



CIVIL SERVICE BOARD MEETING AGENDA

Date: July 21, 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
 - Assistant City Clerk, Z. Luna (City Clerk-2016-LA01)
 - Librarian I, M. Rodriguez (OPL-2016-LA02)
 - Librarian II, S. Moorhead(OPL-2016-LA03)
 - Library Assistant, S. Vaughn (OPL-2016-LA04)
- b) Ratification of Provisional Appointments
 - Program Analyst I (OPW-2016-PA04)
 - Transportation Engineer (OPW-2016-PA05)
- c) Approval of Revised Classification Specifications
 - Performance Auditor

3) OLD BUSINESS:

- a) Approval of Meeting Minutes of June 16, 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 INFORMATION

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

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 INFORMATION
- b) Oakland Public Ethics Commission - Government Ethics for Public Servants Presentation INFORMATION

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 18, 2016. All materials related to agenda items must be submitted by Thursday, August 11, 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



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandnet.com or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandnet.com o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



MEMORANDUM

DATE: July 21, 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 four (4) 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

| | | | | |
|------------------------|----------------------|------------|--------------------------|-----------------------------------|
| Luna, Zaneta | Assistant City Clerk | City Clerk | City Clerk-2016- LA01 | CSR 8.07 c 3 Personal Business |
| Rodriguez, Margaret | Librarian I | OPL | OPL-2016-LA02 | CSR 8.07 c 3 Personal Business |
| Moorhead, Susy | Librarian II | OPL | OPL-2016-LA03 | CSR 8.07 c 3 Personal Business |
| Vaughn, Sharon | Library Assistant | OPL | OPL-2016-LA04 | 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 ZANETA LUNA Employee's ID 22980 Today's Date 7/12/16

Department/Division CITY CLERK Employee Job Title ASSISTANT CITY CLERK

I Request: 25 No. of Days or Hours Days Hours Select Days or Hours From 8/28/16 To 9/30/16

Unpaid Leave Taken This Year? Yes No ^{2L} If yes, what type of leave PDL
(Write appropriate code)

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

* Additional Information

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

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

[Signature] 7/12/16
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 7/13/16
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.

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 Margaret Rodriguez Employee's ID 11803 Today's Date 6.23.16

Department/Division Library Employee Job Title Librarian I

I Request: 7 Days Hours From 7-29-16 To 8-6-16
No. of Days or Hours Select Days or Hours

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

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

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

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

[Signature] 6.23.16
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 7/7/16
 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.

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 Susy Moorhead Employee's ID 15284 Today's Date 6/7/16

Department/Division Library / West Employee Job Title Librarian II

I Request: 6 Days Hours From Oct 1, 2016 To Oct 8, 2016
No. of Days or Hours Select Days or Hours

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

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

Susy Moorhead 6/7/16
 Employee's Signature Date

 Civil Service Board Approval Date

Jamie Tubak 6/16/16
 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.



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Sharon Vaughn Employee's ID 11464 Today's Date 6/14/16

Department/Division Library Employee Job Title Library Assistant

I Request: 11 days Days Hours From July 2016 To December 2016
No. of Days or Hours Select Days or Hours (specific dates attached)

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

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

*** Additional Information**

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

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

Sharon Vaughn 6/14/16
 Employee's Signature Date

 Civil Service Board Approval Date

Jamie Tuball 6/20/16
 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.



CITY OF OAKLAND

MEMORANDUM

DATE: July 21, 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:
Program Analyst I (Selective Certification in Safety/Training Program Administration)
To be ratified at Civil Service Board Meeting of July 21, 2016

Attached is a request from the Public Works Department to make a provisional appointment to a Program Analyst I (Selective Certification in Safety/Training Program Administration) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst I (Selective Certification in Safety/Training Program Administration) assists in program planning, research, analysis and development; drafts grant proposals and reports; assists in the implementation of programs; provides assistance to community organizations, district boards and citizen advisory bodies; and performs related duties as assigned. The minimum qualifications for a Program Analyst I (Selective Certification in Safety/Training Program Administration) are: education equivalent to a bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and one year of experience in coordinating, managing and delivering a safety program in a large, diverse environment; including specific knowledge of California regulations, inspections, investigations, curriculum development; database and records management of certifications; coordinating both internal and external consultants; event scheduling, planning and production.

The selected candidate meets the minimum qualifications of the Program Analyst I (Selective Certification in Safety/Training Program Administration) classification with a Bachelor's Degree in Public Policy and qualifying experience. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opens on July 11, 2016.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Program Analyst I (Selective Certification in Safety/Training Program Administration) position in the Public Works Department beginning on July 18, 2016 and ending on or before November 15, 2016.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 21, 2016

AREA REQUESTED

POSITION: Program Analyst I (Selective Cert in Safety/Training Program Administration)

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: 6/8/16

CURRENT STATUS OF EXAMINATION: Job Announcement drafted; scheduled to open on 7/11.

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 PA I is required to service OPW's current safety training workload.

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 employee services to be rendered in a timely manner.

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*



CITY OF OAKLAND

MEMORANDUM

DATE: July 21, 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:
Transportation Engineer
To be ratified at Civil Service Board Meeting of July 21, 2016

Attached is a request from the Public Works Department to make a provisional appointment to a Transportation Engineer vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Transportation Engineer performs duties related to professional engineering work which include plan, design and operate transportation engineering and related projects such as site plan design and review; traffic control and parking investigations; prepare and review transportation studies including Environmental Impact Reports; traffic signal design and operations; direct and supervise technical and professional personnel; and perform related duties as assigned.

The current vacancy is located in the Public Works Department. The minimum qualifications for a Transportation Engineer include completion of a Bachelor's degree from an accredited college or university in civil engineering, transportation or a closely related field and three (3) years of professional engineering experience in transportation or traffic engineering. Possession of a Master's Degree in Transportation Engineering may be substituted for one year of professional experience.

