



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: August 18, 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
  - Library Aide, C. Flores (OPL-2016-LA05)
  - Library Aide, C. Flores (OPL-2016-LA06)
- b) Ratification of Provisional Appointments
  - Program Analyst II (HSD-2016-PA01)
  - Program Analyst II (Selective Certification in Parking and Mobility) (OPW-2016-PA06)
- c) Approval of Revised Classification Specifications
  - Disability Access Coordinator (formerly ADA Projects Coordinator)

#### 3) OLD BUSINESS:

- a) Approval of Meeting Minutes of July 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 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) New Classification Specification: Police Communications Manager      ACTION
- Approval of Classification Specification
  - Exemption from Civil Service

NOTE: The Civil Service Board meets on the 3<sup>rd</sup> Thursday of each month. The next meeting is scheduled to be held on Thursday, September 15, 2016. All materials related to agenda items must be submitted by Thursday, September 8, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandnet.com](mailto: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](mailto: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](mailto:civilservice@oaklandnet.com) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



# MEMORANDUM

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**DATE:** August 18, 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

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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

Flores, Cristina	Library Aide	OPL	OPL-2016-LA05	CSR 8.07 c 3 Personal Business
Flores, Cristina	Library Aide	OPL	OPL-2016-LA06	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
- SLV - Sick Leave (no pay)
- FDN - Family Death (no pay)
- ANP - Miscellaneous (no pay)
- MNP - Military Leave (no pay)

Employee's Name Cristina Flores Employee's ID 3214 Today's Date 08/28/16

Department/Division Main/Acq Employee Job Title Library Aide

I Request: 6  Days  Hours From 08/05/16 To 08/12/16  
No. of Days or Hours Select Days or Hours

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

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

**\* Additional Information**

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

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

[Signature] 08/28/16  
 Employee's Signature Date

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

[Signature] 7/28/16  
 Department Head Approval Date

\_\_\_\_\_  
 Office of the City Administrator Date

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

Print Form



# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Cristina Flores Employee's ID 3314 Today's Date 07/28/16

Department/Division Main / Acq. Employee Job Title Library Aide

I Request: 5  Days  Hours From 08/15/16 To 08/19/16  
No. of Days or Hours      Select Days or Hours

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

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

*\* Additional Information*

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

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

[Signature] 07/28/16  
 Employee's Signature      Date

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

[Signature] 7/28/16  
 Department Head Approval      Date

\_\_\_\_\_  
 Office of the City Administrator      Date

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



CITY OF OAKLAND

# MEMORANDUM

**DATE:** July 20, 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 Program Analyst II  
To be Ratified at Civil Service Board Meeting of August 25, 2016

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

A Program Analyst II performs duties related to managing funds for programs which address homelessness. Specifically, this position provides oversight and project management for large federal funding sources including Housing Opportunities for People with AIDS (HOPWA) and the Oakland Path Housing Initiative (OPRI) for the Community Housing Division. The minimum qualifications for a Program Analyst II include:

**Education:** Three years of relevant experience in the particular area of program administration.

**Experience:** Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university.

The selected candidate meets the minimum qualifications of the Program Analyst II classification with a Bachelor's Degree and at least five years of program administration experience. 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 July 25, 2016.

The Department of Human Resources Management recommends that the Civil Service Board ratify the provisional appointment for this Program Analyst II position in the Department of Human Services beginning on August 1, 2016 and ending on or before November 28, 2016.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 18, 2016

**AREA REQUESTED**

POSITION: Program Analyst II  
DEPARTMENT: Human Services  
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:** 7/19/16  
**CURRENT STATUS OF EXAMINATION:** Job announcement is scheduled to post on July 25, 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 Program Analyst II is required to provide resources needed to continue with the administration of program and grants for the Community Housing Division within the Department of Human Services.

Other Alternatives Explored and Eliminated:

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

The negative impact of not having this vacancy filled while an eligibility list established will cause services to be rendered in a timely manner, deadlines will not be achieved for a number of programs and grants that will have an impact on the services provided to the community.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** July 26, 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 II (Selective Certification in Parking and Mobility)  
To be ratified at Civil Service Board Meeting of August 18, 2016

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Attached is a request from the Public Works Department to make a provisional appointment to a Program Analyst II (Selective Certification in Parking and Mobility) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst II (Selective Certification in Parking and Mobility) performs program planning, research, analysis and development; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; provides lead direction to assigned staff; and performs related duties as assigned. The minimum qualifications for a Program Analyst II (Selective Certification in Parking and Mobility) 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 three years of relevant experience in the particular area of program administration.

The selected candidate meets the minimum qualifications of the Program Analyst II (Selective Certification in Parking and Mobility) classification with a Master's Degree in City Planning 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 in August 2016.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Program Analyst II (Selective Certification in **Parking and Mobility**) position in the Public Works Department beginning on August 1, 2016 and ending on or before December 1, 2016.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** August 18, 2016

**AREA REQUESTED**

POSITION: Program Analyst II (Selective Cert in Parking and Mobility)

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:** 7/25/16

**CURRENT STATUS OF EXAMINATION:** Job Announcement scheduled to open in 8/2016.

**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 II is required to service OPW's current transportation workload.

Other Alternatives Explored and Eliminated:

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**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: *Not an Oakland Resident*
- Current Employment Status: *Not a permanent City of Oakland employee*



# MEMORANDUM

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**DATE:** August 18, 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 Disability Access Coordinator  
(formerly ADA Projects Coordinator)

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Based upon a classification review at the request of the Oakland Public Works Department (OPW) and in conjunction with the newly formed Department of Transportation (DOT), staff has proposed the revision of the **Disability Access Coordinator** (formerly ADA Projects Coordinator) classification specification. It was established July 2000 and has not been revised since creation.

