no allowance shall be granted for service of less than this amount.

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iii. ~~Limitation Upon Benefits. No employee, or her/his estate, shall be paid for unused vacation in excess of forty seven working days.~~

(i) Supplemental Vacation Benefits.

- i. Sick leave credits may be accrued up to a maximum of one hundred and fifty days for sick leave use.
- ii. Employees who accrue and maintain this maximum are eligible to earn supplemental vacation based on the following scale:
 - a. Employees who accrue six (6) additional days of sick leave credit over and above the maximum during a calendar year are eligible ~~for~~ one additional day's vacation.
 - b. Employees who accrue twelve (12) additional days of sick leave credit over and above the maximum during a calendar year are eligible for two (2) additional days of vacation.
- iii. Determination of eligibility for supplemental vacation will be made at the end of each calendar year, and any sick leave credits above one hundred and fifty days will be reduced to zero at that time. Supplemental vacation shall be taken as a part of the employee's next scheduled vacation.
- iv. Employees who are or become eligible for supplemental vacation on the basis of accrual of one hundred and twenty days sick leave pursuant to section 8.01(1) as it was on June 30, 1969, shall continue to be eligible to earn supplemental vacation at that rate for a period of three (3) years from July 1, 1969; effective July 1, 1972, an employee must have accumulated one hundred and fifty days sick leave in order to be eligible for supplemental vacation under section 8.01(1) as hereby amended. ~~(C.S. Res. 40835—7/15/69)~~

(j) Section 8.02 - Sick Leave - General. Each full-time Port employee, other than those whose sick leave is governed by the Charter or the terms of any applicable Port/Union MOU provision, Charter, a Port/Union MOU shall be entitled to take sick leave, with full pay, in case of her/his illness or disability, or serious illness within her/his immediate family, in accordance with the provisions contained in Section 8.02 (a) through 8.02 (k) of this rule. In addition, Port employees shall be entitled to use accumulated sick leave in case of urgent personal business, in accordance with the provisions set forth in section 8.02 (1) of this rule.

(a) Purpose of Sick Leave. It is the purpose of this rule to establish provisions, which will enable the ill employee to remain off her/his job until he/she is well enough to work, and to avoid subjecting coworkers to illnesses, which might be contagious. Sick leave, under this rule, is a privilege which the employee can exercise only in the event of her/his bona fide illness or disability, or serious illness within her/his immediate family, except that Port employees only may be

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allowed additional use of sick leave as outlined in section 8.02 (1) of this rule.
(~~C.S. Res. 41687—7/11/72~~)

(b) Rate At Which Employees Shall Earn Sick Leave.

- i. Each employee, upon completion of three (3) months of service with the CityPort, shall be credited with three (3) working days of sick leave credits with pay.
- ii. When the original sick leave credit has been granted, as provided in Section (1) above, each employee shall thereafter be credited with one working day of sick leave credit with full pay for each month of service.
- iii. For the purpose of this rule, a month of service shall mean thirty calendar days.

(c) Accumulation Of Sick Leave Credits. Such sick leave with pay, as ~~provide~~provided for in Section (b) above, which is not used shall be cumulative. Sick leave credits may be accumulated, not to exceed one hundred and fifty working days. When the maximum of one hundred and fifty working days have been accumulated and a portion of it is subsequently used, it may be re-accumulated at the applicable earning rate provided in Section (b). (~~C.S. Res. 30835—7/15/69~~)

(d) Disposition of Sick Leave Credits of ~~Terminated-Separated~~ Employees.

Except as hereinafter set forth, if an employee ~~terminates-separates~~ or is ~~terminated-separated~~ for any reason whatsoever, all accumulated sick leave shall be cancelled; provided, however, that such employee who returns to work with the CityPort of Oakland within one year of such ~~termination-separation~~ shall be again credited with the amount of accumulated sick leave he/she had at the time he/she ~~terminated-separated~~. An employee who is re-appointed or reinstated in this manner shall earn sick leave at the rate of one working day per month, unless her/his previous service with the CityPort of Oakland amounted to less than three (3) months of service.

If an employee with not less than ten years total CityPort of Oakland employment, uninterrupted by a single period of absence in excess of one year, ~~terminates separates~~ or is terminated for any reason, he/she shall be paid a lump sum on the basis of 33-1/2% of accumulated sick leave credit. For this purpose, a day's pay will be computed in the manner set forth in Section 8.01 (h) (2) of these rules.
(~~C.S. Res. 41374—7/20/71~~)

(e) Family Illness - Immediate Family Defined.

- i. Each Port employee who is otherwise eligible to take sick leave may, in the event of serious illness in her/his family, take a maximum of five (5) working days family sick leave in any calendar year. Such family sick leave shall be charged against the employee's accumulated sick leave credits.

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- a. In extreme or unusual circumstances, the ~~appointing authority, with the approval of the Board, Executive Director or his/her designee, in his/her discretion and taking into consideration the operational needs of the Port,~~ may grant additional family sick leave time against earned sick leave credits and may, under extreme or unusual circumstances, authorize family sick leave for other than members of the immediate family.
- ii. The immediate family of ~~ana Port~~ employee shall include ~~wife, husband, mother, fatherspouse-, registered domestic partner, child, including biological, adoptive, stepchild, foster, legal ward child or a child of a person standing in loco parentis, who is either under the age of 18 or an adult dependent child, parent, including biological, adoptive, stepparent, foster, a legal guardian or other person who stood in as loco parentis when the employee was a child, grandparent, grandchild, sibling or parent in law, child, sister, brotherparent, siblings, grandfather, and grandmother.~~
- (f) Limitations on Sick Leave. Sick leave shall not be granted to ~~ana Port~~ employee who is absent from duty due to an injury incurred while regularly working for an employer other than the CityPort of Oakland.
- (g) Effect of Leaves of Absence Without Pay Upon Sick Leave. ~~AnA Port~~ employee who is granted a leave of absence without pay for a period in excess of thirty (30) consecutive days shall not earn sick leave credits for the period in excess of thirty (30) consecutive days, except as otherwise required by law or the terms of any applicable Port/Union MOU memorandum of understanding. ~~[Amended 5/12/2011-CSB]~~
- (h) Verification of Illness - Abuse of Sick Leave. A department head may require of any employee under her/his jurisdiction, who has been on sick leave for one or more working days, a doctor's certificate or other authoritative verification, certifying that the illness was bona fide. He/she also may require that the employee be examined by the City selected occupational Pphysician for the purpose of determining whether he/she is, in fact, well enough fit for duty and able to return to her/his regular duties. ~~The; the~~ employee concerned shall be considered on siek an appropriate leave status until the City selected occupational pPhysician releases her/him for duty.
- ~~Obvious abuses~~ Abuses of the sick leave privilege will result in suspension discipline up to and including termination discharge of from those privileges for a period of six months. Determination of abuse and the suspension of privileges will be made by the Civil Service Department and the City Physician, and any such suspension shall be by order of the Board. Further disciplinary action by the appointing authority may be taken where deemed appropriate. employment.
- (i) Required Method of Reporting Illness. In order to receive compensation for the period; in which he/she is on sick leave, the Port employee shall notify her/his immediate supervisor or a higher supervisor prior to or within one hour after the

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employee's regularly scheduled time for reporting to work. If the circumstances involved clearly are such as to make this impractical, the employee shall report her/his illness at the earliest possible time. Failure to do so is cause for denying sick leave with pay.

- (j) Compulsory Sick Leave. If, in the opinion of the appointing authority ~~an Executive Director or his/her designee~~, a Port employee is unable to perform her/his work properly due to illness, he/she may direct that the employee be examined by the City Physician ~~City selected occupational physician~~. If the City Physician ~~City selected occupational physician~~ finds that the Port employee is physically or mentally unfit to properly perform her/his duties, the appointing authority ~~may, subject to the approval of the Board, compel such employee to take sufficient~~ may use his/her accrued sick leave of absence and/or other appropriate leave, as will enable her/him to recuperate or regain her/his health so that he/she may again properly perform her/his duties ~~allowed under applicable laws (e.g., FEHA, CFRA, ADA, FMLA, Pregnancy Disability Leave Law), these rules, and the employee's Port/Union MOU, if any.~~
- (k) Return to Duty from Extended Sick Leave. In all instances Port employees returning to duty after extended sick leave (ten days or more), or when due to the nature ~~of~~ of the injury or illness, it is in the best interest of the City ~~Port~~ service, medical clearance must be obtained from the City Physician ~~City selected occupational physician~~ prior to the Port employee's return to duty. Persons on sick leave ~~may~~ as described in Section (j) above will also be called in ~~contacted~~ by the City Physician ~~City selected occupational physician~~ for review and evaluation of medical clearance given their anticipated return to duty date. ~~(C.S. Res. 38851-6/30/64).~~
- (l) Personal Leave for Port Employees. Up to (4) days of accumulated sick leave per year may be used by Port employees for urgent personal business. These four (4) days are not accumulative. However, if not used, this time will be counted as sick leave, in which case it can be carried from year to year. Using sick leave for personal business is defined as necessary transactions that might affect an employee's economic well being, or personal welfare, and which cannot be carried out during off-duty hours. At least forty-eight (48) hours prior notice shall be given expect in case of extreme emergency. ~~(C.S. Res. 41618-7/10/72)~~

a. ~~Section 8.03 – Maternity Parental Leave. An appointing power~~ The Executive Director or his/her designee may grant a ~~maternity leave, with or~~ without pay, to any employee under her/his jurisdiction, ~~subject to~~ as is consistent with the following regulations:

b. ~~No leave may be granted for a period exceeding one year.~~

c. ~~A department head may require an Employee to take a leave of absence at as any time during her~~ CFRA, the Pregnancy for reasons of health ~~Disability Leave Law, these rules and safety, upon recommendation of the City Physician; or for reasons of unsatisfactory work performance due to the Employee's physical condition.~~

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~~d. Before returning to duty following a maternity leave, an employee shall present to the City Physician a statement from her own physician stating that she is physically able to return to work. (C.S. Res. 4347-7—10/11/79)employee's Port/Union MOU, if applicable.~~

Section 8.04 - Injury on Duty.

(a) Combining Benefits of Workmen's Compensation Act and Sick Leave. Subject to the California Worker's Compensation Law.:-

- i. When ~~ana Port~~ Port employee is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of her/his duties, he/she shall become entitled to leave of absence while so disabled, for a period not to exceed ninety (90) days, including Saturdays, Sundays, and holidays, and such leave shall not be deducted from her/his accumulated sick leave; provided, however, that such sick leave for said period of not to exceed ninety (90) days including Saturdays, Sundays, and holidays, shall not be at full pay, but shall be in such amount as, when added to her/his disability indemnity under the ~~Workmen's~~ Worker's Compensation Act of the State of California, will result in a payment equal to her/his full salary or wage; and provided further, that such leave, if interrupted by return to duty, shall in no event exceed in the aggregate ninety (90) days, including Saturdays, Sundays, and holidays, for each injury or illness.
- ii. If the specific disability continues with or without interruption for a period in excess of ninety (90) days, including Saturdays, Sundays, and holidays, such Port employee may thereafter take as much of her/his accumulated sick leave as, when added to her/his disability indemnity payments, will result in a payment to her/him of not more than her/his full salary or wage. Her/his accumulated sick leave shall be reduced in proportion to the amount of salary or wage paid in excess of the indemnity payments and shall be computed on a working-day basis.
- iii. If ~~ana Port~~ Port employee whose disability continues, with or without interruption, beyond ninety (90) days, including Saturdays, Sundays, and holidays, elects to receive thereafter only the disability indemnity payments provided for in the Labor Code, he/she must so advise the ~~City Attorney's office (or the Port Attorney's office if he/she is an employee of the Port of Oakland)~~ Port's Executive Director or his/her designee within seven (7) days before the first payment of salary chargeable to her/his accumulated sick leave is made. If he/she does not so elect, he/she shall receive her/his full salary to the extent of her/his accumulated sick leave, and her/his accumulated sick leave will be reduced in proportion to the amount of salary or wages paid in excess of disability indemnity. When her/his accumulated sick leave is exhausted, he/she still is entitled to receive disability indemnity as provided in the Labor Code.

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- ~~(b) Reports to Board. When an employee has been injured in the line of duty and he/she receives compensation in accordance with the provisions of any Workmen's Compensation Act of the State of California, the appointing power shall submit reports to the Board giving the following information, (1) The date such employee was taken out of service; (2) The date such employee returned to duty, with a brief statement as to the extent of disability, if any; (3) If the employee is unable to return to duty and is awarded a permanent total disability, the date of such award, with a report of termination of appointment.~~
- ~~(b) Section 8.05—Leave of Absence on Disability Retirement. Every employee retired by the Board of Administration of the Oakland Municipal Employees' Retirement System because of disability, in accordance with Section 33 of the Charter and the provisions of Ordinance No. 713 C.M.S., shall be granted a leave of absence during the period of her/his disability. Such leave shall be reported to the Board, but shall not require approval by the Board. If the disability for which such employee was retired ceases to the extent that he/she is able to perform the duties of the position held by her/him when retired for disability, and he/she is otherwise qualified for employment by the City, such employee shall have the definite and absolute right to be returned to a position in the same class as that occupied by her/him at the time of her/his retirement; and he/she shall be entitled to such other privileges as are provided for in these rules.~~

Section 8.056 - Family Death Leave. Leaves of absence with pay due to a death of ana Port employee's immediate family is allowed, and such leave shall not be charged against vacation or sick leave to which an employee may be entitled, but shall be in addition thereto.

- (a) Eligibility for Family Death Leave. In order to be eligible for family death leave, ana Port employee must have worked full-time for the CityPort of Oakland for a period of time in excess of three (3) months.
- (b) Schedule of Allowances. In the event of a death within her/his immediate family, ana Port employee may be permitted to remain absent from duty with pay for such time as hereinafter specified:
- i. If the service is within the Bay Area, three (3) working days with pay will be allowed.
 - ii. If the service is outside the Bay Area but within 300 miles of Oakland, not to exceed four working days with pay.
 - iii. If the service is more than 300 miles but less than 600 miles from Oakland, not to exceed five working days with pay.
 - iv. If the service is more than 600 miles from Oakland, not to exceed eight working days with pay. ~~(C.S. Res. 38851—6/30/64)~~

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- (c) Exceptional Cases. In special or unusual cases, the ~~department head,~~ with Executive Director or his/her designee, within his/her discretion and after taking into consideration the approval operational needs of the Board,Port, may grant a family death leave to allow ~~an~~ a ~~Port~~ Port employee to attend funeral or memorial services for someone other than those included within the definition of the immediate family under Section, 8.02 (e) (2ii) of the Sick Leave Rule. It is the intent of this provision to cover the kind of situation in which someone other than immediate kin has raised the Port employee, or due to unusual circumstances has a very close relationship with the Port employee.
- (d) Procedure for Requesting Leave. In order to qualify for Family Death Leave, the Port employee shall obtain the approval of her/his immediate supervisor or a higher supervisor prior to going on leave of absence. If the circumstances are such- as to clearly make this impracticable, he/she shall notify her/his supervisor at the earliest possible time. Failure to do so may be cause for denying leave with pay.

Section 8.067 - Miscellaneous Leaves of Absence. Miscellaneous leaves of absence other than vacation and sick leave may be granted by the ~~appointing authority, subject to~~ Executive Director or his/her designee within his/her discretion and after taking into consideration the approval operational needs of the Board,Port, unless otherwise provided. Department heads may grant leaves of absence without pay for periods not in excess of three working days; provided, however, that no Port employee shall be granted a total of more than five working days of such leave without pay in any one calendar year.

- (a) Procedure for Granting Leaves of Absence. ~~An~~ A ~~Port~~ Port employee may be granted a leave of absence only if:;
- i. The employee makes a written request to her/his department head at least five working days prior to the effective date of the request, stating her/his specific reasons for the request.
 - ii. ~~The appointing authority recommends the request and forwards it to the Board prior to the effective date of the requested leave. Leaves of absence without pay of three working days or less need only be reported to the office of the Board in writing. The other steps are necessary for this type of leave. The Executive Director or his/her designee, within his/her discretion and after taking into consideration the operational needs of the Port, approves the request.~~
- (b) Limitation Upon Leaves of Absence Without Pay. No leave of absence without pay, other than leaves to accept exempt positions in the City or Port service or classified positions in the City or Port service financed in whole or in part by Federal or tax exempt foundations, may be granted for a period in excess of one year. Leaves of absence to fill exempt positions in the CityPort service or classified positions in the CityPort service financed in whole or in part by Federal or tax exempt foundations shall be granted for the entire period during which the employee serves in such positions. ~~(C.S. Res. 39635 – 11/30/65)~~ A leave of

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absence without pay of thirty (30) consecutive days or less shall not impact seniority. ~~[Amended 5/12/2011 CSB]~~

A leave of absence may be extended, upon the recommendation of the appointing authority and the approval of the Civil Service Board.

- (c) Reasons for Which Leaves of Absence without Pay May Be Granted. Leaves of absence without pay may be granted for reasons ~~that~~which, in the opinion of the ~~appointing authority~~Executive Director or his/her designee and after taking into consideration the Board operational needs of the Port, appear to be proper and in the best interest of the CityPort, such as ~~---~~:
- i. To permit the Port employee to receive additional education of such nature that will improve the employee's job performance and increase her/his worth to the CityPort.
 - ii. To permit the Port employee, because of her/his particular abilities or her/his outstanding competence, to assist another governmental jurisdiction, and which in a direct way will enhance the prestige of the CityPort of Oakland.
 - iii. To permit the Port employee to take care of urgent or most important personal business which cannot feasibly be accomplished by someone else.
 - iv. To permit the Port employee ~~to settle domestic problems~~who is a victim of domestic violence and/or a victim of sexual assault to take time off to seek medical attention, to obtain services from a domestic violence program or psychological counseling, or to participate in safety planning.
 - v. To permit the Port employee to take an exempt position in the City or Port services.
 - vi. To permit the Port employee to retain promotional and seniority rights to her/his permanent position upon accepting appointment to a classified position in the City or Port service under a program financed in whole or in part by Federal or tax exempt foundations. ~~(C.S. Res. 39653—11/30/65)~~
- (d) Leaves of AbsencesAbsence With Pay. In addition to those leaves of absence with pay ~~that~~which are provided for elsewhere in these rules, a leave of absence with pay may be granted to ~~ana~~Port employee under special circumstances ~~that~~which, in the opinion of the Executive Director or his/her designee, and after taking into consideration the operational needs of the Port, it is in the best interests of the CityPort to ~~do so~~grant such leave request. In no case shall leave with pay be granted in excess of three working days in any calendar year. ~~Requests for such leave must be considered at a regular meeting prior to the effective date of the leave.~~

Leave of absences with pay may be granted to ~~ana~~Port employee who has been selected for jury duty and from which he/she cannot be excused. Leave with pay for unexcused jury duty is not subject to the time limitation expressed above.

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~~Leave~~A leave of absence with pay for jury duty may be approved by the ~~appointing authority without reference to the Board,~~Executive Director or his/her designee and will not be counted as regular leave with pay. ~~A~~A Port employee who serves on jury duty shall be paid her/his regular salary for the period of such duty but shall be required, under the provisions of the Charter, to turn over to the ~~City Treasurer~~Port's Chief Financial Officer all fees, which he/she receives as payment for such jury duty.

To be eligible for a leave of absence with pay for other than jury duty, the Port employee must have served the CityPort continuously for a period of not less than six months and her/his services must have been thoroughly satisfactory.

Section 8.078 - Return to Duty Following Leave. Every leave of absence shall be upon the condition that the Port employee taking the leave shall, subject to these rules, have the definite and absolute right, upon her/his return to her/his Port employment on the termination of her/his leave, to be reinstated to a position in the same class as that occupied by her/him at the time of the commencement of such leave, and he/she shall be entitled to such other privileges as are provided for in these rules. Any Port employee who fails to return to perform her/his regular duties by the date indicated in her/his leave, provided such leave has not been extended by ~~action to the Board~~the Executive Director or his/her designee, may be terminated.

~~A~~A Port employee whose probationary period is interrupted as a result of taking a leave of absence shall, upon return, be given credit for the portion of probationary service previously completed.

Section 8.089 – Authorization to Approve Leaves. ~~(C. S. Res. 43473—10/11/79)~~The Executive Director or his/her designee is authorized to act for the Personnel Director (as secretary to the Civil Service Board) in approving sick leaves, family death leaves, and all leaves of absence without pay.

~~Section 8.09—Authorization to Approve Leaves. The Personnel Director is authorized to act for the Board in approving sick leaves, family death leaves, and all leaves of absence without pay, not exceeding 30 days.~~

Section 8.0910 - Military: Leave of Absence. Military A ~~M~~military leave of absence shall be ~~grantee City employees~~granted to a Port employee in accordance with ~~the military applicable Federal (USERRA) and State (Military and Veteran's Act of the State of California, a copy such act to be found in the office of the Board.~~Code) laws and applicable Port/Union MOU, if any.

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RULE 9 - SENIORITY, LAYOFF, CHANGE IN STATUS, RESIGNATIONS

Section 9.01 - Layoffs. Whenever there shall be need for a layoff, the staff shall be reduced in accordance with the procedure set forth in section 9.0203 of these rules.

Port initiated Layoffs shall be on a Citywide ~~Port-wide~~ basis within each class subject to a reduction in force; provided, however, that an incumbent who was selectively certified to a position in accordance with Section 5.03 may not be displaced by another employee lacking the skills required for the selective certification to the position. Among Port employees possessing the requisite skills for selective certification the provisions of section 9.0203 shall apply. The criteria applied in determining the particular Port employee(s) to be moved or laid off and the order of layoff shall be those criteria as specified in section 9.02. ~~{Amended 5/12/2011 CSB}~~

Employees ~~Port employees~~ who are laid off shall have their names placed on the appropriate reinstatement list ranked by seniority from highest to lowest. ~~Employees~~ Port employees on the reinstatement list shall be entitled to reappointment to positions in the same classes where such positions are to be refilled during the period of their eligibility on the reinstatement list, or to similar classes for which no reinstatement list exist, regardless of which appointing authority has the vacancy to be filled. ~~{Amended 5/12/2011 CSB}~~

Section 9.02 - Layoff Procedure. Whenever it becomes necessary to reduce a Port staff under the provisions of section 9.01 of these rules, no permanent Port employee in the affected class shall be laid off while there are employees without status in the same class. Employees without status in such class shall be separated in the following order: (1) temporary; (2) probationary. Pursuant to City Charter section 9.02(e), “no...contract for service shall result in the loss of employment or salary by any person having permanent status in the competitive service.” Any alleged violation(s) of the Charter section shall be adjudicated through the grievance process of the affected Memorandum of Understanding. ~~{Amended 5/12/2011 CSB}~~

If further staff reductions are required after temporary and probationary Port employees in the affected class are separated, then the least senior permanent Port employee shall be laid off. ~~{Added 5/12/2011 CSB}~~

In conducting a layoff, the ~~appointing authority shall communicate with the Personnel Director regarding the position(s) to be reduced. The Personnel Director~~ Executive Director or his/her designee shall create a seniority list of the Port employees in the affected classes, compiled on a CityPort-wide basis, in accordance with the method described in subsections (a) and (b) below. ~~{Amended 5/12/2011 CSB}~~

~~If the incumbent in the position to be eliminated is more senior than another incumbent in the same affected class within the same department, then the least senior incumbent shall be moved to is a position in the same common class in another department, provided they have more with the City, the Executive Director or his/her designee shall forward to the Personnel Director a seniority than the least senior incumbent in list for such other departments. The same process shall apply to all employees displaced by this process.~~ ~~{Added 5/12/2011 CSB}~~ class.

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If the affected class has been deemed a City/Port common class, then once this process has been exhausted within the City, if the least senior incumbent at the City has more seniority than an incumbent at the Port Department, that City incumbent shall move to the Port Department and the least senior incumbent at the Port Department shall be laid off. Conversely, once this process has been exhausted within the Port Department, if the least senior incumbent at the Port Department has more seniority than an incumbent at the City, that Port Department incumbent shall move to the City and the least senior incumbent at the City shall be laid off. ~~[Added 5/12/2011 CSB]~~

An affected Port employee shall be notified in writing by certified mail or by direct submission at least ten (10) working days prior to the date of layoff, and the notice shall contain the reason for the layoff or movement to another position. Affected departments shall be provided with copies of the notices sent to laid off Port employees. ~~[Amended 5/12/2011 CSB]~~

The method for computing seniority shall be as follows:

- (a) Seniority Credit: Credit in a class shall be granted at the rate of one point for each month of service in that class, ~~or in any class higher for sworn officers in a promotional line of progression,~~ starting from the date of hire. Seniority credit shall be adjusted for any unpaid leaves of absence in excess of thirty (30) consecutive days, except for those leaves that by law or memorandum of understanding do not count against seniority. Suspensions shall not be deducted from seniority for the purpose of this paragraph. Credit in a class that has been abolished, combined, divided, or otherwise altered shall be granted at the same rate when the Personnel Executive Director or his/her designee determines that such class was equal to or higher in level than the affected class of layoff. If the Personnel Executive Director or his/her designee determines that such a class was lower in level than the affected class, credit for service in such class shall be computed at the rate of one-half point per month. Service that is less than full time (i.e. permanent part time) shall receive seniority points on a pro-rata basis. ~~[Amended 5/12/2011 CSB]~~
- (b) Order of Layoff When Combined Scores are Equal: As between two (2) or more Port employees having the same score for seniority, the order of layoff shall be determined by giving preference for retention in the following sequences: (1) employee with greatest actual time in the class in which the layoff is being made and in classes with the same or higher maximum salary; (2) employee with greatest total time in City/Port service; (3) employee who received the highest score on the entrance examination in the class; (4) employee whose application for the position in the subject class was first received. ~~For sworn officers, item (4) shall not apply and item (3) shall be modified as follows: employees with the highest rank from an academy as a Police Officer Trainee or Firefighter Trainee.~~ ~~[Amended 5/12/2011 CSB]~~
- (c) Reversion to Former Class: City/Port employees who possess permanent status in one class and who have been appointed to a position in another class, in the event of layoff from that class, shall have the right to be reinstated to a position in their

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former class. This right shall extend ~~to both~~ both to personnel with tenure in a class so affected, and to individuals serving probationary periods in such class at the time of layoff. ~~{Amended 5/12/2011 CSB}~~

To implement the above process for reversion, the Port employee in the lower class with the least seniority, as calculated in subsections (a) and (b) above, shall be laid off. ~~{Amended 5/12/2011 CSB}~~

Section 9.030304 – Reinstatement List. Permanent Port employees who are laid off or revert to a former class will have their names kept on a reinstatement list for three (3) years from the date of layoff. Names shall be placed on the reinstatement list ranked by seniority on a CitywidePort-wide basis for Port-initiated layoffs, from highest to lowest seniority. The reinstatement list will be used by the Personnel Executive Director or his/her designee when a vacancy arises in the same or lower class. The PersonnelPort Executive Director ~~shall use this~~ or his/her designee shall use this list before any other type of appointment. The name of any permanent Port employee on a reinstatement list who has remained on the list for three (3) full years shall be removed from the list and that person shall lose all civil service status. The PersonnelPort Executive Director or his/her designee, in her/his discretion, may extend the active period of the reinstatement list. ~~{Amended 5/12/2011 CSB}~~

Section 9.040405 – Return of Laid -off Probationary Employees to Eligible Lists. Probationary Port employees who have been laid off will not have their names placed on a reinstatement list. Rather, they may have their names restored to the eligible list from which they secured appointment, in the order of their original general score on such list; provided, however,

- (a) If the eligible lists from which such persons received appointment have expired or been canceled, the probationary Port employee shall have no restoration rights;
- (b) All probationary Port employees who have been laid off and subsequently appointed to a new position in the same class shall complete their probationary period in that class. Probationary Port employees who are appointed to different class must serve the entire probationary period required in that class. If a probationary Port employee is appointed to a lower class in the same job series, then he/she will serve remaining portion of her/his probationary period.

~~{Section Amended 5/12/2011 CSB}~~

Section 9.050506 – Resignation. ~~Employees~~ Port employees are free to resign from their employment, but are encouraged to give at least two (2) weeks notice. Once a resignation becomes effective, it is irrevocable except that the PersonnelPort Executive Director or his/her designee may, in her/his discretion, permit a resignation to be rescinded. The PersonnelExecutive Director or his/her designee may, in her/his discretion, require employees separating from CityPort employment to undergo an exit interview.

Whenever (a) an allegation is made that the resignation is due to undue pressure or threats, or (b) in the opinion of the ~~Personnel~~-Director of Human Resources resignations

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within ~~any organization~~ the Port are excessive, ~~it shall be her/his duty to the Director may~~ investigate the causes of such resignations and report the same to the appointing authority Executive Director, the Board of Port Commissioners and the Civil Service Board.

Section 9.060607 - Retirement. Any person who is employed in the CityPort service who shall become eligible to retire, and whom shall be retired or pensioned under the provisions of any present or subsequent retirement laws, shall be deemed, for the purposes of these rules, to have been separated from the CityPort service in good standing.

Section 9.070708 – Medical Separation. ~~As~~ Subject to any applicable laws of the California Public Employees Retirement System (“CalPERS”), a Port employee who becomes unable to perform the essential assigned functions of her/his position due to a disability or other medical condition may be medically separated. Prior to medical separation, the CityPort will determine what accommodations, if any, will be reasonably provided to the Port employee in accordance with CityPort policy, applicable law and section 5.10 of these Rules, and may determine whether the employee may be eligible for disability retirement, if appropriate. Except by mutual consent, ~~and a~~ Port employee shall not be medically separated while on any authorized leave of absence. The Port may medically separate an employee when the Port, through the- interactive process as required by the Americans With Disability Act (ADA), has determined that it cannot reasonably accommodate the employee and the employee is not eligible for a disability retirement under CalPERS.

Proof of the Port employee’s disability is required and is subject to verification by the CityPort. When the CityPort requests a medical opinion as verification of the Port employee’s disability, the CityPort shall pay the reasonable costs of the medical examination(s) requested. If the Port employee has passed her/his probationary period, a letter sent to the affected Port employee’s address of record via regular and certified mail, or hand delivered to the affected employee, shall constitute notification. Proof of service shall accompany the notice of intent. The notice shall: (a) inform the Port employee of the action intended, the reason for the action and the effective date; and (b) inform the Port employee of the right to respond and to whom to respond within ten (10) calendar days from the date of issuance of such notice of intent, in accordance with the ~~instruction~~ instructions given by the CityPort in the written notice provided to the Port employee. After review of the Port employee’s timely response, if any, the CityPort shall notify the Port employee of any action to be taken. An effective date of separation shall be at least ten (10) calendar days after the date of issuance of the notice of intention to separate or timely receipt of the Port employee’s response, if any, whichever is later. Medical separation may be appealed to the Civil Service Board.

Section 9.080809 – Separation Due to Absence Without Leave. Absence from duty without proper authorization in excess of five (5) continuous working days shall constitute abandonment of the position and shall be reported to the Personnel Port’s Executive Director or his/her designee and recorded as an automatic resignation. The ~~appointing authority~~ Executive Director or his/her designee shall designee shall notify the

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Port employee at her/his last known address by regular and certified mail and notify her/his emergency contact on the form prescribed by the PersonnelPort's Executive Director or his/her designee.

If the Port employee contacts the City's Personnel Director within 30 days of the mailing of such notice and establishes to the satisfaction of the City's Personnel Director that the absence was in fact authorized or that the absence and failure to seek or obtain authorization was due to unavoidable factors entirely beyond the control of the employee, the City's Personnel Director may order such Port employee reinstated. The City's Personnel Director will notify the Port of the reinstatement and upon notification the Port shall reinstate the employee. Should the City's Personnel Director decline to reinstate the Port employee, he/she shall notify the affected Port employee in writing of the determination and the basis for his/her determination. The Port employee may appeal the matter to the Civil Service Board within 15 days of the date such letter is mailed or otherwise delivered. The decision of the Civil Service Board shall be final and not be reconsidered.

Failure to appeal as set forth above shall result in the Port employee being separated and the cancellation of all current examination and eligibility status.

Section 9.090910 – Termination of Seniority. Class seniority shall be terminated for Port employees who voluntarily separate from the CityPort and the break in service is two years or more. [Added 5/12/2011 CSB]

RULE 10 - DISCIPLINARY ACTIONS, APPEALS AND HEARINGS

Section 10.01- Disciplinary Action. All personsPort employees holding positions in the Classified Civil Service shall be subject to suspension, fine and also removal from office or employment by the City Administrator, or, in case of persons employed in the office of the Auditor Controller or BoardExecutive Director or his/her designee, for misconduct, incompetence, or failure to perform their duties under or observe the rules and regulations of the Port department, office, or Board; but subject to the appeal of the aggrieved party to the Civil Service Board as herein provided.

Any chief official, any subordinate officer, and any superintendentThe Port Executive Director or foreman in charge of municipal workhis/her designee may temporarily suspend any subordinate then under her/his discretionPort employee for incompetency; incompetency, neglect of duty or disobedience of orders, but shall within twenty four (24) hours thereafter report the fact in writing to the City Administrator, Auditor Controller, as the case may be, and furnish a copy of the report to the subordinate suspended, upon her/his request therefore. The City Administrator, Auditor ControllerThe Executive Director or Boardhis/her designee shall thereupon, if demanded by the subordinate suspended, hear evidence for and against her/him, and shall thereupon affirm or revoke such suspension according as he/she or it finds the facts to warrant.

EmployeesPort employees in the competitive civil service may be dismisseddischarged, demoted, fined, or suspended without pay for just cause.

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When ana Port employee in the competitive civil service has failed or fails to perform the duties of her/his position in a satisfactory manner, or has committed any act or acts to the prejudice of the public service, or has failed to perform any act or acts it was her/his duty to perform, or whose service rendered is below satisfactory standards, or who otherwise has become subject to disciplinary or other corrective measures, the appointing authority or her/his designated department heads Executive Director or his/her designee shall have the power and it shall be their duty to take action, subject to the provisions of the Charter and these rules, in one of the following ways:

- (a) To reprimand the employee and record such reprimand in her/his personnel file.
- (b) To suspend the employee without pay.
- (c) To demote the employee to a lower class of position than that currently filled by her/him.
- (d) To fine the employee.
- (e) To discharge the employee from the public service.

Section 10.02 - Procedure in Disciplinary Actions. The department head Port's Executive Director or his/her designee shall notify the City's Personnel Director, in the manner and form prescribed by her/him, whenever any Port employee is suspended without pay, indicating the reasons therefore and the duration of the suspension. In case of any suspension, the Port employee shall have the right of hearing or investigation by the appointing authority or the Executive Director or his/her designee or the Civil Service Board, in accordance with the procedures described in the Charter and these rules and/or the employee's Port/Union MOU, if applicable.

Section 10.03 - Appeal of Disciplinary Action. Permanent Port employees shall have the right to appeal from the final notice of discipline involving suspension, fine, demotion or discharge. The notice of appeal must be received by the Secretary to the Board within ten (10) working days from the date the final notice of discipline was served upon the appellant, or the right to proceed to the next appeal level under these Rules shall be forfeited and the discipline shall become final. The appeal shall address each of the reasons for the disciplinary action enumerated in the written notice and may provide any relevant additional information.

