



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: December 8, 2016**

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

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones; Alex Drexel; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Kip Walsh, HRM Manager/Staff to the Board  
Michelle Meyers, Deputy City Attorney  
Sean Flaherty, HR Technician/Staff to the Board

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

ACTION

- a) Approval of Revised Classification Specifications
  - Head Start Health & Nutrition Coordinator (formerly Head Start Nutrition Coordinator)
  - Neighborhood Services Coordinator
  - Senior Port Strategic Planner (Port of Oakland)

#### 3) OLD BUSINESS:

a) Approval of November 17, 2016 Civil Service Board Meeting Minutes ACTION

b) Determination of Schedule of Outstanding Board Items ACTION

a. No New Items to Schedule

c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

**4) NEW BUSINESS:**

- a) New Classification Specification: ACTION
- Fire Boat Attendant
- b) New Classification Specification: ACTION
- Head Start ERSEA and Data Program Coordinator
- c) Classification Equivalency Study 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, January 19, 2017. All materials related to agenda items must be submitted by Thursday, January 12, 2017. 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:** December 8, 2016

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

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

**THROUGH:** Ian Appleyard, Director of Human Resources Management  
Secretary to the Board

**SUBJECT:** Approval of Classification Specification for Head Start Health and Nutrition Coordinator (formerly Head Start Nutrition Coordinator)

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Based upon a classification review at the request of the Human Services Department, staff has proposed the revision of the **Head Start Health and Nutrition Coordinator** (formerly Head Start Nutrition Coordinator) classification specification. The classification specification was approved in June 1997 and has not been revised since that time.

Further, staff is proposing a revised title to reflect the newly added health and oral health program aspects; the new title will be “Head Start Health and Nutrition Coordinator.”

The Head Start Program was recently subject to a re-competition process for its grant award. Unfortunately, the entire program had to be re-envisioned and substantial changes were incorporated as part of the grant proposal and basis for subsequent grant award. In light of changes at the Federal level regarding service delivery, fewer children will now be served as the program switched from half-day, double sessions to full-day sessions. Further, to comply with revisions to the Head Start Program Performance Standards (HSPPS), many of the existing content areas and coordinator roles were either consolidated or discontinued as the program had to adapt to and account for new areas of emphasis.

In this case, the previous Head Start Nutrition Coordinator classification was too limited in scope. Under the new HSPPS, an emphasis has been placed on health and oral health in conjunction with traditional nutrition services. The enhanced Head Start Health and Nutrition Coordinator will oversee a model that is more comprehensive in identifying and addressing children and families with critical needs related to health, oral health, and nutrition services.

As a result of the changes described above, the Head Start Nutrition Coordinator classification specification is being overhauled. Necessary modifications have been proposed to all sections along with a title change. These revisions are consistent with other Head Start programs in the Bay Area, and the classification continues to align appropriately within the organizational structure.

There is one vacancy. A recruitment process will be initiated in the near future and will be based on the revised classification specification.

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 November 17, 2016, to discuss the proposed changes. A revised document was sent via email for discussion at a follow-up meeting on November 30, 2016. At

the meeting on November 30<sup>th</sup>, the union confirmed that there are no objections to the proposed revisions.

Additionally, the Port does not operate any social services programs so classifications specifically designed for children's services have no corresponding classification at the Port. 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 Head Start Health and Nutrition Coordinator as amended.

**Attachments:** Revised classification specification for Head Start Health and Nutrition Coordinator



# HEAD START HEALTH & NUTRITION COORDINATOR

Class Code: SC159

Civil Service Classified

## DEFINITION

Under general direction in the Human Services Department, To plans, develops procedures, oversees implementation, and coordinates health, oral health, and nutrition services for the Early Head Start/Head Start (EHS/HS) program including on-site and in-home-based services; facilitates agreements with local health and nutrition providers to maximize services to enrolled children and families; education, monitoring and training; to provides support and direction to all staff related to monitoring and overseeing services to ensure consistent implementation of adopted agency policy; supervises assigned staff; and performs related duties as assigned. lead direction to Family Advocates in providing information and resources on nutrition to Head Start families.

## DISTINGUISHING CHARACTERISTICS ~~SUPERVISION RECEIVED AND EXERCISED~~

This classification is the coordinator level in the HS/EHS program that is responsible for program planning and oversight of health, oral health, and nutrition services. It is distinguished from the higher level Head Start Supervisor, which has responsibility for an entire domain. It is further distinguished from the lower level Cook III classification, which supervises the Food Service Worker staff.

Incumbents rReceives general supervision from the Head Start Supervisor-Director. and

Eexercises general supervision over the Cook III and other assigned staff. lead direction over Family Advocates.

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

Direct, develop, and supervise the health, oral health, and nutrition components for Early Head Start and Head Start in accordance with Head Start legislation, regulations, and other appropriate Federal and State requirements. to provide high quality food and nutrition education program to best meet the needs of the diverse community.

Establish, maintain, and support a Health Services and Nutrition Committee that includes Head Start parents, outside professionals, appropriate-designated internal staff, and other volunteers to seek assistance in the design of services and identify ways to reduce barriers to health, oral health, and nutrition services in the community for enrolled children and families.

Oversee assigned consultants and Community partnerships to develop, implement, and revise the annual health and nutrition services program content and/or to deliver services to enrolled children and their families.

Develop, implement and revise annually the nutrition component plan to meet federal performance standards.