Further, staff is proposing a revised title to better reflect trends in the industry. The new title will be "Disability Access Coordinator."

A variety of modifications have been proposed to the classification:

- In the Definition section, new statements have been added to expand on the current duties and correct the department to which the classification will now be assigned.
- In the Distinguishing Characteristics section, the classification remains advanced-journey level but the intent is to eventually have two incumbents in this classification with responsibility for two different specialty areas. The reporting structure remains unclear as the new Department of Transportation structure has not been fully developed; "management staff" will be used as the placeholder until the exact title of the direct supervisor has been determined.
- New task statements have been added under Examples of Duties to ensure that the duties most accurately reflect "typical" duties that are expected to be performed by incumbents. Other statements have been moved or clustered differently.
- Under Knowledge and Abilities, new statements have been added to ensure that the proper skills and knowledge areas are represented. Several existing statements have been moved and reordered in the section.
- In the Education section of the Minimum Qualifications, the relevant academic areas have been broadened to include engineering and legal studies as well.
- In the Experience section of the Minimum Qualifications, the existing experience requirements have been replaced by a narrative description of relevant experience in the field, which will ensure that applicants better understand what kind of work history is qualifying. The required one year of experience in a supervisory role is being changed to highly desirable since there are no assigned direct reports.
- In the License or Certificate section, an ADA Coordinator Certification (ADAC) or equivalent certification is being added as highly desirable.

**CIVIL SERVICE BOARD**

Subject: Disability Access Coordinator Classification Specification

Date: August 18, 2016

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- Format changes have been implemented to align the description with the current classification specification template.

Further, the City intends to reallocate the assigned bargaining unit from TW1 to UM2; this action is consistent with the City's Employee-Employer Relations Resolution 55881 C.M.S. (EERR) under the authority of the Employee Relations Officer. The duties more appropriately align with classifications in the UM2 bargaining unit due to a shared community of interest including scope and breadth of authority, wages, hours, and working conditions. Staff will include the changes in title and representation unit in a salary ordinance amendment that is anticipated to be scheduled for City Council in September 2016.

There is currently one vacant position. Recruitment and selection activities will be initiated in the very near future to fill the vacant position using the revised and re-titled classification specification.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification and intent to reallocate the bargaining unit from TW1 to UM2 within Local 21. City staff and union representatives met on July 21, 2016, and agreed to minor modifications during that meeting. There are no objections to the proposed revisions or change in representation unit.

Additionally, no determination has been rendered yet regarding the "common class" status of the Disability Access Coordinator classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

Staff recommends that the Civil Service Board approve the classification specification for Disability Access Coordinator as amended.

**Attachments:** Revised classification specification for Disability Access Coordinator



CIVIL SERVICE BOARD AUGUST 18 2016

# **ADA (AMERICANS WITH DISABILITIES ACT) PROJECTS DISABILITY ACCESS COORDINATOR**

Class Code: AP382 FTE

Civil Service Classified

## **DEFINITION**

Under general direction in the Department of Transportation, Office of the City Manager, ~~plans, directs, coordinates and~~ implements Titles II and IV of the Americans with Disabilities Act of 1990 (ADA); ~~California Title 24 and other applicable federal, state and local related accessibility disability civil rights laws and policies regulations;~~ on a citywide basis; ~~monitors and evaluates all City departments for ADA compliance; develops and administers citywide programmatic, communication, and physical access compliance programs; trains and assists with coordinating the work of departmental access coordinators; responds to disability discrimination complaints pursuant to city and other governmental agency grievance procedures; monitors and evaluates and inspects~~ all City capital improvement projects for ADA compliance; develops the scope of work, selects architectural and construction contractors, reviews design and construction documents, and maintains construction oversight to completion of ~~accessibility components of all City capital improvement, remodeling and renovation~~ ADA capital improvement projects ~~projects;~~ develops and monitors project budgets; makes staffing recommendations; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS:**

This is an single position ~~advanced~~ journey level classification. ~~The~~ Incumbents is are responsible for coordination and implementation of ADA and other disability disability-related access capital improvement projects programs, activities, and services for the City. ~~The incumbent receives direction from the City Manager, Assistant City Manager or Chief of Staff management staff, and exercises direct supervision over technical and clerical personnel, and exercises direct and indirect supervision over contractors and other professional and technical personnel;~~ depending on the project.