The appeal shall be submitted to the Secretary to the Board. The Civil Service Board shall decide whether it shall hear the appeal itself or whether the appeal shall be heard by an independent Hearing Officer. In cases in which the appellant has requested a public hearing, the Civil Service Board shall hear the appeal.

Section 10.040405 - Procedures for Hearings by the Civil Service Board. In the event that the Civil Service Board decides to hear the appeal itself, the following procedures shall apply:

A hearing date will be set after the appeal is initially received by the Secretary to the Civil Service Board. The request for appeal must contain the following items: (1) Cover

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sheet, including appellant's name, address, and telephone number; name, title, address, telephone number of appellant's representative, if any (Representative's telephone number will suffice in the absence of appellant's number); (2) A list of available days for hearing dates; (3) An estimate of the number of hours required for case presentation.

Appellant representatives (or his/her representative) and the CityPort Attorney must provide two (2) complete hearing packets to the Civil Service Board's secretary by at least one week prior to the scheduled hearing. Appellant's failure to provide such information may, at the Civil Service Board's discretion, result in the rescheduling of the hearing. Packets must include the following items: (1) A chronology of events; (2) An agreed upon Statement of Facts; and (3) Statement of Facts in Dispute.

The CityPort Attorney shall also present to the Civil Service Board a copy of the Notice of Intent to Impose Discipline, and Notice of Discipline with accompanying materials. In the event the CityPort Attorney and the Appellant's representative are unable to meet on the above items, the Appellant's representative must submit their version of the facts at least one week prior to the hearing.

The CityPort Attorney and the Appellant's representative are required to meet at least one hour prior to the hearing to finalize exhibit packets which must include the following: (1) A list of exhibits, if any; (2) Pre-marked exhibits (if any exhibits are to be submitted). Additional exhibits may be submitted during the hearing, if they were not available to a party prior to the hearing.

No documents submitted to the Civil Service Board for consideration shall be considered public records, unless consented to by all parties or otherwise required by law.

The hearing may be continued for good reason beyond the date originally scheduled or recessed to a future date agreeable to the Civil Service Board and the parties. However, if a continuance is requested by the appellant or her/his representative, and the Civil Service Board shall later sustain the appeal, the Civil Service Board may rule that the appellant shall receive no back pay for the period of time during which such continuance was granted.

Hearings shall be closed to the public unless the appellant requests a public hearing in writing. In the event that a hearing is public, upon motion of a directly interested party, the Civil Service Board may exclude from the hearing room any witnesses not at the time under examination, except that a party to the proceeding and her/his counsel cannot be excluded.

Hearings shall be tape-recorded. Copies of the tape will be available to the appellant, if desired, for no charge. Transcripts of the taped proceedings will be available upon request at the requesting parties' expense. Civil Service Board subpoenas will be issued upon the request of either party. Subpoenas may be secured by contacting the Secretary to the Civil Service Board.

The Civil Service Board shall convene the hearing, receive evidence through testimony and documents and make findings of fact and conclusions about the discipline. Technical rules of evidence shall not apply. However, all testimony and exhibits must be relevant to the issues in contention, and the Civil Service Board may exclude any evidence which it

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deems to be irrelevant. The Civil Service Board shall consider and rule on any objection by either party. Closing arguments shall be oral; provided, however that either party may elect to submit a closing brief. Briefs are to be submitted to the Civil Service Board within a time set by the Civil Service Board. Briefs submitted after the deadline shall not be considered by the Civil Service Board.

The Civil Service Board will make no assumptions of innocence or guilt. The Civil Service Board will be guided in its decision by the weight of the evidence as it appears to it at the hearing.

The Civil Service Board has the power to sustain, overrule, reduce or, consistent with due process, modify the discipline, award back pay and determine the extent of back pay to be awarded, if any, based on the circumstances, and take any other appropriate action.

The Civil Service Board's determination will be issued in writing, within thirty (30) working days of the conclusion of the hearing, unless post-hearing briefs are to be submitted, in which case the Civil Service Board's determination will be issued within thirty (30) working days of timely receipt of the post-hearing briefs. Copies of the Civil Service Board's determination shall be forwarded to the appellant and her/his representative, ~~City and to the Port's Executive Director or his/her designee and the Port Attorney's Office and the affected City department Office.~~ The Civil Service Board may request that either or both parties present proposed findings of fact and conclusions of law within ten (10) working days of the Civil Service Board's determination. The opposing party shall have the right to agree or object to the proposed findings. The Civil Service Board's decision shall be the final administrative ~~decision of the City~~ but is reviewable by writ of mandamus in accordance with applicable law.

Section 10.05 - Procedures for Hearing by a Hearing Officer. In the event that an appeal is to be heard by a Hearing Officer, the following procedures shall apply:

(a) Hearing Officer Selection and Authority.

The Hearing Officer shall be selected by the Civil Service Board in accordance with selection procedures established by the Civil Service Board which ensure that the Hearing Officer is independent, neutral and un-biased.

Hearings shall be closed to the public. The costs of the Hearing Officer shall be borne by the CityPort. Hearings shall be tape-recorded. Copies of the tape will be available to the appellant, if desired, for no charge. Transcripts of the taped proceedings will be available upon request at the requesting parties' expense.

The Hearing Officer shall have the authority to convene the hearing, receive evidence through testimony and documents and to make findings of fact and conclusions about the discipline. Closing arguments shall be oral; provided, however that either party may elect to submit a closing brief following the presentation of closing arguments. Briefs are to be submitted to the Hearing Officer within twenty (20) calendar days of the close of the hearing. Briefs submitted after the deadline shall not be considered by the Hearing Officer.

The Hearing Officer shall render written findings and recommendations to the Civil Service Board within thirty (30) calendar days of the close of the hearing. If

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post-hearing briefs are submitted, the recommendation shall be submitted to the Civil Service Board within thirty (30) calendar days after timely receipt of the brief(s).

The Hearing Officer shall provide the Civil Service Board the following documents, which shall constitute the official hearing record: (1) A summation page delineating the case name; issue; brief summary of the case; and her/his recommendation; (2) a complete written report documenting the findings; (3) any documentary evidence, written motions and briefs submitted; (4) the cassette tape(s) of the hearing.

(b) Civil Service Board Responsibilities.

After receiving a Hearing Officer's recommendation, the Board Secretary shall schedule the case for the next available Civil Service Board meeting. The Civil Service Board will make every effort to schedule a case within thirty (30) days of receiving the Hearing Officer's recommendation.

In reviewing a decision, the Civil Service Board shall review the hearing record and may review the recording of the hearing. The Civil Service Board may accept or reject the Hearing Officer's recommendation. The Civil Service Board has the power to sustain, overrule, reduce or, consistent with due process, modify the original discipline, award back pay and determine the extent of back pay to be awarded, if any, based on the circumstances, and take any other appropriate action.

The Civil Service Board's determination will be issued in writing, within ten (10) working days of the conclusion of the Civil Service Board's review of the Hearing Officer's recommendation. Copies of the Civil Service Board's determination and the recommendation of the Hearing Officer shall be forwarded to the appellant and her/his representative, and to the City Executive Director or his/her designee and Port Attorney's Office ~~and the affected City department.~~ The Civil Service Board's determination shall be the final administrative decision ~~of the City~~ but is reviewable by writ of mandamus in accordance with applicable law.

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Section 10.0607 – Judicial Review of Final Administrative Decisions Issued by the Civil Service Board and Involving the Port of Oakland

(a) The provisions of Code of Civil Procedure (“CCP”) Section 1094.6 are hereby made applicable to all final administrative decisions (as defined by CCP Section 1094.5(a)) of the Civil Service Board which involve the Port of Oakland. Judicial review of any such administrative decision may be had only if the petition for writ of mandate is filed within ninety (90) days after the decision becomes final; provided, that pursuant to the provisions of CCP Section 1094.6(d), if the petitioner files a request for the record within ten (10) days after the date the decision becomes final, the time within which a petition may be filed shall be extended to not later than the thirtieth (30th) day following the date on which the record is either personally delivered or mailed by first class certified mail, return receipt requested, to the petitioner or his/her attorney of record, if he or she has one.

(b) As provided in CCP Section 1094.6(c), any person who requests preparation of the administrative record shall be responsible for payment of the actual costs of transcribing or otherwise preparing the record. Before commencing preparation of a transcript or other record, the officer or employee responsible for preparation shall estimate the actual total cost. Preparation of the record shall not commence until the person requesting preparation of the record has deposited the full amount of the cost estimate. If the deposit exceeds the actual cost, the difference shall be refunded. If the actual cost exceeds the estimate, the difference shall be paid when the record is delivered.

(c) The limitations period shall not be extended beyond ninety (90) days after the decision becomes final unless, pursuant to subsection (b) above, the petitioner deposits the estimated actual total cost of preparing the transcript within ten (10) days after he or she has been furnished with the written estimate of such cost.

(d) Every final administrative decision as defined in subsection (a) above shall refer to CCP Section 1094.6 and the ninety (90) day limitations period and shall include, as an attachment, a copy of this section.

RULE 11 - PROHIBITIONS AND PENALTIES

Section 11.01 - Frauds Prohibited. Under all provisions of these Rules, no person shall, by representation or action, maliciously or corruptly by himself/herself or in cooperation with any other person or persons:

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- (a) Willfully and falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified pursuant to the City Charter or these rules pertaining to the competitive civil service, or the performance evaluation, or the service ratings of any employee, or aid in so doing, or willfully make any false representation concerning the same, or concerning any person examined;
- (b) Impersonate any other person, or permit or aid in any manner any other person to impersonate her/him in connection with any examination, appointment, or application, request for examination or other matters covered by these Rules;
- (c) Defeat, deceive, or obstruct any person in respect to her/his rights in relation to any examination, appointment in the competitive civil service or other matters covered by these Rules;
- (d) Furnish any person any special or secret information for the purpose of either improving or injuring the prospects or chances of such person in connection with any examination, appointment or other matters covered by these Rules;
- (e) Directly or indirectly give, render, pay, offer, solicit or accept money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in, a position in the competitive civil service.
- (f) Make false accusations, falsify documents or make false representations regarding matters covered by these Rules.

Section 11.02 - Penalty. Any person violating any of the provisions of this Rule or any rule hereunder shall be deemed guilty of a misdemeanor, and for any such offense may, upon conviction thereof, be suspended, reduced in grade, or ~~dismissed-discharged~~ from the Port service.

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RULE 12 - INCOMPATIBLE ACTIVITY OF CITYPORT EMPLOYEES

Section 12.01 –Incompatible Activities. Incompatible Employment. Each officer and employee shall, during her/his hours of active duty, devote her/his whole time, attention and efforts to her/his Port office or Port employment, and he/she may not be required to perform any service except for the benefit of the CityPort. No officer or employee of the CityPort may engage in any employment, activity or enterprise which has been determined to be inconsistent, incompatible or in conflict with her/his duties or with the duties, functions and responsibilities of the Port department ~~or other agency~~ in which he/she is employed.

~~The City Administrator or the City Attorney, or the Auditor, as to personnel under their respective jurisdictions, The Executive Director or his/her designee~~ shall declare the activities which will be considered inconsistent, incompatible or in conflict with, or inimical to, the duties of ~~such~~Port personnel ~~as City employees~~. In making this determination, consideration shall be given to employment, activity or enterprise which: (a) involves the use for private gain or advantage of CityPort time, facilities, equipment and/or supplies, or the badge, uniform, prestige or influence of one's CityPort office or employment; or (b) involves receipt by the officer or employee of any money or other consideration for the performance of any act required of her/him as a CityPort officer or employee; or (c) involves the performance of an act in other than her/his capacity as CityPort officer or employee, which act may later be subject directly or indirectly, to control, inspection, review, audit or enforcement by her/him or by the agency in which he/she is employed. (Charter section 1201)

EmployeesPort employees who violate section 12.01 may be subject to disciplinary action up to and including termination and, where appropriate, may be subject to prosecution under state or federal law.

Section 12.02 – Community Activities. EmployeesPort employees may participate in community or civic activities on their own time. When there is a possibility or appearance of an incompatibility between the employee's public duties and private interests, the employee must bring the situation promptly to the attention of the immediate supervisor for review and resolution. Managers and supervisors shall counsel employees as appropriate upon becoming aware of possible conflicts of interest.

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RULE 13 -- PUBLIC RECORDS

Section 13.01 - Records Open to the Public. Except as provided in these rules, ~~state law the California Public Records Act, and/or the Sunshine Ordinance~~ rules and policies of the Board of Port Commissioners, the records of the ~~Department of Port's~~ Human Resources Management Department, the minutes of the meetings of the Civil Service Board, annual and special reports, the classification and compensation plans, and the official roster are ~~hereby declared to be~~ public records, and shall be open to public inspection at the ~~Department of Port's~~ Human Resources Management Department under reasonable conditions during business hours. However, the ~~Personnel Executive~~ Director shall have the authority to or his/her designee may withhold ~~information dealing with~~ employee personal personnel records and special reports, ~~which if such records and reports are protected by privacy rules and laws, or are~~ otherwise exempt from disclosure under applicable state and local laws. ~~[Amended 5/12/2011 CSB]~~

~~Material~~ To the extent permissible under the California Public Records Act and local law, material used or to be used in Port tests, confidential reports regarding applicants or eligibles, and the names and identity of special examiners who may be temporarily employed by the CityPort shall be considered confidential and not ~~open~~ subject to disclosure to members of the public.

Section 13.02 - Disposition of Records. Minutes of Civil Service Board meetings shall be considered permanent records.

SAVINGS CLAUSE

If any part of these Rules is determined to be illegal or unconstitutional, such part shall be severed from these Rules and the remaining Rules shall be given full force and effect.

APPENDIX A - GUIDELINES FOR FILLING VACANCIES

All vacancies in authorized, non-sworn, classified and exempt positions shall be filled according to the following guidelines:

1. If a permanent vacancy occurs in an exempt position:
 - a. The duties may be reallocated among existing positions; or
 - b. The position may be left open; or
 - c. The position may be filled by appointment.
2. If a temporary vacancy or absence occurs in an exempt position:
 - a. The duties of the position may be reallocated temporarily among other positions; or
 - b. The position may be left open for the duration of the temporary vacancy or absence; or
 - c. The position may be filled by assignment of a current employee on an “acting” basis in accordance with pertinent Memorandum of Understanding and administrative policy; or
 - d. The position may be filled by a Temporary Contract Service Employee or an Exempt Limited Duration Employee.
3. If a permanent vacancy occurs in a classified position, and there is no eligible list:
 - a. The position may be left open; or
 - b. The position may be filled permanently by transfer or re-employment; or
 - c. The position may be filled by provisional appointment, not to exceed 120 days. If no eligible list is posted before the 120-day period expires, additional provisional appointment(s) of different individual(s) may be made; or
 - d. The position may be filled by assignment of a current [CityPort](#) employee on an “acting” basis, in accordance with relevant Memorandum of Understanding and administrative policy, pending completion of the recruitment process; or
 - e. The position may be filled by means of a temporary agency assignment, if appropriate, for a period not to exceed 120 days, pending completion of the recruitment process.
4. If a permanent vacancy occurs in a classified position, and an eligible list exists:
 - a. The position may be left open; or
 - b. The position may be filled permanently by transfer, re-employment or appointment from an eligible list.
 - c. If an active reinstatement list of laid off employees exists at the time of filling the vacancy this list must take priority over all other lists.
5. If a temporary vacancy occurs in a classified position, and there is no eligible list:

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- a. The position may be left open for the duration of the vacancy; or
 - b. The duties of the position may be temporarily reallocated among existing positions; or
 - c. The position may be filled by provisional appointment, not to exceed 120 days. If no eligible list is posted before the 120 day period expires, additional provisional appointment(s) of different individual(s) may be made; or
 - d. The position may be filled by assignment of a current [CityPort](#) employee on an “acting” basis, depending on the length of the vacancy and in accordance with relevant Memorandum of Understanding provisions and administrative policy; or
 - e. The position may be filled by means of a temporary agency assignment, if appropriate, for a period not to exceed 120 days.
6. If a temporary vacancy occurs in a classified position and an eligible list exists:
- a. The position may be left open for the duration of the vacancy; or
 - b. The duties of the position may be reallocated temporarily among existing positions; or
 - c. The position may be filled by limited duration appointment from an eligible list; or
 - d. In the event that no person on the eligible list is willing to accept a limited duration appointment: (i) the position may be filled by provisional appointment not to exceed 120 days. Additional provisional appointment(s) of different individual(s) may be required if the temporary vacancy exceeds 120 days; or (ii) the position may be filled by assignment of a current [CityPort](#) employee on an “acting” basis in accordance with relevant Memorandum of Understanding provisions and administrative policy; or (iii) the position may be filled by means of a temporary agency assignment, if appropriate, for a period not to exceed 120 days.
7. If an absence occurs in a classified position and there is no eligible list for that classification:
- ~~e.~~a. The position may be left open for the duration of the vacancy; or
 - ~~f.~~b. The duties of the position may be temporarily reallocated among existing positions; or
 - ~~g.~~c. The position may be filled by assignment of a current [CityPort](#) employee on an “acting” basis, depending on the length of the absence and in accordance with relevant Memorandum of Understanding provisions and administrative policy; or
 - ~~h.~~d. The position may be filled by means of a temporary agency assignment, if appropriate, for a period not to exceed 120 days.
8. If an absence occurs in a classified position and an eligible list exists:
- a. The position may be left open for the duration of the absence; or

- b. The duties of the position may be reallocated among existing positions; or
- c. The position may be filled by limited duration appointment from the eligible list.
- d. In the event that a limited duration appointment is not practical due to the brief nature of the absence or because no person on the list is willing to accept a limited duration assignment, the position may be filled by: (i) assignment of a current CityPort employee to the position on an “acting” basis, in accordance with relevant Memorandum of Understanding provisions and administrative policy; or (ii) the position may be filled by means of a temporary agency assignment, if appropriate, for a period not to exceed 120 days.

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APPENDIX B – COMMON CLASSES

Classifications in the classified service with positions at the City and the Port with the same class titles and class codes that were changed or modified after 1978, not following the prescribed prevailing Civil Service Rules at the time of the changes or modifications, shall be submitted to the Civil Service Board as soon after collective bargaining 2011 concludes, but no later than 90 days after collective bargaining is concluded.

As of the date of this addendum, the following classifications have been deemed as common classifications until the Port and City comply with the procedures ascribed above.

(list of the deemed classifications as listed below)

<u>PORT</u>	<u>CITY</u>
1. Account Clerk	Account Clerk II
2. Senior Account Clerk	Account Clerk III
3. Office Specialist I	Office Assistant II
4. Office Specialist II	Administrative Assistant I
5. Administrative Specialist	Administrative Assistant II
6. Carpenter	Carpenter
7. Gardener I	Gardener I
8. Gardener II	Gardener II
9. Gardener III	Gardener Crew Leader
10. Painter	Painter
11. Plumber	Plumber
12. Semiskilled Laborer	Public Works Maintenance Worker
13. Port Electrician*	Electrician*
14. Custodian	Custodian**

The Port and the City have agreed that the following two classifications are Port-specific due to the following reasons and therefore they are exempt from the above common classifications:

*The Port Electrician – due to the “high voltage” experience required by the Port.

**Custodian – due to FAA security requirements. Port custodians must be able to pass a Criminal History Records Check (CHRC), a ten-year background check, and be fingerprinted for FBI clearance in order to work in the Security Identification Display Area (SIDA) at the Oakland International Airport. Additionally, the Port and City have agreed that due to recruitment requirements, both the City and the Port agreed to conduct separate examinations to accommodate internal candidates (Port relief/990 custodians and City part-time custodians).

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~~[Amended CSB June 9, 2011 to add classification of Gardener I]~~

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Aki James Appeal to Classification Study:

1. Police Records Specialist (PRS) Summary

- PRS job classification
- PRS example of duties

2. Force Board Coordinator 2013 -

- Departmental General Order K-4.1 (Force Review Board)*
- Office of Inspector General audit*
- Sample weekly summary
- Schedule of coming hearings
- Completed deliverables

3. Force Board Coordinator in Other Cities

- LAPD, Urbana PD, Pasadena PD
- Police Review Commission Officer, Police Review Commission Investigator (Berkeley)
- Administrative Hearing Supervisor, Administrative Hearing Examiner (San Francisco)

4. Use of Force Risk Management Report 2014 - & Other Report Assignments

- Departmental General Order K-4 (Reporting & Investigating Use of Force)*
- California Penal Code*
- Recruiting notice for Taser Coordinator
- Crowd Control Report, User of Force Risk Management Report (A. James)
- Monthly/Quarterly Reports (Personnel Manager, Internal Affairs Division Supervisor, Crime Analyst)
- Annual User of Force Report (User of Force Review Division, LAPD)*
- Position Audit Report (E. Williams)*
- Report writing duties comparison (PRS, Business Analyst III, Crime Analyst)

5. Project Management, Training & Supervision

6. Conclusion

- Position Audit Report (Eric Williams)*
- Performance Summary
- Daily/Weekly/Monthly Duty Summary
- List of OPD Commanders A. James report to on projects
- (TAB #7) Crime Analysts/Admin Analysts in other Bay Area cities
- (TAB #8) Business Analyst III, Business Analyst II & Crime Analyst job description



CITY OF OAKLAND

CITY OF OAKLAND

POLICE RECORDS SPECIALIST

Class Code:
SS165

Bargaining Unit: SD1 - Local 1021 Office and
Technical Employees

SALARY RANGE

\$22.70 - \$27.89 Hourly
\$44,265.00 - \$54,385.50 Annually

DEFINITION:

To coordinate with sworn and civilian staff, and the general public transactions involving warrants, records, subpoenas and other litigation-related requests; to maintain complex internal automated record systems, and access and update state and federal criminal history data systems; to act as cashier for department; and to assist callers and visitors by supplying information or directing requests.

DISTINGUISHING CHARACTERISTICS:

This is a specialized clerical classification in the Police Department. The complexity of training, regulations and procedural structure has the potential for significant consequence of error in the majority of transactions involving automated records systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Sergeant of Police, a Police Records Supervisor or a Police Officer, under the command of a Lieutenant of Police.
May provide lead direction to Office Assistant II's.

EXAMPLES OF DUTIES:

- Access and input automated criminal history data systems.
- Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations.
- Coordinate and conduct transactions with other employees, sworn and civilian staff, and the public in matters requiring knowledge and analytical application of Police Department rules, policies and procedures.
- Type reports, data, and forms.
- Store and issue supplies.
- Perform reception duties; accept applications; greet visitors and the general public; respond to phone requests.
- Verify warrants and other information through computer terminals.
- Check financial data; issue permits; balance payrolls, purchase orders, and vendor claims; file and maintain inventory records.
- Receive money and issue receipts; may store and release money.
- Locate and correct errors in internal data systems.
- Provide direction and on-the-job training to assigned personnel.
- Operate personal computers and/or computer terminals.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities

is qualifying. A typical way to obtain the knowledge and abilities would be:

CIVIL SERVICE BOARD MAY 19 2016

Education:

Equivalent to completion of the twelfth grade. Additional business or computer courses are desirable.

Experience:

One year of full-time work experience comparable to Office Assistant II or Administrative Assistant I in the City of Oakland or equivalent experience.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- General office procedures.
- Word processing, spreadsheet, and/or database programs.
- Problem-solving techniques.
- Modern police recordkeeping procedures.
- Organization, procedures and operating details of the assigned department.

Ability to:

- Type at a speed of 35 words per minute.
- Make arithmetic calculations with speed and accuracy.
- Operate modern office machines, including computer terminals, microfiche readers and large volume copiers.
- Learn the organization, procedures and operating details of the City.
- Follow oral and written directions.
- Work irregular days and hours.
- Exercise considerable independent judgement in interpreting and applying Police Department policies and procedures and complying with federal and state regulations.
- Work in a highly-structured, rank-oriented environment.
- Analyze situations and adopt effective courses of action.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

None required.

OTHER REQUIREMENTS

Must be eighteen (18) years or older.

Must pass a background investigation.

Must pass a Department of Justice fingerprint check, which allows special access to law enforcement data systems.

Must pass a six (6) hour Department of Justice training course regulating access to law enforcement data systems.

Must meet Department of Justice and other training mandates regulating access to law enforcement data systems.

CLASS HISTORY:

Established: 08-13-1992; CSB#: 44266

Police Records Specialist (PRS) Examples of Duties:

- Access and input automated criminal history data systems.
- Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations.
- Coordinate and conduct transactions with other employees, sworn and civilian staff, and the public in matters requiring knowledge and analytical application of Police Department rules, policies and procedures.
- **Type reports, data, and forms.**
- **Store and issue supplies.**
- **Perform reception duties; accept applications; greet visitors and the general public; respond to phone requests.**
- **Verify warrants and other information through computer terminals.**
- **Check financial data; issue permits; balance payrolls, purchase orders, and vendor claims; file and maintain inventory records.**
- **Receive money and issue receipts; may store and release money.**
- Locate and correct errors in internal data systems.
- Provide direction and on-the-job training to assigned personnel.
- Operate personal computers and/or computer terminals.
- Perform related duties as assigned.

Use of Force Review Division

100 W. First Street
Suite 259
Los Angeles, CA 90012
213-486-5950

The Use of Force Review Division (UOFRD) reports directly to the Office of the Chief of Staff. Captain Scott Sargent (.../inside_the_lapd/comm_bio_view/7664), Commanding Officer of the Use of Force Review Division, oversees the following sections: Administration, Categorical Use of Force and Non-Categorical Use of Force.

In general, the Division is responsible for providing administrative support for the review and adjudication of all Categorical and Non-Categorical use of force incidents. The Division coordinates and schedules the Use of Force Review Board for Categorical use of force incidents and provides staff support for Board members. The Division is also responsible for coordinating and scheduling K-9 Bite Review Boards for incidents in which a member of the public is bitten by a Department canine and requires hospitalization.

The Division maintains and updates Categorical and Non-Categorical use of force databases and prepares statistical information for use of force incidents.

- Categorical uses of force incidents are incidents involving use of deadly force by an LAPD officer, including Officer Involved Shootings, neck restraints and head strikes, Law Enforcement Related Injury where the use of force requires hospitalization of the arrestee, and all other uses of force resulting in death.
- The Use of Force Review Board is convened on all Categorical Use of Force incidents and submits its findings and recommendations to the Chief of Police.

CATEGORICAL USE OF FORCE ARCHIVES

[Categorical Use of Force 2015 \(/categorical_use_of_force_2015\)](#)

[Categorical Use of Force 2014 \(/categorical_use_of_force_2014\)](#)

[Categorical Use of Force 2013 \(/categorical_use_of_force_2013\)](#)

[Categorical Use of Force 2012 \(/categorical_use_of_force_2012\)](#)

[Categorical Use of Force 2011 \(/categorical_use_of_force_2011\)](#)

[Categorical Use of Force 2010 \(/categorical_use_of_force_2010\)](#)

[Categorical Use of Force 2009 \(/categorical_use_of_force_2009\)](#)

[Categorical Use of Force 2008 \(/categorical_use_of_force_2008\)](#)

- Categorical Use of Force 2007 (/categorical_use_of_force_2007/)
- Categorical Use of Force 2006 (/categorical_use_of_force_2006/)
- Categorical Use of Force 2005 (/categorical_use_of_force_2005/)
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CIVIL SERVICE BOARD MAY 19 2016

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Emergency: 911

Non-Emergency: 877-ASK-LAPD

100 West 1st Street

Los Angeles, CA 90012

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5/9/2016 6:52:52PM

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- iWatch (/iwatchla)
- Joint Regional Intelligence Center (<http://jric.org/default.aspx?AspxAutoDetectCookieSupport=1>)

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Urbana Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Urbana Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.3.1 PSYCHOLOGICAL EXAMINATION

All officers directly involved in an incident that results in death or very serious injury to another as well as some events where officers did use use deadly force but a citizen died or sustained very serious injury shall be required to undergo a mental health evaluation as soon as practical after the incident.

301.4 REVIEW BOARD

The Use of Force Review Board will review all incidents involving uses of force. This includes those situations when the use of force by an officer results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

Reports involving the use of force are automatically forwarded to the use of force review board. Officers involved in use of force incidents shall identify these reports to their sergeant. The sergeant shall meticulously review use of force reports to ensure that meet Department standards. **These reports are then flagged for the use of force review board review by checking the requisite line on the Case Management Assignment Sheet. The Case Management System Manager in the Criminal Investigation Division serves as the final screening agent to ensure that use of force reports are channeled to this board.**

The Use of Force Review Board will meet at least twice a year to conduct their reviews.

Use of Force Review Boards

301.4.1 COMPOSITION OF THE BOARD

The designated Division Commander should select at least five Use of Force Review Board members from the following, as appropriate:

- Division Commander
- Control Tactics instructor
- Firearms instructor
- Criminal Investigations Division Sergeant
- Detective

The designated Division Commander will serve as the Use of Force Review Board Supervisor. A sergeant will act as the Use of Force Review Board Coordinator.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, and view evidence related to the incident.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

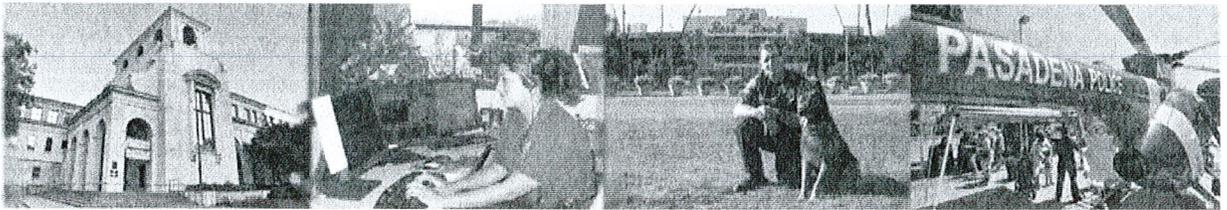
The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board coordinator will submit the written recommendation to the Chief of Police.


[PRINT](#) [A A A](#)

Policy 302: Use of Force Boards

302.1 PURPOSE AND SCOPE

This policy establishes a process for the Pasadena Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

302.2 POLICY

The Pasadena Police Department will objectively evaluate categorical uses of force by its employees to ensure that their authority is used lawfully, appropriately, and is consistent with training and policy. Any use of force that meets the requirements for the Department's Use of Force Report is deemed categorical.

302.2.1 RESPONSIBILITIES OF THE ADMINISTRATIVE SECTION

The Administrative Services Section Lieutenant, or their designee, shall ultimately be responsible for the administrative use of force investigation. Personnel assigned to conduct the administrative investigation shall ensure that employees are afforded all rights as outlined in the Public Safety Officers Procedural Bill of Rights, should they be needed.

The Administrative Services Section shall ensure that a thorough investigation of the incident is conducted with particular emphasis on the following areas:

- o Assurance of compliance to all department policies and procedures.
- o Identification and management of liability exposure created by the incident in a manner consistent with the best interests of the city, department and involved personnel.
- o Identification and examination of risk management and training issues that are exposed from such an incident.
- o Identification and examination of supervision and protocol.
- o Identification and examination of tactics, equipment used by employee, and reasonableness of force.
- o Completion of a thorough Staff presentation of the Administrative use of force investigation into the incident. The Administrative Services Section Lieutenant, or his or her designee, shall be responsible for notifying the City Attorney's Office of the presentation date. By prior agreement, the City Attorney's Office will have a representative present for the City of Pasadena related to liability issues and exposure.

302.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an evaluation for return to work. The Chief of Police may exercise discretion and choose to place an employee in an alternate assignment for other administrative considerations.

302.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a department employee results in a categorical use of force.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may also request the Use of Force Review Board to investigate the circumstances surrounding any non-categorical use of force incident.

The Deputy Chief or Divisional Commander will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved employee to notify the Administrative Services Section of any categorical use of force. The involved employee's Division Commander, or supervisor, will ensure that all relevant reports, documents and materials are available for the administrative review.

302.4.1 COMPOSITION OF THE BOARD

The Administrative Use of Force Review Board consists of the following composition:

- Chief of Police
- Deputy Chief of Police
- Division Commanders
- Administrative Section Lieutenant or their designee

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Data from Jun 1, 2015 – May 4, 2016
More conservation is needed
Keep doing your part to save water.

- Training Sergeant
- Use of Force Subject Matter Expert
- City Attorney

CIVIL SERVICE BOARD MAY 19 2016

302.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident. Upon review, the board members may request further investigation or request supplemental reports are submitted for the board's review before determining a finding. The involved employee will be notified of the review board date and the review board findings.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charge, a decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, witness and officer statements, any legal requirements, department policies, procedures and approved training related to facts.

The review board does not recommend discipline. If there appears to be policy violations or conduct concerns, the incident will be referred to the Professional Standards Unit for a personnel investigation. Any questioning of the involved employee conducted by Administrative Services personnel will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make the following recommended findings:

- (a) Reasonableness of force
- (b) Department policy and procedure compliance
- (c) Findings, and recommendations as deemed necessary, related to incident supervision, training considerations, and equipment.

The Chief of Police shall evaluate the recommendation and make a final determination as to whether the employee's actions were within policy and procedure and whether any additional actions, investigations or reviews are appropriate. The Review Board's final findings will be forwarded to the Administrative Services Section for appropriate action.

(UPDATED 11/25/2014)

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BUSINESS

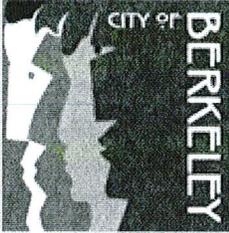
- Online Business Services
- Broadband Services For Business
- Business Assistance
- Doing Business With The City
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- Filming
- Planning
- Pasadena First: Buy Local

GOVERNMENT

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- Pasadena Water & Power
- Fraud Hotline
- Employment & Volunteering
- Disaster Preparedness

Contact the City (626) 744-7311
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CIVIL SERVICE BOARD MAY 19 2016



Police Review Commission Officer

Class Code:
14730

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Nov 1, 1988
Revision Date: Oct 8, 2008

SALARY RANGE

\$53.15 - \$69.06 Hourly
\$4,252.15 - \$5,524.62 Biweekly
\$9,213.00 - \$11,970.00 Monthly
\$110,556.00 - \$143,640.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs complex, difficult and sensitive work in support of the Initiative created Police Review Commission; facilitates inter departmental solutions to problems involving the law enforcement functions of the City; makes recommendations for action and assists in policy, procedure and budget development and implementation; provides staff support to the Police Review Commission; directs or personally performs independent investigations of complaints against police personnel or regarding police policy or practices; directs the work of professions, technical or support staff; performs related work as assigned.