The selected candidate meets the minimum qualifications of the Transportation Engineer classification with a Bachelor's Degree in Civil Engineering and qualifying experience. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closes on June 17, 2016.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Transportation Engineer position in the Public Works Department beginning on July 5, 2016 and ending on or before November 2, 2016.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: July 21, 2016

AREA REQUESTED

POSITION: Transportation Engineer
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: 2/8/16
CURRENT STATUS OF EXAMINATION: Job Announcement posted.

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 Transportation Engineer is required to service OPW's current workload.

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.

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 permanent City of Oakland employee*



MEMORANDUM

DATE: July 21, 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 Performance Auditor

Based upon a classification review at the request of the City Auditor's Office, staff has proposed revision of the **Performance Auditor** classification specification. The Performance Auditor classification specification was formally established and re-titled in March 2008 and has not been revised since that time.

A few modifications have been proposed to the classification:

- New language has been added in the Distinguishing Characteristics section to align the description with the current classification specification template.
- The Education section of the Minimum Qualifications has been broadened to include a wider variety of academic domains. Since there are very few degree programs that specifically encompass the field of auditing, the City Auditor's Office must rely on academic fields that will provide the necessary foundation for candidates in this position. Possession of a college degree in an appropriate field ensures that the candidate has performed research and analysis and prepared reports of a professional nature that provide a solid foundation for becoming entry-level auditors.

There is one vacancy in the classification. The department is working to fill the position.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. City staff and union representatives met on June 23, 2016, and the union requested additional time for review. There are no objections to the proposed revisions, which was confirmed via email following the meeting.

Additionally, no determination has been rendered yet regarding the "common class" status of the Performance Auditor classification. The "Common Class" Project is underway and an update will be available in Fall 2016.

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

Attachments: Revised classification specification for Performance Auditor



PERFORMANCE AUDITOR

Class Code: AP391 FTE

Civil Service Classified

DEFINITION

Under general direction in the Office of the City Auditor, the Performance Auditor assists with the conduct of performance audits of City operations and; financial analysis of proposed major expenditures and ballot measures; conducts surveys to assess the community's satisfaction with City services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level professional classification in the Performance Auditor series. It is distinguished from the higher level Performance Auditor, Senior, in that the latter performs more complex audits.

The incumbent receives general supervision from a Performance Auditor, Senior, Performance Audit Manager, or other management staff, and lead direction from a Performance Auditor, Senior.

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

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

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

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

Assist in the preparation of written audit reports; develop sound conclusions and recommendations.

Communicate the results of audits to City officials.

Perform financial analysis on proposed major expenditures and ballot measures.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public administration, accounting and auditing, including Generally Accepted Government Auditing Standards (GAGAS).
- Research techniques, performance measurement systems, program evaluation, and

performance and procedural analysis.

- Statistical methodology and other quantitative techniques.
- Report writing techniques.
- Municipal government operations including organizational structure, reporting relationships, budget, and functions.
- English syntax, language mechanics, punctuation and grammar.
- Basic personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications.

Ability to:

- Interpret and apply laws, regulations, administrative policies and procedures.
- Identify causes of unsatisfactory performance and develop sound, logical, fact-based conclusions and recommendations.
- Communicate effectively verbally and in written form.
- Work effectively, both as a team member and independently.
- Work in stressful situations and under strict deadlines.
- Work in a confidential environment and maintain discretion.
- Utilize basic personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications.
- Analyze and compile information, facts, and data; resolve problems, and prepare written reports including results of analysis.
- Establish and maintain effective and collaborative work relationships with staff, elected officials, representatives of other organizations and the general public.

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 policy ([any policy field](#)), [business or public administration](#), accounting, economics, [finance, information technology, international relations, history, anthropology, English, any social or physical science](#), or a related field. A Master's Degree is highly desirable.

Experience:

None required.

LICENSE OR CERTIFICATE

Possession of a professional designation as a Certified Public Accountant, Certified Internal

Auditor, Certified Governmental Auditing Professional, Certified Information Systems Analyst, Certified Government Finance Manager or Certified Fraud Examiner is desirable.

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 3/06/2008 CSB Resolution #: 44509 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: n/a CSB Resolution #:
Re-titled Date: 03/06/2008 CSB Resolution #: 44509 Salary Ordinance #:

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



CIVIL SERVICE BOARD MEETING MINUTES

Date: June 16, 2016

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS PRESENT: **Lauren Baranco (Arrived at 5:45pm)**
Alex Drexel
Yvonne Hudson-Harmon
Christopher Johnson
Jeffrey Levin (Arrived at 5:45pm)

BOARD MEMBERS ABSENT: **Andrea Gourdine, Chairperson**
David Jones, Vice Chair

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR:

- a) Approval of Employee Requests for Leave of Absence
 - Fire Communications Dispatcher, N. Ayacaxli (OFD-2016-LA04)
 - Firefighter, A. Beck (ITD-2016-LA05)
- b) Ratification of Provisional Appointments
 - Information Systems Manager I (ITD-2016-PA01)
- c) Approval of Revised Classification Specifications
 - Police Program and Audit Supervisor (formerly Police Program and Performance Auditor)

44813 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the items on the Consent Calendar.

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

3) OLD BUSINESS:

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

44814 Upon a motion by Board Member Johnson, seconded by Board Member Drexel, the minutes for the April 21, 2016 Civil Service Board meeting were approved by a majority of the members present.