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

Establish, evaluate, and implement administrative and operational policies, practices, and procedures required for citywide compliance with Titles II and IV of the Americans with Disabilities Act of 1990 (ADA) as amended and related state and federal disability civil rights laws and regulations; ~~California Title 24 and other applicable federal and state accessibility laws and policies.~~

~~Coordinate the City's ADA Capital Improvement Project and reviews other City capital improvement projects for ADA compliance; including conducting site surveys for architectural compliance.~~

~~Develop scope of work for the City's ADA Capital Improvement Project and ADA components of other City capital improvement projects; analyze building and structure design; recommend design concepts for disability access to new and existing facilities.~~

~~Implement directives and guidelines for architectural design and production; and evaluate schematic drawings, preliminary drawings, working drawings and final plans; maintain~~

~~construction oversight to project completion; coordinate and maintain document files.~~

~~Prepare and/or review comprehensive analytical reports for the City Manager, City Council or commissions concerning structural access; develop program policies, procedures and guidelines.~~

Respond to customer requests for information, referral, or disability-related accommodations; investigate and resolve complaints of discrimination on the basis of disability; prepare correspondence in response to community concerns; ~~direct~~develop ~~and participates~~ in public information projects.

Work closely with ~~Council~~ City departments and other public or private groups to interpret City policies and procedures related to accessibility; provide technical assistance to City staff through education and training sessions; provide guidance to departmental access coordinators and management regarding program modifications for persons with disabilities.

Serve as staff to the Mayor's Commission on Persons with Disabilities; represent the City at various functions; and participate in appropriate professional organizations.

Prepare and/or review comprehensive analytical reports for the City Administrator, City Council or boards and commissions concerning access for persons with disabilities, including ADA self-evaluation and transition plan reports and technical analysis of new or pending disability laws, regulations, and court cases.;

Assist with ~~D~~developing and administering the annual budget for the ADA Programs unit.

Administer the citywide Auxiliary Aides and Services and related programs that provide on-demand communications access to city customers with disabilities.

~~Drive an automotive vehicle to~~ Conduct field visits to various and geographically disparate sites to oversee project evaluate programs and facilities, meet with project departmental staff, and/or attend meetings.

~~M~~Provide indirect supervision to designated departmental access coordinators and ay-supervise or provide work direction to other assigned staff.

Implement state and federal directives and guidelines for accessible design and construction; and conduct site surveys of existing City buildings and facilities for compliance with ADA standards; develop technical standards and guidelines; and provide technical assistance and training to design, engineering and construction staff.

Coordinate ADA capital improvement projects; develop the scope of work, select architectural and construction contractors, review design and construction documents, and maintain construction oversight to completion.

Review other City capital improvement projects for ADA compliance; analyze building and structure design; recommend design concepts for disability access to new and existing buildings and facilities; evaluate schematic drawings, preliminary drawings, working drawings and final plans; maintain construction oversight to project completion; coordinate and maintain document files.

## **QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- Title II and IV of the American's with Disabilities Act of 1990 (ADA), California Title 24 handicap requirements and other structural access, as amended, and related disability civil rights laws and regulations, either through training or practical experience.
  - Principles and practices of disability discrimination complaint investigations and mediations.
  - Policies, programs, services, and resources for individuals with disabilities.
- 
- Program modifications for persons with disabilities in the local government setting.
  - Assistive technology and alternative formats used by individuals with disabilities.
  - Regulations and guidelines concerning website access for persons with disabilities.
  - Federal, state, and local disability enforcement and advocacy organizations.
  - Federal, state, and local funding streams in support ofing services to people with disabilities.
  - Municipal government and administrative organization principles.
  - ~~Principles and practices of disability discrimination complaint investigation.~~
  - Principles and practices of program management, staff supervision, and training.
  - ~~Municipal government and administrative organization principles.~~
  - ~~Budget development and administration.~~
  - Computer systems and software applications.
  - Federal, state, and local funding streams in support of architectural, transportation, and mobility improvements for older adult and disability populations.
  - ~~Basic p~~ Principles of universal design, barrier-free design, and disability-related design standards.
  - Project management practices such as stakeholder management; project scope, schedule and budget development; quality assurance and control; and risk management.
  - The basic principles of barrier free design, architectural design such as graphic presentation methods, specification writing, cost estimating, field surveying, structural systems, construction materials and assemblies, energy and environment, and building code requirements.
  - ~~Architectural design and practices such as project delivery process, graphic presentation methods, specification writing, cost estimating, and field surveying.~~
  - ~~Principles of project program management, supervision and training.~~
  - ~~Basic principles of barrier free design and disability related design standards.~~
  - ~~Seismic design and analysis.~~
  - Blueprint (plan) and specifications reading and interpretation.
  - Building and facility inspection methods and procedures.
  - ~~Municipal government and administrative organization principles.~~
  - ~~Budget development and administration.~~
  - ~~Computer systems and software applications.~~

Ability to:

- Interpret disability access laws and regulations and develop disability-related policies, practices, and procedures in the local government setting.
- Monitor and evaluate public programs, activities, and servicesand facilities for compliance with ADA and related legislative ADA Titles II and IV and other applicable disability laws and regulations.

- Conduct disability discrimination complaint investigations in accordance with City and other governing agency grievance procedures and mediate and implement resolutions. access compliance
- ~~Effectively manage project components for compliance to specifications; and to monitor contract staff. Analyze and solve problems and to develop architectural design solutions.~~
- Train, supervise, monitor and evaluate staff.
- Make field observations and to pPrepare and analyze complex reports of a general and technical nature, including City Council agenda reports and federally-mandated audits.-
- Coordinate citywide access compliance functions and activities between divisionsdepartments and outside agencies.
- Prepare and administer projectproject budgets.
- Prepare agendas and correspondence and assist with recruitment for governmental boards and commissions.
- Train, supervise, monitor, and evaluate staff.
- Communicate effectively and persuasively in both oral and written form.
- Utilize personal computers and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- ~~Effectively manage project components for compliance to specifications; and to monitor contract staff.~~ Coordinate ADA capital improvement projects and evaluate other City capital improvement projects for access compliance.
- Monitor and evaluate City buildings, facilities, and the public right-of-way for compliance with ADA and other disability-related design standards.
- Analyze and resolve physical access problemsbarriers; and to develop and communicate architectural design solutions.