CLASS CHARACTERISTICS

The responsibilities of this single position class are two fold: to provide management support in the execution of Police Review Commission policies and procedures; and to coordinate and negotiate interaction between the Police Review Commission, City Manager, Chief of Police, and the community over citizen complaints about members of the Police Department or police policy/ practices. This class is distinguished from other administrative support classes throughout the City in that the duties relate specifically to a major, specialized function relating to police/community relations under the direction of the City Manager and the Police Review Commission.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Has primary responsibility for the day to day functioning of the staff of the PRC; coordinates the efforts of the Commission to fulfill its statutory duties to hold meetings, public hearings and Boards of Review; recommends administrative policies and procedures to the Commission;
2. Analyzes complaints, police problems and public policy issues; identifies public and private interests at stake, and legal and criminal justice questions; provides dispute resolution techniques;
3. Analyzes Police Review Commission effectiveness; develop new methodologies and revises procedures to maximize services to community; applies administrative/ management expertise for organizational design changes needed to integrate different Police Review Commission processes;
4. Analyzes complaints regarding individual staff activities or departmental policy concerning the City's Police Department; frames issues and allegations of all citizen complaints reviewed; assesses suitability of mediation versus formal board of inquiry; identifies and assesses policy issues derived from complaint caseload;
5. Directs the investigation of or personally investigates complaints by listening to communication tapes, interviewing principals and witnesses, obtaining information from associated agencies, City departments and legal staff and conducts legal research or ensures that it is conducted;
6. Attends Commission meetings and Boards of Inquiry, providing additional information, policy and legal related advice as required; prepares recommended actions for the Commission, which may include legal or procedural language; provides information to the community, for the Police Review Commission and City Manager about the plans, programs, policies and procedures;

7. Directs the preparation or personally Compiles information and prepares reports regarding the outcome of each investigation for submission to a Board of Inquiry of the Commission;

CIVIL SERVICE BOARD MAY 19 2016

8. Directs the scheduling of complaint hearings, notification of parties involved and the preparation and distribution of necessary documentation; prepares and directs the notification of hearing results to interested parties;

9. Reviews staff work, existing policies and operating procedures for overall effectiveness and develops new programmatic approaches;

10. Prepare the departmental budget; reviews requests, prepares budget justifications, and funding requests;

11. Plans, assigns, directs, reviews and evaluates the work of project or on-going support staff; trains staff in work procedures in investigations and dispute resolution skills; maintains liaison with representatives of various City departments;

12. Completes complex administrative and management studies for the department; prepares comprehensive written narrative and statistical reports of police activities and analyzes trends and make recommendations for action;

13. Identifies problems, determines analytical approach, and evaluates alternative courses of action and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications and prepares reports of study conclusions;

14. Confers with representatives of other governmental agencies, community groups, boards and commissions, and others; provides technical assistance to others on administrative and analytical matters relating to the Police Review Commission;

15. May develop or utilize computer applications to assist with analytical studies;

16. Performs related duties, as assigned.

KNOWLEDGE AND ABILITIES:

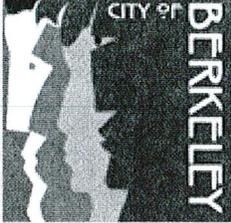
Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, practices and methods of administrative, organizational, economic and procedural analysis; basic law enforcement principles and practices.
2. Public administration principles and practices, including organization, structure and employee relations in a municipal setting;
3. Administrative, constitutional, criminal and public records laws and procedures;
4. Budgetary and financial recordkeeping principles and practices;
5. Techniques of supervisory principles and practices, including project planning, assigning and monitoring work and evaluating assigned staff;
6. Business computer user applications, particularly as related to statistical analysis techniques and formulas.

Skill in:

1. Analyzing complex and sensitive administrative, operational, political and organizational problems, evaluating alternatives and reaching sound conclusions;
2. Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form; evaluating alternatives and reaching sound conclusions within legal and procedural constraints;
3. Interpreting and explaining complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures;
4. Planning, directing and reviewing the work of a professional and office support staff;
5. Preparing clear, concise and complete reports and other written materials;
6. Maintaining accurate records and files;



Police Review Commission Investigator

Class Code:
28780

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Apr 1, 2002
Revision Date: Oct 10, 2008

SALARY RANGE

\$41.14 - \$49.59 Hourly
\$3,291.23 - \$3,966.92 Biweekly
\$7,131.00 - \$8,595.00 Monthly
\$85,572.00 - \$103,140.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, investigates complaints against police personnel or regarding police policy or practices; performs related work as assigned.

CLASS CHARACTERISTICS

The responsibilities of this class involve serving as an independent investigator of citizen complaints against members of the Police Department or against police policy or practices and managing/staffing the Board of Inquiry (hearing) process. This class is distinguished from other analytical or investigative classes throughout the City in that the duties relate specifically to the functions of the Police Review Commission and require the training to complete analysis of applicable laws and statutes. It is further distinguished from the Police Review Commission Officer in that the latter is the supervisory class of the series, and also provides staff support to the Commission.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Investigates complaints regarding individual staff activities or departmental policy concerning the City's Police Department; notifies or confers with the complainant regarding review policies, procedures and potential outcomes; listens to communication tapes, interviews principals and witnesses and obtains information from associated agencies, City departments and legal staff;
2. Maintains liaison with police command staff;
3. Compiles information and prepares detailed analytical report including analysis of police procedures and legal analysis of conduct under applicable statutes, for submission to a Board of Inquiry of the Commission;
4. Attends Commission meetings as required, providing additional information, policy and legal-related advice as required;
5. Manages and staffs all Board of Inquiry hearings of completed investigations and serves as a resource to the Commissioners and all parties for procedural, analytical, and legal questions.
6. Sends copies of findings of Boards of Inquiry to interested parties;
7. May be asked to maintain Commission records and reports; maintains statistical records of Commission work and of complaints made to the Commission, analyzes trends and makes recommendation for action by the Commission;
8. Handles varied requests for information regarding Commission activities;
9. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

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1. Principles, laws and regulations regarding criminal law and procedure, and the rights and activities of police staff;
2. Analytical principles and techniques;
3. Basic law enforcement principles and practices;
4. Office administrative principles and practices.

Skill in:

1. Obtaining factual information from members of varied ethnic and socio-economic groups;
2. Analyzing complex problems, evaluating alternatives and reaching sound conclusions within legal and procedural constraints;
3. Understanding, researching, interpreting and explaining complex constitutional principles, laws, ordinances and regulations;
4. Maintaining accurate records and files;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;
6. Preparing clear, concise and effective written reports, correspondence, Council action items and other written materials.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college with major course work in law or public administration or a closely related field and two (2) years of analytical, investigative and/or legal-related experience in a public agency or similar setting. Experience which will have provided a familiarity with law enforcement procedures and a skill in dealing with members of various ethnic and socio-economic groups is desirable. Some legal education and/or training, sufficient to perform the requirements of this classification, is required. Progressively responsible related experience may be substituted for the college course work on a year-for-year basis.

SPECIAL STATUS

This classification is excluded from the competitive service and the incumbent employed will be employed as an "AT-WILL" employee.

OTHER REQUIREMENTS

Must be willing to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and a satisfactory driving record is required. Must be willing to conduct off-hours interviews and attend off-hours meetings.



CIVIL SERVICE BOARD MAY 19 2016

Department of Human Resources



Administrative Hearing Supervisor (#8168)

\$44.21-\$53.74 Hourly / \$7,664.00-\$9,315.00 Monthly / \$91,962.00-\$111,774.00 Yearly



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

Definition

Under direction, **plans, directs, and participates in the administration of** the San Francisco Municipal Transportation Agency (SFMTA) **Hearing Section** and supervises clerks and 8167 Administrative Hearing Examiners that **conduct administrative hearings on behalf of the SFMTA**. These administrative hearings include, but are not limited to, contested: (1) parking citations, towed and booted vehicles; (2) transit violation citations; (3) Safe Paths of Travel (SPOT) citations; and (4) citations issued to (or administrative actions brought against) taxi permit holders or individuals/entities operating without a permit. Hearings are also conducted for ADA (Americans with Disabilities Act) complaints made against Muni Transit Operators. **All hearings are conducted in accordance with the California Vehicle and Public Utilities Codes and the San Francisco Municipal Codes**, including the Transportation and Administrative Codes. The Administrative Hearing Supervisor additionally **serves as an alternate Examiner and conducts administrative hearings as needed; responds to inquiries from the public**; acts as the department representative in defusing hostile or difficult customers and situations; represents the department in meetings; **serves as technical advisor on all issues and problems related to administrative hearings** and performs related duties as required.

Distinguishing Features

The Administrative Hearing Supervisor is distinguished from 8167 Administrative Hearing Examiner by the increased responsibility of the management and supervision of the Section and coordination of Section activities.

Supervision Exercised

The Administrative Hearing Supervisor supervises a group of Administrative Hearing Examiners as well as clerical support positions.

Examples of Important and Essential Duties

According to Civil Service Commission Rule 409, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. **Plans, administers, directs and evaluates the work of the SFMTA Hearing Section including clerical support and Administrative Hearing Examiners that conduct administrative hearings.**
2. **Prepares and monitors caseload documentation and schedules; reviews Administrative Hearing Examiners' case documentation, management of each Administrative Hearing Examiner's caseload, and tracking of Section activities.**
3. Reviews appeals requested by customers; reviews and approves appeal documentation.
4. Reviews and approves refunds and waivers given as a result of an Administrative Hearing Examiner decision. This includes conducting periodic audits of accounts in conjunction with the Controllers Office.
5. **Monitors administrative hearing statistics and other data. This includes monitoring hearings and decisions for quality control.**
6. Prepares periodic activity and status reports and may prepare press releases relating to administrative hearing matters.
7. **Reviews and evaluates case decisions to ensure adherence to applicable ordinances, regulations, legal standards and**

departmental guidelines.

CIVIL SERVICE BOARD MAY 19 2016

8. Conducts administrative hearings for specialized cases such as governmental or foreign consulate cases and assists Administrative Hearing Examiners as necessary. This also includes serving as an alternate Examiner and conducting administrative hearings as needed.
9. Develops and conducts training programs for Administrative Hearing Examiners; coaches Examiners. This includes assisting in formulating and implementing policies and procedures regarding the administrative hearing process and in the development of training information and manuals.
10. Researches and responds to legal inquiries and complaints from the general public and/or customers. This includes acting as the department representative in defusing hostile or difficult customers and situations.
11. Serves as liaison to the various City, County & State agencies and to the City Attorney's Office, the Police Department Superior Court, DMV, advocacy groups and others in administrative hearings and related matters.
12. Drafts Performance Plans and conducts Performance Reviews for staff as directed by the Manager.
13. Assigns schedules and enters payroll data for Administrative Hearing Examiners to ensure that the Section is staffed appropriately, as well as assigns staff, as necessary to fill voids in schedules. Ensures that employees are paid appropriately by approving and entering payroll data and tracking hours worked.

Knowledge, Skills and Abilities

Knowledge of: Various codes, procedures and guidelines relevant to administrative hearings and violations, including the California Vehicle Code, California Public Utilities Code, San Francisco Transportation Code, San Francisco Administrative Code and other relevant ordinances.

Skill to: Organize and supervise the work of a group of professional Administrative Hearing Examiners and clerical staff; coordinate the activities of the Section; identify, gather, review and analyze information from a variety of sources to reach a decision.

Ability to: Use a computer database, spreadsheet, word processing and other job-related computer programs including, but not limited to, ETIMS, Access, Microsoft Office, DMV, AutoReturn/IMS tow slip viewer or other programs for the adjudication of citations, tows, boots or other administrative matters; use good judgment when communicating sensitive or controversial information to the public, the media, governmental agencies, and others; make expert decisions on policy and legal matters; work with a great deal of independence; make decisions and act on behalf of the Section Manager when called upon in his/her absence; both conduct administrative hearings and to train staff to conduct these hearings; plan and organize hearings, interpret and apply laws, codes and procedures relevant to the hearing, make hearing decisions by applying facts to relevant laws; clearly express ideas, findings and other information to a broad range of audiences; maintain a professional demeanor in stressful situations; prepare clear, concise written hearing decisions and other correspondence and reports; interact tactfully, courteously and professionally and to establish and maintain cooperative working relations with coworkers, representatives of other agencies and members of the public from a wide variety of cultural and socioeconomic backgrounds; work under stressful conditions, effectively act as the department representative in defusing hostile situations and abusive claimants and to resolve disputes in a courteous manner; and organize assignments to ensure maximum productivity and timely completion of all work activities under strict deadlines.

Experience and Training

Baccalaureate degree from an accredited college or university; AND

Six years of verifiable full-time experience in conducting mediations, arbitrations, or administrative hearings.

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law



CIVIL SERVICE BOARD MAY 19 2016

Department of Human Resources



Administrative Hearing Examiner (#8167)

\$38.66-\$47.00 Hourly / \$6,702.00-\$8,147.00 Monthly / \$80,418.00-

\$97,760.00 Yearly



Email Me when a Job Opens for the above position(s)

Definition

Under direction, **conducts administrative review hearings** on contested: (1) parking citations and towed and booted vehicles, (2) transit violation citations, (3) Safe Paths of Travel (SPOT) citations, and (4) citations issued to (or administrative actions brought against) taxi permit holders or individuals/entities operating without a permit in accordance with the California Vehicle and Public Utilities Codes and Municipal Codes including the San Francisco Transportation and Administrative Codes; **conducts administrative hearings** for ADA (American with Disabilities Act) complaints made against Muni Operators in accordance with ADA and Muni regulations, policies and procedures; makes findings of facts and relays decisions in accordance with established procedures to ensure a fair and impartial review; and performs related duties as required.

Distinguishing Features

The Administrative Hearing Examiner is a journey-level class and is distinguished from 8168 Parking Hearing Supervisor in that the **Administrative Hearing Examiner conducts administrative hearings** whereas the Parking Hearing Supervisor assigns, directs and evaluates the work of a group of Administrative Hearing Examiners. The work of the Administrative Hearing Examiner requires the **exercise of considerable independence and judgment**. The class is distinguished from the 8162 Rent Board Hearing Officer in that class 8162 by law requires that employees be members of the bar, due to the more complicated nature of the law and hearings, whereas the law for Administrative Hearing Examiner requires 20 hours training to conduct parking administrative hearings pursuant to the California Vehicle Code.

Supervision Exercised

None.

Examples of Important and Essential Duties

According to Civil Service Commission Rule 409, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. **Conducts administrative hearings** for vehicle owners and drivers on contested parking citations and on towed or booted vehicles; makes findings of fact and renders verbal and written decisions.
2. **Conducts administrative hearings** for protested transit violation citations, Safe Paths of Travel (SPOT) citations, Taxi citation (or administrative actions) and ADA complaints made against Muni Operators; makes findings of fact and renders verbal and written decisions.
3. **Completes the investigative procedure in a consistent and timely manner following established departmental procedures.**
4. **Interfaces with employees of City departments or other agencies to obtain necessary information related to policy, procedures, or answers to specific questions or situations needed to complete cases.**
5. **Maintains records of hearing decisions and continuances and monitors such cases until brought to conclusion. Retains all evidence and files in all cases in accordance with departmental procedure.**
6. **Assists the public by responding to inquiries related to administrative hearings.**
7. **Accesses all relevant data and interprets information from applicable statutes, ordinances, databases, and case files.**

8. Enters all hearing decisions into a computer database; utilizes and operates computer equipment to obtain relevant information.

CIVIL SERVICE BOARD MAY 19 2016

9. Reviews citations and complaints and evaluates testimony and physical evidence and other relevant information; performs related duties required to effectively conduct administrative hearings.

10. May conduct public hearings related to parking, transit and traffic matters.

11. Reviews codes, policies, procedures and practices involving the issuance processing, and adjudication of parking citations, towed and booted vehicles, transit violation citations, SPOT citations, Taxi citations (or administrative actions) and ADA complaints against Muni Operators on a regular basis.

12. Assists in processing mail requests, enters statistical data, and schedules hearings as needed.

13. Writes hearing decisions in conformance with guidelines.

Knowledge, Skills and Abilities

Knowledge of: Codes, policies, ordinances, regulations and procedures relevant to administrative hearings including California Vehicle Code, California Public Utilities Code and Municipal Traffic Code including San Francisco Transportation and Administrative Code; mediation methods and techniques.

Skill to: Resolve disputes in a courteous manner; make sound decisions and judgments maintain a professional demeanor in stressful situations; investigate in order to reach a decision on contested violations/claims; deal with stress and hostile claimants.

Ability to: Plan, organize and conduct administrative hearings; interpret and apply laws, codes and procedures relevant to the hearing; ; prepare clear, concise written hearing decisions and other correspondence and reports; clearly express ideas, findings and other information verbally to a broad range of audiences; establish and maintain effective communication with staff and diverse ethnic and economic groups; deal tactfully and courteously with staff and the general public; work under strict timelines; use computer database, spreadsheet, word-processing and other job-related computer programs.

Experience and Training

Education: Baccalaureate degree from an accredited college or university.

Experience: Two (2) years of verifiable full-time experience in mediation, arbitration, dispute resolution or conducting administrative hearings.

Substitution: Additional qualifying experience may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one year.

Notes

Note: Employees will be required to complete twenty (20) hours of training, provided by the Agency, pursuant to the California Vehicle Code, within three (3) months of appointment.

Amended: 02/05/2016

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

James, Aki

From: Smith, Aaron
Sent: Thursday, March 31, 2016 2:46 PM
To: DL - OPD
Subject: OML for Electronic Weapons Coordinator (ECW)

The Training Section is now accepting letters of interest for the position of Electronic Weapons Coordinator (ECW). Applicants should have a minimum of 3yrs field experience as well as an understanding of OPD TB III-H.1 (Use of the Electronic Controlled Weapon), DGO K4 (Use of Force), U.S. Supreme Court Graham V. Connor, and DGO B-20 (Department Training Program). Additionally, any previous experience assisting within the Training Section (Defensive Tactics, Firearms, role-playing) is ideal, but not required. Responsibilities as the Coordinator would include (but are not limited too), basic certification/recertification training in the use of the ECW, creating lesson plans for training, managing inventory and equipment, reviewing ECW UOF reports, and creating monthly/annual ECW usage reports. The hours of assignment are 4/10 or 5/8. The selection process will include an oral board, written exercise, and review of each candidates work history and matrix. To apply, submit your letter through your chain of command with endorsements to Sgt. A. Smith (asmith@oaklandnet.com) no later than **Monday, 2 May 16**.

Aaron R. Smith
Sergeant of Police
In Service Training Coordinator - Training Section
Oakland Police Department
(510) 238-3552
Asmith@Oaklandnet.com

"The Oakland Police Department is committed to reducing crime and serving the community through fair, quality policing"



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Helpful Links:

Range qual. sign up procedures: <https://app.box.com/2016range>

Officer CPT: TBA

Sergeant CPT: <https://app.box.com/s/5f58f6qomu4wqbqv78cuxuqw2elkl4xq>

First Aid Learning Portal: <https://lp.post.ca.gov/post/default.aspx>

Diversity Training: <https://oaklandnet.secure.force.com/training> or email Apomicpic@oaklandnet.com

CITY OF OAKLAND

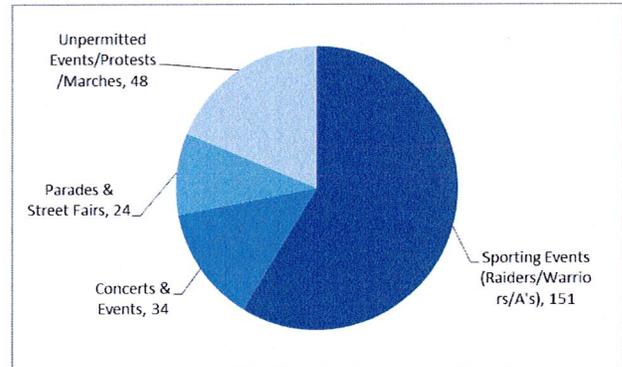
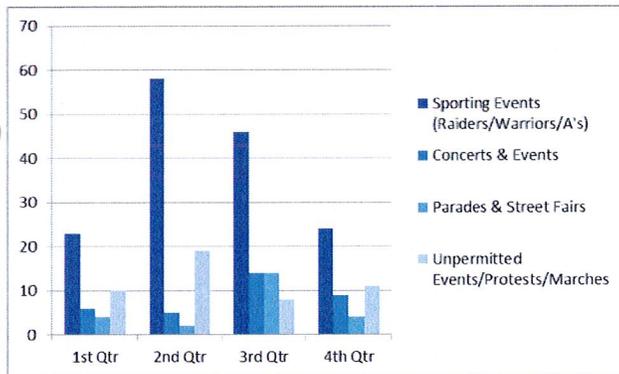
Memorandum

TO: Bureau of Field Operations One
 ATTN: Deputy Chief D. Downing
 FROM: PRS Aki James
 DATE: 14 Jan 16

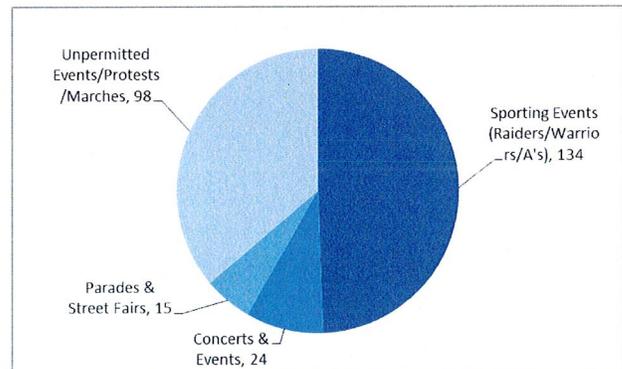
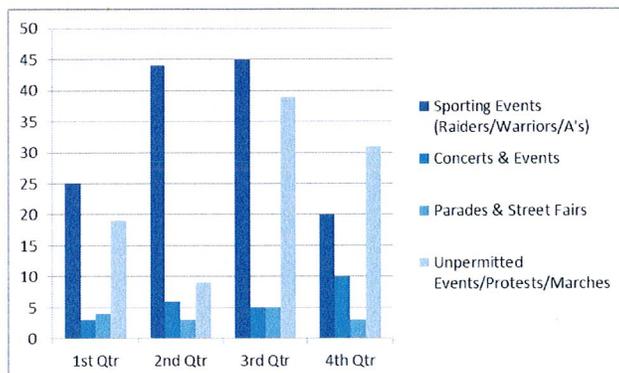
RE: 2015 Annual & 4th Quarterly Crowd Control Report: **Reporting Period: 01 Oct 15 – 31 Dec 15**

This document is the Annual and 4th Quarterly report for all City of Oakland crowd control/management events for 2015.

2015					
Event Type	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals
Sporting Events (Raiders/Warriors/A's)	23	58	46	24	151
Concerts & Events	6	5	14	9	34
Parades & Street Fairs	4	2	14	4	24
Unpermitted Events/Protests/Marches	10	19	8	11	48
Total Events	43	84	82	48	257

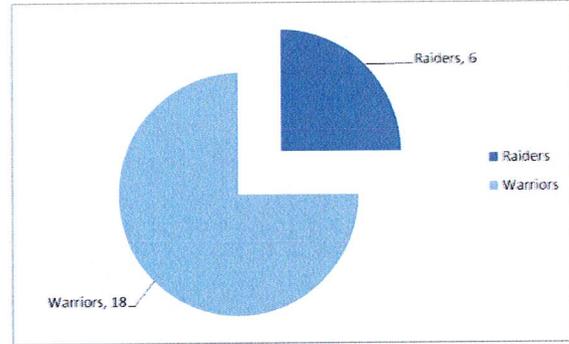


2014					
Event Type	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals
Sporting Events (Raiders/Warriors/A's)	25	44	45	20	134
Concerts & Events	3	6	5	10	24
Parades & Street Fairs	4	3	5	3	15
Unpermitted Events/Protests/Marches	19	9	39	31	98
Total Events	51	62	94	64	271



I. 2015 4TH QUARTER

SPORTING EVENTS: RAIDERS/WARRIORS/A'S (2015 4th Quarter)



Date	Event Type	# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
11-Oct-15	Raiders vs Broncos	52,400	117	6	0	27	0	0
13-Oct-15	Warriors vs Nuggets	19,596	18	0	0	0	0	0
14-Oct-15	Warriors Open Practice	10,100	14	0	0	0	0	0
15-Oct-15	Warriors vs Rockets	15,000	16	0	0	0	0	0
27-Oct-15	Warriors vs Pelicans	19,500	18	0	0	1	0	0
01-Nov-15	Raiders vs Jets	49,797	116	2	0	23	0	0
02-Nov-15	Warriors vs Grizzlies	19,500	20	0	0	0	0	0
04-Nov-15	Warriors vs Clippers	19,500	20	1	0	0	0	0
06-Nov-15	Warriors vs Nuggets	19,500	20	0	0	0	0	0
09-Nov-15	Warriors vs Pistons	19,596	20	0	0	0	0	0
14-Nov-15	Warriors vs Nets	19,596	40	0	0	0	0	0
15-Nov-15	Raiders vs Vikings	49,500	120	2	0	31	0	0
17-Nov-15	Warriors vs Raptors	19,596	41	0	0	0	0	0
20-Nov-15	Warriors vs Bulls	19,596	20	0	0	0	0	0
24-Nov-15	Warriors vs Lakers	19,596	27	0	0	0	0	0
28-Nov-15	Warriors vs Kings	19,956	20	0	0	0	0	0
06-Dec-15	Raiders vs Chiefs	52,400	117	3	0	27	0	0
16-Dec-15	Warriors vs Suns	19,500	20	0	0	0	0	0
18-Dec-15	Warriors vs Bucks	19,500	20	0	0	0	0	0
20-Dec-15	Raiders vs Packers	52,400	118	10	0	38	0	0
23-Dec-15	Warriors vs Jazz	19,500	20	0	0	0	0	0
24-Dec-15	Raiders vs Chargers	47,200	126	5	0	31	0	1
25-Dec-15	Warriors vs Cavaliers	19,500	20	1	0	1	0	0
28-Dec-15	Warriors vs Kings	19,500	20	1	0	0	0	0
SPORTING EVENTS TOTALS		# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
		641,829	1,108	31	0	179	0	1

**CONCERTS & EVENTS:
(2015 4th Quarter)**

Date	Event Type	# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
02-Oct-15	R. Kelly Concert	7,000	13	0	0	0	0	0
03-Oct-15	Gabriel Iglesias Comedy Show	8,000	7	1	0	0	0	0
23-Oct-15	Julion Alvarez Concert	12,000	11	1	0	0	0	0
25-Oct-15	One Kapamilya Concert	2,500	7	0	0	0	0	0
07-Nov-15	Hot Winter Night Concert	7,500	9	0	0	0	0	0
21-Nov-15	Family Bridges Concert	8,000	3	0	0	0	0	0
03-Dec-15	Jingle Ball Concert	13,000	11	0	0	0	2	0
05-Dec-15	The Weekend Concert	13,000	14	0	0	0	0	0
31-Dec-15	POPNYE Dance	4,000	10	0	0	4	0	0
CONCERTS & EVENT TOTALS		# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
		75,000	85	2	0	4	2	0

**PARADES & STREET FAIRS:
(2015 4th Quarter)**

Date	Event Type	# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
03-Oct-15	Black Cowboy Parade	1,500	18	0	0	0	0	0
10-Oct-15	Broads Run Broadway	500	24	0	0	0	0	0
11-Oct-15	Rockridge Out and About	25,000	4	0	0	0	0	0
08-Nov-15	Dia De Los Muertos	20,000	30	0	0	0	0	0
PARADES & STREET FAIRS TOTALS		# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
		47,000	76	0	0	0	0	0

UNPERMITTED EVENTS/PROTESTS/MARCHES: (2015 4th Quarter)

Date	Event Type	# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
10-Oct-15	Planned Parenthood/Abortion Protest	50	2	0	0	0	0	0
11-Oct-15	Protest at Lake Merritt (Drumming)	200	10	0	0	0	0	0
12-Oct-15	Protest - Columbus Day & New Lake Merritt Rules	100	66	0	0	0	0	0
17-Oct-15	Living Wage Protest	35	4	0	0	0	0	0
25-Oct-15	Occupy Anniversary 2015	0	61	0	0	0	0	0
19-Nov-15	Black Lives Matter	100	3	0	0	0	0	0
20-Nov-15	FTP	50-75	74	0	0	0	0	0
21-Nov-15	OIS Protest	30	2	0	0	0	0	0
23-Nov-15	Black Friday 14 & Gentrification	100	21	0	0	0	0	0
27-Nov-15	Black Lives Matter	60	60	0	0	0	0	0
31-Dec-15	New Year's Eve Citywide Operation	70	193	12	35	0	0	0
UNPERMITTED EVENTS/PROTESTS TOTALS		# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
		820	496	12	35	0	0	0

II. YEAR 2015 OVERVIEW

TOTAL PERFORMANCE DATA: 2015 Year in Review								
Event Type	# Incidents	# Attended	# of OPD	# Arrested	# Cited	# Ejected	# of Uses of Force	# of Complaints
Sporting Events (Raiders/Warriors/A's)	151	3,111,978	4,316	78	81	299	3	2
Concerts & Events	34	340,243	456	11	5	32	2	1
Parades & Street Fairs	24	956,000	1,112	2	0	0	0	1
Unpermitted Events/Protests/Marches	48	5,519	3,853	49	286	0	16	2
2015 Totals	257	4,413,740	9,737	140	372	331	21	6

CITY OF OAKLAND

Memorandum

TO: Research & Planning
 ATTN: Manager Timothy Birch
 FROM: PRS Aki James
 DATE: 28 Apr 16

RE: Monthly UOF Risk Management Report
 Reporting Period: **01 Mar 16 – 31 Mar 16**

This monthly Use of Force (UOF) analysis report addresses all UOF incidents reported between **01 Mar 16 – 31 Mar 16**. This report provides the details of reported UOF incidents: **Area, Time of Incident, Type of Call, Force Type, Reason for UOF, Injury, Training Recommendation, Risk Management Advisement & Force Compliance.**

This report is divided in four sections for your view:

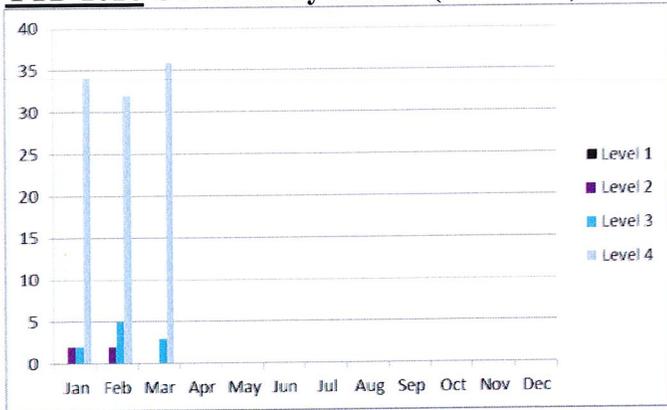
- I. YTD OVERVIEW**
- II. SNAPSHOTS BY MONTH**
- III. 6 MONTH TREND**
- IV. USE OF FORCE LEVEL APPENDIX**

I. YTD OVERVIEW:

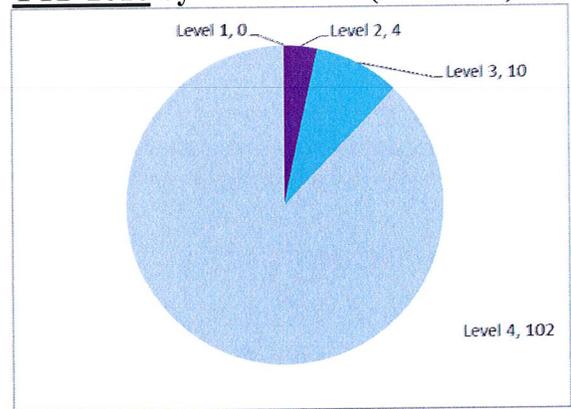
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Total
Level 1	0	0	0	-	-	-	-	-	-	-	-	-	0
Level 2	2	2	0	-	-	-	-	-	-	-	-	-	4
Level 3	2	5	3	-	-	-	-	-	-	-	-	-	10
Level 4	34	32	36	-	-	-	-	-	-	-	-	-	102
Department Totals	38	39	39	-	-	-	-	-	-	-	-	-	116

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2015 Total
Level 1	0	2	0	0	0	1	2	3	0	0	2	1	11
Level 2	2	0	2	0	1	1	1	1	1	2	0	1	12
Level 3	3	3	6	2	6	3	6	2	0	1	3	4	39
Level 4	40	41	48	39	42	40	36	32	38	28	32	26	442
Department Totals	45	46	56	41	49	45	45	38	39	31	37	32	504

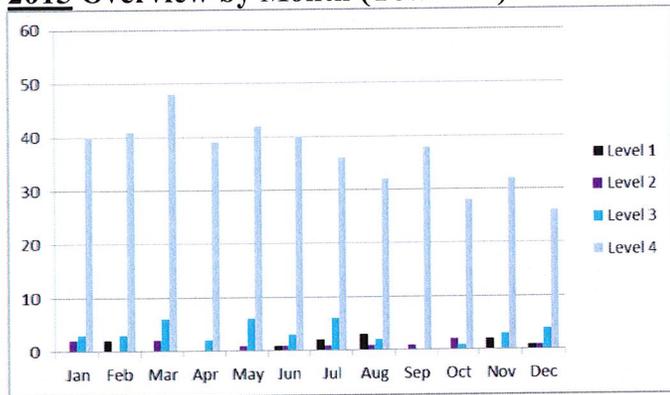
YTD 2016 Overview by Month (Total 116):



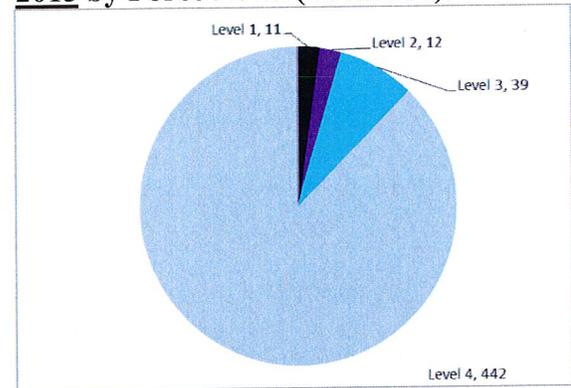
YTD 2016 by Force Level (Total 116):



2015 Overview by Month (Total 504):



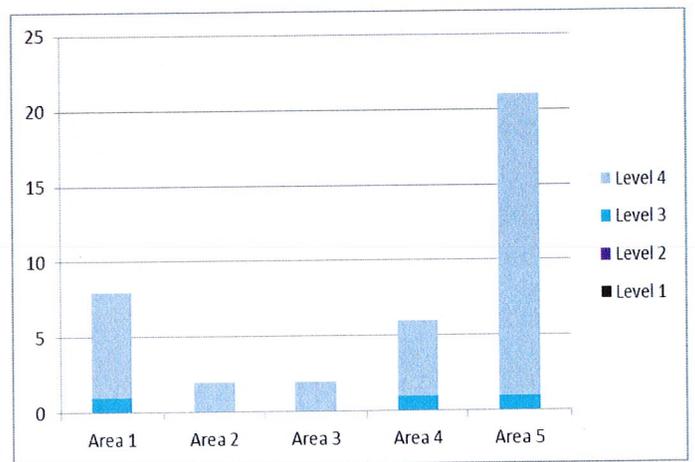
2015 by Force Level (Total 504):



II. SNAPSHOTS BY MONTH:

AREA:

Mar 2016	Level 1	Level 2	Level 3	Level 4	Total
Area 1	0	0	1	7	8
Area 2	0	0	0	2	2
Area 3	0	0	0	2	2
Area 4	0	0	1	5	6
Area 5	0	0	1	20	21



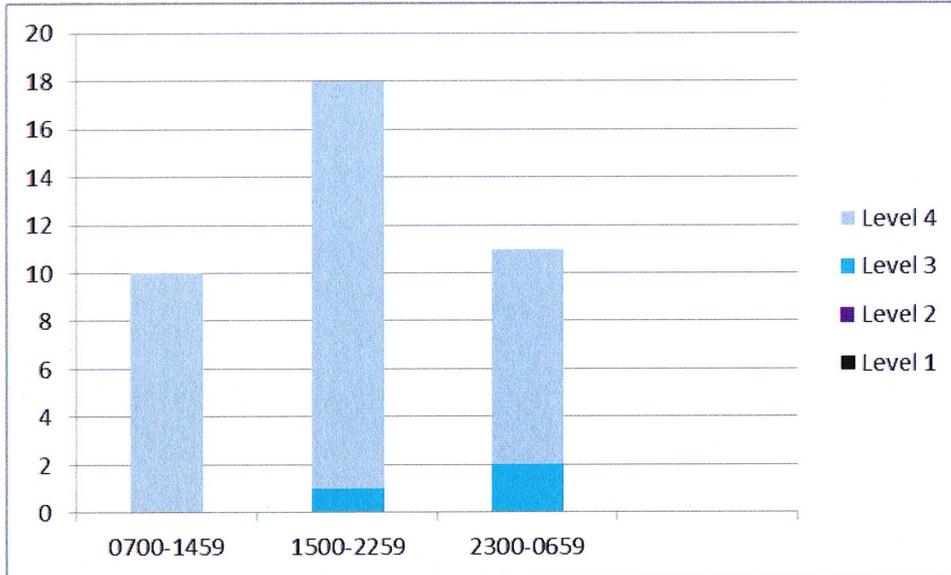
NOTE(S):

- There was a significant increase (62%) in the UOF incidents in the Area 5; 13 (February 2016) to 21 (March 2016). 54% of the UOF incidents in March occurred in the Area 5.