Votes: Board Member Ayes: 5 – Drexel, Hudson-Harmon, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: 1 – Baranco
Board Members Absent: 2 – Gourdine, Jones

- b) Approval of Meeting Minutes of May 19, 2016 Civil Service Board Meeting Minutes

44815 Upon a motion by Board Member Levin, seconded by Board Member Baranco, the minutes for the May 19, 2016 Civil Service Board meeting were approved as amended by a majority of the members present.

Votes: Board Member Ayes: 3 – Baranco, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: 2 – Drexel, Hudson-Harmon
Board Members Absent: 2 – Gourdine, Jones

- c) Determination of Schedule of Outstanding Board Items
- a. No New Items to Schedule
- d) 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

Received and filed.

- e) 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

The Board reviewed the Port's revised submission. There were a few minor typographical/syntax errors corrected and minor revisions to specific wording in some sections. Staff was asked to review again for consistency in terms of characterizing the appropriate authorities – whether the Personnel Director (City) or the Executive Director of the Port. Additionally, Member Levin asked that certain sections be reviewed

again in terms of the impact of Common Classes. City staff advised that any changes to the City's or the Port's Rules that may be impacted by further developments in relation to Common Classes would be addressed as the classification study project came forward and further discussion had been undertaken with all stakeholders. Staff noted the specific sections that Mr. Levin pointed out so that those sections would be sure to be reviewed as part of the Common Classes study. Aside from the references to Common Classes, staff was in agreement with the recommended revisions.

44816 A motion was made by Board Member Levin, seconded by Board Member Johnson, to refer the Port Rules item back to the Port, incorporating minor edits and changes, and reviewing references to the specific authorities named, and to continue with meet and confer obligations with the Port's bargaining groups so the revised Port Rules could be finalized and approved by the Board.

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

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will convene in closed session and will report out any final decisions in open session before adjourning the meeting pursuant to California Government Code section 54957:

4. PERSONNEL MATTERS FOR PUBLIC EMPLOYEES

- a. Review of the Hearing Officer's Findings in the Appeal of Examination Results for Civil Service Board Case No. OFD-2015-AP01
- b. Review of the Hearing Officer's Findings in the Appeal of Probationary Removal/Demotion for Civil Service Board Case No. OPR-2014-AP01

Pursuant to California Government Code Section 54957 – the Civil Service Board may hold closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee. An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.

OPEN SESSION AGENDA

5. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

The Civil Service Board voted unanimously to accept the Hearing Officers' recommendations to deny the Appeal of Examination Results in Civil Service Board Case No. OFD-2015-AP01 and the Appeal of Probationary Removal/Demotion for Civil Service Board Case No. OPR-2014-AP01.

6. ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 21, 2016. All materials related to agenda items must be submitted by Thursday, June 14, 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



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

**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – July 21, 2016**

1. UNDER REVIEW

| Case Number | Classification | Dept. | Action Pending | Date Received | Notes |
|--------------------|--------------------------------------|--------------|--|----------------------|---|
| Port-2015-AP02 | Maritime Service Coordinator | Port | 10.03 - Appeal of Disciplinary Action | April 2, 2015 | Referred to Port |
| OPD-2015-AP03 | Complaint Investigator II (Uribe) | OPD | 6.05 Appeal of Probationary Removal/Demotion | Oct 26, 2015 | Working with Union on scheduling |
| EWD-2015-AP01 | Urban Economic Analyst III (Ralston) | EWD/ONI | 10.03 Appeal of Discipline | Aug 20, 2015 | Union advised that Ralston will proceed with his appeal and will be represented by separate counsel; No update. |
| OFD-2016-AP01 | Firefighter (Keefer) | Fire | 6.05 Appeal of Probationary Removal/Demotion | Jan. 25, 2016 | City and employee's attorney are discussing whether to request an outside hearing officer. |
| OFD-2016-AP02 | Firefighter (Hung) | Fire | 6.05 Appeal of Probationary Removal/Demotion | Jan. 21, 2016 | City and employee's attorney are discussing whether to request an outside hearing officer. |

2. CLOSED

| Case Number | Classification | Dept. | Action Pending | Date Received | Notes |
|--------------------|-----------------------------|--------------------|--|----------------------|--------------|
| OFD-2015-AP01 | Captain of Fire (Gascie) | OFD | 4.19 Appeal of Examination Results | July 16, 2015 | CLOSED |
| OPR-2014-AP01 | Gardener Crew Leader (Gold) | Parks & Recreation | 6.05 Appeal of Probationary Removal/Demotion | Dec 18, 2014 | CLOSED |



CITY OF OAKLAND

STAFF REPORT

DATE: July 21, 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 June 16, 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 July 12, 2016 there are a total of eighty six (86) employees in the TCSE (36), Annuitant (29), and ELDE (21) categories. Sixteen (16) assignments were closed and seven (7) 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 NONCOMPLIANT ASSIGNMENTS

Four (4) 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 four (4) 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.

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 July 12, 2016
- B. TCSE/ELDE Compliance Trend Chart: As of July 12, 2016