## **EDUCATION AND EXPERIENCE**

### **MINIMUM QUALIFICATIONS**

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

#### **Education:**

Bachelor's degree from an accredited college or university in city planning, architecture, engineering, city planning, public or business administration, legal studies, or a related field.

#### **Experience:**

Three years of progressively responsible experience ~~in disability programs management implementing Titles II and IV of the Americans with Disabilities Act of 1990 (ADA) and related disability civil rights laws and regulations in a state or local government setting including two years in a supervisory capacity.~~, such as: conducting ADA self-evaluations and developing and implementing disability access policies, practices, and procedures; creating and administering disability programs, activities, and services; coordinating programmatic accommodations for persons with disabilities; investigating and mediating complaints of disability discrimination; providing disability-related staff training and technical assistance; developing and implementing ADA transition plan (capital improvement) programs; and surveying buildings / facilities and reviewing plans / specifications for compliance with physical access regulations. One year of lead or supervisory experience 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 ability to travel to various locations in a timely manner as required in the performance of duties.

ADA Coordinator Certification (ADAC) or equivalent is highly desirable.

**OTHER REQUIREMENTS**

None required.

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

Established: 07/27/2000	CSB Resolution #: 44409	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date: / /	CSB Resolution #:	
Re-titled Date: / /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s): )		



## CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

**Date: July 21, 2016**

**OPEN SESSION 5:30 p.m.**

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

**BOARD MEMBERS PRESENT:**            **Lauren Baranco**  
**Andrea Gourdine, Chairperson**  
**Yvonne Hudson-Harmon**  
**Christopher Johnson**  
**David Jones, Vice Chair**  
**Jeffrey Levin (Arrived at 5:50pm)**

**BOARD MEMBERS ABSENT:**            **Alex Drexel**

**STAFF PRESENT:**                        **Anil Comelo, HRM Director/Secretary to the Board**  
**Kip Walsh, HR Manager / 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
  - 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

**44817 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, Gourdine, Hudson-Harmon, Johnson, Jones  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: 2 – Drexel, Levin

### 3) OLD BUSINESS:

- a) Approval of Meeting Minutes of June 16, 2016 Civil Service Board Meeting Minutes

**44818 Upon a motion by Board Member Johnson, seconded by Board Member Hudson-Harmon, the minutes for the June 16, 2016 Civil Service Board meeting were approved by a majority of the members present.**

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

- a) Determination of Schedule of Outstanding Board Items
- a. No New Items to Schedule
- b) 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.*

### 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

*Received and filed.*

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

*Received and filed.*

## 5) ADJOURNMENT

*6:10 PM*

NOTE: The Civil Service Board meets on the 3<sup>rd</sup> Thursday of each month. The next meeting is scheduled to be held on Thursday, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandnet.com](mailto: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](mailto: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](mailto:civilservice@oaklandnet.com) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY

**CIVIL SERVICE BOARD  
APPEALS & HEARINGS CALENDAR  
PENDING LIST – August 18, 2016**

**1. UNDER REVIEW**

<b>Case Number</b>	<b>Classification</b>	<b>Dept.</b>	<b>Action Pending</b>	<b>Date Received</b>	<b>Notes</b>
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.



CITY OF OAKLAND

# STAFF REPORT

**DATE:** August 18, 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 July 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 August 8, 2016 there are a total of eighty-one (81) employees in the TCSE (25), Annuitant (34), and ELDE (22) categories. Eight (8) assignments were closed, and three (3) new assignments were added. Of the total, six (6) are reported as non-compliant with Rule 5.06.

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

Of the total eighty-one (81) temporary assignments, we are reporting six (6) in this period as out of compliance with Rule 5.06.

- Four (4) of the non-compliant assignments (Animal Services and the Fire Department) are for TCSE assignments where Human Resources Management

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: August 18, 2016

Page 2

- (HRM) staff are working with the departments to resolve outstanding classification and compensation questions.
- Two (2) of the non-compliant assignments are for positions where the assignments were initiated for projects of the specific duration of one year. As the projects have evolved, the need for continued staffing has surfaced. For now, the City Council has authorized additional funding for one additional year. HRM is working with the department to appoint the incumbents provisionally to civil service positions, recruit and test for those positions, and transition the assignments to limited duration appointments in accordance with section 5.06(b).