TIME OF INCIDENT:

Mar 2016	Level 1	Level 2	Level 3	Level 4	Total
0700-1459	0	0	0	10	10
1500-2259	0	0	1	17	18
2300-0659	0	0	2	9	11

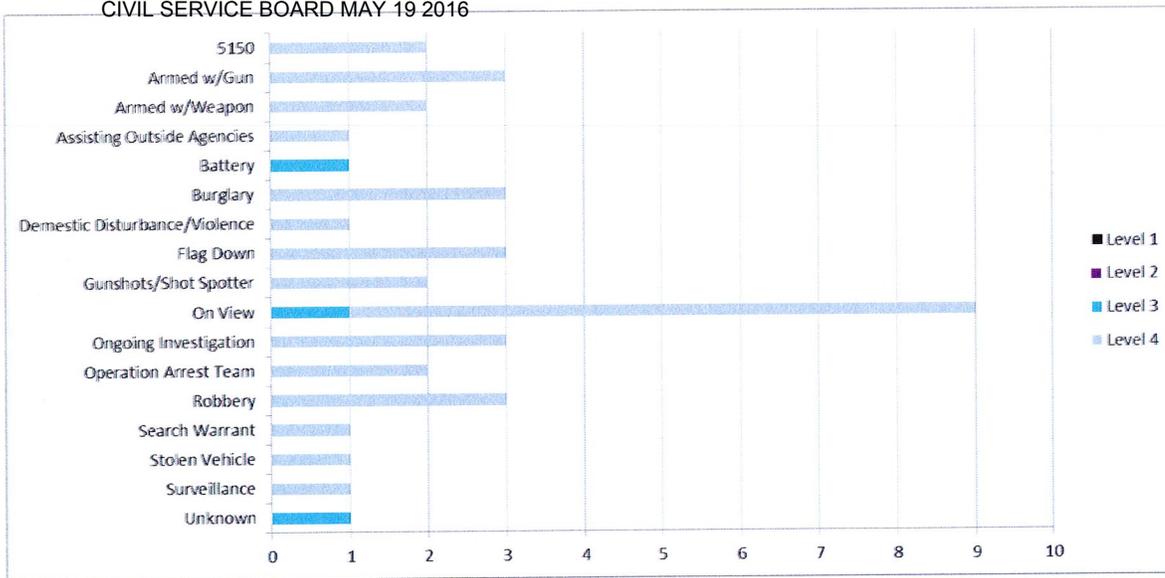
*OPD Watch	
1st Watch	0600/0700-1400/1500
2nd Watch	1400-0200
3rd Watch	2100/2200-0700/0800



TYPE OF CALL (graph next page) :

Mar 2016	Level 1	Level 2	Level 3	Level 4	Total
5150	0	0	0	2	2
Armed w/Gun	0	0	0	3	3
Armed w/Weapon	0	0	0	2	2
Assisting Outside Agencies	0	0	0	1	1
Battery	0	0	1	0	1
Burglary	0	0	0	3	3
Domestic Disturbance/Violence	0	0	0	1	1
Flag Down	0	0	0	3	3
Gunshots/Shot Spotter	0	0	0	2	2
On View	0	0	1	8	9
Ongoing Investigation	0	0	0	3	3
Operation Arrest Team	0	0	0	2	2
Robbery	0	0	0	3	3
Search Warrant	0	0	0	1	1
Stolen Vehicle	0	0	0	1	1
Surveillance	0	0	0	1	1
Unknown (Force Investigation in progress)	0	0	1	0	1

CIVIL SERVICE BOARD MAY 19 2016

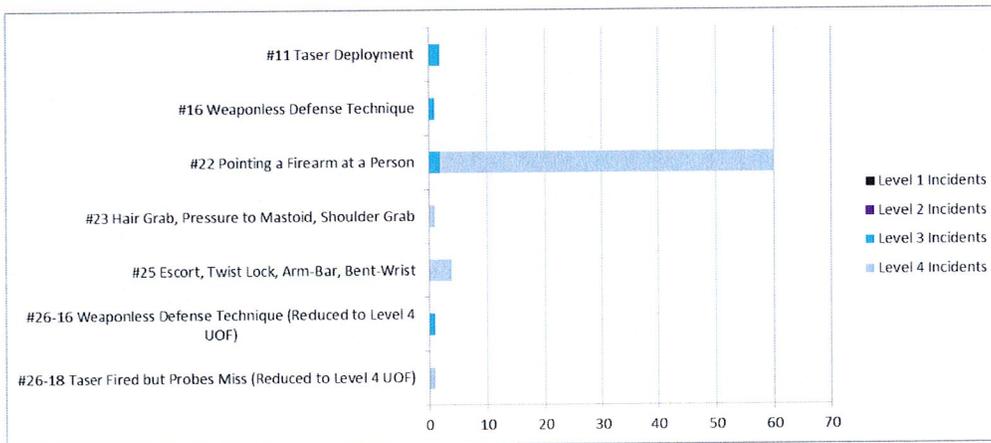


FORCE TYPE:

NOTES(S):

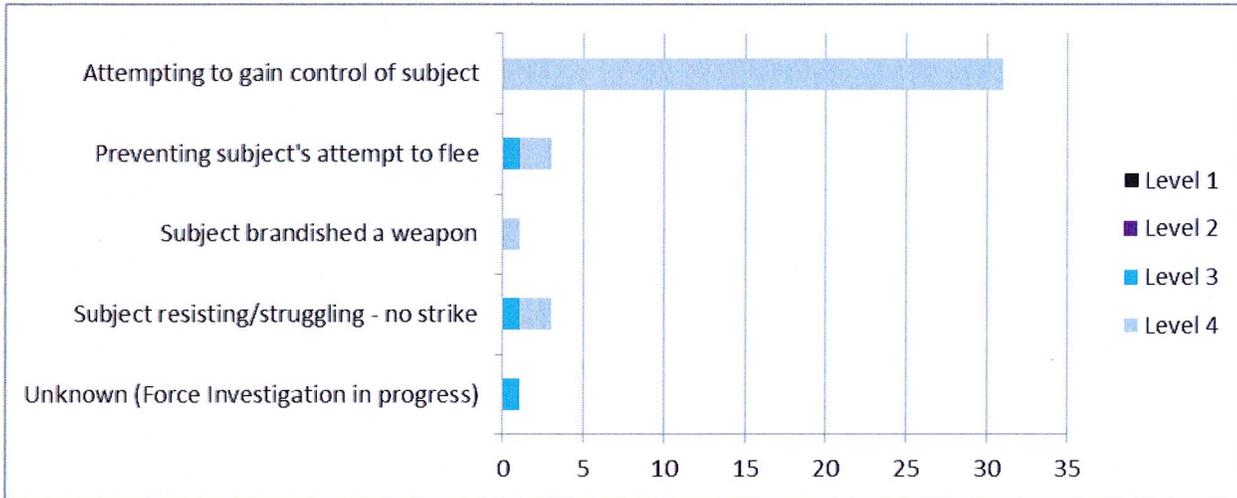
- There may be multiple force applications used in a single UOF incident. For this period, there were 70 individual uses of force in 39 reported UOF incidents.

Mar 2016: 39 Reported UOF Incidents	Level 1 Incidents	Level 2 Incidents	Level 3 Incidents	Level 4 Incidents	70 Individual Force Applications
#11 Taser Deployment	0	0	2	0	2
#16 Weaponless Defense Technique	0	0	1	0	1
#22 Pointing a Firearm at a Person	0	0	2	58	60
#23 Hair Grab, Pressure to Mastoid, Shoulder Grab	0	0	0	1	1
#25 Escort, Twist Lock, Arm-Bar, Bent-Wrist	0	0	0	4	4
#26-16 Weaponless Defense Technique (Reduced to Level 4 UOF)	0	0	1	0	1
#26-18 Taser Fired but Probes Miss (Reduced to Level 4 UOF)	0	0	0	1	1



REASON FOR UOF:

Mar 2016	Level 1	Level 2	Level 3	Level 4	Total
Attempting to gain control of subject	0	0	0	31	31
Preventing subject's attempt to flee	0	0	1	2	3
Subject brandished a weapon	0	0	0	1	1
Subject resisting/struggling - no strike	0	0	1	2	3
Unknown (Force Investigation in progress)	0	0	1	0	1



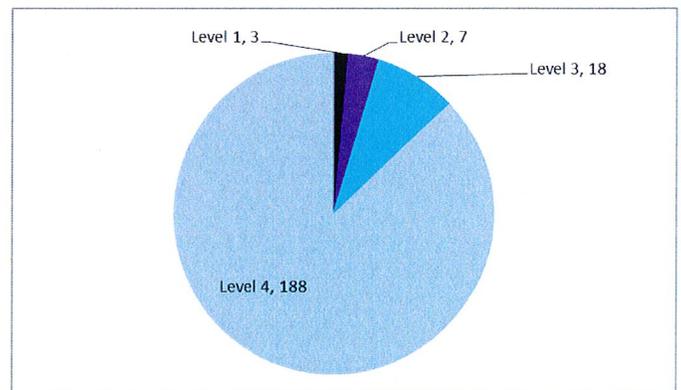
INJURIES (*NA for Level 4): *A UOF with injuries cannot be reported as a Level 4 UOF.

Incident Date	UOF Incident Number	Incident Level	Force Type	Injured Parties
3/27/2016	16F-0092	Level 3	#11 Taser Deployment	Subject

III. 6 MONTH TREND (Oct 2015 – Mar 2016)

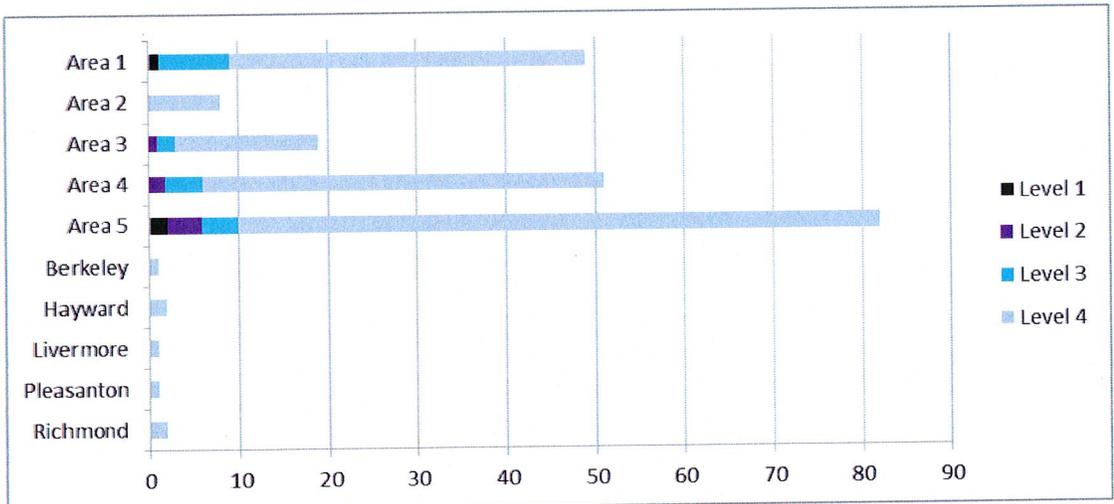
DEPARTMENT TOTAL (6 Months):

Oct-Mar	
Level 1	3
Level 2	7
Level 3	18
Level 4	188
Total	216



AREA (6 Months):

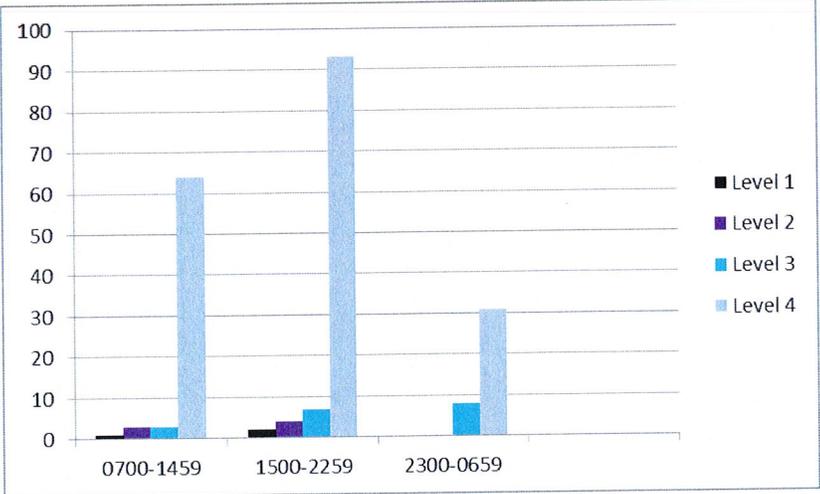
Oct-Mar	Level 1	Level 2	Level 3	Level 4	Total	
Area 1	1	0	8	40	49	
Area 2	0	0	0	8	8	
Area 3	0	1	2	16	19	
Area 4	0	2	4	45	51	
Area 5	2	4	4	72	82	
Berkeley	0	0	0	1	1	→ 2/10 Assault w/Vehicle
Hayward	0	0	0	2	2	→ 12/6 Operation Arrest Team for a "Case Boys" member, 1/29 Armed Robbery Suspect
Livermore	0	0	0	1	1	→ 11/10 arresting a robbery suspect
Pleasanton	0	0	0	1	1	→ 12/3 Off duty/theft suspect
Richmond	0	0	0	2	2	→ 11/13 & 12/15 Search Warrant



TIME OF INCIDENT (6 Months):

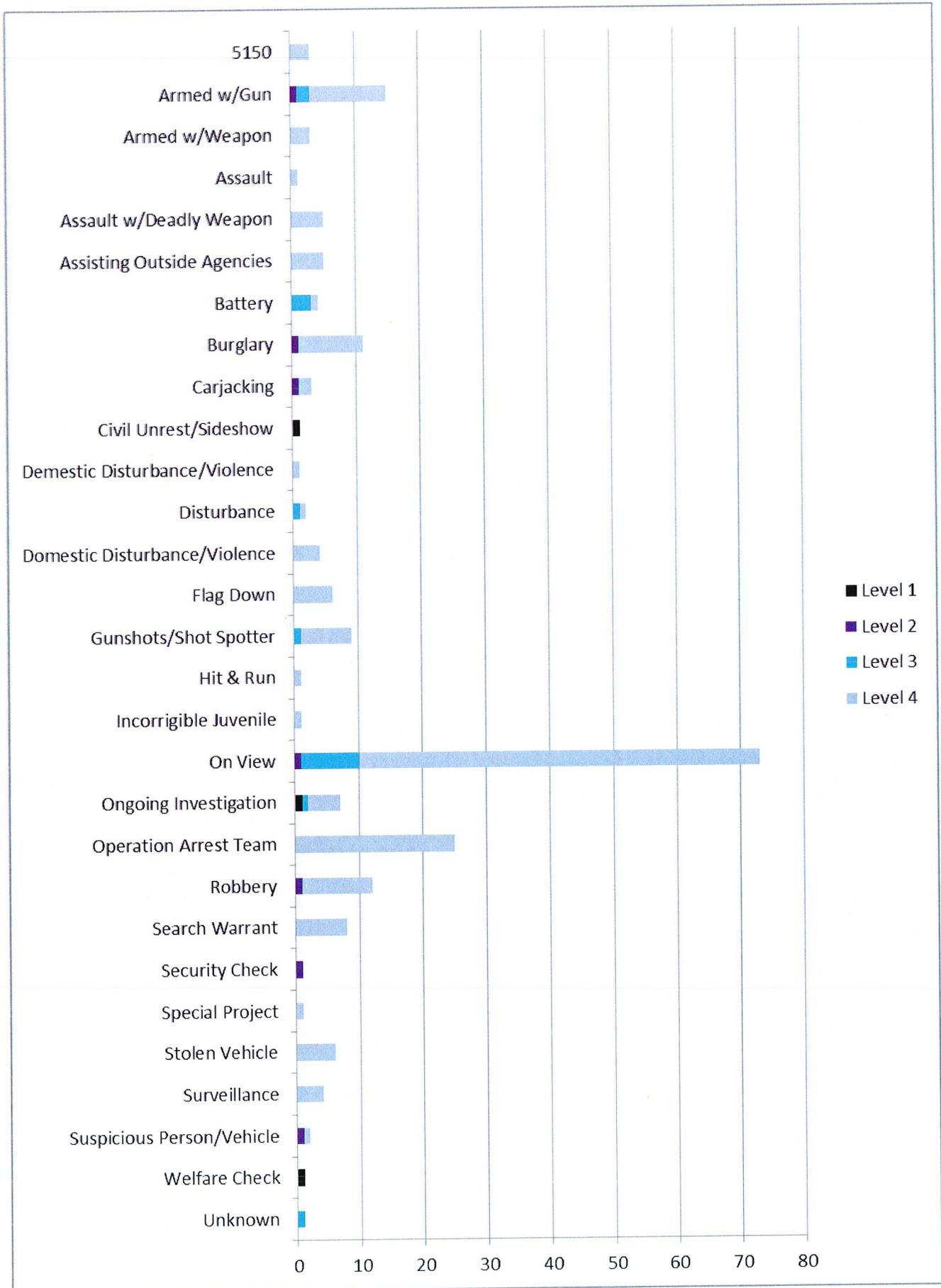
Oct-Mar	Level 1	Level 2	Level 3	Level 4	Total
0700-1459	1	3	3	64	71
1500-2259	2	4	7	93	106
2300-0659	0	0	8	31	39

*OPD Watch	
1st Watch	0600/0700-1400/1500
2nd Watch	1400-0200
3rd Watch	2100/2200-0700/0800



TYPE OF CALL (6 Months/graph next page):

Oct-Mar	Level 1	Level 2	Level 3	Level 4	Total
5150	0	0	0	3	3
Armed w/Gun	0	1	2	12	15
Armed w/Weapon	0	0	0	3	3
Assault	0	0	0	1	1
Assault w/Deadly Weapon	0	0	0	5	5
Assisting Outside Agencies	0	0	0	5	5
Battery	0	0	3	1	4
Burglary	0	1	0	10	11
Carjacking	0	1	0	2	3
Civil Unrest/Sideshow	1	0	0	0	1
Domestic Disturbance/Violence	0	0	0	1	1
Disturbance	0	0	1	1	2
Domestic Disturbance/Violence	0	0	0	4	4
Flag Down	0	0	0	6	6
Gunshots/Shot Spotter	0	0	1	8	9
Hit & Run	0	0	0	1	1
Incorrigible Juvenile	0	0	0	1	1
On View	0	1	9	63	73
Ongoing Investigation	1	0	1	5	7
Operation Arrest Team	0	0	0	25	25
Robbery	0	1	0	11	12
Search Warrant	0	0	0	8	8
Security Check	0	1	0	0	1
Special Project	0	0	0	1	1
Stolen Vehicle	0	0	0	6	6
Surveillance	0	0	0	4	4
Suspicious Person/Vehicle	0	1	0	1	2
Welfare Check	1	0	0	0	1
Unknown (Force Investigation in progress)	0	0	1	0	1

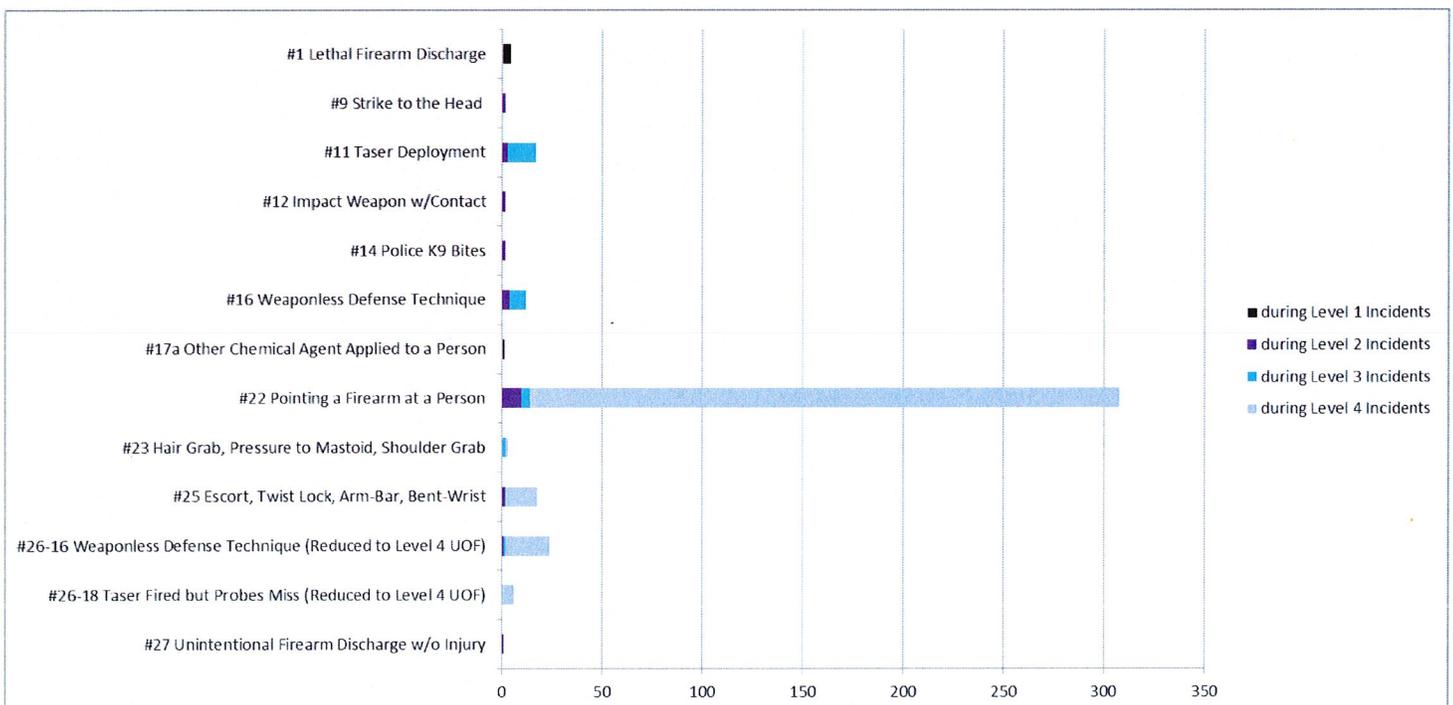


FORCE TYPE (6 Months):

NOTE(S):

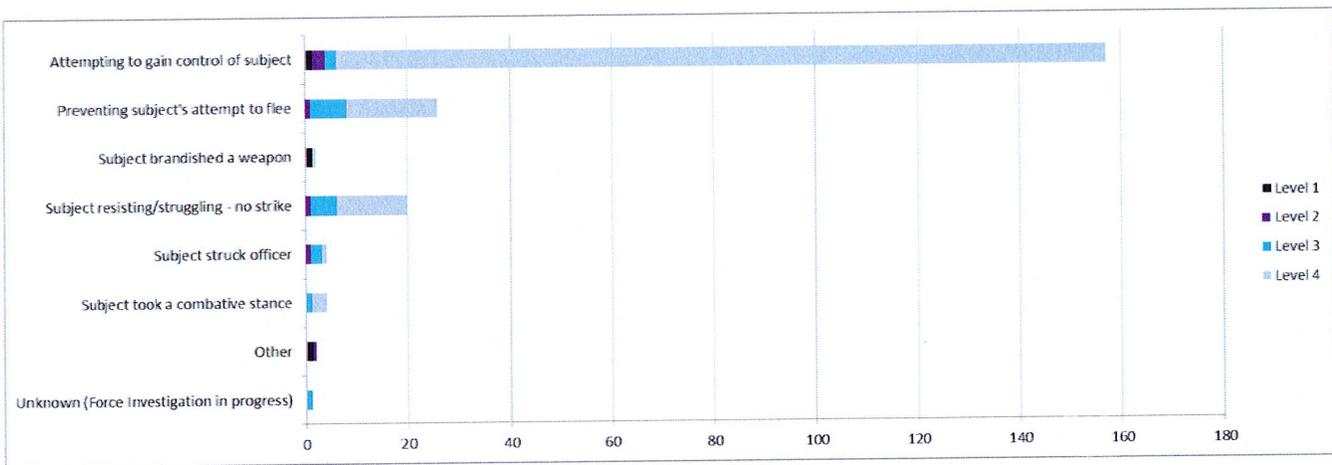
- There may be multiple force applications used in a single UOF incident. For this period, there were 400 individual uses of force in 216 reported UOF incidents.

Oct-Mar: 216 Reported UOF Incidents	during Level 1 Incidents	during Level 2 Incidents	during Level 3 Incidents	during Level 4 Incidents	400 individual Use of Force
#1 Lethal Firearm Discharge	4	0	0	0	4
#9 Strike to the Head	0	2	0	0	2
#11 Taser Deployment	0	3	14	0	17
#12 Impact Weapon w/Contact	0	2	0	0	2
#14 Police K9 Bites	0	2	0	0	2
#16 Weaponless Defense Technique	0	4	8	0	12
#17a Other Chemical Agent Applied to a Person	1	0	0	0	1
#22 Pointing a Firearm at a Person	0	10	4	294	308
#23 Hair Grab, Pressure to Mastoid, Shoulder Grab	0	0	2	1	3
#25 Escort, Twist Lock, Arm-Bar, Bent-Wrist	0	2	0	16	18
#26-16 Weaponless Defense Technique (Reduced to Level 4 UOF)	0	1	1	22	24
#26-18 Taser Fired but Probes Miss (Reduced to Level 4 UOF)	0	0	0	6	6
#27 Unintentional Firearm Discharge w/o Injury	0	1	0	0	1



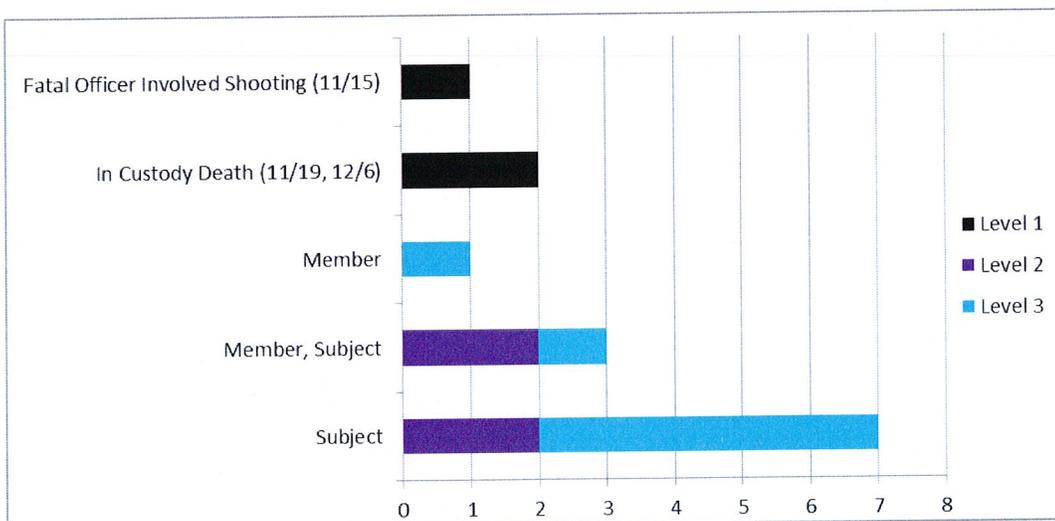
REASON FOR UOF:

Oct-Mar	Level 1	Level 2	Level 3	Level 4	Total
Attempting to gain control of subject	1	3	2	151	157
Preventing subject's attempt to flee	0	1	7	18	26
Subject brandished a weapon	1	0	0	1	2
Subject resisting/struggling - no strike	0	1	5	14	20
Subject struck officer	0	1	2	1	4
Subject took a combative stance	0	0	1	3	4
Other	1	1	0	0	2
Unknown (Force Investigation in progress)	0	0	1	0	1



INJUIES (6 Months, *NA for Level 4): *A UOF with injuries cannot be reported as a Level 4 UOF.

Oct-Mar	Level 1	Level 2	Level 3	Level 4	Total
Fatal Officer Involved Shooting (11/15)	1	0	0	NA	1
In Custody Death (11/19, 12/6)	2	0	0	NA	2
Member	0	0	1	NA	1
Member, Subject	0	2	1	NA	3
Subject	0	2	5	NA	7



TRAINING RECOMMENDATION (6 Months, *NA for Level 4):

*The field is not applicable for Level 4 UOF Report, which is Self-Reported UOF.

NOTE(S):

- 18 Training Recommendations were made out of 28 Level 1, 2 & 3 UOF & ICD incidents (White).
- 3 UOF/ICD incidents are under IAD Investigation and not available for this query (Orange).
- 1 UOF incidents are under Force Investigation and not available for this query (Green).

Incident Date	UOF Incident Level	UOF Incident Number	Training Recommended
10/8/2015	Level 3	15F-0405	Yes
10/24/2015	Level 2	15F-0415	Yes
11/12/2015	Level 3	15F-0437	Yes
11/13/2015	Level 3	15F-0438	Yes
11/20/2015	Level 3	15F-0440	Yes
12/3/2015	Level 3	15F-0461	Yes
12/10/2015	Level 3	15F-0469	Yes
12/22/2015	Level 2	15F-0482	Yes
12/25/2015	Level 3	15F-0490	Yes
12/25/2015	Level 3	15F-0489	Yes
1/14/2016	Level 2	16F-0002	Yes
1/28/2016	Level 2	16F-0017	Yes
2/9/2016	Level 2	16F-0041	Yes
2/11/2016	Level 3	16F-0052	Yes
2/16/2016	Level 3	16F-0053	Yes
2/21/2016	Level 3	16F-0062	Yes
2/25/2016	Level 2	16F-0063	Yes
3/8/2016	Level 3	16F-0071	Yes
11/15/2015	Level 1	15F-0432	TBD: IAD Investigation in progress
11/19/2015	Level 1	15F-0439	TBD: IAD Investigation in progress
12/6/2015	Level 1	15F-0468	TBD: IAD Investigation in progress
3/18/2016	Level 3	16F-0083	TBD: Force Investigation in progress

RISK MANAGEMENT ADVISEMENT (6 Months):**NOTE(S):**

- Risk Management Advisements were made with the cited UOF incidents below and an IAD Case was opened for each incident.

Incident Date	Incident Level	UOF Incident Number	IAD Case Number	IAD Findings
11/13/2015	Level 3	15F-0438	15-0904	IAD Investigation in progress
1/29/2016	Level 3	16F-0016	16-0073	IAD Investigation in progress
2/16/2016	Level 3	16F-0053	16-0115	IAD Investigation in progress
2/18/2016	Level 3	16F-0054	16-0142	IAD Investigation in progress
2/21/2016	Level 3	16F-0062	16-0161	IAD Investigation in progress
2/25/2016	Level 2	16F-0063	Unknown	Unknown
3/8/2016	Level 3	16F-0071	16-0184	IAD Investigation in progress

FORCE COMPLIANCE (6 Months):

NOTE(S):

- **Force Type 27 (Unintentional Firearm Discharge w/o Injury) on 10/24 was found to be Out of Compliance with the OPD Policy (Blue.)**
- The Force Compliance has yet to be determined by **Executive Force Review Board (EFRB: Orange)**, **Force Review Board (FRB: Yellow)** or **Force Investigation (Green)** for below individual Use of Force.
- **All other Use of Force in this time period were found to be In Compliance.**

Incident Date	Incident Level	UOF Incident Number	Force Type	Compliance
10/24/2015	Level 2	15F-0415	27	Out of Compliance
11/15/2015	Level 1	15F-0432 (Fatal OIS)	1	TBD (EFRB)
			1	TBD (EFRB)
			1	TBD (EFRB)
			1	TBD (EFRB)
11/19/2015	Level 1	15F-0439 (In Custody Death)	17a	TBD (EFRB)
12/22/2015	Level 2	15F-0482	9,22,25,26-16	TBD (FRB)
			11,16	TBD (FRB)
1/14/2016	Level 2	16F-0002	11,12,16,22	TBD (FRB)
1/28/2016	Level 2	16F-0017	11,12	TBD (FRB)
2/9/2016	Level 2	16F-0041	14	TBD (FRB)
			22	TBD (FRB)
			22	TBD (FRB)
			22	TBD (FRB)
2/25/2016	Level 2	16F-0063	9,16	TBD (FRB)
2/25/2016	Level 2	16F-0063	16,25	TBD (FRB)
3/18/2016	Level 3	16F-0083	11,22	TBD (Force Investigation in progress)
			26-16	TBD (Force Investigation in progress)
			22	TBD (Force Investigation in progress)

IV. USE OF FORCE LEVEL APPENDIX

LEVEL 1 INCIDENT	
Any use of force resulting in death	Any unintentional firearm discharge w/injury
Any intentional firearm discharge at a person	Any intentional impact weapon strike to the head
Any force w/a substantial risk of causing death	Any UOF investigation that is elevated to a Level 1
Serious bodily injuries	

LEVEL 1 FORCE TYPE			
1	Lethal Firearm Charge	5	Unintentional Firearm Discharge w/Injury
2	Force Resulting in Death	6	Force Results in Serious Bodily Injuries
3	Force Creating Substantial Risk of Causing Death	7	Carotid Restraint w/Loss of Consciousness
4	Intentional Strike to Head w/Impact Weapon	8	Other

LEVEL 2 INCIDENT	
Any strike to the head	Any unintentional firearm discharge w/o injury
Carotid restraint w/o the loss of consciousness	A police canine bites
Use of impact weapons w/contact	Any use of force w/injury

LEVEL 2 FORCE TYPE			
9	Strike to the head	12	Impact/Impromptu Weapon w/Contact
10	Carotid Restraint w/o Loss of Consciousness	13	Any UOF Resulting in Injury
27	Unintentional Firearm Discharge w/o Injury	14	Police K9 Bites
		15	Other

LEVEL 3 INCIDENT	
Oleoresin Capsicum/Pepper Spray applied to a person	The baton used for a non-striking purpose
The use of a Taser	A Weaponless Defense Technique: hand/palm/elbow strikes, kicks, leg sweeps, takedowns
Any impact weapon w/o contact	An on-duty firearm discharge at an animal

LEVEL 3 FORCE TYPE			
11	Taser Deployment	18	Taser Fired but Probes Miss
16	Weaponless Defense Technique	19	Non-Striking Use of Baton
17	O/C Applied to a Person	20	Attempted Impact Weapon Strike but Miss
17a	Other Chemical Agent Applied to a Person	21	On-Duty Firearm Discharge at Animal

LEVEL 4 INCIDENT	
A firearm intentionally pointed at a person	An on-duty firearm discharge to dispatch an injured animal
A Weaponless Defense Technique: hair grab, pressure to mastoid or jaw line, shoulder muscle grab	A Weaponless Defense Technique Control Hold: escort (elbow), twist lock, arm-bar, bent-wrist

LEVEL 4 FORCE TYPE			
22	Intentionally Pointing a Firearm at a Person	25	Weaponless Defense Technique Control Hold: escort (elbow), twist lock, arm-bar, bent-wrist
23	Weaponless Defense Technique: hair grab, pressure to mastoid, shoulder grab	26	Level 3 UOF Reduced to Level 4 UOF
24	On-Duty Firearm Discharge to Dispatch an Injured Animal	28	Police K9 Deployment w/o Contact

Monthly & Quarterly Reports

Monthly Reports

- Shotspotter
- Staffing
- YTD Use of Force
- YTD Vehicle Collision
- YTD Vehicle Pursuit

Quarterly Reports

- Crowd Control
 - Internal Affairs Division
-

Monthly Reports

ShotSpotter Report

ShotSpotter technology helps police fight gun violence, delivering instant, precise and detailed data that alerts them to gunfire and helps them respond more quickly, more safely and more effectively.