**CIVIL SERVICE BOARD
JULY 2016 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

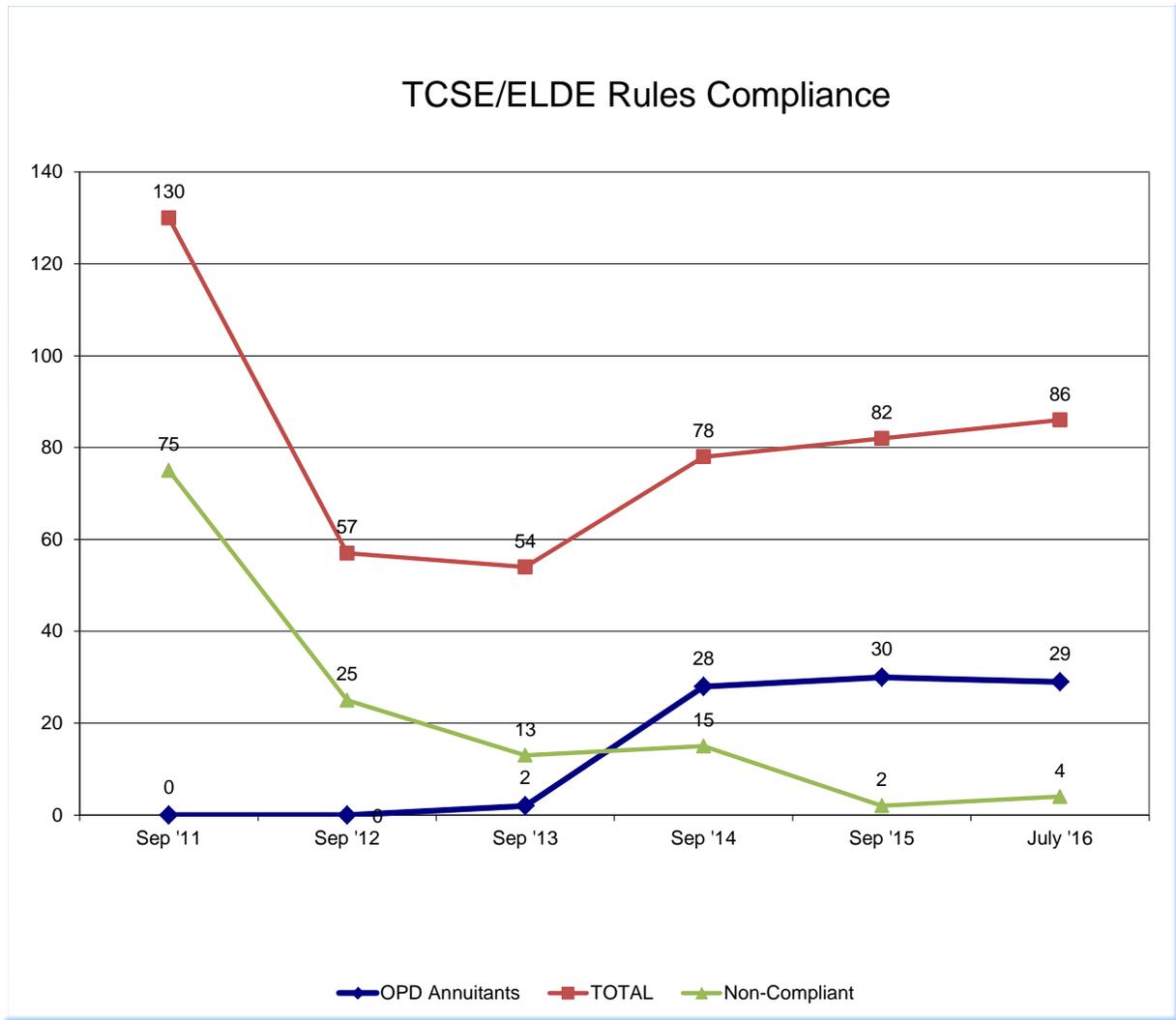
CIVIL SERVICE BOARD JULY 21 2016

| DEPT | LAST NAME | FIRST NAME | ORG | JOB DATE | TYPE | NOTES | STATUS |
|--------------------------------|------------------|------------|--|-----------|-----------|---|-----------|
| CLOSED THIS PERIOD (16) | | | | | | | |
| CITY ADMINISTRATOR | Moses | Stephen | 02331 - Employee Relations | 11-Apr-16 | ELDE | Temporary support of labor relations backlog | CLOSED |
| HUMAN SERVICES | Bryant | Shawn | 78231 - Head Start Program | 24-Oct-15 | TCSE | Temporary role of Program Analyst II until list can be generated. | CLOSED |
| HUMAN SERVICES | Dupree | Kathryn | 78235 - HS Central Office Administration | 16-Jun-14 | Annuitant | Temporary assignment to backfill for employee leave. | CLOSED |
| HUMAN SERVICES | Hoover-Alexander | Kathryn | 78411 - Community Housing Services | 8-Sep-15 | TCSE | City of Oakland and Housing Consortium of the East Bay | CLOSED |
| HUMAN SERVICES | Jones Sr., | Arlington | 78231 - HS Classroom & Seasonal | 29-Feb-16 | TCSE | Food Service Worker PT - pending formal update of Oracle with new PT class | CLOSED |
| HUMAN SERVICES | Okoh | Raelene | 78231 - HS Classroom & Seasonal | 17-Mar-16 | TCSE | Head Start program temporary support | CLOSED |
| HUMAN SERVICES | Ruhland | Lisa | 78235 - HS Central Office Administration | 5-Mar-15 | ELDE | Temporary assignment pending recruitment for permanent position. | CLOSED |
| HUMAN SERVICES | Smith | Anita | 78231 - HS Classroom & Seasonal | 19-Jan-16 | TCSE | Providing training for CLASS requirements. | CLOSED |
| HUMAN SERVICES | Smith | Tarub | 78231 - HS Classroom & Seasonal | 29-Feb-16 | TCSE | Food Service Worker PT - pending formal update of Oracle with new PT class | CLOSED |
| HUMAN SERVICES | Solomon | Kennedy | 78311 - Policy & Planning | 17-Feb-15 | ELDE | Temporary assignment to Blight Abatement outreach project. | CLOSED |
| HUMAN SERVICES | Susie | Ashley | 78231 - HS Classroom & Seasonal | 9-Apr-16 | TCSE | Head Start program temporary support | CLOSED |
| HUMAN SERVICES | Walcott | Diana | 78231 - HS Classroom & Seasonal | 21-Sep-15 | ELDE | Temporary support to assist with new attendance tracking and monitoring system to maintain OHS and CSPP contract compliance. | CLOSED |
| POLICE | Holsman | Jo Anne | 103310 - Communications Unit | 26-Apr-16 | TCSE | Retired Dispatcher providing coverage pending permanent appointments. | CLOSED |
| POLICE | Knight | Drew | 103310 - Communications Unit | 22-Apr-15 | TCSE | Retired Dispatcher providing coverage pending permanent appointments. | CLOSED |
| POLICE | St. Claire | Michelle | 101120 - Internal Affairs | 30-Jan-16 | TCSE | Per MOU Agreement; Annuitant supporting OPD Internal Affairs. | CLOSED |
| POLICE | Lloyd | Jessica | 102322 - Targeted Enforcement Task Force | 24-Aug-15 | TCSE | Until recruitment to fill two currently vacant PET positions is completed | CLOSED |
| NEW THIS PERIOD (7) | | | | | | | |
| CITY ADMINISTRATOR | Roy | Ayushi | 02111 - City Manager Administration Unit | 27-Jun-16 | ELDE | City Communications support, project liaison and scheduling of tasks. | NEW |
| CITY ADMINISTRATOR | Steinzig | Raphaelle | 02111 - City Manager Administration Unit | 27-Jun-16 | TCSE | Translating complex government language and processes to make them easier to understand supporting City Communications. | NEW |