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 August 8, 2016
- B. TCSE/ELDE Compliance Trend Chart: As of August 8, 2016

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

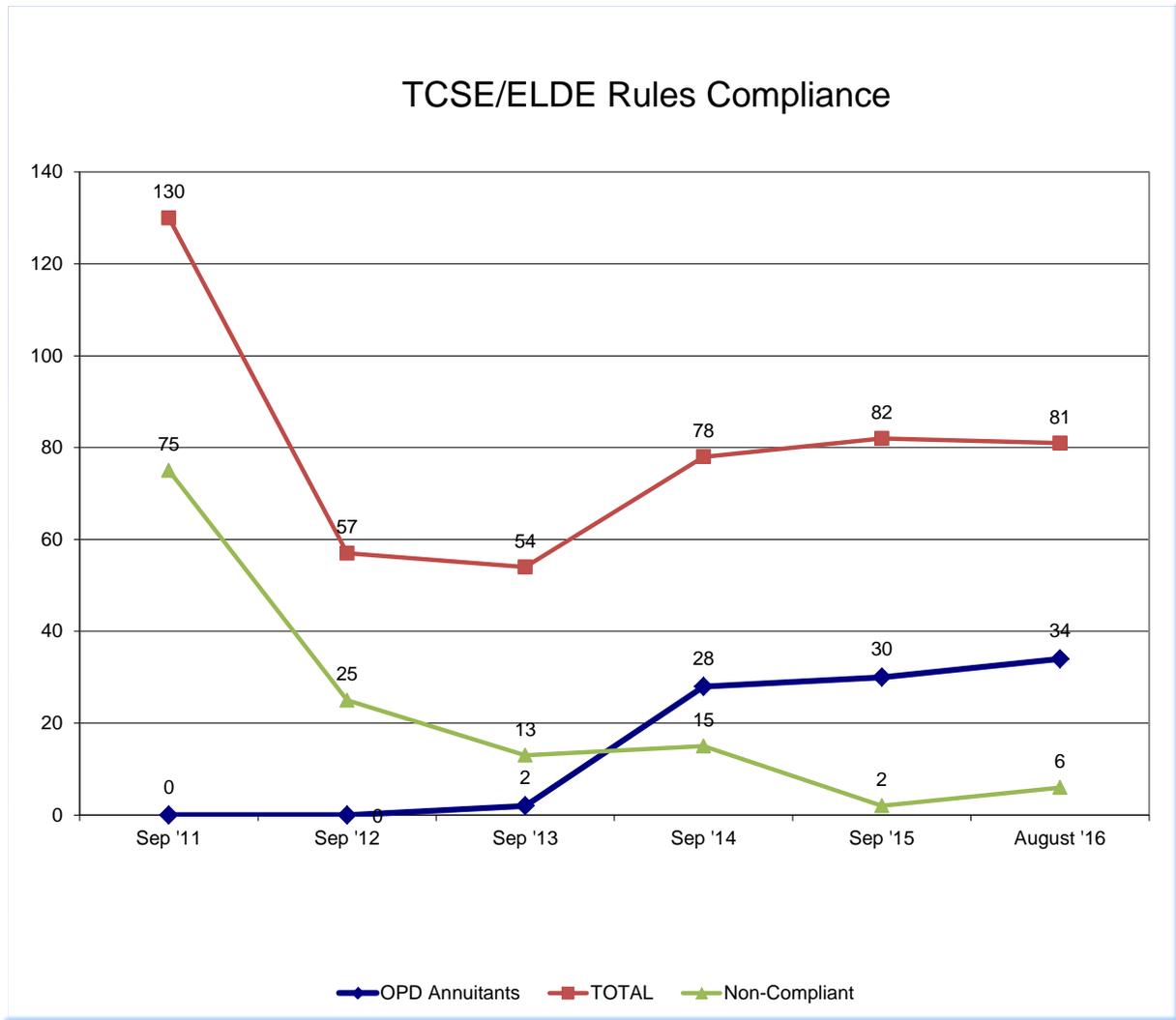
CIVIL SERVICE BOARD AUGUST 18 2016

DEPT	LAST NAME	FIRST NAME	ORG	JOB DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (8)</b>							
HUMAN SERVICES	Smith	Anita	78231 - HS Classroom & Seasonal	19-Jan-16	TCSE	Separation Date: 07/01/16	CLOSED
HUMAN SERVICES	Smith	Tarub	78231 - HS Classroom & Seasonal	29-Feb-16	TCSE	Separation Date: 07/01/16	CLOSED
HUMAN SERVICES	Steward	Myisha	78411 - Community Housing Services	30-Nov-15	TCSE	Appointed to City Service: 08/01/16	CLOSED
INFORMATION TECHNOLOGY	Astrera	Erwin	46261 - Server Maintenance and Support	3-Aug-15	ELDE	Separation Date 08/03/16	CLOSED
PLANNING & BUILDING	Dumford	Kevin	8454 - Inspections:Commercial Building	17-Aug-15	ELDE	Appointed to City Service: 07/18/16	CLOSED
POLICE	Vaughn	John	106610 - Background & Recruiting	23-Sep-13	Annuitant	Separation Date: 04/21/2016	CLOSED
PUBLIC WORKS	Barz	Sara	30275 - IPPD Plans and Programming	3-Aug-15	ELDE	Appointed to City Service: 7/30/2016	CLOSED
PUBLIC WORKS	Blackston	Christina	30274 - IPPD Plans and Programming	2-Aug-15	ELDE	Separation Date 07/15/16	CLOSED
<b>NEW THIS PERIOD (3)</b>							
CITY CLERK	Abney	Michelle	03121 - City Clerk Unit	1-Aug-16	TCSE	Temporary operational support of Election Services	NEW
HUMAN SERVICES	Gilmore	Andrea	75621 - Oakland Paratransit for the Elderly and Disabled Un	18-Jul-16	ELDE	Temporary operational support during Cityspan/OPED transition	NEW
PUBLIC WORKS	Hernandez	Carlos	85311 - Workforce Development	18-Jul-16	ELDE	Providing support to East Bay Bike Sharing Project.	NEW
<b>COMPLIANT (72)</b>							
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	Roy	Ayushi	02111 - City Manager Administration Unit	27-Jun-16	ELDE	City Communications support, project liaison and scheduling of tasks.	COMPLIANT
CITY ADMINISTRATOR	Rozycki	Ari	02491 - Oakland Animal Services	18-Feb-15	TCSE	Part time veterinarian; pending compensation review.	COMPLIANT
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.	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	Lang	Janice	85221 - Project Implementation:Staffing	30-Aug-15	TCSE	Temporary assignment to cover incumbent who is on FMLA.	COMPLIANT
ECON & WORKFORCE	Muse	Angela	85311 - Workforce Development	5-Jul-16	TCSE	Providing data analysis to the Economic and Workforce Development Department.	COMPLIANT
ECON & WORKFORCE	Rodriguez	Sophia	85221 - Project Implementation: Staffing	28-Mar-16	TCSE	Project intern/support - temporary	COMPLIANT
ECON & WORKFORCE	Saxe	Joseph	85521 - Public Art	2-May-16	TCSE	Temporary assignment supporting Public Art	COMPLIANT
ECON & WORKFORCE	Schaffler	Kristy	85311 - Workforce Development	28-Mar-16	ELDE	ELDE pending recruitment for Project Manager III and permanent appointment	COMPLIANT
ECON & WORKFORCE	Zaremba	Kristen	85521 - Cultural Arts/PA	14-Sep-15	ELDE	ELDE pending recruitment for Manager, Cultural Arts and permanent appointment.	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
FIRE	Rodgers	Camille	20371 - Vegetation Management Unit	23-May-16	TCSE	Management Supervisor conducts field inspections and follow ups with property	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	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	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	23-May-16	TCSE	required By California Department of Education and USDA in compliance for the Administrative and Summer Parks Program temporary support	COMPLIANT
HUMAN SERVICES	Murillo	Alberto	78311 - Policy & Planning	18-Apr-16	TCSE	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
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	25-Jan-16	ELDE	Temporary operational support for Oracle Project	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