ShotSpotter 2016

- [February 2016](#)
 - [January 2016](#)
-

ShotSpotter 2015

- [September 2015](#)
- [August 2015](#)
- [July 2015](#)
- [June 2015](#)
- [May 2015](#)
- [April 2015](#)
- [March 2015](#)
- [February 2015](#)
- [January 2015](#)

ShotSpotter reports from prior years can be accessed by year: [2014](#), [2013](#), [2012](#), [2011](#), [2010](#).

Monthly Staffing Reports

Staffing Reports 2016

Staffing Reports 2015

- [December 2015 Staffing Report](#)
- [August 2015 Staffing Report](#)

- [May 2015 Staffing Report](#)
- [April 2015 Staffing Report](#)
- [March 2015 Staffing Report](#)
- [January 2015 Staffing Report](#)

Staffing Reports 2014

- [December 2014 Staffing Report](#)
- [November 2014 Staffing Report](#)

Use of Force Report (Year to Date)

Use of Force Appendix (Definition of Terms)

- [January 2016 Use of Force Risk Management Report](#)

Vehicle Collision Report (Year to Date)

- [January 2016 Vehicle Collision Report](#)

Vehicle Pursuit Report (Year to Date)

- [February 2016 Vehicle Pursuit Report](#)

Quarterly Reports

Quarterly Crowd Control Reports

Quarterly Crowd Control Reports

- [1st Quarter 2015 Crowd Control Public Report](#)
- [2nd Quarter 2015 Crowd Control Public Report](#)
- [3rd Quarter 2015 Crowd Control Public Report](#)
- [4th Quarter 2015 Crowd Control Public Report - 2015 Annual Report](#)

2014 Quarterly Crowd Control Reports

- [1st Quarter 2014 Crowd Control Public Report](#)
- [2nd Quarter 2014 Crowd Control Public Report](#)

TO: Sabrina B. Landreth
CITY ADMINISTRATOR

FROM: Sean Whent,
Chief of Police

SUBJECT: 30 Day Monthly Police Staffing Report

DATE: October 1, 2015

City Administrator
Approval

Date

10/15/15

RECOMMENDATION

Staff Recommends That The Public Safety Committee Accept the Oakland Police Department's (OPD) monthly informational report on recruiting and sworn staffing levels as of August 31, 2015.

EXECUTIVE SUMMARY

This informational report provides data on the demographics and staffing levels of OPD sworn and non-sworn employees as well as recruiting and hiring data.

BACKGROUND AND LEGISLATIVE HISTORY

In 2009, the City Council requested a monthly staffing report from OPD to address current staffing levels for both sworn and civilians. This report addresses recruitment activities and assignments for both sworn and civilian positions.

ANALYSIS AND POLICY ALTERNATIVES

Staffing Levels

Table 1: Staffing Levels as of January 1st: 2000-2015

Year	Sworn Staffing
2000	675
2001	743
2002	732
2003	775

Year	Sworn Staffing
2004	756
2005	704
2006	683
2007	699

Year	Sworn Staffing
2008	736
2009	830
2010	780
2011	656

Year	Sworn Staffing
2012	642
2013	613
2014	626
2015	695

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Figure 1: Sworn Staffing on January 1st: 2000-2015

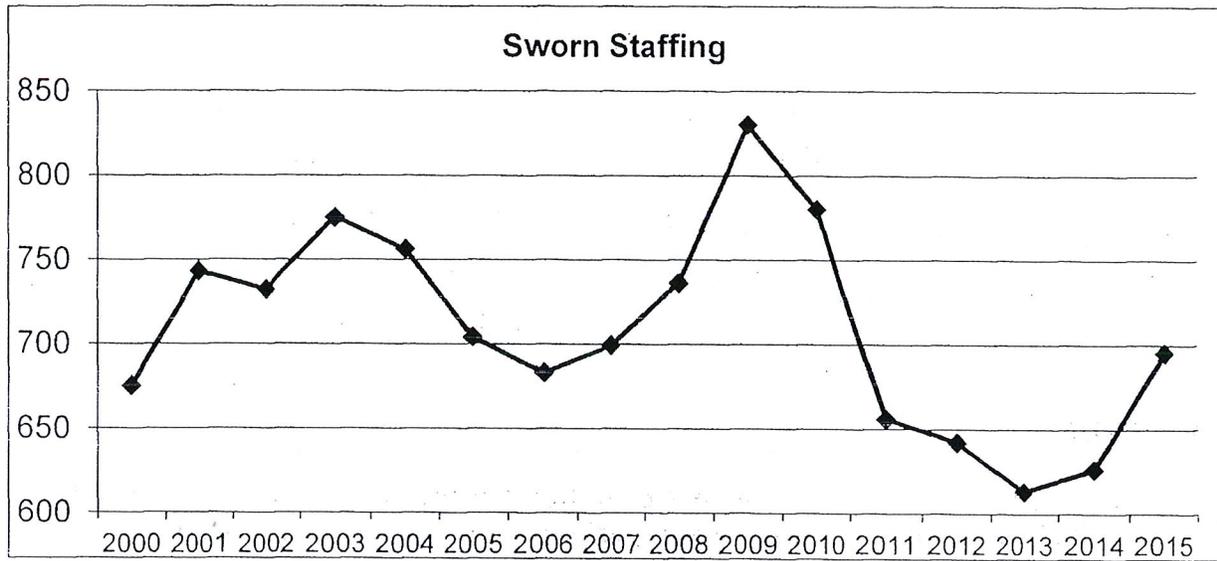


Figure 1: Sworn Staffing on January 1st: 2000-2015

As of August 31, 2015, OPD's actual sworn staffing is 715 officers. Per the approved Fiscal Year 2015-2017 Policy Budget, OPD's FY 2015-2016 budgeted sworn staffing is 722 officers. This total includes 25 officers from the 2011 Department of Justice/Community Oriented Policing Services (DOJ/COPS) Hiring Grant; 10 officers from the 2013 DOJ/COPS Hiring Grant; 15 officers from the 2014 COPS grant; and approximately 63 officers associated with Oakland's voter approved public safety measures (Measure BB, 2010; Measure Z, 2014).

Demographics – Sworn Staffing

As of August 31, 2015, 57 sworn members and 27 POTs (see Academy charts below) were Oakland residents. Eight percent of current sworn members are City of Oakland residents. OPD has prioritized attracting a racially diverse and multilingual workforce of qualified officers that includes Oakland residents.

Table 2a: 172nd POT Academy

Gender	Ethnicity	Residency	Language	Education
Female	Asian	Oakland	Chinese	High School
19	9	15	1	3
Male	Black		Spanish	Some College
39	12		14	28
	Filipino			Bachelor
	4			29
	Hispanic			Master's Above
	17			4
	Other			
	5			
	White			
	11			
Total	Total	Total	Total	Total
58	58	15	15	58

Table 2b: 173rd & San Francisco PD #248 POT Academy

Gender		Ethnicity		Residency		Language		Education	
Female	9	Asian	11	Oakland	12	Chinese	4	High School	4
Male	44	Black	11			Spanish	10	Some College	34
		Filipino	0					Bachelor	15
		Hispanic	13					Master's Above	0
		Other	1						
		White	17						
Total	53	Total	53	Total	12	Total	14	Total	53

Table 3: Ethnicity and Gender – OPD Sworn Staff August 31, 2015

ETHNICITY	Female	%	Male	Percentage
Asian	8	10%	79	12%
Black	21	26%	119	19%
Filipino	2	2%	13	2%
Hispanic	14	17%	150	23%
Native American	1	1%	1	0%
Undeclared-Other	1	1%	2	1%
White	35	43%	256	41%
Unknown	-	--	13	2%
Total	82	100%	632	100%

Actual Staffing and Projections

The Oakland City Council passed Resolution No. 84767 C.M.S. on December 10, 2013, which requires that the OPD staffing report contain an analysis of any deviations between the expected and actual staffing levels, the expected hiring methods, and alternative hiring options, for achieving budgeted staffing as quickly as possible. Table 4 below provides actual and projected sworn staffing for the current FY 2015-2016 Hiring Plan, as approved in the FY 2015-2017 Policy Budget. This data is accurate as of August 31, 2015.

Table 4: Actual Sworn Staffing (as of August 31, 2015) and Sworn Staffing Projections

Year	2015						2016					
	Month	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Filled	722	719	714	708	739	733	727	756	750	748	742	781
Attrition	(3)	(5)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)
Hires	0	0	0	37	0	0	35	0	4	0	45	0
Ending Filled	719	714	708	739	733	727	756	750	748	742	781	775
Authorized	722	722	722	722	722	722	722	722	722	722	722	722
Over (Under) Authorized	(3)	(8)	(14)	17	11	5	34	28	26	20	59	53
Hiring Plan	719	713	707	741	735	729	763	757	756	750	789	755
Over (Under) Adopted Hiring Plan	0	1	1	(2)	(2)	(2)	(7)	(7)	(8)	(8)	(8)	(10)

In **Attachment A**, appended to this report, show historical, current, and projected staffing data as outlined below.

Attachment A	
Figure 2	Residency of Sworn OPD Members (page 1)
Table 5	Demographics of Sworn OPD Members (page 1)
Table 6	Current Recruitment – Outreach/Media Activity (page 2)
Table 7&8	Staffing Funding Sources for FY 14-15 (page 2)
Table 9	Budget Authorized Positions (page 3)
Table 10	Sworn Attrition Data (page 3)
Table 11	Sworn Attrition Analysis (page 3)
Table 12	Attrition of Oakland residents in the testing and hiring process (page 4)
Table 13	Demographic Information on Previous Academies (page 4&5)
Table 14	OPD Recruitment Data – Current Academies (pages 5&6)
Table 15	Field Training Data (page 6)
Table 16	Sworn Permanent Assignments within OPD (page 7)
Table 17	Civilian Vacancies in OPD (page 8)
Table 18	Patrol Data (page 9)

FISCAL IMPACT

This item is for informational purposes only and does not have a direct fiscal impact or cost. However, decisions to fund additional sworn or non-sworn positions beyond levels approved in the Policy Budget will require additional funding.

PUBLIC OUTREACH / INTEREST

The Department continues to actively recruit candidates for the positions of police officer trainee and when required, lateral / post-academy graduate police officer. Recruitment efforts focus on selective language candidates, diversity and Oakland residents throughout the testing and selection process. Staff has met with several community organizations and received positive feedback and useful input on recruiting efforts. Staff is working with community organizations to conduct hiring workshops, to be held at various community organizations' offices, throughout the City.

COORDINATION

The Department coordinates with the Human Resources and Management Department to complete the necessary steps associated with completing an academy.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Social Equity: The Oakland Police Department strives to increase the diversity of its workforce.

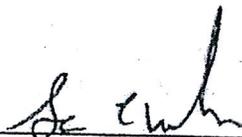
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ACTION REQUESTED OF THE PUBLIC SAFETY COMMITTEE

Staff Recommends that The Public Safety Committee accept the OPD's monthly informational report on recruiting and sworn staffing levels as of August 31, 2015.

For questions regarding this report, please contact Bruce Stoffmacher, Legislation Manager, OPD Research and Planning, at (510) 238-6976.

Respectfully submitted,



Sean Whent
Chief of Police
Oakland Police Department

Prepared by:

Cee Belue, Personnel Manager,
OPD, Personnel Section

Bruce Stoffmacher, Legislation Manager
OPD, Research and Planning, OCOP

Attachments (1)
A: Data Tables

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Public Safety Committee
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Oakland Police Department Monthly Staffing Report - Attachment A

Figure 2: Residency of Sworn OPD Members

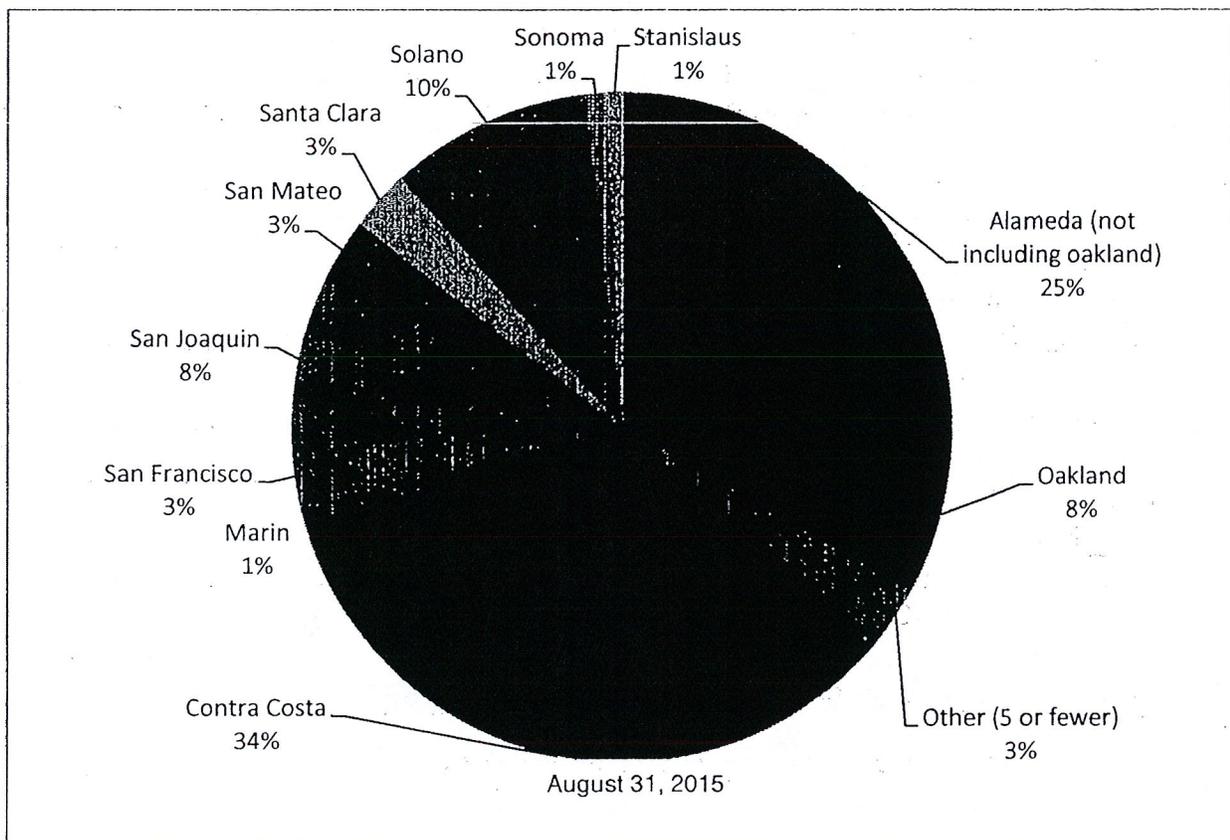


Table 5: Demographics of Sworn OPD Members

Race	US 2010 Census- Oakland Pop.	OPD 2013	OPD 2014	OPD 2015
White	34.5%	43.0%	42.0%	40.8%
Black	28.0%	20.0%	18.8%	19.5%
Asian	16.8%	20.9%	12.7%	14.1%
Hispanic	25.4%	19.0%	21.2%	22.8%
Other *	--	--	5.3%	2.8%
Female	14.3%**	12.0%	12.0%	11.4%
Male	85.7%**	88.0%	88.0%	88.6%

* Other includes Unknown, Native American, and Undeclared; OPD Data as of 7/31/2015

** 2007 data: gender ratio of police officers in the U.S. Source: U.S. Department of Justice. Office of Justice Programs Bureau of Justice Statistics, Local Police Department, 2007

Table 6: Current Recruitment – Outreach/Media Activity

Practice PAT Saturday, August 1, 0800-1000, Officer O'Reilly & crew. (2 attendees)
Art & Soul Festival Saturday/Sunday, August 1-2, 1200-1800, Officers S. Brewster & J. Sanchez. (2,000 attendees, 15-20 contacts per day)
Councilperson Brooks' 3rd Annual 3 on 3 basketball tournament which takes place at the Oracle Arena parking lot on August 1st (9:00 to 5:00, Officer E. Morris & E. Cumby) and 2nd (9:00 to 3:30, Sergeant T. Small & Officer E. Morris). (80 attendees, 5-10 contacts per day)
Online POST written test workshop Wednesday, August 12, 1830-2030. (114 registered, 64 participated)
Oakland Marathon Friday & Saturday, August 15 Officer S. Brewster & J. Sanchez. (2,500 attendees, 50 contacts)
Acts Community Partners Saturday, August 22, 0900-1600 Officers D. Gilbert & E. Morris. (500 attendees, 20 contacts)
Arise to Life Fair Saturday, August 22, 0900-1400 Sgt. A. Smith. (200 attendees, 3 contacts)
Chinatown Festival Friday & Saturday, August 22-23. Lt. A. Yu. (5K attendees, 20-25 contacts each day)
Job and Educational Fair in Berkeley Saturday, August 29, 1000-1300. Officer T. McNeil. (35 attendees, 10 contacts)
Oakland Triathlon Festival Expo Friday & Saturday, August 28-29 Officers D. Gilbert & E. Morris. (400 – 500 attendees, 25-35 contacts)

Tables 7 and 8: Staff Funding Sources for Sworn and Civilian Positions for FY 2015 – 2017

Sworn Positions	FTE
General Fund: General Purpose	606
Alameda Co. Vehicle Abatement	1
Measure Y	63
Traffic Safety Fund	2
COPS 2011	25
COPS 2013	10
COPS 2014	15
Grand Total	722

Civilian Positions	FTE
General Fund: General Purpose	389.55
Alameda Co. Vehicle Abatement	1.00
Measure Y	.35
Traffic Safety Fund	15.65
False Alarm Reduction Program	6.50
US Department of Justice	3.00
State of California	1.65
Workers' Comp. Insurance	2.00
Grand Total	419.7

Table 9: Budget Authorized Positions

Position	Budget Authorized Positions	Authorized	Filled	+/-
Sworn	Chief of Police	1	1	0
	Assistant Chief	1	1	0
	Deputy Chief	4	3	0
	Captain	9	9	0
	Lieutenant	27	26	1
	Sergeants	124	130	6
	Police Officers	556	543	-13
	Total Sworn	722	714	-8
Non-Sworn	Full-time and Part-time	419.7	386.7	-33
	Total Personnel	1141.7	1100.7	-41

Table 10: Sworn Attrition Data: September 1, 2014 through August 31, 2015 (12 month average is 5.0%)

Reason/Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
Disability Retirement		1	4	1		3	1	1			1	2	14
Resignation	1	1	2	1	1	2	3		2		2	2	17
Resignation - Other Agency	1	1	1	1					1				5
Service Retirement			1	7		2	2	1	2	1		1	17
Termination	2	1	2		1			1					7
Deceased													0
Grand Total	4	4	10	10	2	7	6	3	5	1	3	5	60

The above table identifies sworn attrition by month and by category from September 2014 through August 2015. During this period OPD was below the projected average monthly attrition. The projection is 6 per month for an annual of 72 and the actual for same 12-month period was 60.

Table 11: Sworn Attrition Analysis September 1, 2014 through August 31, 2015

Reason for Separation	Average Age at Separation	Number of Separations
Disability Retirement	46.3	14
Resignation	31.3	17
Resignation - Other Agency	37.0	5
Service Retirement	50.9	17
Termination	35.5	7

Table 12: Attrition of Oakland Residents during the Testing and Hiring Process

Police Hiring Steps – Oakland Residents	166 th	167 th	168 ^{th*}	169 th	ACSO **	170 th	171 st	172 nd	173 rd
Applications Received	282	186	415	271	--	316	501	526	169
Invited to Physical Ability Test (PAT)	85	59	371	262	--	267	337	495	156
Attended PAT	77	44	168	145	--	194	110	281	73
Invited to Written	254	165	151	138	--	147	94	253	64
Attended Written	155	112	133	123	--	113	77	218	53
Invited to Oral Interview	72	42	79	76	--	86	44	145	37
Attended Oral Interview	63	39	66	59	--	55	33	118	28
Background & Character Review	48	19	40	35	--	43	25	80	80
Invited to Academy	7	6	6	3	1	10	15	15	12
Graduated from Academy	3	3	6	2	1	10	9	Pending	Pending

Table 13: Demographic Information on Academies since 2012

Class	Starting Date	Starting Number	Gender	Oakland Res-idency	Language	Ending Number
166th	17 Sep 12	57	15 Females 42 Males	7	8 Cantonese/Mandarin 4 Spanish	39
167th	25 Mar 13	51	7 Females 44 Males	6	5 Cantonese/Mandarin 12 Spanish	36
168th	30 Sep 13	57	8 Females 49 Males	6	0 Cantonese/Mandarin 19 Spanish	47
3 rd Latera I	9 Dec 13	4	4 Males	0	0 Cantonese/Mandarin 1 Spanish	4
169th	30 Dec 13	55	8 Females 47 Males	2	0 Cantonese/Mandarin 13 Spanish	34
ACSO	17 Mar 14	24	3 Females 21 Males	1	3 Cantonese/Mandarin 3 Spanish	13
170 th h	28 Apr 14	57	9 Females 48 Males	5	3 Cantonese/Mandarin 10 Spanish	35
4 th Latera I	22 Sep 14	7	1 Female 6 Males	0	0 Cantonese/Mandarin 2 Spanish	5
171 st	29 Sep 14	60	10 Females 50 Males	15	5 Cantonese/Mandarin 9 Spanish	35

Attachment A

Page 4

October 27, 2015

5th th Latera	23 Feb 15	9	9 Males	1	1 Cantonese/Mandarin 0 Spanish	7
172 nd	27 Apr 15	58	19 Females 39 Males	15	1 Cantonese/Mandarin 14 Spanish	Pending
6th th Latera I	18 May 15	6	6 Males	1	0 Cantonese/Mandarin 0 Spanish	6
SFPD 247 th	8 Jun 15	5	5 Males	0	0 Cantonese/Mandarin 0 Spanish	Pending
173 rd	6 Jul 15	53	9 Females 44 Males	11	4 Cantonese/Mandarin 10 Spanish	Pending
SFPD 248 th	3 Aug 15	5	0 Females 5 Males	1	0 Cantonese/Mandarin 0 Spanish	Pending

Table 14: OPD Recruitment Data – Current Academies

Police Hiring Steps: 172 nd Academy	Testing/ Time Frame	Total	Percent of Total	Percent Not Advanced	Number of Oakland Residents	Percent of General Total Oakland Residents	Percent of Oakland Residents Not Advanced
Applications Received	5/12/2014-12/5/2014	3820	100%	0%	526	14%	0%
Invited to PAT		3687	97%	-3%	495	13%	-6%
Attended PAT	6/14/2014-12/13/2014	1769	46%	-54%	281	7%	-47%
Invited to Written		1657	43%	-57%	253	7%	-52%
Attended Written	7/8/2014-1/7/2015	1435	38%	-62%	218	6%	-59%
Invited to Oral Interview		1050	27%	-73%	145	4%	-72%
Attended Oral Interview	8/11/2014-2/10/2015	799	21%	-79%	118	3%	-78%
Referred to OPD on eligibility list	8/25/2014-3/4/2015	562	15%	-85%	80	2%	-85%
Invited to Academy	4/27/2015	58	2%	-98%	15	0.39%	-97%
Graduated Academy	10/30/2015	TBD	TBD	TBD	TBD	TBD	TBD

Table 14 Continued: OPD Recruitment Data – Current Academies

Police Hiring Steps: 173 rd Academy & SFPD 248	Testing/ Time Frame	Total	Percent of Total	Percent Not Advanced	Number of Oakland Residents	Percent of General Total Oakland Residents	Percent of Oakland Residents Not Advanced
Applications Received	1/5/2015-2/24/2015	1234	100%	0%	169	14%	0%
Invited to PAT		1189	96%	-4%	156	13%	-8%
Attended PAT	2/14/2015-3/14/2015	539	44%	-56%	73	6%	-57%
Invited to Written		512	41%	-59%	64	5%	-62%
Attended Written	3/10/2015-4/9/2015	402	33%	-67%	53	4%	-69%
Invited to Oral Interview		315	26%	-74%	37	3%	-78%
Attended Oral Interview	4/13/2015-5/11/2015	245	20%	-80%	28	2%	-83%
Referred to OPD on eligibility list	5/5/2015-6/1/2015	181	15%	-85%	80	2%	-85%
Invited to Academy	6/8/2015-8/3/2015	63	5%	-95%	12	0.97%	-93%
Graduated Academy	1/8/2016 & 3/4/2016	TBD	TBD	TBD	TBD	TBD	TBD

Table 15: Field Training Data

Academy of Origin	Entered FTO	Completed FTO
OPD 171st Basic Academy	35	30; 1 Pending
5 th PAG/Lateral Course	7	4, 2 Pending
6 th POST Lateral Course	6	Pending

Table 16: Sworn Permanent Assignments within OPD

	Chief	Assistant Chief	Deputy Chief	Captain	Lieutenant	Sergeant	Officer
Office of the Chief	1	1					
Public Information Office							2
Internal Affairs Division				1	1	12	3
Office of the Inspector General					1	3	1
Intelligence Unit						1	6
Research & Planning							1
Bureau of Field Ops: Administration			2		1	2	1
Patrol Area 1				1	3	16	89
Patrol Area 2				1	3	12	72
Patrol Area 3				1	3	12	74
Patrol Area 4				1	3	13	72
Patrol Area 5				1	3	15	80
Support Ops Division				1	1	3	8
Traffic Section					1	3	17
Bureau of Services: Administration			1	1			
Communications Section						4	
Training Section					1	2	16
Recruiting and Background Unit						1	4
Information Technology							3
Property/Evidence Unit							2
CID: Administration				1			
CID: Special Victims Section					1	5	23
CID: Homicide Section					1	6	7
CID: Misdemeanor Crimes/Task Force					1	4	14
CID: Robbery, Burglary Felony Assault Section					1	3	19
CID: Youth and School Services Section					1	3	15
Ceasefire				1			
Special Invest. Units					1	4	27
Total Sworn	1	1	3	10	27	124	556

*Sworn in FTO training

Table 17: Civilian Vacancies in OPD (As of August 31, 2015 there are 32.0 vacancies – this number excludes positions where staff have been hired but have not started work)

Job Classification	Vacancies	Authorized	Status
Administrative Analyst II (Crime Analyst)	3	7	<ul style="list-style-type: none"> OPD Pending recruitment strategy determination and job classification study
Administrative Assistant I	1	1	<ul style="list-style-type: none"> HRM – Pending Recruitment
Criminalist II (Firearms)	1	15	<ul style="list-style-type: none"> OPD: Pending offer acceptance and background
Forensic Technician	1	1	<ul style="list-style-type: none"> HRM Pending exam plan
Intake Technicians	4	4	<ul style="list-style-type: none"> HRM: Pending certification of additional names to interview OPD: 1 in background. Pending exam plan
Latent Print Examiner II	1	5	<ul style="list-style-type: none"> OPD: Pending background
Neighborhood Services Coordinator	1	10	<ul style="list-style-type: none"> HRM Pending recruitment
Police Cadet	3	9	<ul style="list-style-type: none"> OPD – Pending completion of background investigation
Police Evidence Technician	3	20	<ul style="list-style-type: none"> HRM – Pending Recruitment
Police Performance Auditor	2	3	<ul style="list-style-type: none"> OPD Pending hiring manager interviews.
Police Dispatchers	10	67	<ul style="list-style-type: none"> OPD: Pending background investigations
Project Manager III – Internal Affairs	1	2	<ul style="list-style-type: none"> OPD – Pending background investigation
Support Services Supervisor	1	1	<ul style="list-style-type: none"> Submitting Add/Delete in progress to change position.

Table 18: Patrol Data

	Area 1	Area 2	Area 3	Area 4	Area 5
Number of officers assigned to patrol: 269	1 st Watch 17 2 nd Watch 17 Late Tac 8 <u>3rd Watch 16</u> Total 58	1 st Watch 16 2 nd Watch 17 <u>3rd Watch 16</u> Total 49	1 st Watch 17 2 nd Watch 16 <u>3rd Watch 17</u> Total 50	1 st Watch 18 2 nd Watch 17 <u>3rd Watch 17</u> Total 52	1 st Watch 18 2 nd Watch 18 Late Tac 8 <u>3rd Watch 16</u> Total 60
Number of officers assigned to evening shifts	41	33	33	34	42
Number of officers assigned to PSO / CRT: 66	PSO 7 CRT 8	PSO 7 CRT 7	PSO 7 CRT 8	PSO 6 CRT 7	PSO 6 CRT 8
# of open beats not filled by overtime in August	1 st Watch: 1 2 nd Watch: 0 3 rd Watch: 6	1 st Watch: 1 2 nd Watch: 2 3 rd Watch: 1	1 st Watch: 0 2 nd Watch: 0 3 rd Watch: 5	1 st Watch: 0 2 nd Watch: 0 3 rd Watch: 2	1 st Watch: 2 2 nd Watch: 0 3 rd Watch: 1

Note: Open beats are covered on overtime.