| FIRE | Rodgers | Camille | 20371 - Vegetation Management Unit | 23-May-16 | TCSE | Under Fire Marshal and Vegetation Management Supervisor conducts field inspections and follow ups with property owners. | NEW |
| HUMAN SERVICES | Decuir | Roslynn | 78241 - Year Round Lunch Program Unit | 23-May-16 | TCSE | Acting as Food Program Coordinator as required By California Department of Education and USDA in compliance for the Summer Food Service Program. | NEW |
| PARKS & RECREATION | Lewis | Theda | 504320 - Malonga Casquelourd Center | 25-Apr-16 | ELDE | Acting as a interim Public Service Representative managing Single Room Occupancies at the Malonga Casquelourd Center for the Arts. | NEW |
| PLANNING & BUILDING | Mao | Tiffany | 84421 - Engineering; Permit Center | 6-Jun-16 | TCSE | Assisting Engineering Services Unit with records research, filing, reviewing construction plans and specifications. | NEW |
| WORKFORCE DEVELOPMENT | Muse | Angela | 85311 - Workforce Development | 5-Jul-16 | TCSE | Interim Management of the Year Round Classrooms 2 Careers Program and providing data analysis to the Economic and Workforce Development Department. | NEW |
| COMPLIANT (75) | | | | | | | |
| 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 | Rozycki | Ari | 02491 - Oakland Animal Services | 18-Feb-15 | TCSE | Part time veterinarian; pending compensation review. | 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 ADMINISTRATOR | Zuercher | Eric | 02491 - Oakland Animal Services | 26-Oct-15 | ELDE | Temporary operational support | COMPLIANT |
| CITY AUDITOR | Carnes | Mark | 07111 - City Auditor Unit | 7-Dec-15 | TCSE | Temporary support of high volume work. | COMPLIANT |
| CITY AUDITOR | Hallock | Jenifer | 07111 - City Auditor Unit | 25-Apr-16 | TCSE | Temporary operational support | 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 | 28-Mar-16 | 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 | 12-Mar-16 | TCSE | CORE PT instructor; PT class in development | COMPLIANT |
| HOUSING | Piper | Susan | 89919 - Admin: Housing & Community Developme | 16-Mar-15 | TCSE | Temporary Assignment supporting the City's Mandatory Seismic Retrofit Program | COMPLIANT |
| HUMAN RESOURCES | Rogosin | Peter | 05211 - Employment and Classification Unit | 4-Apr-16 | ELDE | Temporary analyst support to address recruitment backlog. | COMPLIANT |
| HUMAN SERVICES | Adcock | Willie Mae | 78231 - HS Classroom & Seasonal | 11-Apr-16 | TCSE | Food Service Worker PT - pending formal update of Oracle with new PT class | COMPLIANT |
| HUMAN SERVICES | Murillo | Alberto | 78311 - Policy & Planning | 18-Apr-16 | TCSE | Administrative and Summer Parks Program temporary support | COMPLIANT |
| HUMAN SERVICES | Norris | Tabia | 78251 - Youth Services | 21-Sep-15 | TCSE | Pending approval of PT classification. | COMPLIANT |
| HUMAN SERVICES | Pragasa | 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 | 29-Feb-16 | TCSE | Food Service Worker PT - pending formal update of Oracle with new PT class | COMPLIANT |
| HUMAN SERVICES | Steward | Myisha | 78411 - Community Housing Services | 30-Nov-15 | TCSE | Pending HR/dept determination of appropriate class for assignment. | COMPLIANT |
| INFORMATION TECHNOLOGY | Astrera | Erwin | 46261 - Server Maintenance and Support | 3-Aug-15 | ELDE | Temporary support for completion of the Microsoft 365 Project. | COMPLIANT |