PARKS & RECREATION	Lewis	Theda	504320 - Malonga Casquelourd Center	25-Apr-16	ELDE	Representative managing Single Room Occupancies at the Malonga Casquelourd	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	29-Feb-16	Annuitant	Temporary support of planning compliance backlog	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	Mao	Tiffany	84421 - Engineering: Permit Center	6-Jun-16	TCSE	records research, filing, reviewing construction plans and specifications.	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

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

CIVIL SERVICE BOARD AUGUST 18 2016

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
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	Steven	106610 - Background & Recruiting	18-Jan-14	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	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	Yelder	Ronald	106610 - Background & Recruiting	30-Jan-16	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Fine	Sarah	30275 - IPPD Plans and Programming	16-Feb-16	ELDE	Temporary operational support	COMPLIANT
<b>NON-COMPLIANT (6)</b>							
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
CITY ADMINISTRATOR	Berens	Matthew	02611 - Contract Compliance Unit	8-Jun-15	ELDE	Assisting with Measure FF (Minimum Wage) compliance; pending provisional appt	NON-COMPLIANT
CITY ADMINISTRATOR	San Miquel	Ronald	02611 - Contract Compliance Unit	1-Jun-15	ELDE	Temporary assignment supporting the Disparity Study; pending provisional appt	NON-COMPLIANT
FIRE	Hutchens	Gail	20711 - Emergency Services Program Unit	15-Mar-06	TCSE	Revised class spec under 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





# MEMORANDUM

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**DATE:** August 18, 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 Request for Exemption of the Classification of Police  
Communications Manager from the Provisions of Civil Service and Approval of  
Classification Specification for Police Communications Manager

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As part of the City's Memorandum of Understanding (MOU) with the International Federation of Professional and Technical Engineers (IFPTE, Local 21), effective July 1, 2015, the City agreed to upgrade the Police Services Manager position assigned to the Police Communications (Dispatch) unit in the Police Department. Because the single position was called out individually, a separate classification had to be created to implement the agreement, which resulted in the development of the proposed **Police Communications Manager** classification.

The City's Salary Schedule of the Salary Ordinance (Ordinance No. 12187 CMS) was amended by City Council ordinance on December 8, 2015, and the effective date of the change was retroactive to October 24, 2015. In the amendment approved by City Council, the classification title and revised pay grade were added to the Salary Schedule. To complete the actions anticipated in the adopted MOU with Local 21, the classification specification was developed and a recommendation to exempt the classification from the provisions of civil service is being advanced.

The position in charge of OPD's Communications Division originated as a Police Services Manager I, which is exempt from civil service. As a result of the one percent (1%) equity adjustment agreed to during contract negotiations, a new classification had to be established to accommodate the new salary rate. OPD intended to preserve the at-will status of the position, which requires that the position be formally exempted by recommendation of City Council and approval of the Civil Service Board, as required for individual position exemptions under Charter section 902(f).