Beats by Area:

- Area 1: Beats 1-7
- Area 2: Beats 8-14
- Area 3: Beats 15-22
- Area 4: Beats 23-28
- Area 5: Beats 29-35

Internal Affairs Division Year to Date 2015

(Reporting Period: 1 Jan 15 to 31 Dec 15)

(m)
Created
by IA
supervisor 2

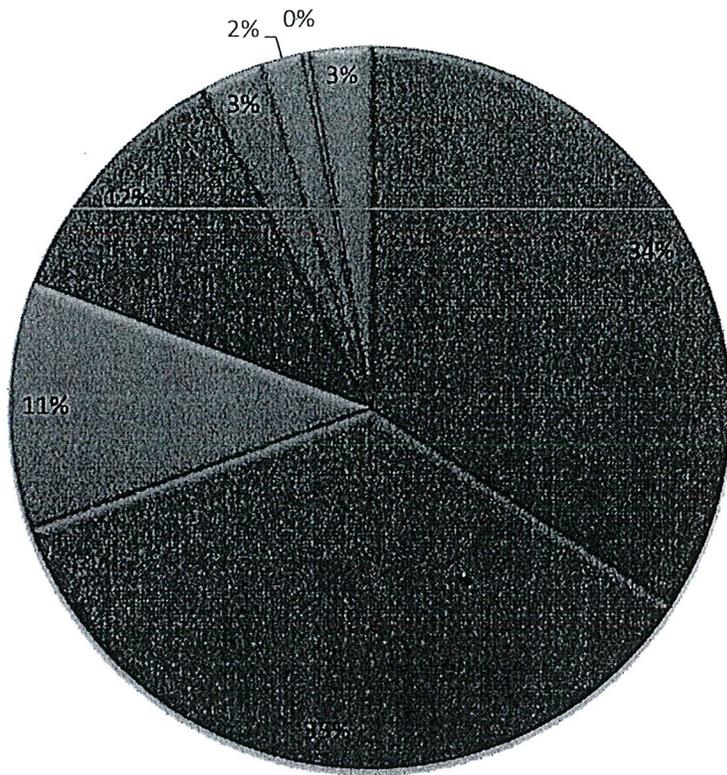
Cases	1009	
Allegations	1942	(The number of individual policy violations within each case)
Cases Investigated		
Division Level	304	(Division Level investigations are completed by a supervisor)
Internal Affairs(IA)	206	(Internal Affairs investigations are completed by an IA investigator)
Total # of Investigations	510	
Allegations Reviewed and Administratively Closed		
These complaints include but are not limited to: Outside Agency Complaints, Complaints of No Merit and Service Complaints*		
*Example of a Service Complaint: Community member alleges the officer took too long to respond to a complaint of dogs barking, however, the officer was sent to an in progress Domestic Violence call.		
Allegations Not Investigated	665	
Discipline		
Suspension(s)	11	
Counseling and/or Training	44	
Written Reprimand(s)	20	
Termination	1	
Total Sustained Findings	76	
Commendations and Awards		
Letter(s) of Appreciation	133	
Department Commendation(s)	538	
Total Commendation and Awards	671	
Manual of Rules Violations (MOR)		
MOR	Description	# of Allegations
000.01	Service Complaint (A police practice mandated by policy or law, such as towing a vehicle; or a delay in service, such as a long wait for an officer's presence due to call for service volume)	342
000.02	No Violation of OPD Manual of Rules and/or the Law.	312
000.03	Duplicate Entry	11
234.00	AUTHORITY AND RESPONSIBILITIES Subject to direction from higher command, a commanding officer has direct control over all members and employees within his/her command.	1
285.00	AUTHORITY AND RESPONSIBILITIES – In addition to the general and individual responsibilities of all members and employees, each supervisor is specifically responsible for the following: Supervision, Leadership, Direction, Enforcement of Rules, Inspection, Assisting Subordinates, and Grievance Resolution.	6
314.03	GENERAL CONDUCT – Members and employees shall conduct themselves at all times in such a manner as to reflect favorably upon themselves, the City, the Department and the police service. Whether on or off-duty, members and employees shall avoid any conduct that brings disrepute to the Department or impairs its efficient and effective operation.	11
314.04	CONDUCT TOWARD OTHERS – HARASSMENT AND DISCRIMINATION –Members and employees shall treat all persons with courtesy and respect. The Department has a zero tolerance policy for harassment and discrimination against members, employees and persons on the basis of race, religion, national origin, marital status, age, sex, sexual orientation, ancestry, physical or mental disability, or medical condition. The Department prohibits conduct that violates the specified City Administrative Instruction. Any member or employee who harasses or discriminates against another member, employee, or any person, or engages in any	48

CIVIL SERVICE BOARD MAY 19 2015	<p>Any member or employee who has knowledge that another member or employee has engaged in harassment or discrimination or inappropriate conduct that violates the specific City Administrative Instruction is strictly charged with the responsibility for reporting that conduct in accordance with the provisions of Manual of Rules Section 314.48 (Reporting Violations of Laws, Ordinances, Rules or Orders). Any member or employee who harasses or discriminates against another member, employee, or any person, or engages in any inappropriate workplace conduct that violates City Administrative Instruction 71 shall be subject to severe disciplinary action, including discharge from the City service. Any member or employee who has knowledge that another member or employee has engaged in harassment or discrimination or inappropriate conduct that violates the specific City Administrative Instruction is strictly charged with the responsibility for reporting that conduct in accordance with the provisions of Manual of Rules Section 314.48 (Reporting Violations of Laws, Ordinances, Rules or Orders).</p>	
314.05	<p>CONDUCT TOWARD OTHERS – WORKPLACE VIOLENCE – In order to provide a safe and appropriate work environment, the Department has zero tolerance for acts and threats of violence. Employees and members shall report threats or acts of violence or intimidation between members and/or employees to their supervisor.</p>	1
314.07	<p>CONDUCT TOWARD OTHERS – DEMEANOR – Members and employees shall perform their duties attentively and courteously, avoiding rude, threatening, harsh, insulting, profane, insolent or demeaning language, and they shall maintain a professional bearing regardless of provocation to do otherwise.</p> <ul style="list-style-type: none"> - Members and employees shall treat superior officers, subordinates, and peers with respect. They shall be courteous and civil at all times in their relationships with one another and shall avoid any inappropriate conduct. - All persons, except the very youthful and those known personally by the member or employee, shall at all times be addressed by their appropriate title followed by their last name. When on duty and in the presence of others, superior officers shall be referred to by rank title. - Members and employees shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the Department. - Orders from superior to subordinate members and employees shall be given in a civil manner, without the use of profane or derogatory language. 	160
314.08	<p>CONDUCT TOWARD OTHERS – RELATIONSHIPS – Members and employees shall not inappropriately convert or attempt to convert an on-duty contact to an intimate relationship.</p>	1
314.15	<p>ASSISTANCE – All members are required to take appropriate police action to aid another law enforcement officer in danger.</p>	1
314.18	<p>MEMBERS' GENERAL RESPONSIBILITIES – Members shall, at all times, respond to lawful orders of superior officers, communications dispatchers, and other proper authorities, as well as to calls for police assistance. Proper police action shall be taken whenever it is required. Within the City of Oakland, while on duty, members shall at all times take appropriate action to protect life and property; preserve the peace; prevent crime; detect and arrest violators of the law; and enforce Federal, State, and City laws and ordinances within Departmental jurisdiction.</p>	1
314.30	<p>INSUBORDINATION-DISOBEDIENCE TO ORDERS – Failure of any member or employee to obey a lawful order given by a superior officer constitutes insubordination.</p>	4
314.32	<p>INSUBORDINATION-DISRESPECT – The act of ridiculing or treating with disrespect a superior officer or his/her orders whether in or out of his/her presence.</p>	2
314.38	<p>OBSTRUCTING THE INTERNAL AFFAIRS PROCESS – No member and employee shall obstruct, impede, delay, or undermine the internal investigation process in either words or actions.</p>	1

CIVIL SERVICE BOARD MAY 19, 2016	PERFORMANCE OF DUTY – All members and employees shall perform their assigned duties and responsibilities as required or directed by law, Departmental rule, policy, or order by a competent authority. Each member and employee is accountable for the exercise of delegated authority, and shall not conceal, divert or mitigate their true culpability. Violations of performance of duty include, but are not limited to, the following:	
314.39	<ul style="list-style-type: none"> - Intentional illegal search, seizure, or arrest; - Unintentional or improper search, seizure, or arrest; - Planting of evidence; - Failure to perform duties as required or directed by law, Departmental rule, policy, or order; - Improper care of the property of persons; and - Changing a work assignment without authority. 	684
314.42	OBEDIENCE TO LAWS – Members and employees shall observe and obey all laws and ordinances. A violation of this section may include, but is not limited to the following: Felony and serious misdemeanor crimes; Other misdemeanor crimes; or Driver’s license status.	20
314.48	REPORTING VIOLATIONS OF LAWS, ORDINANCES, RULES OR ORDERS – Members and employees who become aware that other members or employees violated laws, ordinances, rules of the Department, or disobeyed orders, of a Class I violation or any Class II violation which indicates a pattern of misconduct of which they are aware, shall within 24 hours or sooner, if practical, report the offense, orally or in writing, to his/her supervisor or the Internal Affairs Division.	2
314.69	GIFTS, GRATUITIES – SOLICITING OR ACCEPTING – Members and employees shall not use their authority or position, whether for him/herself or another, and not otherwise available to them as a private person	1
328.14	LOITERING – On-duty members and employees, and off-duty members and employees in uniform shall not enter bars, taverns or theaters except to perform a police task. Loitering and unnecessary conversation in such locations is forbidden. Eating in establishments where the primary purpose is the service of alcoholic beverages rather than food is discouraged, although not forbidden.	1
328.49	ABSENCE FROM DUTY – Every member or employee who fails to appear for duty at the date, time and place specified without the consent of competent authority is "absent without leave." Absences without leave in excess of one day shall be reported in writing to the Chief of Police.	2
328.53	FALSE REPORTING OF ILLNESS OR INJURY- Members and employees shall not feign illness or injury, falsely report themselves ill, or otherwise attempt to deceive the Department as to the condition of their health.	1
328.63	<p>CONSUMPTION OF INTOXICANTS – Members and employees shall not at any time:</p> <ul style="list-style-type: none"> - Be under the influence of any intoxicating substance while on duty; - Carry any firearm while consuming or under the influence of any intoxicating substance; - Consume any intoxicating substance while off duty to the extent that when reporting for his/her duty assignment the ability to perform their duty is impaired; or - Consume any intoxicating substance while on duty unless necessary in the performance of a police task and then only with the specific permission of a commanding officer and never in uniform. 	3
342.00	DEPARTMENT PROPERTY AND EQUIPMENT – Preventable Collision	56
370.27	PHYSICAL FORCE, USE OF – The use of physical force (Level 1-4) shall be restricted to circumstances specified by Departmental policies and law.	215
370.36	CUSTODY OF PRISONERS – Arrestees and/or detainees shall be reasonably controlled in order to prevent their escape. They shall be treated humanely and shall not be subjected to unnecessary restraint.	1
398.16	Court Appearances	1

CIVIL SERVICE BOARD MAY 19 2016 398.70	SUBVERSIVE ORGANIZATION – No member or employee shall knowingly become a member or affiliate of any subversive organization, with the specific intent to foster its unlawful objectives, except when necessary in the performance of duty and with the prior authorization of the Chief of Police.	1
398.73	RETALIATION – Under no circumstances shall members or employees retaliate against any other member, employee, or any other person for engaging in a protected activity. Members and employees shall not engage in any adverse action that: - Would cause a reasonable member, employee, or any other person to be deterred from engaging in a protected activity; or - Is based on a retaliatory motive arising out of a member, employee, or any other person engaging in a protected activity. Any member or employee who becomes aware of such conduct shall immediately report the misconduct to a commander/manager, and/or directly to the Internal Affairs Division. The presumptive penalty for violation of this section shall be termination.	4
398.76	REFUSAL TO ACCEPT OR REFER COMPLAINT – Members and employees shall not refuse to accept a citizen complaint, fail to refer a citizen to the IAD (when the citizen can be reasonably understood to want to make a citizen’s complaint), fail to forward a complaint to the IAD, discourage a person from filing a complaint, and/or knowingly provide false, inaccurate, or incomplete information about the IAD process. Members and employees shall not fail to follow any of the procedures for accepting, referring, or forwarding a complaint.	21
398.77	REFUSAL TO SUPPLY NAME AND SERIAL NUMBER – Upon request, members and employees shall supply their names and serial numbers to any person who seeks such identification.	26
398.80	TRUTHFULNESS – Members and employees are required to be truthful at all times whether under oath or not, except when necessary in the performance of official duties.	1

IAD Allegations



- Service, No MOR, Duplicate Entry
- Performance of Duty,
- Use of Force
- Conduct, General Responsibilities
- Care of Property
- Insubordination, Obedience to Laws, Authority & Responsibility
- False Report Illness, Absence from Duty, Consumption of Intoxicant
- Fail to Accept/Refer Complaint, Supply Serial, Retaliation, Court Appearance

Updated: 1/13/16





Created by Crime Analyst (m)

CITY OF OAKLAND SHOT SPOTTER REPORT September 2015

Shot Spotter Data

Incident Type	September	August	% Change	September 2014
Total Incidents Captured	254	342	-26%	275
Multiple Gunshots	188	234	-20%	191
Single Gunshot	41	65	-37%	66
Possible Gunshot(s)	25	43	-42%	18

Reported Incidents

Incident Type	September	August	% Change
Monthly Homicide Count	13	10	30%
Assault with a Deadly Weapon – Firearm	48	68	-29%
Gunshot Calls To Dispatch (Citywide)	289	321	-10%

*Gunshot calls may account more than once for the same incident

Beat Activity:

Bureau of Field Operations 1

BEAT	COUNT	BEAT	COUNT	BEAT	COUNT
01X	0	05Y	1	11X	0
02X	4	06X	5	12X	1
02Y	3	07X	10	12Y	0
03X	0	08X	3	13X	0
03Y	0	09X	0	13Y	0
04X	2	10X	3	14X	0
05X	2	10Y	0	14Y	0

Bureau of Field Operations 2

BEAT	COUNT								
15X	0	19X	3	24X	16	27Y	18	31Z	1
16X	0	20X	6	24Y	3	28X	0	32X	15
16Y	0	21X	6	25X	0	29X	3	32Y	6
17X	1	21Y	5	25Y	0	30X	23	33X	13
17Y	1	22X	0	26X	4	30Y	9	34X	27
18X	3	22Y	0	26Y	30	31X	0	35X	8
18Y	0	23X	12	27X	5	31Y	0	35Y	0

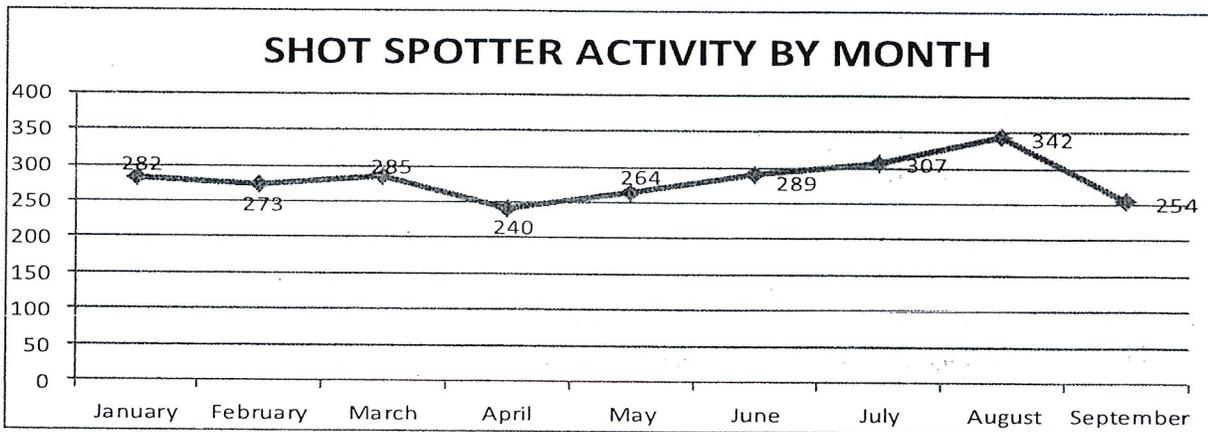
*Shot Spotter coverage is not citywide, gunshot calls is citywide

**More than one sensor can pick-up a single incident

Data is extracted from the Oakland Police Department records database and are unaudited. The numbers do not match the official reports reported to the FBI through the Uniform Crime Reporting (UCR) program. Crime statistics can be affected by late reporting, the reclassification or un-founding of crimes, or the geo-coding process. The only certified numbers are those contained in the UCR

Incidents by Day of Week and Time of Day

DOW	COUNT	TIME OF DAY	COUNT
Monday	43	0000-0259	69
Tuesday	28	0300-0559	46
Wednesday	33	0600-0859	4
Thursday	25	0900-1159	5
Friday	17	1200-1459	5
Saturday	47	1500-1759	12
Sunday	61	1800-2059	32
Blank	0	2100-2359	81



WEST OAKLAND SHOT SPOTTER INCIDENTS



Data is extracted from the Oakland Police Department records database and are unaudited. The numbers do not match the official reports reported to the FBI through the Uniform Crime Reporting (UCR) program. Crime statistics can be affected by late reporting, the reclassification or unbounding of crimes, or the geo-coding process. *The only certified numbers are those contained in the UCR*

EAST OAKLAND SHOT SPOTTER INCIDENTS



Data is extracted from the Oakland Police Department records database and are unaudited. The numbers do not match the official reports reported to the FBI through the Uniform Crime Reporting (UCR) program. Crime statistics can be affected by late reporting, the reclassification or unbounding of crimes, or the geo-coding process. *The only certified numbers are those contained in the UCR*

Crime Analyst
Nicole Coleman

COMPARISON: EXAMPLE OF DUTIES (Report Writing)

POLICE RECORDS SPECIALIST (4 applicable duties listed by Mr. Williams):

- Access and input automated criminal history data systems.
- Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations.
- Coordinate and conduct transactions with other employees, sworn and civilian staff, and the public in matters requiring knowledge and analytical application of Police Department rules, policies and procedures.
- Type reports, data, and forms.

BUSINESS ANALYST III:

- Direct the analysis and evaluation of data and information system and process needs for departments; study business problems and prepare options to meet requirements.
- Direct or create detailed business process specifications; define data requirements and business rules associated with the business function or process; identify input and output requirements.
- Verify data, process models, and process mapping developed to support specific business functions, requirements, and processes.
- Develop procedural and other user documentation, manuals, forms, and supporting materials.
- Produce complex ad hoc reports and data files as requested by departments through the use of queries, report writer software, and utilities.

CRIME ANALYST:

- Knowledge - Intelligence reporting including charts, association matrices, intelligence bulletins, other specialized reports and graphic presentations.
- Create and maintain programs which will collect, collate, analyze and disseminate crime activity data, including frequency, geographic factors, victims, targets, suspect descriptors, chronological information, suspect vehicle descriptions, modus operandi factors, potential and actual police hazards, and physical evidence information.
- Provide accurate, timely and relevant analysis of crime patterns, series and trends that aid in the efficient deployment of departmental resources and that increase apprehensions and the clearance of criminal cases.
- Access data from a variety of sources, including offense and arrest reports, census reports, and law enforcement databases, and prepare reports to assist in criminal investigations or to make intelligence assessments.
- Compile, analyze and interpret statistical data using quantitative and qualitative methodology, such as spatial and temporal analysis, link analysis, event flow analysis, and activity charting; present complex and detailed statistical reports.
- Evaluate criminal patterns in an effort to predict when a crime might occur; analyze dates, times, geography, and environment of crimes; forecast date, time, and location of next crime in a series.

AKI JAMES PERFORMANCE SUMMARY:

PROJECT DEVELOPMENT:

- Created a system with a built-in mechanism to monitor & track Force investigations, Force allegations, hearing schedule, Force Review Board deliverables, & report production by two sworn Technical Writers.
- Designed Use of Force Risk Management Report, which was formerly created by two Watch Commander Lieutenants; spent one month to research & get my prototype approved.
- Designed Taser Analysis Report from scratch, trained Officer Kabahit for the task.
- Designed Vehicle Collision Report, which was formerly created by Watch Commander Lieutenant; trained PRS for the task.
- Created various Training Manuals, forms, guidelines.

PROJECT MANAGEMENT:

- Assign & track up to 40 per week Force Review Board deliverables, training issues, policy revisions to ensure their timely completion.
- Led a team of four Police Officers during a month-long project, redacting & providing 800 Use of Force Reports to the US Attorney during the trial.
- Monitor & track Force investigations, Force allegations, complaints, hearing schedules, Use of Force compliance, & report production by two sworn Technical Writers.

RESEARCH, ANALYSIS, INVESTIGATION:

- Analyze & evaluate 30-50/month Use of Force incidents for the risk management purpose.
- Reconciled 2011-2012 open Force Review cases & deliverables.
- Prepared 10 year stats for Officer Involved Shooting, per Assistant Chief's request, by retrieving & analyzing old newspaper articles.

- Follow up with Level 1 Use of Force investigation details, Force allegation, Internal Affairs Division findings to the Force complaints & the type of violations for the risk management purpose.
- Investigate & determine the nature of the incident & the reason of the police presence for the Use of Force Incidents that occurred outside the City of Oakland, for the risk management purpose.
- Monitor & research the Use of Force Applications, which compliance is yet to be determined, & update the findings for the risk management purpose.

SUPERVISING & TRAINING:

- Led a team of four Police Officers during a month-long project, redacting & providing 800 Use of Force Reports to the US Attorney during the trial.
- Designed Taser Analysis Report from scratch, trained Officer Kabahit for the task.
- Designed Vehicle Collision Report, which was formerly created by Watch Commander Lieutenant; trained PRS for the task.
- Designed presentation materials for the Cadet Unit & trained Officer Hugh for the task.
- Trained & supervised PRS for various high-volume Police Records Request projects.

Aki James Daily/Weekly/Monthly Duties**FREQUENCY**

<p>(Force Board Coordinator) Plan, organize & coordinate Force Review Board to ensure compliance with the OPD policy; Monitor & track open investigations, deliverables & Force Review Board report status to ensure the timeliness compliance. Report open case & deliverable status to Federal Monitors, Command Staff & City Attorney team. Regularly advise top management of the Department regarding strategies and policy matters.</p>	Daily	25%
<p>(Research & Analysis) Evaluate & analyze 35-50 UOF incidents per month for the risk management purpose. Research & obtain data from various sources to determine initiating factor, reason for UOF, reason for police presence, etc. Study & analyze Force Review Board cases prior to the hearing & prepare the investigative files. Provide technical support to Federal Monitors, Command Staff & City Attorney team. Prepare & presents information and analytical findings to departmental personnel & others.</p>	Daily	20%
<p>(Report Production) Prepare & present clear, concise & accurate general or technical reports. Produce complex ad hoc reports & data files as requested by departments through the use of queries & various police servers. Develop procedural & other user documentation, manuals, forms, & supporting materials. Train sworn members & civilian staff for report production & presentation.</p>	Weekly	20%
<p>(Project Management) Develop & administer various projects from inception to completion, have been continuously asked to take on others. Manage complex projects & direct the work of assigned staff. Assign, monitor & track Force Review Board deliverables to ensure the timely completion in compliance with the OPD policy. Became responsible to monitor/track training points & policy revisions as well in Mar 2016.</p>	Daily	25%
<p>(Training & Supervision) Train & supervise sworn members & civilian staff for various small & large projects, arrange staffing, materials, equipment & logistic support: e.g. Trained, supervised & led a team of 4 police officers through the duration of a month-long project, assisting US Attorney during a Taser Deployment related trial.</p>	Monthly	10%
TOTAL (must be add up to 100%)		100%

**OPD COMMAND STAFF LIST:
who wish to be involved in my appeal**

Commander's Name	Role	Related Aki James' duties
Assistant Chief P. Figueroa	Force Review Board Chair (-2014)	Force Board Coordinator, UOF Risk Management Report
Deputy Chief D. Outlaw	Force Review Board Chair (2014-)	Force Board Coordinator
Deputy Chief D. Downing	Force Review Board Voting Member, Aki's chain of command	Force Board Coordinator, UOF Risk Management Report, Crowd Control Report, UOF Administrator
Deputy Chief O. Cunningham	Force Review Board Voting Member	Force Board Coordinator, UOF Risk Management Report
Captain A. Toribio	Force Review Board Voting Member	Force Board Coordinator
Sergeant D. Carman	OPD Policy Expert, Force Review Board Technical Writer (-2015)	Force Board Coordinator
Lieutenant C. Bolton	Office of Inspector General	Force Board Coordinator
K. Burgess	Office of Inspector General	Force Board Coordinator
Lieutenant S. Millington	Training Commander	Vehicle Collision Report, Pursuit Report, Taser Analysis Report
Lieutenant C. Mufarreh	Aki's chain of command	UOF Administrator
Sergeant R. Bandino	Aki's chain of command	UOF Administrator

**Administrative Analyst (#1822)**

\$35.51-\$43.16 Hourly / \$6,156.00-\$7,482.00 Monthly / \$73,866.00-\$89,778.00 Yearly



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

Definition

Under direction, the **Administrative Analyst performs difficult and detailed professional-level analytical work** in a variety of functional areas, such as; development and administration of competitive bid processes and contractual agreements; grant administration and monitoring; budget development and administration; legislative analysis; **development and evaluation of management/administrative policy; program evaluation and planning;** or complex financial/fiscal analysis and reporting.

Distinguishing Features

Class 1822 Administrative Analyst is distinguished from Class 1823 Senior Administrative Analyst in that the latter performs duties of a **more difficult and complex nature**. Class 1822 Administrative Analyst is distinguished from Class 1820 Junior Administrative Analyst in that the latter is **an entry level class performing less difficult and complex duties.**

Supervision Exercised

Depending on assignment, may serve as **lead worker to clerical, technical staff and/or subordinate professional staff.**

Examples of Important and Essential Duties

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

- 1. Performs research, compiles and analyzes information/data regarding a variety of administrative, management, fiscal and organizational issues;** identifies issues and determines analytical standards in consultation with supervisor, manager, departmental personnel and other individuals/experts; **gathers relevant data, information and/or documentation from a variety of sources;** analyzes information and documentation and develops tentative findings; **discusses and/or coordinates analysis and tentative findings with supervisor, management staff and/or other appropriate individuals;** develops or assists in **developing recommendations and/or course of action;** **gathers additional information and/or revises methodology as needed.**
- 2. Prepares or assists in the preparation of a variety of management reports:** **compiles and evaluates information in preparation for writing report;** presents background information and description of analytical standards; **outlines findings and recommendations and prepares logical supporting documentation;** **writes or assists in writing final reports and documentation for evaluation by administrative and/or management staff;** presents reports, including formal presentations to groups.
- 3. Performs analysis for development of administrative, management, program and organizational policies and procedures:** consults with managers, administrators and other staff to determine parameters for analysis and other background information; **analyzes existing policies, procedures and work practices;** analyzes the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; **compiles information and documentation in preparation for producing reports and/or drafts reports for management/administration.**
- 4. Performs analysis for budget development and resource planning:** **performs or assists in needs analysis and trend analysis based on research and consultation with managers and administrative staff;** consults with managers and assists in resource planning and development of annual budget estimates; reviews and analyzes budget requests from administrators; **compiles information and documentation in preparation for producing reports and/or drafts reports related to budget and resource planning issues.**

5. Performs analysis for budget administration and/or fiscal/financial reporting; monitors and analyzes expenditures and accounts to ensure compliance with budget parameters; gathers information and prepares documentation related to fiscal/financial reporting; performs and/or assists in fiscal/financial analysis; compiles information and documentation in preparation for producing and/or drafts fiscal/financial reports.

6. Performs analysis for development and administration of competitive bid processes and contractual agreements: identifies and analyzes needs, goals, available funding and other criteria; develops or assists in development of contract/lease specifications; preparing requests for proposals and bid solicitation; performs or assists in analysis of bid information provided by contractors; assists in establishment/maintenance of contractual relationships; performs or assists in analysis for monitoring and enforcement of legal agreements to ensure compliance.

7. Performs analysis for monitoring of grants received by department; writes or assists in writing grant proposals; analyzes funding parameters and other requirements specified by grantor; monitors departmental expenditures to ensure funding parameters are met; analyzes other criteria to ensure compliance with standards required by grantor.

8. Performs related duties as required

Knowledge, Skills and Abilities

Knowledge of: the principles, procedures and legal standards required to provide professional-level analytical assistance to administrative staff in such areas as: budget development and monitoring; financial/fiscal analysis and reporting; development of management/administrative policies and procedures; analysis of existing and proposed legislation, legal standards and regulatory mandates; development and administration of contractual agreements; and/or grant monitoring and administration.

Ability to: identify, research and gather relevant information from a variety of sources; read and interpret complex written materials; analyze and evaluate data, procedures, interrelated processes and other information; formulate conclusions and/or alternatives and develop effective recommendations; use work-related computer applications, including e-mail, word processing, spreadsheets, databases and the internet; prepare well-organized and accurate documents such as reports, memos, and correspondence; synthesize ideas and factual information into clear and logical written statements; speak clearly and concisely in order to express ideas and communicate work-related information to a variety of individuals and groups; listen, ask appropriate questions and effectively elicit information; establish and maintain effective working relationships with staff, officials and the general public, including a variety of individuals and groups.

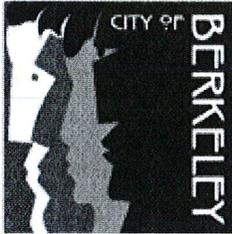
Experience and Training

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

- 1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university; and one (1) year full-time equivalent experience performing professional-level analytical work, as described in Note A; OR
- 2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major coursework as described in Note B; OR
- 3. Possession of a baccalaureate degree from an accredited college or university, and two (2) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR
- 4. Possession of a baccalaureate degree from an accredited college or university with major coursework as described in Note B and one (1) year full-time equivalent experience performing professional-level analytical work as described in Note A;

SUBSTITUTION: Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

CIVIL SERVICE BOARD MAY 19 2016



CITY OF BERKELEY
 Established Date: Jan 1, 2006
 Revision Date: Oct 10, 2008

Crime Analyst

Class Code:
28530

Bargaining Unit: Public Employees Union, Local One

SALARY RANGE

\$38.45 - \$45.66 Hourly
 \$3,076.15 - \$3,652.62 Biweekly
 \$6,665.00 - \$7,914.00 Monthly
 \$79,980.00 - \$94,968.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs a wide variety of analysis to provide timely and pertinent information relative to crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and the clearance of cases; performs related work as assigned.

CLASS CHARACTERISTICS

This is a non-sworn class within the Police Department, performing crime analysis to facilitate crime trend recognition and suspect identification. Incumbents typically work with field operation units to best deploy crime-fighting resources and further community policing; collect data on crime statistics, prepare and disseminate timely crime pattern information to sworn personnel using geographic information systems (GIS) and develop and utilize automated management information systems and query techniques for crime analysis; prepare technical staff reports; and may participate as part of a team on projects related to the gathering and reporting of crime information and may supervise support staff in the preparation of crime data statistics. This class is distinguished from Police Officer, which has powers of arrest and is designated as a sworn peace officer under the laws of the State.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides information in the form of detailed factual, analytical, and forecasting statistical and narrative reports that may include times, dates, location, and other information related to criminal activity to assist patrol and investigative officers in the identification of specific and immediate crime problems and the arrest of criminal suspects;
2. Researches, compiles, analyzes and prepares a variety of periodic and special reports regarding targeted crimes and high incidence areas and recommends the resource allocation on the basis of findings and research;
3. Writes grants, prepares feasibility studies, participates in special research projects, and drafts city council reports;
4. Prepares a variety of graphic presentations and technical summaries which may include maps, charts, photos, and graphs utilizing a variety of geographic information systems (GIS) and programs showing the location of crimes, and other information;
5. Researches and develops statistical information, searches and retrieves information, and crime data from internal and external databases, to identify and analyze crime patterns and produces crime trend reports;
6. Assists investigators and patrol officers in solving crime occurrences by converting raw data into valid criminal intelligence information which is conveyed through written reports, prepared briefings, and lineup attendance to police personnel in accordance with established departmental policies;
7. Retrieves, compiles, and statistically analyzes data using a departmental computerized local area network (LAN)

and a geographic information system (GIS;)

CIVIL SERVICE BOARD MAY 19 2016

8. Writes routine programs and produces reports, charts, maps, graphs and other statistical summaries to forecast future crime occurrences and provide investigative leads;
9. Establishes and maintains contacts with Federal, State and surrounding agencies in order to share information, trends and forecasting in support of community policing and crime prevention programs;
10. May supervise support staff in the compilation of statistical arrays and GIS maps of crime locations;
11. Assists in the case clearance process;
12. Provides data to support departmental planning activities and analyses operational data to support resource allocation, and budgeting; and
13. Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Personal computer system technology and current programming languages;
2. Applied research methods, descriptive and inferential statistics, problem-oriented policing, local government processes;
3. File maintenance and law enforcement procedures;
4. The penal code and other codes and regulations related to crime data dissemination;
5. Computer software programs, including word processing, spreadsheets, databases, statistical analysis, public presentations, crime mapping, Internet access, web pages and geographic information systems;

Skill in and ability to:

1. Communicate effectively both orally and in writing; and to clearly communicate complex research methods and findings to diverse audiences;
2. Supervise administrative support staff;
3. Participate effectively in team efforts to improve and develop departmental programs and services;
4. Exercise judgment and discretion in completing assigned tasks;
5. Protect the integrity of confidential information;
6. Develop effective working relationships with police officers, support staff, and personnel in other agencies;
7. Listen effectively in order to gain an understanding of sworn personnel's knowledge and perceptions of problems;
8. Locate, read, and comprehend directly-related research;
9. Think creatively about public safety problems;
10. Determine customer needs and define the scope of projects, and
11. Manage multiple projects over extended time periods.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from an accredited four-year college or university with a major in criminal justice, public administration, urban affairs, statistics, or a related field and at least two (2) years of professional experience in crime analysis or systems operations. Experience in a law enforcement environment working with GIS, familiarity with National Incident-Based Reporting System (NIBRS) protocols, and a State Department of Justice Crime Analysis Certificate are desirable.

OTHER REQUIREMENTS

CIVIL SERVICE BOARD MAY 19 2016



Crime Analyst

Class Code:
294Bargaining Unit: Association of Livermore
EmployeesCITY OF LIVERMORE
Revision Date: Dec 1, 1997

SALARY RANGE

\$6,145.59 - \$7,470.00 Monthly

DESCRIPTION: DEFINITION

Under general supervision, performs a variety of manual and automated crime research and analysis for the enhancement and direction of proactive law enforcement operations; maintains a data base of information regarding a variety of offenders; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Crime Analyst is responsible for establishing and implementing a systematic process for the collection and dissemination of pertinent information necessary to assist the Police Department's operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities.

SUPERVISION RECEIVED

General supervision is provided by a police department manager.

SUPERVISION EXERCISED

Supervision is limited to volunteers and temporary employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL FUNCTIONS:

The important and essential functions will vary depending upon the position to which the incumbent is assigned.

Information Maintenance

May maintain information on the Sexual Habitual Offender Program (S.H.O.P.), registered sexual, narcotic, and arson offenders, offenders on parole or probation and may maintain liaison with parole, probation, Department of Justice and other police agencies at the local, state, and federal levels.

Research and Reporting

Researches, gathers, compile, and prepares a variety of data from criminal offense reports, arrest reports, and intelligence information; assists in the preparation of department monthly, quarterly and annual reports.

Communications

Prepares daily, weekly, and monthly crime bulletins for dissemination to operational units within the police department; meets with citizen groups and organizations improving community relations and crime prevention awareness; gathers and coordinates intelligence information for community policing unit.

COORDINATOR CIVIL SERVICE BOARD MAY 19 2016

May coordinate S.H.O.P. and act as the direct liaison with the Department of Justice; may coordinate the implementation of Megan's Law and act as the direct contact for citizen access; may coordinate the Domestic Violence Grant and act as the liaison with other involved agencies; coordinates intelligence information on various organized crime groups to local, state, and federal law enforcement agencies; coordinates major case management including, but not limited to, money laundering, phone and utility toll analysis, link analysis, and analysis of financial records.

Training

Assists in the planning, preparation and teaching of various informational courses to officers and other police department employees; may supervise volunteers and temporary employees.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Demonstrated Knowledge of:

Basic administrative research, analysis, and statistical methods; organizational concepts of police departments; law enforcement and the criminal justice system; methods of report writing; basic English grammar and sentence construction; data base administration and design.

Demonstrated Skills to:

Research, interpret, analyze and distribute information in an effective manner; gather, compile, organize and present information; communicate clearly and effectively both orally and in writing to include: writing clear concise reports, memoranda, policies, letters, and other written materials; utilize personal computers and computer software to perform word processing functions; exemplify an enthusiastic, resourceful and effective service attitude with co-workers, the public and others contacted in the course of the work.

Ability to:

Learn the necessary laws, policies, procedures, data bases and general orders associated with this position which may include: the Automated Warrant System, California Law Enforcement Telecommunication System, Criminal Oriented Records Production Unified System, National Crime Information Center, Criminal Identification and Information, Juvenile Information System, Regional Crime Analysis Program, Western States Information Network, and Violent Crime Information Network computer data bases; supervise and coordinate volunteers.

Experience, Education, and Training Guidelines:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Two years of experience involving data analysis and evaluation for the implementation of programs in the criminal, behavioral, or social science fields.

Education: Equivalent to an AA or AS degree with major course work in public/business administration, criminology, police science, behavioral science, social science or a closely related field. Experience may be substituted on a year for year basis. A Bachelor's Degree in a related field is desirable.

Training: Any recent training such as academic courses and certification programs which are relevant to this job classification.

License: Possession of a valid California Driver's license and satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work holidays, weekends, scheduled and emergency overtime; be available on-call as required; attend meetings, conferences and seminars during work and non-work hours which may require travel, and comply with departmental grooming standards.

CIVIL SERVICE BOARD MAY 19 2016

**Crime & Intelligence Analyst**Class Code:
3630Bargaining Unit: City of Fremont Employee
Association (CFEA)

CITY OF FREMONT

Revision Date: Aug 30, 2012

SALARY RANGE

\$38.94 - \$47.33 Hourly
 \$3,115.05 - \$3,786.36 Biweekly
 \$6,749.27 - \$8,203.79 Monthly
 \$80,991.29 - \$98,445.42 Annually

DEFINITION:

Definition

Under general direction, conducts complex research and analysis and provides timely and pertinent information relating to organized crime and drug trafficking organizations, crime pattern detection, suspect-crime correlation, target-suspect data, crime forecasting, and resource deployment. Participates in crime research and analysis activities with other local, state, and federal agencies. Performs related work in assisting unit manager and command staff. Performs related duties as required.

Class Characteristics

This is a journey level, non-public safety classification in the Police Department reporting to the Criminal Intelligence and Analysis Manager. It is characterized by the responsibility to provide crime and criminal intelligence research and analysis in order to project crime trends, linkages, and recommends patrol and investigative strategies; disseminates criminal intelligence information provided by local, state, and federal law enforcement agencies relative to general criminal activities and specific criminal investigations; performs related work as required.