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

CIVIL SERVICE BOARD JULY 21 2016

| DEPT | LAST_NAME | FIRST_NAME | ORG | JOB_DATE | TYPE | NOTES | STATUS |
|--------------------------|-----------------|------------|--|-----------|-----------|--|---------------|
| INFORMATION TECHNOLOGY | Macias | Dalia | 46461 - Project Coordination | 9-May-16 | ELDE | Temporary operational support for Radio Shop | 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 |
| MAYOR | Hegler | Terrell | 01111 - Mayor - Administration Unit | 15-Apr-16 | ELDE | Administrative support serving as Assistant to the Deputy Chief of Staff | COMPLIANT |
| MAYOR | O'Doherty | Keara | 01111 - Mayor - Administration Unit | 15-Apr-16 | ELDE | Administrative support serving as Special Assistant/Office Manager | 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-Williams | Sylvia | 84229 - Zoning | 29-Feb-16 | 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 | 12-Mar-16 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | COMPLIANT |
| 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 | Chey | 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 | Donovan | Daniel | 101120 - Internal Affairs | 2-Jan-13 | Annuitant | Per MOU Agreement; Annuitant supporting OPD Internal Affairs. | 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 | Gatke | James | 102120 - Property and Evidence | 11-Apr-16 | TCSE | Until recruitment to fill currently vacant position is completed | COMPLIANT |
| POLICE | Gonzales | Jesse | 106610 - Background & Recruiting | 23-Apr-16 | Annuitant | Per MOU Agreement; Annuitant supporting OPD backgrounding. | 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 | 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 | Hill | Barbara | 103310 - Communications Unit | 2-Feb-15 | Annuitant | Retired Dispatcher providing coverage pending permanent appointments. | 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 | Lau | Peter | 106610 - Background & Recruiting | 10-Oct-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 | 30-Jan-16 | 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 | Smith | Phyliss | 103310 - Communications Unit | 20-Jul-15 | TCSE | Retired Dispatcher providing coverage pending permanent appointments. | 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. | COMPLIANT |
| 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. | COMPLIANT |
| 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 | 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 | COMPLIANT |
| WORKFORCE DEVELOPMENT | Lang | Janice | 85221 - Project Implementation:Staffing | 30-Aug-15 | TCSE | Temporary assignment to cover incumbent who is on FMLA | COMPLIANT |
| WORKFORCE DEVELOPMENT | Saxe | Joseph | 85521 - Public Art | 2-May-16 | TCSE | Temporary assignment supporting Public Art | COMPLIANT |
| WORKFORCE DEVELOPMENT | Schaffler | Kristy | 85311 - Workforce Development | 28-Mar-16 | ELDE | ELDE pending recruitment for Project Manager III and permanent appointment | 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 (4) | | | | | | | |
| CITY ADMINISTRATOR | Kisamov | Bela | 02491 - Oakland Animal Services | 27-Aug-14 | TCSE | Part time veterinarian; pending compensation review. | NON-COMPLIANT |
| CITY ADMINISTRATOR | San Miguel | Ronald | 02611 - Contract Compliance Unit | 1-Jun-15 | ELDE | Temporary assignment supporting the Disparity Study | 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 |





STAFF REPORT

DATE: July 21, 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

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April 2016. This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending June 30, 2016. During this reporting period, one (1) study was completed, one (1) study was canceled, and four (4) new studies were received. There are now twelve (12) active classification studies involving twelve (12) incumbents.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2016 showing a total of sixty-nine (69) classifications: during this reporting period there were seven (7) classification revisions or creations completed and approved by the Civil Service Board; there is one (1) classification being advanced by HRM to the Board for the July 21, 2016, meeting; an additional ten (10) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are thirty-three (33) classification specification reviews assigned and under review by analysts; and there are an additional eighteen (18) for which HRM has received requests that have not yet been assigned.

| Status | Qty |
|--|-----------|
| Approved by CSB or Closed During Quarter | 7 |
| Scheduled to CSB for Approval | 1 |
| Under Review for Scheduling of Meet & Confer with Representative Union | 10 |
| Assigned to Analyst for Review | 33 |
| Pending for Assignment | 18 |
| TOTAL | 69 |

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: July 21, 2016

Page 2

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

Attachment A – Classification Studies (Desk Audits) as of June 30, 2016

Attachment B – Classification Specifications under review as of June 30, 2016

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

| | Department | Classification | Date Received | Date Complete | Days Elapsed | Pending 1+ yr? | Status |
|----|---------------|---|---------------|---------------|--------------|----------------|-------------------------------------|
| 1 | PWD | Traffic Sign Maker | 11/12/2015 | 6/30/2016 | 231 | No | Completed. |
| 2 | EWD | Urban Economic Analyst II | 12/3/2015 | 5/9/2016 | n/a | No | Canceled due to employee promotion. |
| 3 | EWD | Urban Economic Analyst II | 12/4/2015 | | | No | Drafting preliminary findings. |
| 4 | HSD | Health & Human Services Program Planner | 1/15/2016 | | | No | Desk audit is scheduled. |
| 5 | Finance | Parking Meter Collector Supervisor | 2/16/2016 | | | No | Drafting preliminary findings. |
| 6 | HSD | Health & Human Services Program Planner | 3/9/2016 | | | No | Drafting preliminary findings. |
| 7 | City Attorney | Administrative Analyst I | 3/24/2016 | | | No | Assigned; in initial stages. |
| 8 | EWD | Administrative Analyst II | 3/31/2016 | | | No | Assigned; in initial stages. |
| 9 | PBD | Public Service Representative | 3/31/2016 | | | No | Drafting preliminary findings. |
| 10 | PBD | Public Service Representative | 3/31/2016 | | | No | Drafting preliminary findings. |
| 11 | PBD | Administrative Analyst II | 4/1/2016 | | | No | New assignment. |
| 12 | ITD | Administrative Analyst II | 4/4/2016 | | | No | New assignment. |
| 13 | PBD | Public Service Representative | 4/25/2016 | | | No | New assignment. |
| 14 | Finance | Payroll Personnel Clerk II | 6/15/2016 | | | No | New assignment. |