The Police Communications Manager position is responsible for management of the operations of the OPD's Dispatch Division of eighty-three (83) positions, which involves critical elements of public safety. The individual in this classification must deal with challenging, sensitive and confidential matters and oversees the completion and resolution of sensitive and complex investigations and complaints, including labor relations issues. The incumbent is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error. Due to its role related to public safety, placement in the organization, lines of authority, reporting relationships within the department, as well as the duties, pay grade and independence of action, staff recommends the classification of Police Communications Manager for exemption from civil service.

The exemption resolution was discussed at the Finance & Management Committee meeting on June 14, 2016, and advanced to City Council for approval on July 19, 2016. City Council endorsed the resolution recommending exemption from civil service pursuant to Charter Section 9.02(f). There is one vacant position. Recruitment and selection activities will be initiated in the very near future to fill the vacant position.

Local 21 was notified of the proposed classification specification and intent to formally exempt the classification from the provisions of civil service. City staff and union representatives met on May 19, 2016, and agreed to minor modifications to the class spec during that meeting. The union indicated that additional time was needed to fully vet the proposed classification but that they did not anticipate any issues with the draft. HRM received an email from the union on August 2, 2016, in which the union confirmed that there were no objections to the proposed classification and exemption recommendation.

Additionally, the Port does not operate any police communications operations. Therefore, classifications specifically designed for that purpose have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the request to exempt the classification from the provisions of civil service and approve the proposed new classification specification for Police Communications Manager.

**Attachments:** Proposed new classification specification for Police Communications Manager  
City Council Resolution 86288 C.M.S. recommending exemption from Civil Service



# POLICE COMMUNICATIONS MANAGER

DRAFT

**Class Code: MA160**

**Exempt**

## DEFINITION

Under general direction in the Oakland Police Department, plans, organizes and directs the activities and operations of the Communications Division; develops, establishes and implements goals, objectives, policies and procedures for the division; provides leadership and direction to the supervisory and communications staff; coordinates the assigned activities with other City departments, outside agencies and concerned citizens; and performs related duties as assigned.

## DISTINGUISHING FEATURES

Police Communications Manager is a civilian, management level classification that directs the activities of all assigned civilian employees including oversight of all operations while providing managerial support to the Communications Division. Pursuant to the Oakland Charter 902(f), this position has been exempted from the regulations of the Civil Service Board. The incumbent may provide input regarding strategies and policy for the division and is responsible for supervision, development, training, and evaluation of assigned employees. This classification is distinguished from the lower level Police Communications Supervisor, which is responsible for daily oversight of staff and operations.

The incumbent receives general direction from a Deputy Chief of Police and exercises direction over supervisory, technical and clerical staff.

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

Plan, manage, and oversee the activities of the Communications Division of the Oakland Police Department.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the division; recommend appropriate service and staffing levels; provide policy updates, audits and direction to staff and ensure compliance with established policies, procedures and regulatory ordinances.

Prepare and manage the division's fiscal operations, including budgeting, payroll, purchasing and government funding; conduct research and planning for best practices; perform quality assurance reviews and audits.

Act as liaison between the Communications Division, City Attorney, and Oakland Fire Dispatch.

Assist in the development of, coordinate, administer and ensure compliance with established policies and procedures throughout the division.

Manage various on-going projects from conception; develop plans and specifications, analyze data, and gather supporting documentation; prepare comprehensive written reports and memos to include charts, graphs, and statistical reports;

Direct the selection, supervision and work evaluation for division staff; provide for staff training and career development; work with employees on performance issues.

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

Serve as administrator of the Computer Aided Dispatch (CAD) system and automated computer systems such as CRIMS and ARIES; evaluate the efficiency and maintenance of all communications equipment and radio systems; research, plan, and coordinate upgrades or changes to the systems and equipment.

Investigate internal and citizen complaints and prepare investigative reports; represent the division and make presentations at community meetings.

Access, collect, collate, analyze and disseminate raw data extracted from numerous law enforcement data sources and translate into viable criminal intelligence information for investigative, preventive, and operational purposes.

Represent the division in court as the subject matter expert.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of public safety service delivery.
- Principles of management, supervision and training.
- The organization, responsibilities, functions and procedures of the Oakland Police Department.
- The principles and practices of budget development and administration.
- Research methodology, report writing and basic statistics, and their application.
- Computer systems and applications.

Ability to:

- Select, motivate supervise and evaluate staff and provide for their training and professional development.
- Analyze technical and administrative management problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Communicate effectively orally and in writing.
- Prepare clear and concise reports, correspondence and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Administer a division budget.
- Work effectively in a para-military organization, dealing tactfully and effectively with both sworn and civilian employees.
- Utilize a computer and software applications, including automated systems.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATIONS**

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

**Education:**

High school diploma or equivalent. Bachelor's degree from an accredited college or university in criminal justice, public or business administration or a related field is highly desirable.

**Experience:**

Four years of progressively responsible experience in public safety services program administration, including two years in a supervisory capacity in a public agency setting.

**LICENSE OR CERTIFICATE**

A successful incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. The individual who is 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**

Must pass a thorough background investigation.