ESSENTIAL FUNCTIONS:

- Accesses data from a variety of law enforcement and other sources and prepares reports to assist in criminal investigations or to make intelligence assessments.
- Collects, analyzes and interprets data and statistics using quantitative and qualitative methodology such as link analysis, event flow analysis, and activity charting.
- Develops crime/suspect and suspect/crime correlation's and target profile analysis.
- Prepares and presents complex and detailed statistical reports.
- Uses computer databases, electronic spreadsheets, desktop publishing, geographical information systems (GIS), word processing, and statistical applications to manipulate, analyze and present data.
- Supports and assists investigators directly in the compilation of analysis of confidential information regarding complex criminal investigations and recommends specific investigative targets/directions based on conclusions drawn from analysis.
- Makes sound decisions regarding which analytical techniques, methodologies, and technologies should be employed to meet the goals of the analytical task.
- Provides oral briefings, court testimony, and other presentations on analytical products and techniques.
- Conducts resource allocation studies for the purposes of deployment and scheduling.
- Communicates effectively in both oral and written form.

CIVIL SERVICE BOARD MAY 19 2016



CITY OF OAKLAND

CITY OF OAKLAND
 Established Date: Jul 22, 1993
 Revision Date: Nov 21, 2013

BUSINESS ANALYST III

Class Code:
 AP118

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

SALARY RANGE

\$7,400.48 - \$9,085.28 Monthly
 \$88,805.76 - \$109,023.36 Annually

DEFINITION:

Under general supervision in departments, uses a full range of technical and professional level skills to lead the analysis, development, implementation, and documentation of business operations, processes, systems and workflows; leads quality assurance and acceptance testing activities; documents business processes and provides training to system users; produces complex information reports for management; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Business Analyst III is an advanced journey level classification in the Business Analyst series. This classification differs from Business Analyst IV in that incumbents of the latter act in a supervisory capacity and manage projects. Business Analyst III is further distinguished from the lower level Business Analyst II in that the former acts in a lead capacity and performs more complex and difficult analyses and tasks. Receives direction from a Business Analyst IV or other senior staff. May provide lead direction to Business Analyst I and II staff.

EXAMPLES OF DUTIES:

- Direct the analysis and evaluation of data and information system and process needs for departments; study business problems and prepare options to meet requirements.
- Define and document business, data, function, workflow, and process requirements.
- Direct or create detailed business process specifications; define data requirements and business rules associated with the business function or process; identify input and output requirements.
- Verify data, process models, and process mapping developed to support specific business functions, requirements, and processes.
- Lead quality assurance activities throughout the development and implementation process.
- Direct the acceptance test phase of system projects; develop test plans and oversee the compilation of test data.
- Investigate system problems with end users; provide liaison with Information Technology to resolve them.
- Coordinate changes to systems and processes between Information Technology and City departments.
- Develop procedural and other user documentation, manuals, forms, and supporting materials.
- Direct training programs for end users to implement new business processes; provide ongoing user support.
- Produce complex ad hoc reports and data files as requested by departments through the use of queries, report writer software, and utilities.

MINIMUM QUALIFICATIONS:

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

CIVIL SERVICE BOARD MAY 19 2016

Education:

A Bachelor's degree from an accredited college or university in public or business administration, accounting, finance, information systems, computer science or a related field.

Experience:

Four (4) years of progressively responsible experience in complex business process analysis and documentation for a major business function area.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods and techniques for developing and documenting business processes, functions, and procedures.
- Procedures and methods for business function testing.
- Principles of project management.
- Computer systems and software applications, including report writer.
- System development methodologies and CASE tools.
- Quality assurance standards and practices.
- Principles and theory of data modeling and process modeling. Principles and practice of Joint Application Development to define business function requirements.

Ability to:

- Analyze complex business problems and develop appropriate solutions.
- Implement complex business functions, processes and procedures.
- Develop data definitions, business rule specifications, identify security constraints, and develop supporting documentation.
- Manage complex projects and direct the work of assigned staff.
- Coordinate functions and activities between user departments and Information Technology.
- Communicate effectively orally and in writing.
- Prepare and present clear, concise and accurate general or technical reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

None required.

CLASS HISTORY:

Revised: 11-21-2013; CSB Reso#: 44673

Established: 07-22-1993; CSB Reso#: 44287

CIVIL SERVICE BOARD MAY 19 2016



CITY OF OAKLAND

CITY OF OAKLAND
 Established Date: Jul 22, 1993
 Revision Date: Nov 21, 2013

BUSINESS ANALYST II

Class Code:
 AP117

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

SALARY RANGE

\$6,088.14 - \$7,475.28 Monthly
 \$73,057.68 - \$89,703.36 Annually

DEFINITION:

Under general supervision in departments, uses a full range of technical and professional level skills to analyze, develop, implement, and document business operations, processes, and systems; integrates, adopts or revises systems or procedures for compatibility with citywide systems, processes and workflows; develops and implements training programs for user departments; produces reports, process mapping, and data files; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Business Analyst II is a journey level classification. This classification is distinguished from the lower level Business Analyst I in that incumbents of the former are more skilled in analyzing complex business processes, conducting system testing and implementing system changes. This classification differs from Business Analyst III in that incumbents of the latter act in a lead capacity and perform special projects and more complex and difficult analyses and tasks.

Receives supervision from a Business Analyst IV or other senior staff. May provide technical or lead direction to assigned staff.

EXAMPLES OF DUTIES:

- Analyze department needs and identify solutions to business problems.
- Assist in the analysis and evaluation of system and process needs for departments.
- Define and document business functions, processes, and workflows.
- Create detailed business process specifications; define data requirements and business rules associated with the business function or process; assist in identifying and defining input and output requirements.
- Develop quality assurance test plans; perform system testing; compile test data.
- Investigate system problems with end users and provide liaison with Information Technology.
- Coordinate changes to systems and processes between Information Technology and city departments.
- Assist in the development of procedural and other user documentation, manuals, forms and supporting materials.
- Participate in end user training programs to implement new business processes; provide ongoing user support.
- Produce ad hoc reports and data files as requested by departments through the use of queries, report writer software, and utilities.

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 public or business administration, accounting, finance, information systems computer science, or a related field.

Experience:

Three (3) years of experience in business process analysis and in the documentation for a complex business function area.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods for developing business process specifications.
- Procedures and methods for business function testing.
- Techniques for documenting business functions and processes.
- Computer systems and software applications, including a report writer.
- Quality assurance standards and practices.
- Systems development methodologies and CASE tools.
- Principles and theory of data modeling and process modeling.

Ability to:

- Analyze complex business problems and develop appropriate solutions.
- Implement complex business functions, processes and procedures.
- Coordinate functions and activities between user departments and Information Technology.
- Work independently within established guidelines.
- Communicate effectively orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

None required.

CLASS HISTORY:

Revised: 11-21-2013; CSB Reso#: 44673

Established: 07-22-1993; CSB Reso#: 44287

- CIVIL SERVICE BOARD MAY 19 2016
- Use complex databases and software applications, such as geographic information systems (GIS), electronic spreadsheets, desktop publishing, word processing, mapping tools and artificial intelligence networks.
 - Respond to calls and questions from outside agencies and the general public related to crime analysis.
 - Keep abreast of new developments, technology, and current literature in the field of crime statistical analysis.
 - Foster and maintain relationships with team members and other law enforcement agencies and crime analysts for strategic information sharing and crime prevention strategies.
 - May provide court testimony as to methodology employed in gathering information used in crime analysis.

MINIMUM QUALIFICATIONS:

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

Education:

A Bachelor's degree from an accredited college or university in criminal justice, public or business administration, statistics, information management, computer science or other related field.

Experience:

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

KNOWLEDGE AND ABILITIES:

Knowledge of:

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

Ability to:

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Perform cross tabulations; create charts and graphs; export objects to other applications.
- Work with restricted law enforcement documents and highly confidential information.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Combine separate pieces of information to form specific answers to problems, general rules or conclusions.
- Communicate clearly and concisely in oral and written form.
- Prepare reports that are objective, succinct, pertinent, and articulate.
- Use personal computer and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

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



STAFF REPORT

DATE: May 19, 2016

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

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 Police Records Specialist Position Held by Aki James

RECOMMENDATION

Staff recommends that the Civil Service Board deny the appeal of classification study results for the Police Records Specialist position held by Aki James and uphold the findings of the Position Audit.

SUMMARY

At the request of the incumbent, a Police Records Specialist position in the Oakland Police Department (OPD) 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 another position at a “coordinator” level. Human Resources Management (HRM) staff conducted a study of the position and issued a finding that the position was appropriately classified. The incumbent, Aki James, 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 Police Records Specialist position held by Ai James 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

Aki James submitted a Position Description Questionnaire (“PDQ,” Attachment A), which was received on April 7, 2015, requesting that her position be reclassified from Police Records Specialist to Housing Development Coordinator IV, Special Events Coordinator, Open Government Coordinator or Disability Benefits Coordinator as listed on Page 8 of the PDQ under Section K - Comments. Staff from HRM met with the appellant on September 29, 2015, and with the appellant’s supervisor on October 14, 2015. 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 18, 2015. 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 13, 2016 (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.”

On February 3, 2016, HRM staff met with the appellant, Ms. James, per the Human Resources Director. The purpose of the meeting was to determine if any pertinent information had been erroneously omitted, which would result in further evaluation and possible revision of the final findings. While the information was framed in a different way during that meeting, the statements from the appellant were consistent with the information that was previously submitted and evaluated. She did not provide any evidence of duties that exceeded administrative/technical support work or required analysis to make recommendations regarding outcome. Following that meeting, the appeal was calendared for March 17, 2016.

On March 15, 2016, the union requested to delay the appeal to the April 21, 2016, Civil Service Meeting. A subsequent meeting was scheduled with the appellant and her union representatives to discuss “new information” that was submitted at the end of March. That meeting took place on April 8, 2016. The appellant was joined by union representatives who reviewed the information that had been newly submitted. HRM staff stated that the new information would be considered and that a decision would be communicated the following week. On April 13, 2016, the union was informed that HRM maintained its position and the appeal should proceed as scheduled for the April 21, 2016 meeting. The union requested to move the appeal to the May 19, 2016, meeting.

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 – Police Records Specialist. The full analysis is contained in the “Analysis of Classification Request” section of the Position Audit Report (Attachment C, Pages 4-7).

The Police Records Specialist classification is defined to include the following kinds of duties:

- Type reports, data, and forms;
- Coordinate with sworn and civilian staff, and the general public transactions involving warrants, records, subpoenas and other litigation-related requests;
- Maintain internal manual and automated recordkeeping systems, and access and update state and federal criminal history data systems;
- Operate personal computers and/or computer terminals;
- Provide direction and on-the-job training to assigned personnel;
- Act as cashier for department; and
- Assist callers and visitors by supplying information or directing requests.

It is characterized as “a specialized clerical classification in the Police Department” that is not described as entry-level. Further, “the complexity of training, regulations and procedural

structure has the potential for significant consequence of error in the majority of transactions involving automated records systems.” This classification notably performs a critical role as part of the overall operations at OPD. It was established in August 1992, and it is very likely that it will be among the classifications that are targeted for updating this year.

In contrast, the specified “coordinator” classifications (Special Events Coordinator and Open Government Coordinator) operate at a different level in the organization and require a Bachelor’s degree and three or four years of progressively responsible experience. The Special Events Coordinator now operates out of the Office of the City Administrator and is responsible for coordinating city-wide and high-profile events including the Art & Soul Festival on an annual basis. The Open Government Coordinator ensures compliance with the Brown Act and the Sunshine Ordinance related to timely publication and distribution of agendas and notices and response to requests for information and public records by members of the public and agencies. Additionally, the incumbent operates on a city-wide basis to ensure that “access to public information and records [is] in compliance with state and local laws related to the disclosure, timely publication and distribution of agendas and notices.” The classification specification was established in March 2008.

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 Oakland Police Department has civilianized police duties related to the Use of Force Custodian and Executive Force Review Board that do not align with the entry-level Police Records Specialist.

City response: The Use of Force Custodian duties were previously performed by a sworn officer. In terms of operational efficiency, OPD has the right to assign duties to other classifications as long as they are in alignment with and are appropriate for a given classification. Producing reports and updating records is consistent with the Police Records Specialist classification. Additionally, Police Records Specialist is not an entry-level position. Rather, it is viewed as a specialized clerical classification that operates with the potential for a significant consequence of error. The Use of Force Custodian duties will be discontinued once a new system (PRIME) is implemented in 2016.

Reason #2: The Force Board Coordinator duties are expanding since Force Review Boards and Executive Force Review Boards are being held more frequently and now cover additional types of use of force.

City response: Volume is not a factor in classification studies. The duties related to scheduling and preparing for each review are routine and administrative in nature and include selecting dates based on participants’ availability, photocopying materials, generating reports, and tracking deliverables. The assigned duties do not include meeting minutes or making recommendations.

Reason #3: The City of Oakland does not have a Force Board Coordinator classification but it has two other similar classifications (Special Events Coordinator and Open Government Coordinator) that are expected to perform similar duties.

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.

The appellant suggested that the Special Events Coordinator, and Open Government Coordinator, Crime Analyst, and Administrative Analyst II classifications are similar to her assignment. In fact, they operate at a different level in the organization and require a Bachelor's degree and three or four years of progressively responsible experience to carry out significantly different roles that have city-wide implications.

Special Events Coordinator

This classification “provide[s] information services to City staff, the public, and the mass media for the Office of Parks and Recreation; and to plan[s], coordinate[s] and implement[s] special events promoting departmental programs and services.” This classification now operates out of the Office of the City Administrator and is responsible for coordinating city-wide and high-profile events including the Art & Soul festival on an annual basis. The classification specification was established in April 1993 and is in need of revision.

Open Government Coordinator

This is a single incumbent position that ensures “all departments and agencies comply with the Brown Act and the Sunshine Ordinance requiring timely publication and distribution of agendas and notices, timely response to requests for information and public records by outside citizens and agencies.” Additionally, the incumbent operates on a city-wide basis to ensure that “access to public information and records [is] in compliance with state and local laws related to the disclosure, timely publication and distribution of agendas and notices.” The classification specification was established in March 2008.

Administrative Analyst II

This classification performs professional budgetary, personnel, and administrative work in support of division or department operations, and supervises assigned staff. It is a professional classification that involves developing and monitoring the division or department budget; performing varied fiscal support; developing policies and procedures for operations and assisting with short and long term planning; assisting with the review and preparation of City Council agenda materials and prepare staff reports; preparing and analyzing complex reports; developing and implementing computer systems and applications; assisting with the negotiation and administration of contracts; and directing and participating in public information projects. This classification was established in October 2015.

Crime Analyst

This classification is responsible for performing crime and intelligence analysis to support strategic, operational, tactical, and administrative functions of the Oakland Police

Department; providing accurate and timely crime and intelligence information and analysis in support of patrol operations, criminal investigations, crime prevention, and major case and multi-agency task forces; performing analysis related to crime forecasting and apprehension of criminals based on known social networks; and preparing and presenting information and analytical findings to departmental personnel and others. This classification was established in October 2015.

HRM found no meaningful relationship between the Special Events Coordinator and Open Government Coordinator classifications and the appellant's role in relation to the Force Board. Regarding the Administrative Analyst II and Crime Analyst classifications, the appellant's primary focus is to track and monitor deliverables while serving in an administrative support role. Her duties do not involve or require her to conduct analyses or make recommendations.

Additionally, HRM's assessment is that the role of coordinating the activities of the Force Board does not require the creation of a new classification. The related duties are encompassed by the following task statements from the Police Records Specialist classification specification:

- Access and input automated criminal history data systems.
- Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations.
- Coordinate and conduct transactions with other employees, sworn and civilian staff, and the public in matters requiring knowledge and analytical application of Police Department rules, policies and procedures.
- Type reports, data, and forms; store and issue supplies.
- Perform reception duties; accept applications; greet visitors and the general public; respond to phone requests.
- Locate and correct errors in internal data systems.
- Provide direction and on-the-job training to assigned personnel.
- Operate personal computers and/or computer terminals.

Reason #4: The appellant was responsible for redesigning and reformatting the layout and content of existing Use of Force Risk Management reports.

It is notable that the report improvements have been well-received, and HRM staff never intended to oversimplify the work involved in preparing them. However, these reports do not involve analysis and the appellant is not responsible for making recommendations for actions beyond the actual format/layout of the report. In terms of determining the initiating factor of the Use of Force incident, "examine" or "review" would be more appropriate terms to describe how each incident should be categorized. Generating reports is a necessary administrative support function that aligns with the duties as assigned to Police Records Specialists.

Reason #5: The appellant oversees the execution of projects.

The appellant is assigned to carry out “projects” related to her on-going duties. Responses to Public Records Requests and providing materials for litigation efforts can be time-consuming and voluminous depending on the depth of inquiry. It requires organization and an understanding of the department’s operations and guidelines to respond appropriately. Additional staff may be involved, and it is reasonable to assign a lead person to oversee the tasks. The appellant is not supervising staff; rather, her position is responsible for dividing, assigning, and tracking deliverables. Again, volume is not a classification factor. These duties are sufficiently administrative in nature and can be viewed as aligning with duties that are typically assigned to Police Records Specialists.

Reason #6: The appellant suggests that her performance and contributions have been significant for OPD.

In discussions with Police Department representatives, HRM staff learned that her supervisors have seen the appellant as remarkably effective in her role and highly valued for her contributions. However, a classification study is not an evaluation of the performance of the individual; rather, it is an evaluation of the duties assigned to the position that is held by the individual. The appellant possesses several years of experience and is skilled with computer operations. Her efforts have streamlined and revised reports that can now be digested more easily. She is dedicated to the position, which is no doubt valued by the organization. However, knowledge, skills, education, supervisory ratings or any other performance, competency or evaluation are not factors considered within a classification study.

CONCLUSION:

The existing classification of Police Records Specialist more than adequately captures the workload of the appellant. Additionally, the City’s position is that the assigned work is dissimilar to other “coordinator” classifications in the organization in a number of ways - most importantly in the manner of analysis that must be performed in order to complete the assignments within each of the “coordinator” classifications. Therefore, creating a new “Force Board Coordinator” classification is not a recommended course of action.

The examination of the rationale submitted by the appellant has not provided sufficient evidence that the work performed by the appellant exceeds the currently allocated Police Records Specialist classification. 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 Police Records Specialist position held by Aki James 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.

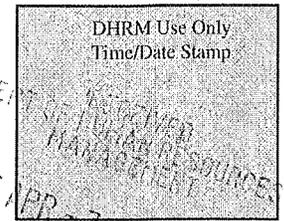
For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Attachments

- A. Position Description Questionnaire from Aki James that was received on April 7, 2015
- B. Letter of Determination that was prepared by the Human Resources Management Department and issued on December 18, 2015
- C. Position Audit Report that was prepared by the Human Resources Management Department and issued on December 18, 2015
- D. Written notice of appeal from Aki James dated January 13, 2016
- E. Classification specification for Police Records Specialist
- F. Classification specification for Special Events Coordinator
- G. Classification specification for Open Government Coordinator
- H. Classification specification for Administrative Analyst II
- I. Classification specification for Crime Analyst



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:

Aki James
Print Name

Aki James
Signature of Incumbent

4/6/15
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.

SECTION A - BACKGROUND INFORMATION

Name: Aki James	
Email: ajames2@oaklandnet.com	Phone Number: (510) 238-3977
Department/Division/Unit: OPD BFO Admin	
Work Location Address: 455 7th St, Oakland CA 94607	
Current Classification: (Exact Title) Police Records Specialist	<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) I became Force Board Coordinator, task described in DGO K-4.1 in June 2013	
# of months performing current duties: 21	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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify for which recruitments using exact titles:	

FORM #05211-0002
REV. 01.31.11

SECTION B - DUTIES

In one or two sentences, please state the overall purpose of your job:
 Use of Force Custodian and Force Board Coordinator at OPD.

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
Serve as the primary point-of-contact regarding OPD UOF. Provide technical assistance and research on UOF inquiries which require specialized knowledge; provide information which may require the use of judgment and the interpretation of City/OPD policies, procedures, and local and state laws. Receive Public Records Requests from outside agencies and the general public; provide advice and assistance; review confidential documents, consult with Deputy City Attorney regarding appropriateness of disclosure; estimate and track the cost of the projects, maintain, track and archive requests and responses.	1 = Daily	15
Research, compile and prepare a variety of complex administrative reports including Monthly UOF Risk Management Reports (task formerly performed by Lts. C. Gonzalez & D. Elzey), Bi-Weekly Compliance Update Reports, IPAS Custodian of Record Review Reports, etc. Re-formatted Vehicle Collision Risk Management Report & Taser Analysis Report for Training Section.	2 = Weekly	25
Maintain thorough and confidential records, logs, and database; plan and coordinate data gathering for auditing requirements; develop and recommend changes to policies and procedures.	1 = Daily	20
Plan, coordinate and facilitate Executive Force Review Boards/Force Review Board to ensure compliance with OPD Departmental General Order K-4.1; Monitor and track open case status to ensure the timeliness of the investigation, work closely with Command Staff, Deputy City Attorneys & Federal Monitors.	2 = Weekly	15
Research, assemble and review FRB presentation materials to ensure the contents are complete for the FRB hearing. Coordinate room reservations, materials, equipment and logistics and clerical support; supervise arrangement and equipment prior to EFRB/FRB.	3 = Monthly	15
Assign and follow-up on the EFRB/FRB deliverables with appropriate correspondence and notification. Monitor and track the EFRB/FRB deliverable to ensure the timely completion in compliance with OPD Departmental General Order K-4.1.	2 = Weekly	10
Total (must be add up to 100%);		100

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

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

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

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

Knowledge of:

Principles and practices of project management and records management systems.
State and local laws regarding the handling of documents and request.
Methods of research, analysis and preparation of written reports.
Writing composition, layout and editing techniques.
Development and schedule controls.
Personal computer systems and applications.

Ability to:

Perform duties under stressful circumstances where it is required to observe and enforce deadlines.
Set priorities, work independently and manage a number of concurrent projects.
Establish, evaluate and implement administrative/operational practices and procedures.
Establish professional working relationships with Federal Monitors and the general public.
Coordinate, schedule and prepare Force Review Boards and Executive Force Review Boards.
Prepare and present complex and comprehensive reports, e. g. Monthly UOF Risk Management Report.
Manage workloads by setting priorities and meeting critical deadlines for completion of assignments.

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

Management-level training in Access, Excel and PowerPoint to produce complex queries, reports and presentations.

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:

I consult with Departmental General Order K-3 (Use of Force Policy) and Departmental General Order K-4.1 (Force Review Boards) to ensure the compliance with current OPD Policies.

I consult with Deputy City Attorney regarding appropriateness of disclosure of information and documents.

SECTION E - DECISION MAKING/PROBLEM SOLVING

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

When I assemble the presentation materials for Force Review Boards, I review the Use of Force investigative files and determine whether a certain report or a surveillance video must be included in the presentation. If the file must be included in the presentation, I search, research and retrieve them and make sure the files will be viewed during Force Review Board.

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

In a situation like when a Level 3 Type Use of Force was reported as a Level 2 User of Force incident, I must consult with my supervisor or the report author how I proceed, since Force Type may affect Officer's records and depending on Force Level of the incident, Force Review Board may be convened.

When UOF information that are not public records is requested by outside agencies or the general public, I must consult with Deputy City Attorneys for the appropriateness of disclosure and the same time, ensure that OPD complies with the Brown Act and the Sunshine Ordinance.

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.

An evening before Executive Force Review Board, a Deputy City Attorney called me and told me that she couldn't access the view files on Box.com. She suggested me that I would print out thousands pages of files and deliver them to her; however, OPD did not practice that anymore. I provided her a technical support on the phone instead, working with her step by step to ensure that she could view the files.

I was aware that one FRB case investigation was getting closer to the OPD deadline before it would become out of compliance. I followed up with the investigator on a weekly basis and shared my concern. The case was closed on a division level a couple of days prior to the OPD deadline.

SECTION F - SUPERVISION EXERCISED

Do you directly supervise anyone? No Yes

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

Due to the sheer volume of some projects, e. g. redacting hundreds of Use of Force Reports with a short turnaround, my supervisor may assign extra personnel to assist me. I supervised two Police Records Specialists and four Police Officers in the separate occasions through the completion of the projects.

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	Microsoft Access, Excel, Word to run queries and prepare reports.
2	Microsoft Outlook to coordinate Force Review Boards and Executive Force Review Boards.
3	
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: Deputy Chief O. Cunningham, Lieutenant C. Mufarreh, Sergeant R. Bandino (supervisors, commanders)	3
2	Within Department: Deputy Chief D. Downing, Deputy Chief D. Outlaw, Deputy Chief O. Cunningham, Captain A. Toribio (Voting Members for FRB/EFRB)	2
3	Within City: R. Fierro, A. Sotelo, T. Hynes (Deputy City Attorneys)	2
4	Vendors or outside agencies: Various outside law enforcement agencies and attorneys for UOF inquires & requests	1
5	Other Federal, State, local or non-profit agencies: Chief C. Reynolds, Lt. Col. J. Brown, E. Daigle, Esq., Commander J. Girvin (Federal Monitors)	1
6	Committees, Boards & Commissions: NA	Select One
7	General public: The general public, groups, organizations for UOF inquires & requests	1
8	Other (specify): NA	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 - QUALIFICATIONS

EDUCATION						
Name, City and State of High School, Colleges/Universities	Units Completed		Course of Study/Major	Type of Degree?	Completed?	
	Semester	Quarter			Y	N
College of the Siskiyous			Liberal Arts	AA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Academy of Art University			Illustration	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		
Microsoft Office	Cypress Technology Center, West Oakland		12 weeks	5/31/2003		
Professional licenses or certificates	Certificate Number		Date Issued	Expiration Date		

SECTION K - COMMENTS

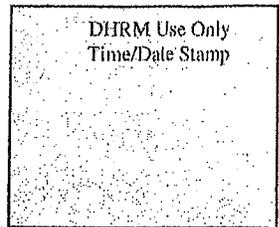
Is there an existing City classification which you believe captures the work that you perform?
 No Yes
 If yes, provide exact classification title:
 Housing Development Coordinator IV, Special Events Coordinator, Open Government Coordinator, Disability Benefits Coordinator

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.

Ahi James
 Signature of Employee

4/6/15
 Date

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



POSITION DESCRIPTION QUESTIONNAIRE
PART II: SUPERVISOR'S REVIEW PORTION

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

DIRECTIONS:

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

SECTION A - SUPERVISOR INFORMATION

Supervisor's Name:	Randy Bandino
Exact Classification Title:	Sergeant of Police
Phone Number & Email:	(510) 238-2782 rbandino@oaklandnet.com
Work Location:	455-7th Street, Room 126

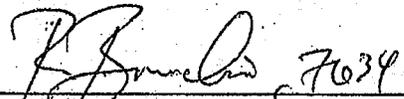
SECTION B - CLASSIFICATION FACTORS

<p>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.</p>		
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4. New requirements for education and training or certification may be necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The position has a broader scope of supervisory duties involving diverse subordinate classifications.	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

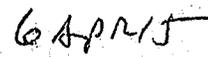
SECTION C - COMMENTS

The incumbent's responses to the questionnaire adequately describe the duties, authority and responsibility of the work currently performed. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
The incumbent's responses to the questionnaire <input type="checkbox"/> overstate / <input checked="" type="checkbox"/> understate the duties, authority and responsibility of the work currently performed.
Comments: The incumbents added responsibilities were formerly assigned to sworn officers (Lieutenant of Police) which was transferred to her, a PRS, by the deputy chief due to her highly efficient work ethic and ability to multi-task meeting specific time lines.

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

Signature of Agency Head/Director

Date



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

HUMAN RESOURCES MANAGEMENT
Recruitment and Classification

December 18, 2015

CERTIFIED MAIL #7011 2970 0004 1806 2873

Aki James

Re: Classification study – Police Records Specialist

Dear Ms. James:

The Human Resources Management Department has completed a review of your current position, Police Records Specialist. 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.

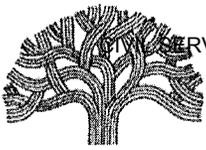
If you would like to appeal this decision, you may do so pursuant to Section 3.04 (e) of the Civil Service Rules. Appeals must be sent to the Secretary to the Board, Anil Comelo, within fifteen (15) business days of this notification. Therefore, any correspondence from you must be received in our office by the close of business, 5:00 p.m., Wednesday, January 13, 2016.

If you have any questions or comments regarding the study that was conducted by Eric Williams, Human Resource Analyst, please call me at (510) 238-4735.

Sincerely,

Jaime Pritchett
Principal Human Resource Analyst

cc: Steve Pitocchi, Local 1021
Dana MacPherson, Local 1021
Cee Belue, Department SPOC
Kip Walsh, HR Manager
Jaime Pritchett, Principal HR Analyst
HR History File



CITY OF OAKLAND

HUMAN RESOURCES MANAGEMENT

RECRUITMENT & CLASSIFICATION DIVISION

POSITION AUDIT REPORT

GENERAL INFORMATION

Incumbent	Aki James	Department & Division/Unit	OPD
Current Classification	Police Records Specialist	Date PDQ Submitted	4/7/2015
Requested Classification	Various	Analyst Assigned	Eric Williams
<u>Recommendation</u>	Police Records Specialist		

Incumbent Employment History (as reported by incumbent)		
Title	Start	End
Police Records Specialist - Personnel	2009	2011
Police Records Specialist – BFO Admin	2011	Present

The incumbent currently holds one of several Police Records Specialist positions within the Oakland Police Department.

The following was the timeline for data collection:

Incumbent	9/29/2015
Current Supervisor	10/14/2015

OUTLINE OF POSITION INFORMATION**Duties Performed by Incumbent**

The incumbent, as currently assigned, is primarily responsible for providing administrative support for the Bureau of Field Operations (BFO) of the Oakland Police Department. For the purpose of this classification study, the duties as initially reported in the Position Description Questionnaire (PDQ) have been characterized differently below to facilitate a complete understanding of the position. (The original duties as provided by the incumbent are contained in Appendix A – Original Submission of Duties.) The incumbent and supervisor have acknowledged and are in agreement that the assigned duties may be outlined in the following manner:

Duties	Current Percentage
Production of Reports	33%
Force Board Coordinator	33%
Data Entry/Access Quality Control	33%

A detailed list of tasks can be found in Appendix B – Task and Duty Statements.

Education/Experience**Minimum Qualifications for Police Records Specialist**

Experience: One year of full-time work experience comparable to Office Assistant II or Administrative Assistant I in the City of Oakland or equivalent experience.

Education: Equivalent to completion of the twelfth grade. Additional business or computer courses are desirable.

Incumbent Education/Experience

Experience: 6+ years in current role

Education: A.A. in Liberal Arts, B.A. in Illustration

Essential Knowledge Skills and Abilities

The Classification Specification for Police Records Specialist indicates the following are essential knowledge and abilities.

Knowledge of:

- General office procedures.
- Word processing, spreadsheet, and/or database programs.
- Problem-solving techniques.
- Modern police recordkeeping procedures.
- Organization, procedures and operating details of the assigned department.

Ability to:

- Type at a speed of 35 words per minute.
- Make arithmetic calculations with speed and accuracy.
- Operate modern office machines, including computer terminals, microfiche readers and large volume copiers.
- Learn the organization, procedures and operating details of the City.
- Follow oral and written directions.
- Work irregular days and hours.
- Exercise considerable independent judgement in interpreting and applying Police Department policies and procedures and complying with federal and state regulations.
- Work in a highly-structured, rank-oriented environment.
- Analyze situations and adopt effective courses of action.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

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

Knowledge of:

- Principles and practices of records management systems
- State and local laws regarding the handling of documents and requests
- Methods of research, analysis and preparation of written reports
- Writing composition, layout and editing techniques
- Development and schedule controls
- Personal computer systems and applications

Ability to:

- Perform duties under stressful circumstances where it is required to observe and enforce deadlines
- Set priorities, work independently and manage a number of concurrent projects
- Establish, evaluate and implement administrative/operational practices and procedures
- Coordinate, schedule and prepare Force Review boards and Executive Force Review Boards
- Prepare and present complex and comprehensive reports (e.g., monthly UOF risk management report)

Written Procedures guidelines, manuals and policies – Departmental Order K-3 (Use of Force Policy), Departmental General Order K-4.1 (Force Review Boards).

Supervision Exercised – Periodic training and work direction given to support staff for large assignments such as public information requests requiring large amounts of information (email, documents, reports) to be scanned, redacted and compiled.

Equipment Use

The incumbent utilizes the following equipment to perform the assigned duties: personal computer and software applications (Microsoft Office Suite) and general office equipment (fax, scan, copy, etc.)

Physical Activity – No physical activity required.

ANALYSIS OF CLASSIFICATION REQUEST

History of Department and Evolution of Duties

The incumbent has served in the job classification (Police Records Specialist) since her initial hire in 2009. According to the incumbent, she was transferred to her current role (also as a PRS) within the BFO unit in 2011. Upon initially transferring this unit, she was primarily responsible for: Use of Force (UOF) Custodian (data entry, document scanning, etc.), UOF informational inquiries, and preparation of materials for the Internal Personal Assessment System (IPAS) audit.

She has since acquired additional responsibilities in these domains. Currently, she performs work in three primary areas: Production of Reports, Force Board Coordinator and Data Entry/Access Quality Control. These duties can be seen in greater detail in Appendix B – Task and Duty Statements. As time has passed, she has been assigned additional areas of responsibility within these primary areas. An example of a recently assigned task is the Quarterly Crowd Control Report, which was reassigned from the desk of a sworn officer. In recent years, additions to the incumbent's workload have occurred in this manner – additional assignments that fall under the existing domains of work that is currently performed, thus increasing the volume of work for which the incumbent is responsible.

Depth and Breadth of Duties

The specifics of the work performed can be understood in the following manner:

Produce Reports – An item of interest is compiled or required for department function, an audit or another process requiring monitoring. Each of these items is routinely produced on a predictable schedule. For instance, the Office of the Inspector General report (OIG) is a bi-weekly report that requires approximately 2 hours for the incumbent to produce, refine/edit and submit. Another example is the IPAS Audit that is prepared quarterly and has multiple sections discussing the various levels of use of force, their frequencies and so forth. This report requires approximately one full working day to complete. The report process does not deviate from this schedule, and it is expected that each is produced for various audiences on strict timelines using readily available data from an Access database.

Force Board Coordinator – The Force Board is a body tasked to review Use of Force by sworn officers who are on patrol. There are levels of force (1 through 4 with 1 being the most severe) that require review for internal application of department procedures and examines elements of reasonableness, procedure and application of force in each instance. The incumbent: schedules the voting members, federal monitors, City Attorney, presenters, etc.; reserves the room; creates the presentation materials (for UOF Level 2 only); and tracks the timelines for case review and any deliverables to the sworn members involved.

Data Entry and Quality Control – Upon completion and reporting of an incident, an officer will submit his/her use of force data. This report is then entered into an Access database for use in the reports described above. At this juncture, the incumbent enters this data and monitors the inputs for quality and accuracy. The incumbent also scans any necessary accompanying documents such as videos, audio files or other items. This represents the final step in the acquisition and approval of reports, with preceding steps to include review and approval from various sworn personnel in the chain of command.

On occasion, a supervisory level individual will request an impromptu report of some irregular nature for reporting purposes outside of the routine reports discussed above. The incumbent will attend to these reports as well.

At the present time, the system is undergoing a change that will ultimately require officers to remotely enter data on the scene immediately into the system. This is the implementation of "IPAS2". The incumbent currently provides input to the implementation team as to elements in data entry and retrieval processes so that the system can be implemented with this end user function in mind.

A subset of this duty is related to certain public records requests. In cases where the data volume is very large, the incumbent will coordinate a small team to redact, organize and compile data for the dissemination to the requestor. This requires setting the expectation, providing training on what needs to be done and keeping the team on task.