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

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|---------------------------------------|---------|---|-----|---------------|---|
| CLOSED THIS QUARTER (7) | | | | | |
| AP111 | HRM | Benefits Analyst | TW1 | SPEC REVISION | Approved at 4/21/16 CSB Meeting |
| AP204 | HRM | Human Resource Analyst | TA1 | SPEC REVISION | Approved at 4/21/16 CSB Meeting |
| PS199 | OFD | Fire Fighter Paramedic Trainee | US1 | SPEC REVISION | Approved at 5/19/16 CSB Meeting |
| PS132 | OFD | Fire Fighter Trainee | US1 | SPEC REVISION | Approved at 5/19/16 CSB Meeting |
| TR181 | PWD | Street Sweeper Operator | SC1 | SPEC REVISION | Approved at 5/19/16 CSB Meeting |
| AP402 | OAS | Veterinarian | UM2 | SPEC REVISION | Approved at 5/19/16 CSB Meeting |
| AP434 | OPD | Police Program & Performance Auditor | UM2 | SPEC REVISION | Approved at 6/16/16 CSB Meeting |
| SCHEDULED (1) | | | | | |
| AP391 | AUDITOR | Performance Auditor | TW1 | SPEC REVISION | Scheduled for 7/21/16 CSB Meeting |
| PENDING MEET & CONFER (10) | | | | | |
| AP382 | PWD | ADA Projects Coordinator | TW1 | SPEC REVISION | Meeting with Local 21 on 7/21/16 |
| TR203 | OPD | Animal Care Attendant | SC1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| TR164 | OPD | Parking Control Technician | SC1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| | | | | | Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded. |
| TR168 | PWD | Parking Meter Repair Worker | SB1 | SPEC REVISION | Meetings are in progress with Local 1021 |
| PS162 | OPD | Police Communications Dispatcher | SC1 | SPEC REVISION | Meetings are in progress with Local 1021 |
| PS163 | OPD | Police Communications Operator | SC1 | SPEC REVISION | Meetings are in progress with Local 1021 |
| MA160 | OPD | Police Communications Manager | UM1 | NEW SPEC | Met with Local 21; pending City Council approval of exemption resolution |
| TR175 | PWD | Sewer Maintenance Leader | SC1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| TR176 | PWD | Sewer Maintenance Worker | SC1 | SPEC REVISION | Coordinating meeting dates with Local 1021 |
| ET134 | PWD | Traffic Engineering Technician, Senior | SD1 | SPEC REVISION | Held one meeting with Local 1021; coordinating meeting dates for follow-up meeting. |
| IN PROGRESS (33) | | | | | |
| NEW | PWD | Capital Improvement Projects Coordinator, Assistant | TBD | NEW SPEC | Reviewing draft spec with applicable departments |
| PS107 | OPD | Captain of Police | UN2 | NEW SPEC | Collecting job analysis information for draft class spec |
| SC113 | HSD | Case Manager, Supervising | UH1 | SPEC REVISION | Awaiting proposed spec revisions from department |
| EM122 | OPD | Chief of Police | UN1 | NEW SPEC | Drafting new class spec |
| EM237 | OPD | Chief of Police, Assistant | UN1 | NEW SPEC | Drafting new class spec |

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

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|-------|----------|--|-----|---------------|---|
| MA109 | CAO | City Administrator Analyst | U31 | NEW SPEC | Preparing proposed class spec for department review |
| TBD | OFD | CORE Instructor, PT | TBD | NEW SPEC | Drafting new class spec |
| EM135 | OPD | Deputy Chief of Police | UN2 | NEW SPEC | Drafting new class spec |
| AP252 | CITYWIDE | Development Specialist III | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| EM103 | FINANCE | Director of Finance | UK1 | NEW SPEC | Drafting new class spec |
| NEW | PWD | Director of Transportation | TBD | NEW SPEC | Drafting new class spec |
| PP121 | PWD | Environmental Services Intern | TW1 | NEW SPEC | Exempt clarification follow-up; review of positions and incumbents is in progress |
| TBD | OFD | Fireboat Maintenance Worker | TBD | NEW SPEC | Drafting new class spec |
| PS184 | OFD | Fire Fighter Paramedic | FQ1 | SPEC REVISION | Finalizing proposed spec revisions with department |
| PS129 | OFD | Fire Fighter | FQ1 | SPEC REVISION | Finalizing proposed spec revisions with department |
| SC159 | HSD | Head Start Nutrition Coordinator | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| SS129 | HRM | Human Resource Clerk | TA1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| TC117 | HRM | Human Resource Technician | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review |
| PS194 | OPD | Lieutenant of Police | PP1 | NEW SPEC | Collecting job analysis information for draft class spec |
| SS142 | CITYWIDE | Management Intern | TA1 | NEW SPEC | Exempt clarification follow-up; review of positions and incumbents is in progress |
| PS161 | OPD | Police Cadet | UG1 | NEW SPEC | Draft developed; pending sup review & dept feedback |
| NEW | OPD | Police Communications Dispatcher, Senior | TBD | NEW SPEC | Finalizing proposed class spec with department |
| PS164 | OPD | Police Communications Supervisor | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department |
| PS168 | OPD | Police Officer | PP1 | SPEC REVISION | Collecting job analysis information for revisions to class spec |
| PS170 | OPD | Police Property Specialist | SC1 | SPEC REVISION | Pending department feedback |
| EM200 | FINANCE | Purchasing Manager | UM1 | NEW SPEC | Drafting new class spec |