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



FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2016 JUN -2 PM 2:25

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Anil Comelo  
HRM Director

**SUBJECT:** Amendment to Ordinance No. 12187  
C.M.S. (The Salary Ordinance)

**DATE:** May 23, 2016

City Administrator Approval

Date:

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Police Communications Manager From The Operation Of Civil Service.**

## EXECUTIVE SUMMARY

Approval of the proposed resolution is related to the newly negotiated Memorandum of Understanding (MOU) for the International Federation of Professional and Technical Engineer (IFPTE, Local 21) and will ensure accuracy of the City's classification plan and Salary Schedule.

## BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment including the classification titles and bargaining unit designation of positions. The Ordinance is amended from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules), Section 3.04, components of the City's Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

During contract negotiations with IFPTE Local 21 in mid-to-late 2015, the parties agreed to provide an equity increase for all classifications in dispatch classifications including the manager of the communications dispatch operations. In the Police Department, the dispatch function was managed by an incumbent of the exempt Police Services Manager I classification. Since the pay increase agreed to in the negotiation was intended for only one position in the general classification of Police Services Manager I, a brand new classification had to be created to ensure that the intent of the parties was honored. Pursuant to that objective, the new classification of Police Communications Manager was created and adopted by the City Council on December 28, 2015, (Ordinance No. 13342 C.M.S.). The Police Department intended to preserve the at-will status of the position, which requires that the position be formally exempted by recommendation of City Council and approval of the Civil Service Board, as required for individual position exemptions under Charter section 902(f).

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Finance & Management Committee  
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At its July 20, 2016, meeting, staff from the Human Resources Management Department (HRM) will present the classification of Police Communications Manager to the Civil Service Board for final approval. Further, staff will request that the Board approve the recommendation to exempt the classification from civil service.

### **ANALYSIS AND POLICY ALTERNATIVES**

As stated above, the proposed action is recommended to ensure that the Salary Schedule of the Salary Ordinance is aligned with other actions that were previously negotiated. The new classification was added and the salary ordinance amendment adding the classification has already been approved. Prior to its presentation to City Council, the representative union, the International Federation of Professional and Technical Engineers, Local 21, was notified of the proposed action. HRM staff met with the union to discuss both a job description and the exemption recommendation for the new classification; the union expressed no objections. Following Council action and approval, staff will present the classification specification and civil service exemption to the Civil Service Board for its review and approval.

The Police Communications Manager position is responsible for management of the operations of the Oakland Police Department's Dispatch Division of 83 positions, which involves critical elements of public safety. The individual in this classification must deal with challenging, sensitive, and confidential matters and oversees the completion and resolution of sensitive and complex investigations and complaints. The incumbent is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error.

Due to its role related to public safety, placement in the organization, lines of authority, reporting relationships within the department, as well as the duties, pay grade and independence of action, the classification of Police Communications Manager, staff recommends the classification for exemption from civil service.

### **FISCAL IMPACT**

There is no fiscal impact related to this action.

### **PUBLIC OUTREACH / INTEREST**

No public outreach was required other than the required posting on the City's website.

### **COORDINATION**

Prior to its presentation to City Council, Local 21 was notified of the proposed action. HRM staff met with the union to discuss both a job description and the exemption recommendation for the new classification; the union expressed no objections. HRM coordinated the development of the classification specification of Police Communications Manager with staff from the Oakland Police Department. When necessary, Employee Relations was also involved. The classification

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specification and the recommendation for exemption will be presented to the Civil Service Board at its June 16, 2016 meeting.

Public notices regarding the Civil Service Board action to except the classification from the competitive civil service and approve the classification specification are posted pursuant to the provisions of the California Brown Act and City of Oakland Sunshine Ordinance

Additionally, the preparation of this report was coordinated with HRM, Controller's Bureau, and the City Administrator's Office, and was reviewed by the City Attorney's Office.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** There are no economic opportunities associated with this report.

**Environmental:** There are no environmental opportunities associated with this report.

**Social Equity:** There are no social equity opportunities associated with this report.

### **ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends that the City Council Adopt a Resolution Recommending to the Civil Service Board the Exemption of the Classification of Police Communications Manager From the Operation of Civil Service.

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

Respectfully submitted,



ANIL COMELO  
Director, Human Resources Management

Reviewed by: Kip Walsh  
Human Resources Manager  
Recruitment & Classification Division

Prepared by: Jaime Pritchett  
Principal Human Resource Analyst

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Finance & Management Committee  
June 14, 2016

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

*Carol Casper*  
City Attorney

2016 JUN -2 RESOLUTION No. 86288 C.M.S.

Introduced by Councilmember \_\_\_\_\_

## RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF POLICE COMMUNICATIONS MANAGER FROM THE OPERATION OF CIVIL SERVICE

**WHEREAS**, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

**WHEREAS**, the Police Communications Manager is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the duties, pay grade and independence of action; and

**WHEREAS**, the Police Communications Manager is a division manager with overall responsibility for operations of the Oakland Police Department's Dispatch Division, which involves critical elements of public safety; and the individual in this classification must deal with challenging, sensitive and confidential matters and oversee the completion and resolution of sensitive and complex investigations and complaints; and

**WHEREAS**, the incumbent in the Police Communications Manager position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

**RESOLVED**, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Police Communications Manager be exempted from the requirements of civil service; and be it

**FURTHER RESOLVED**, that the Civil Service Board is hereby requested to approve such exemption

IN COUNCIL, OAKLAND, CALIFORNIA, July 19, 2016

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON MCELHANEY - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST: *LaTonda Simmons*  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California