Summary

The supervisor concurs that the breakdown of duties detailed above is an accurate representation of the incumbent's daily work responsibilities.

Addressing the Rationale for Reclassification

Since the incumbent's transfer to the position in 2011 (as reported by the incumbent), additional assignments continue to be added to her daily workload. A variety of classifications have been suggested by the incumbent that might be a better fit for the position. Examples of these are: Housing Development Coordinator IV, Special Events Coordinator, Open Government Coordinator, and Disability Benefits Coordinator. In each case, the incumbent indicated no involvement with these overall entities or functions, thus they will not be explored.

During the course of the audit, several aspects were presented by the incumbent that merit consideration. They are as follows:

- Supervisory duties
- Work coming from the desk of sworn officers
- Overseeing the execution of projects
- Complex functions within Microsoft Office Suite

While no specific classification was asserted for reclassification (outside of those suggested above), the evaluation of these components are necessary in consideration of a matching classification that may be a better fit for the incumbent's current workload.

Supervisory Duties – The incumbent indicates that she performs “supervisory duties” that are in excess of her existing classification and contributing to a reclassification. The incumbent will periodically receive an assignment in the form of a public records request. In the event that the request is very large, the incumbent requires additional assistance to complete the request in a timely manner. In these instances, sworn officers and other staff may be assigned to assist the incumbent in completing the request. Her role is then to instruct them on what needs to be completed, what information should be redacted and how to generally organize and process the materials for dissemination to the requestor.

These types of duties do not meet the threshold for supervision as the incumbent does not provide performance evaluations, approve vacation/leave, assign their regular schedule or any of the other types of duties required to constitute a supervisory level responsibility. The incumbent's supervisor has indicated that this description is an accurate representation of her duties in this area.

Work Coming from the Desk of Sworn Officers - While the origin of an assignment is a factor to consider, it is ultimately the level of the duty itself that is of primary importance to evaluate.

The reporting duties discussed in Appendix B – Task and Duty statements under the “Report Production” heading detail the reporting assignments of the incumbent.

These reports are produced from an Access database and primarily take the form of data presented in graphs, bar charts and tables. The reports contain some dialogue but are mostly absent of discussion and/or conclusions derived from the data. In this way, the reports can be best understood as the presentation of data in a clear, concise and easy to read format. The reports also follow a common template for continuity of reports; as such the incumbent is not required to produce a completely new report from scratch to meet various unique requests on a routine basis. The incumbent has, however, produced and/or refined such templates in the past to improve the overall delivery of the data.

While one-off, unique reports are part of her responsibility. The vast majority take the form of periodic data updates using an existing template.

This type of work is well captured within the task statements of the Police Records Specialist classification specification in the following statements:

- Access and input automated criminal history data systems.
- Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations
- Type reports, data, and forms.
- To coordinate with sworn and civilian staff, and the general public transactions involving warrants, records, subpoenas and other litigation-related requests; to maintain complex internal automated record systems, and access and update state and federal criminal history data systems

These statements capture the entirety of this process and are not suggestive of out of class duties.

Overseeing the Execution of Projects – The incumbent suggested that the classification of Project Manager might be an appropriate fit due to the projects routinely overseen and completed. The Project Manager classification is ordinarily utilized for projects with scope and scale reaching large amounts of capital, dedicated teams and long term completion of projects such as roadways, etc.

In this case, the “projects” referenced are the reports completed as a regular part of the incumbent’s duties. While they may be characterized as projects on an informal basis, the scope and duration of the reports that the incumbent completes are characteristic of the duties and tasks contained within the Police Records Specialist classification and discussed in the section above.

Complex functions within Microsoft Office Suite – the incumbent states that she performs technical tasks that are outside of what would be expected of a Police Records Specialist. The types of technical elements performed are things such as the use of filters, equations and producing graphs and charts in Microsoft Excel.

While no specific task statements are dedicated to the use of such functions, the KSAs state that “knowledge of word processing, spreadsheet and/or database programs” are required minimum skills. The specific types of formulas utilized are summation (such as when totaling the number of incidents in a given parameter for a report) and the types of graphs are that of pie charts, bar charts and tables with accompanying legends. The incumbent does not use advanced functions such as V-lookup, If/Then, correlations or pivot tables that require detailed manipulation of data and complex equations based on multiple sheets of interacting data. In this case, the functions performed reasonably fall within “knowledge of spreadsheets.”

In summation, the factors presented do not provide evidence that a reclassification is appropriate. The preponderance of duties is captured by the current classification specification.

Results of Analysis

The current situation represents one in which the preponderance of the assigned duties fall within the existing classification. In this case, retaining the classification of the position held by the incumbent is appropriate – Police Records Specialist.

FINAL RECOMMENDATION AND SUMMARY

The position held by Aki James is primarily responsible for administrative support for the BFO unit of the Oakland Police Department. The incumbent is currently performing duties that are appropriately aligned with the existing position allocated. Therefore, Human Resources Management recommends that the position held by the incumbent remain as allocated.

RECOMMENDATION	
<input type="checkbox"/> Re-Classify to	
<input checked="" type="checkbox"/> Remain as Allocated	Police Records Specialist

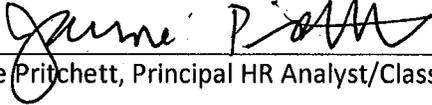
IMPLEMENTATION

Human Resources Management recommends that the Police Records Specialist position at the BFO Administration unit of the Police Department, held by Ms. Aki James, remain as allocated.

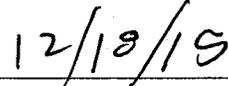
DRAFTED BY:

Eric Williams, Human Resource Analyst

APPROVAL FOR FORWARDING:



Jaime Pritchett, Principal HR Analyst/Classification Supervisor



Date

Appendix A – Original Submission of Duties

The following is a scan of the original submission:

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
Serve as the primary point-of-contact regarding OPD UOF. Provide technical assistance and research on UOF inquiries which require specialized knowledge; provide information which may require the use of judgment and the interpretation of City/OPD policies, procedures, and local and state laws. Receive Public Records Requests from outside agencies and the general public; provide advice and assistance, review confidential documents, consult with Deputy City Attorney regarding appropriateness of disclosure; estimate and track the cost of the projects; maintain, track and archive requests and responses.	1 = Daily	15
Research, compile and prepare a variety of complex administrative reports including Monthly UOF Risk Management Reports (task formerly performed by Lts. C. Gonzalez & D. Eizey), Bi-Weekly Compliance Update Reports, IPAS Custodian of Record Review Reports, etc. Re-formatted Vehicle Collision Risk Management Report & Taser Analysis Report for Training Section.	2 = Weekly	25
Maintain thorough and confidential records, logs, and database; plan and coordinate data gathering for auditing requirements; develop and recommend changes to policies and procedures.	1 = Daily	20
Plan, coordinate and facilitate Executive Force Review Boards/Force Review Board to ensure compliance with OPD Departmental General Order K-4.1. Monitor and track open case status to ensure the timeliness of the investigation; work closely with Command Staff, Deputy City Attorneys & Federal Monitors.	2 = Weekly	15
Research, assemble and review FRB presentation materials to ensure the contents are complete for the FRB hearing. Coordinate room reservations, materials, equipment and logistics and clerical support; supervise arrangement and equipment prior to EFRB/FRB.	3 = Monthly	15
Assign and follow-up on the EFRB/FRB deliverables with appropriate correspondence and notification. Monitor and track the EFRB/FRB deliverable to ensure the timely completion in compliance with OPD Departmental General Order K-4.1.	2 = Weekly	10
Total (must be add up to 100%)		100

Appendix B – Task and Duty Statements

Report Production – Extract data; compile figures and outcomes; sum totals of complementing figures; display data in a framework easily digested by those in need of the data; field requests and data inquiries from multiple sworn parties.

Type and schedule of report

IPAS Audit – Quarterly – 1 full work day to complete

- Use of Force Levels 1 to 4 reporting
- In Custody Injury
- Officer involved with shooting without and IAD case

Office of the Inspector General (OIG) – Bi-Weekly – 1 to 2 hours to complete

- Internal Auditors Require monitoring of every element of Police function

Use of Force Custodian Report – Weekly – 1 hour

- Number of open cases, their levels, progress, and other pertinent details

Risk Management Report – Monthly – 3 to 4 full days

- 6 Area Captains require UOF data for their monthly briefings, contributes this element

One-off Reports – Varies – Varies

- Data requested from within and outside of unit
- May require permission of supervisor

Force Board Coordinator – Coordinate the materials, schedules, persons and activities of the Force Review Board. Attend to the coordination of action items such as notice, training, discipline, etc. to ensure cases are resolved. Prepare materials for level 2 Use of Force reviews.

Data Entry/Access Quality Control – Enter field data on Use of Force; retrieves data for use in reports; provide subject matter expertise to end user needs for implementation of new system.

Aki James

January 13, 2016

Anil Comelo
Secretary of the Board
150 Frank Ogawa Plaza
Oakland, CA 94612

Re: Appeal to Classification Study – Police Records Specialist

Dear Mr. Comelo:

First of all, I'd like to thank all Human Resources Management (HRM) personnel who have worked on this classification study. Ms. Angelina DeMaria and Ms. Jaime Pritchett have always been available for my various inquiries during the process. Mr. Eric Williams conducted comprehensive interviews with my supervisor and me, then meticulously analyzed and summarized my current duties. I appreciate their hard work on this classification – thank you!

However, I've found several issues that were simply not true in Mr. Williams' Position Audit Report, and I would therefore like to dispute HRM's findings. I believe that these errors may have been due to misunderstanding or miscommunication, and I hope that when you review my case, you will agree.

CIVILIANIZED POLICE DUTIES

In order to put more officers into the field, the Oakland Police Department (OPD) has civilianized several sworn positions/duties. I believe that the civilianized police duties assigned to me since 2013 do not align with my current classification as Police Records Specialist (PRS), which is considered to be an entry-level administrative position in the organization.

I was originally assigned to the Use of Force Custodian position in 2011. When the Force Board Coordinator position was civilianized in June 2013, it made sense to my supervisors to make me responsible for handling the tasks associated with it. As civilianization continued, I took on two more duties: producing reports for Use of Force Risk Management (in December of 2014) and Crowd Control (in October of 2015). Again, the Force Board Coordinator position and report production tasks had formerly been handled by a sworn officer.

Currently, my duties as the Use of Force Custodian have begun winding down, and will be completely eliminated in March 2016 when OPD implements the new PRIME server. However, the coordination and administrative work that I do in the Force Board Coordinator position have grown to become a major focus of my work. Additionally, I regularly read and review the

reports to ensure they are ready for the force boards reviews. This requires analysis and an in-depth knowledge of policy and processes. This is more than required of a Police Records Specialist.

OPD has made the decision to convene its Executive Force Review Board for all "In Custody Death" incidents. This has dramatically increased my Force Board Coordinator task load. When Mr. Williams review my case in September of 2015, the Department was holding one Force Review Board or Executive Force Review Board a month. This year, nine EFRBs are on the calendar already, and four FRBs and two EFRBs will be held before March 8. I am entirely responsible for coordinating each force review board meeting.

Due to the increased number of review boards being held, I believe my current duties should more accurately be redefined as:

- Use of Force Administrator – 40 %
- Force Board Coordinator – 60 %

FORCE BOARD COORDINATOR DUTIES

As Mr. Williams himself noted in response to another classification appeal (which I obtained through public records):

"...classification specifications were 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."

(Italics mine)

However, he made completely the opposite argument in my classification study, dismissing my Force Board Coordinator duties entirely in his evaluation. When other Coordinator positions in the City were suggested as comparable, his response was: "The incumbent indicated no involvement with these overall entities or functions, thus they will not be explored."

I monitor and coordinate multiple open FRB/EFRB cases and their deliverables on any given date, as Mr. Williams summarized my Force Board Coordinator duties in Appendix B:

"Coordinate the materials, schedules, persons and activities of the Force Review Board. Attend to the coordination of action items such as notice, training, discipline, etc., to ensure cases are resolved. Prepare materials for Level 2 Use of Force reviews."

The duties described above are clearly beyond the scope of the PRS classification.

There was a Force Board Coordinator in OPD before OPD civilianized the position. This position is vital to any law enforcement agency. Departmental General Order K-4.1 (Force Review Board; attached) was revised in December 2013 documenting the new civilianized Force Board Coordinator position that I took over in June 2013.

I suggest that the City of Oakland create a new classification, "Force Board Coordinator" that reflects the work being done here in OPD. I request that HRM reclassify me to a more appropriate job classification as a Force Board Coordinator and compensate me accordingly. Below are two City of Oakland coordinator position job descriptions that are very similar to my Force Board Coordinator duties at OPD.

Example #1: SPECIAL EVENTS COORDINATOR

- Plan, develop and coordinate special events, including the Oakland Municipal Band Concert Series, the Celebrate Oakland program and other City produced and sponsored events.
- Provide staff support to the Commission on Parks and Recreation, including training and technical assistance to Commission members and committees; provide liaison to other departments, and to the Council and Mayor.
- Convene meetings of special event and City representatives; coordinate public relations plans to meet the needs of special events; provide staff assistance to citizen advisory bodies and committees.
- Research and write feature stories, press releases, and public service announcements for print and broadcast media; design, edit and produce newsletters for specific programs.
- Serve as a resource for departmental staff in identifying and addressing public information needs.
- Prepare special or routine reports or publications on departmental activities; write reports or grants of a technical or evaluative nature.
- Respond to inquiries for information on department or program activities, including public speaking.

Example #2: OPEN GOVERNMENT COORDINATOR

- Receive Public Records Requests from outside agencies and the general public; coordinate response with departmental contact; provide advice and assistance; review confidential documents; consult with Deputy City Attorney regarding appropriateness of disclosure; prepare and send invoices for the cost of copies; maintain, track and archive requests and responses.
- Develop policies and procedures for public notice procedures for complying with public records requests as required by local and state laws. Serve as the liaison to the Office of the City Clerk regarding agenda items, public noticing procedures and city-wide records management. Research, compile and prepare a variety of reports.
- Monitor City Council and committee agendas to ensure that they are noticed properly and distributed in accordance with the Sunshine Ordinance and the Brown Act. Provide training to city staff and members of boards and commissions on policies and procedures related to the Sunshine Ordinance and Brown Act; interpret rules and procedures regarding posting of agendas and notices and requests for information and public records for the general public.
- Provide follow up and research on inquiries and problems which require routine and specialized knowledge; provide information which may require the use of judgment and the interpretation of City policies, procedures, and local and state laws.

PRODUCTION OF THE USE OF FORCE RISK MANAGEMENT REPORT and OTHER REPORTS / SPREADSHEETS

When Deputy Chief (DC) Oliver Cunningham, who oversaw the project in the beginning, told me that I would be in charge of the production of the Use of Force Risk Management Report, I recognized that this was a high profile/high visibility project for the entire organization. I immediately began producing various prototypes under DC Cunningham's supervision, designing new layouts, streamlining the contents of the existing reports, and running dozens of custom queries from the Use of Force database. This required in-depth analysis to ensure none of the key requirements of the policy are missed. An error could potentially cost the department compliance with the court ordered Negotiated Settlement Agreement. Fortunately, the work has remained of high quality and in-compliance with policy.

DC Cunningham and I brainstormed on numerous occasions before my final draft was completed, and he supported my ideas and innovations in our newly revised report. These included:

- Eliminated paragraphs of written analysis; instead, focused presenting the information using a clean, streamlined design with visual clarity so that it could be used and understood by a wider audience.
- Replaced "sworn language" with layman terms ("plain English"); translated CA Penal Code and Departmental Order K-3 (User of Force) into everyday language, making it accessible to a wider audience.
- Modified Use of Force Risk Management Reports to contain Levels 1 through 4 Use of Force incidents. Prior to my revision, these reports had not contained Level 1 Use of Force incidents because investigations for these are done by the Internal Affairs Division (IAD) and their details are not readily available outside IAD. With some investigation on my part, I successfully incorporated Level 1 Use of Force data into my final draft and created a single, integrated, comprehensive Use of Force Risk Management Report.
- Analyzed and evaluated each Use of Force incident to identify the initiating factor, reason of police presence, etc. for risk management purposes. Obtained and made use of PDRD (body-worn camera) footage, technician photos, supplemental reports and subject/witness statements as needed.
- Added content to the final draft, using my expertise as a Use of Force administrator to pull material from Use of Force Compliance, Risk Management Advisement and IAD findings, Type of Manual of Rules Violation, etc.

The first Use of Force Risk Management Report I produced (January 2015) was very well received internally; DC Downing and Lieutenant Sekou Millington even called it "phenomenal." It was featured in a CBS 5 evening news segment and OPD decided to make the report available for public view on its website.¹ Soon after, Lieutenant Millington, Training Section Commander, contacted me to revise/redesign the Training Section Vehicle Collision Report and Taser Analysis Report in a similar fashion. In fact, of the seven monthly and quarterly reports readily available for public view on the OPD website, I designed four; management-level personnel

¹ <http://www2.oaklandnet.com/Government/o/OPD/a/PublicReports/MonthlyReports/index.htm>

created the other three reports. This is part of the Department's commitment to the White House Police Data Initiative.

However, while Mr. Williams agreed that "one-off, [stet] unique reports are part of her responsibility," he regarded my various reports as simple because I use an existing common template (that I created) and obtain "readily available" data from an Access database. This could not be further from the truth, as can be seen in the descriptions of the complexity and scope of the projects provided above.

Mr. Williams also criticized, "...the reports can be best understood as the presentation of data in a clear, concise and easy to read format." However, designing something with a visual appeal does need a certain skill set and years of training in design. Also, designing something simple and streamlined does not mean "easy." Oftentimes this requires more sophisticated skills, discipline and training than creating something that appears more elaborate.

My approach towards providing information in a visually clear and appealing format has been proven right again and again, as OPD commanders, sworn members, civilian employees and outside agencies have expressed their appreciation for my new designs over the old versions/systems.

Mr. Williams' conclusion that the projects described above are appropriate PRS-level work is simply untrue.

OVERSEENG THE EXECUTION OF PROJECTS

Mr. Williams further stated that "the 'projects' referenced are the reports completed as a regular part of the incumbent's duties." He denied their merit as projects ("...they may be characterized as projects on an informal basis."). On the contrary, I consider certain tasks that I perform to be projects due to their scope and duration. Examples include my Force Board Coordinator duties, production of reports/spreadsheets, response to Public Records Requests, obtaining and providing information to assist the City Attorney for trial, and assisting the Microsoft team as a Subject Matter Expert. None of these are merely "projects on an informal basis."

I periodically receive high-volume, rush assignments calling for me to assist the City Attorney to prepare material and information to be used for a trial, or to respond to a public records request within a short timeframe. I organize and oversee small teams of officers and civilians to ensure that these assignments are completed on time. In Mr. Williams' opinion, my doing so did not meet the threshold for supervision, since I did not provide performance evaluations, approve vacation/leave, or assign regular schedules. However, most Administrative Analyst II or upper-level administrative positions held in OPD do not have direct subordinates and thus don't perform provide performance evaluations, etc. either.

I would argue that coordinating month-long projects, arranging staffing, materials, equipment and logistical support, and leading a small team of police officers through the duration of the project is well beyond the scope of the current PRS job classification.

CONCLUSION

I have developed and administered various projects from inception to completion since 2013 and have exceeded the organization's expectations. One success has led to another; my performance in civilianized positions has meant that I have been asked to take on others. I am grateful for the trust that the organization has in me; I feel respected and valued at OPD.

Please consider how the tasks I have taken responsibility for have freed many OPD commanders and officers from hours of administrative work, giving them more time for their most crucial task – community policing. Specifically, the reports I handle have allowed the following to concentrate on more important duties:

- DC D. Downing (Crowd Control Report)
- Lts. C. Gonzalez & D. Elzey (Use of Force Risk Management Report)
- Lt. H. Jordan (Vehicle Collision Report)
- Ofc. R. Kabahit (Taser Analysis Report)
- Lt. K. Mullnix, Sgt. M. Guttormson, Ofcs. B. Koch, R. Roche, D. Thurston (Force Board Coordinator duties)

Since I joined the Force Review/Executive Force Review Board team, I have restructured the old system, tirelessly tracking Force Review Board and/or Executive Force Review Board cases and deliverables that had previously fallen through the cracks, working with DC D. Downing (former Internal Affairs Division Commander) and Sgt. D. Carman (OPD policy & procedures expert).

I can truly say that I have been a part of the force that raised OPD's Force Review Board / Executive Force Review Board function to the level of compliance per the Negotiated Settlement Agreement.

I have redesigned various high profile/high visibility reports, including four out of seven reports on the OPD website for public view. Now, when the public seeks information, OPD Commanders or the OPD Media Relations Office can simply provide them a link to these reports, which are updated monthly.

I hereby sincerely request the Secretary of the Board to reconsider HRM's findings and assign me an appropriate job classification. Please let me continue to serve the organization that I love and am proud to be a part of.

Below are my "project" supervisors. Mr. Williams did not interview them in October of 2015 and some of them wish to be involved in my appeal process:

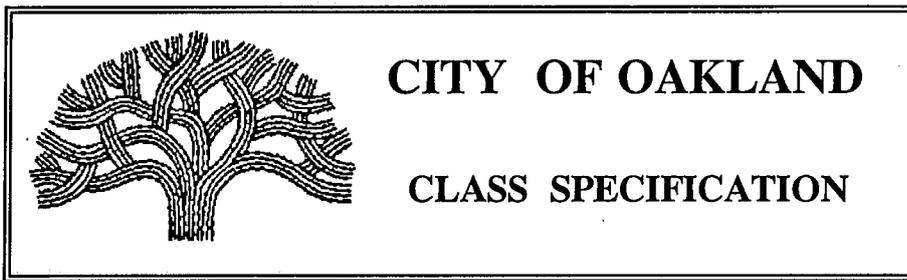
- Force Board Coordinator (Assistant Chief P. Figueroa, DC D. Outlaw)
- Use of Force Risk Management Report, Crowd Control Report (DC D. Downing)
- Use of Force Administrator (Lt. C. Mufarreh)
- Vehicle Collision Report, Taser Analysis Report (Lt. S. Millington)

Thank you for reviewing my appeal of classification study.



Aki James

Cc: Steve Pitocchi, Local 1021
Dana MacPherson, Local 1021
Jaime Pritchett, Principal Human Resource Analyst
Paul Figueroa, Assistant Chief of Police
Danielle Outlaw, Deputy Chief of Police
David Downing, Deputy Chief of Police
Chris Mufarreh, Lieutenant of Police
Randal Bandino, Sergeant of Police
Cee Belue, Department SPOC



Class Code: 1308

Rep. Unit: D

CSB Status: CC

POLICE RECORDS SPECIALIST

DEFINITION

To coordinate with sworn and civilian staff, and the general public transactions involving warrants, records, subpoenas and other litigation-related requests; to maintain complex internal automated record systems, and access and update state and federal criminal history data systems; to act as cashier for department; and to assist callers and visitors by supplying information or directing requests.

DISTINGUISHING CHARACTERISTICS

This is a specialized clerical classification in the Police Department. The complexity of training, regulations and procedural structure has the potential for significant consequence of error in the majority of transactions involving automated records systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Sergeant of Police, a Police Records Supervisor or a Police Officer, under the command of a Lieutenant of Police.

May provide lead direction to Office Assistant II's.

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

Access and input automated criminal history data systems.

Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations.

Coordinate and conduct transactions with other employees, sworn and civilian staff, and the public in matters requiring knowledge and analytical application of Police Department rules, policies and procedures.

Type reports, data, and forms; store and issue supplies.

Perform reception duties; accept applications; greet visitors and the general public; respond to phone requests.

Verify warrants and other information through computer terminals.

POLICE RECORDS SPECIALIST

PAGE 2

Check financial data; issue permits; balance payrolls, purchase orders, and vendor claims; file and maintain inventory records.

Receive money and issue receipts; may store and release money.

Locate and correct errors in internal data systems.

Provide direction and on-the-job training to assigned personnel.

Operate personal computers and/or computer terminals.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

General office procedures.

Word processing, spreadsheet, and/or database programs.

Problem-solving techniques.

Modern police recordkeeping procedures.

Organization, procedures and operating details of the assigned department.

Ability to:

Type at a speed of 35 words per minute.

Make arithmetic calculations with speed and accuracy.

Operate modern office machines, including computer terminals, microfiche readers and large volume copiers.

Learn the organization, procedures and operating details of the City.

Follow oral and written directions.

Work irregular days and hours.

Exercise considerable independent judgement in interpreting and applying Police Department policies and procedures and complying with federal and state regulations.

POLICE RECORDS SPECIALIST

PAGE 3

Work in a highly-structured, rank-oriented environment.

Analyze situations and adopt effective courses of action.

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

EXPERIENCE AND EDUCATION

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

Experience:

One year of full-time work experience comparable to Office Assistant II or Administrative Assistant I in the City of Oakland or equivalent experience.

Education:

Equivalent to completion of the twelfth grade. Additional business or computer courses are desirable.

LICENSE OR CERTIFICATE

None required.

OTHER REQUIREMENTS

Must be eighteen (18) years or older.

Must pass a background investigation.

Must pass a Department of Justice fingerprint check, which allows special access to law enforcement data systems.

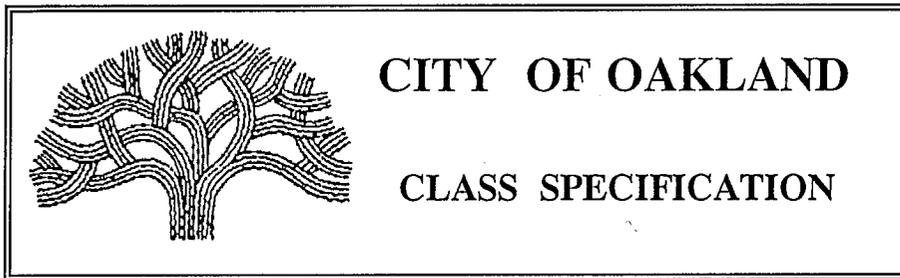
Must pass a six (6) hour Department of Justice training course regulating access to law enforcement data systems.

Must meet Department of Justice and other training mandates regulating access to law enforcement data systems.

Oakland Civil Service Board

Date approved: August 13, 1992; CSB #44266

Date revised:



Class Code: 5005

Rep. Unit: W

CSB Status: CC

SPECIAL EVENTS COORDINATOR

DEFINITION

To provide information services to City staff, the public, and the mass media for the Office of Parks and Recreation; and to plan, coordinate and implement special events promoting departmental programs and services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Parks and Recreation.

May provide lead direction to assigned clerical support staff.

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

Plan, develop and coordinate special events, including the Oakland Municipal Band Concert Series, the Celebrate Oakland program and other City produced and sponsored events.

Approve Special Condition Park Use Permits for special events, including running events, walking events, and other gatherings.

Provide staff support to the Commission on Parks and Recreation, including training and technical assistance to Commission members and committees; provide liaison to other departments, and to the Council and Mayor.

Convene meetings of special event and City representatives; coordinate public relations plans to meet the needs of special events; provide staff assistance to citizen advisory bodies and committees.

Establish relationships with the press, radio, television and other media for publicizing and promoting a particular event or program.

Research and write feature stories, press releases, and public service announcements for print and broadcast media; design, edit and produce newsletters for specific programs.

Represent department or program at conferences, seminars and various ad hoc meetings.

Serve as a resource for departmental staff in identifying and addressing public information needs.

SPECIAL EVENTS COORDINATOR

PAGE 2

Prepare special or routine reports or publications on departmental activities; write reports or grants of a technical or evaluative nature.

Respond to inquiries for information on department or program activities, including public speaking.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of mass communications and community relations.

Writing composition, layout and editing techniques.

Public contact and community relations techniques.

Project management techniques, and supervision.

Research methods and report preparation.

Event coordination and scheduling.

Promotion of public events.

Computer systems and applications.

Ability to:

Set priorities, work independently and manage a number of concurrent events.

Develop a public relations program.

Prepare press releases, public service announcements, feature articles.

Prepare concise technical, analytical and evaluative reports.

Communicate effectively orally and in writing with a number of constituent groups.

Coordinate, schedule and promote special events, department activities and programs.

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

SPECIAL EVENTS COORDINATOR

PAGE 3

EXPERIENCE AND EDUCATION

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

Experience:

Three years of progressively responsible experience in the media or as a public relations representative including one year as supervisor or lead staff.

Education:

Bachelor's degree in mass communications, journalism, or a related field from an accredited college or university. A Master's degree is desirable.

LICENSE OR CERTIFICATE

None required.

Oakland Civil Service Board:
Date approved: April 22, 1993; CSB #44280
Date revised:



OPEN GOVERNMENT COORDINATOR

Class Code: SC246 FTE

Exempt

DEFINITION

Under general supervision in the Office of the City Attorney, the incumbent ensures access to public information and records in compliance with state and local laws related to the disclosure, timely publication and distribution of agendas and notices; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent position responsible for ensuring that all departments and agencies comply with the Brown Act and the Sunshine Ordinance requiring timely publication and distribution of agendas and notices, timely response to requests for information and public records by outside citizens and agencies. This classification which is exempt from the regulations of the Civil Service Board performs duties which involve the exercise of considerable discretion and latitude of judgment in the preparation and handling of highly sensitive and confidential materials.

This position receives direction from the City Attorney.

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

Receive Public Records Requests from outside agencies and the general public; coordinate response with departmental contact; provide advice and assistance; review confidential documents; consult with Deputy City Attorney regarding appropriateness of disclosure; prepare and send invoices for the cost of copies; maintain, track and archive requests and responses. Develop policies and procedures for public notice procedures for complying with public records requests as required by local and state laws. Serve as the liaison to the Office of the City Clerk regarding agenda items, public noticing procedures and city-wide records management. Research, compile and prepare a variety of reports.

Monitor City Council and committee agendas to ensure that they are noticed properly and distributed in accordance with the Sunshine Ordinance and the Brown Act. Provide training to city staff and members of boards and commissions on policies and procedures related to the Sunshine Ordinance and Brown Act; interpret rules and procedures regarding posting of agendas and notices and requests for information and public records for the general public.

Provide follow up and research on inquiries and problems which require routine and specialized knowledge; provide information which may require the use of judgment and the interpretation of City policies, procedures, and local and state laws. Initiate and prepare biannual review of Conflict of Interest Code; coordinate departmental/agency updates; prepare ordinance; advise and respond to questions regarding positions and disclosure categories and submit for City Council approval. Lift, load and unload large stacks of documents.

KNOWLEDGE AND ABILITIES

Knowledge of: state and local laws regarding the conduct of public meetings and the handling of public documents and requests (i.e., The Brown Act, Public Records Act, and the City of Oakland's

Open Government Coordinator

Page 2

“Sunshine Ordinance”); governmental administration including municipal government administration, city legislation, elections laws, bond issues and other related activities; legal processes, procedures and language for noticing of agenda items and disclosure of public information and records; principles and practices of records management systems; basic computer applications and software; customer service and community relations skills; and methods of research, analysis and preparation of written reports.

Ability to: perform legislative duties under stressful circumstances where it is required to observe and enforce deadlines; establish, evaluate and implement administrative/operational policies, practices and procedures; read, interpret and apply state and local legal requirements for noticing, agendas, and responding to public records requests; manage records and filing systems; lift, load and unload boxes of documents weighing up to 40 lbs; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; and prepare and analyze complex reports of a general or technical nature.

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 public administration, business administration or a related field.

Experience:

Four years of progressively responsible experience related to public entity legislative processes such as agenda management, public records, municipal government legislation or comparable private sector work.

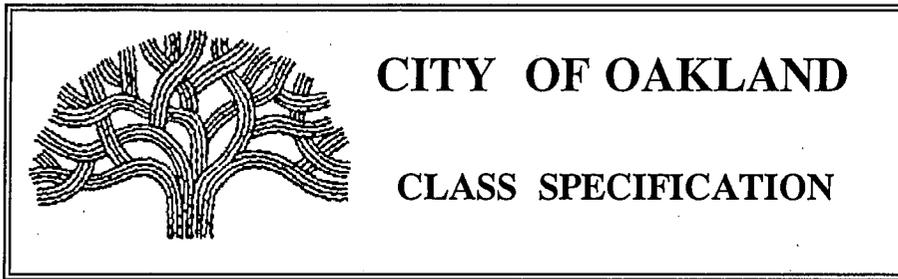
LICENSE OR CERTIFICATE

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

Bilingual skills in English and a non-English Language are highly desirable.

<u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u>				
Established:	3/06/2008	CSB Resolution #:	44514	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	77183	
Revision Date:	n/a	CSB Resolution #:		
Re-titled Date:	n/a	CSB Resolution #:		Salary Ordinance #:
(Previous title(s): n/a)				



Class Code: 9285
9754PPT
Rep. Unit: W
CSB Status: CC

ADMINISTRATIVE ANALYST II

DEFINITION

To perform professional budgetary, personnel, and administrative work in support of division or department operations; and to supervise assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Management Assistant, Division Manager, Director, Deputy Director, or Administrative Services Manager.

Exercises direct and indirect supervision over Administrative Analyst I and assigned technical and clerical personnel.

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

Assist in developing and monitoring the division or department budget.

Perform division or departmental recruiting, classification, training, payroll, employee relations and personnel rules and regulations; act as division or departmental liaison with the Personnel Department.

Administer grant programs; develop and monitor required procedures.

Supervise and evaluate assigned personnel in administrative, personnel, payroll or assigned program functions.

Develop and implement computer systems and applications.

Perform division or department fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts, and review and development of fiscal policies, procedures and handling of funds.

Develop policies and procedures for departmental operations; assist in development of short and long term planning.

Assist in reviewing and preparing City Council agenda materials; prepare staff reports.

ADMINISTRATIVE ANALYST II
PAGE 2

Prepare and analyze complex reports.

Assist in negotiating and administering contracts.

Develop and maintain record maintenance systems.

Direct and participate in public information projects.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Budget development and administration.

Principles, practices and methods of administrative and organizational analysis.

Applications and implementation of computer systems.

Ability to:

Establish, evaluate and implement administrative/operational policies, practices and procedures.

Prepare and administer a complex budget system.

Coordinate functions and activities between departments and outside agencies.

Prepare and analyze complex reports.

Communicate effectively and persuasively in both oral and written form.

Analyze and solve problems.

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

EXPERIENCE AND EDUCATION

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

ADMINISTRATIVE ANALYST II
PAGE 3

Experience:

Three years of experience performing progressively responsible administrative work.

Education:

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

LICENSE OR CERTIFICATE

None required.

Civil Service Board: #

Date Approved:

Date Revised:



CRIME ANALYST

Class Code: AP446 FTE

Civil Service Classified

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Perform cross tabulations; create charts and graphs; export objects to other applications.
- Work with restricted law enforcement documents and highly confidential information.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Combine separate pieces of information to form specific answers to problems, general rules or conclusions.
- Communicate clearly and concisely in oral and written form.
- Prepare reports that are objective, succinct, pertinent, and articulate.
- Use personal computer and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor’s degree from an accredited college or university in criminal justice, public or business administration, statistics, information management, computer science or other related field.

Experience:

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

LICENSE OR CERTIFICATE

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

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

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

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

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	10/15/2015	CSB Resolution #:	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		