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

| CLASS | DEPT | TITLE | REP | TYPE | NOTES |
|--------------------------------|----------|--|-----|---------------|---|
| PS179 | OPD | Sergeant of Police | PP1 | NEW SPEC | Collecting job analysis information for draft class spec |
| TBD | PBD | Special Activity Enforcement Officer | TBD | NEW SPEC | Reviewing draft spec |
| AP340 | ITD | Telephone Services Specialist | IE1 | SPEC REVISION | Awaiting proposed spec revisions from department |
| NEW | FINANCE | Treasurer, Assistant | UM2 | NEW SPEC | Drafting new class spec |
| TR188 | PWD | Tree High Climber | SC1 | SPEC REVISION | Received proposed spec revisions from department; under review prior to submission to union |
| TR189 | PWD | Tree Trimmer | SC1 | SPEC REVISION | Received proposed spec revisions from department; under review prior to submission to union |
| TBD | OFD | US&R Logistics Specialist | TBD | NEW SPEC | Drafting new class spec |
| PENDING ASSIGNMENT (18) | | | | | |
| EM118 | CITYWIDE | Assistant to the Director | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| EM143 | PBD | Building Official | TBD | NEW SPEC | Changeover in dept staff; confirm request. |
| EM127 | CLERK | City Clerk, Assistant | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| MA113 | CAO | Controller | UK2 | DRAFT/REVISE | Pending analyst assignment |
| EM220 | PBD | Director of Building & Planning | UK1 | NEW SPEC | Pending analyst assignment. |
| NEW | EWD | Director of Economic & Workforce Development | UK1 | NEW SPEC | Draft pending CAO approval |
| EM154 | HCDD | Director of Housing & Community Development | UK1 | NEW SPEC | Draft pending CAO approval |
| SS120 | ATTY | Exec Asst to Asst City Attorney | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| SS121 | CAO | Executive Asst to the Assistant City Administrator | U31 | SPEC REVISION | Draft pending CAO approval |
| SS126 | CAO | Executive Asst to the City Administrator | U31 | SPEC REVISION | Draft pending CAO approval |
| TC143 | OFD | Fire Equipment Technician | SB1 | SPEC REVISION | Changeover in dept staff; confirm request |
| PS135 | OFD | Firefighter/Fireboat Engineer | FQ1 | SPEC REVISION | Review of draft pending |
| PS137 | OFD | Firefighter/Fireboat Operator | FQ1 | SPEC REVISION | Under dept review for US Coastguard licensing |
| EM242 | CAO | Inspector General | UK1 | NEW SPEC | Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion |
| EM177 | CAO | Manager, Contract & Employment Services | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec |
| NEW | CAO | Neighborhood Services Program Manager | TBD | NEW SPEC | Pending analyst assignment |
| SS164 | CITYWIDE | Planning Intern/Housing Intern | UG1 | SPEC REVISION | Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications |
| AF034 | CAO | Real Estate Collections Officer | SD1 | SPEC REVISION | Changeover in dept staff; confirm request |



Government Ethics for Public Servants

Public Servants are entrusted by the public to use City time, property and resources efficiently and in a legal and ethically responsible manner. While Public Servants are encouraged to practice the highest integrity in their service to the City, the Oakland Government Ethics Act (GEA) provides a minimum standard for government ethics. Below is a summary of some of the provisions of GEA to help you comply with the law and avoid fines or criminal penalties. Contact the Public Ethics Commission for more information about these or any other ethics-related questions.

- 1. Gift Restriction.** You cannot accept any gift that could reasonably influence you in the performance of your official duties. You also cannot accept gifts of more than \$50 cumulatively per year from a person doing business with your department or a person who attempted to influence you in any legislative or administrative action in the preceding 12 months. O.M.C. 2.25.060(C)(3).
- 2. Form 700.** If you are required to file a Form 700 according to the City's Conflict of Interest Code (O.M.C. 3.16), you must submit the Form 700 by the April 1 each year. You must report all gifts and other income as required by the Form 700, and you cannot accept gifts of more than \$250 cumulatively in a calendar year from a single source, unless the gift is exempt from reporting or falls within an exception under the California Political Reform Act. O.M.C. 2.25.060(C).
- 3. Conflict of Interests.** You cannot make, participate in making, or seek to influence a decision of the City on a matter in which you have a financial interest as defined by the California Political Reform Act. O.M.C. 2.25.040(C).
- 4. Use of City Position and Resources.** You cannot use your City position to induce or coerce any person to provide private advantage or benefit to you or anyone else. You cannot use or permit others to use public resources for a campaign activity or for personal or non-City purposes. O.M.C. 2.25.060(A).
- 5. Confidential Information.** You cannot disclose to any other person confidential information acquired in the course of your official duties. O.M.C. 2.25.040(D).
- 6. Revolving Door Restriction: Permanent Post-Service Restriction.** Upon departure from the City, you cannot represent any person or entity other than yourself or the City before any court, or before any state, federal, or local agency in connection with a particular matter in which the following exist:
 - (a) The City is a party or has a direct and substantial interest; and
 - (b) You participated personally and substantially in the matter as a City public servant. O.M.C. 2.25.050(A).
- 7. Revolving Door Restriction: One-Year Ban on Representing Other Persons before Former Department.** For one year after leaving your City position, you cannot lobby on behalf of any other person with any officer or employee of the department, board, commission, or other unit of government, for which you served. (The word "department" includes the City of Oakland for a public servant who is an outgoing Mayor, Councilmember, or their senior staff.) O.M.C. 2.25.050(C).
- 8. Prohibition on Nepotism.** You cannot make, participate in making, or seek to influence any decision of the City regarding an employment or contract action involving a relative. O.M.C. 2.25.070(D).

The restrictions listed above are just a few of the provisions found in the Oakland Government Ethics Act. You can learn more about the GEA, view a summary and text of the law, and watch a ten-minute **Government Ethics Act Video** on our website at www.oaklandnet.com/pec.

If you have questions about a government ethics law, and before you take action that could be in violation of the law, you can contact the **Public Ethics Commission** for advice by phone at (510) 238-3593, by email (ethicscommission@oaklandnet.com), or in person (City Hall, Room 104). We are here to help you!