Develop nutrition education curricula appropriate for children 3-5 years old; provide the training and necessary materials for teaching staff to effectively implement the curriculum.

Plan, organize, oversee, and implement and conduct regularly scheduled health, oral health, and

nutrition education training ~~and workshops~~ to ~~increase help~~ parents and staff's ~~to become~~ knowledgeable and aware in the following areas: ~~understanding of~~ the role ~~health and~~ nutrition plays in ~~the~~ child's physical and mental development; selection and preparation of food to meet family needs; interpretation and explanation of ~~health, oral health, and nutrition related~~ regulatory performance standards.

Assess the nutritional status of the children from available health records, ~~the known~~ dietary history and staff observation at mealtime.

Provide ~~staff with appropriate training and tools to identify children with health, oral health, and parents of children who have been identified with~~ nutritional risk factors; ~~provide parents of children identified as having with~~ health, oral health, and nutritional risk factors with appropriate counseling, educational materials, and referrals to effectively meet ~~with the appropriate counseling, nutrition education materials and referrals to effectively meet~~ the special health, oral health, and nutritional needs of their child; schedule follow-up appointments with parents to re-assess the child's health and nutritional status.

Ensure special diet statements and health care action plans are completed and implemented in conjunction with and communicated to staff that are trained to work with children with these identified needs. Develop and document individual Nutrition Care Plans for the children at nutritional risk in the child's record; involve parents and teachers in writing the plan.

In conjunction with other managers and content experts, participate in agency planning, monitoring, and self-assessment activities. Recommend changes in operations for identified problems to ensure better integration of all services for children and families.

Oversee confidential health and related data; propose internal procedures to ensure that designated staff is reviewing and acting on health and nutrition related issues; propose changes in procedures to improve the quality of oversight and management services.

Oversee nutrition services operations; monitor to ensure food quality standards and food production standards are upheld; verify that training standards for food preparation staff are met.

Conduct regularly scheduled inspections of cooking facilities to ensure compliance with federal, state, and local sanitation standards; document areas of non-compliance including the materials and time allotted to bring these areas into compliance.

Work with registered dietician to plan and update menus according to regulatory standards.

Identify community resources in the areas of health, oral health, and nutrition to provide mandated services and training

~~Identify the needs of food service staff in areas relating to the production of a quality food product; develop a training program to meet their individual needs.~~

~~Conduct pre service and in service training of food service personnel; provide competent community resources for training.~~

Supervise, train and evaluate assigned staff.

Conduct site visits to monitor health, oral health and nutrition~~food~~ services and to observe health, oral health, and nutrition practice as well as provide exposure to and training of such concepts education activities in the classroom environment ~~at mealtimes~~.

SC159 – Head Start **Health & Nutrition Coordinator**

Page 3

~~Coordinate nutrition plan with other program components; meet regularly with other components to share information and ensure implementation of performance standards.~~

Assist with **program** budget preparation.

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

## **KNOWLEDGE AND ABILITIES-~~QUALIFICATIONS~~**

Knowledge of:

- ~~Principles and practices of modern nutrition; elements of food value, costs and budgeting.~~
- ~~Nutritional aspects of buying, storing and preparing food.~~
- ~~Nutritional needs assessment methods~~
- ~~State and federal regulations on community action and social service programs in the area of health, oral health, and nutrition.~~
- ~~Head Start Performance Standards, California Child Care Licensing, and United States Department of Agriculture (USDA) Child and Adult Care Food Program rules and regulations.~~
- ~~Standard policies and procedures for health and social service agencies.~~
- ~~State and federal regulations on community action and social service programs.~~
- ~~Basic principles of program planning and implementation.~~
- ~~Child care licensing and child care food program regulations.~~
- ~~Principles of personnel management including supervision, training, monitoring, evaluation of staff.~~
- ~~Data Standard and records management methods.~~
- ~~Public contact and community relations.~~
- ~~Principles of training and development.~~
- ~~Basic budget principles.~~
- ~~Report writing and report generation.~~
- ~~Computer systems and related software applications, including automated systems and databases related to HS/EHS operations~~

Ability to:

- Plan, organize, direct, and evaluate a health, oral health, and nutrition program in accordance with federal regulations and program goals and objectives.
- Assess health, oral health, and nutritional needs of children; ensure facilitation of health and nutrition consultants to meet the individual needs of the children.
- Work with diverse populations including special needs families. Ensure special diet and health care plans are in place before and during the enrollment of the child into the program.
- Coordinate functions and activities between departments and outside agencies to ensure compliance with health and nutrition performance standards; ensure that related timelines and deadlines are met.
- Write reports of a technical or evaluative nature, using health, oral health, and nutrition data to help inform program goals and provide high quality outcomes for all children in

the area of health and nutrition.

- Draft and revise operating procedures.
- Maintain confidential records.
- ~~Prepare and organize food preparation.~~
- Instruct, supervise and teach staff and parents in health and nutrition education.
- ~~Work with a diverse populations including special needs families.~~
- Coordinate functions and activities between departments and outside agencies.
- ~~Write reports of a technical or evaluative nature.~~
- Communicate effectively orally and in writing.
- Assist with program budget planning.
- Train, supervise, and evaluate staff.
- Utilize computers and software applications, including automated systems and databases.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **MINIMUM QUALIFICATIONS ~~EXPERIENCE AND EDUCATION~~**

Any combination of experience and education that would demonstrate possession of the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

A Bachelor's degree from an accredited college or university in public health, fFood and nNutrition, dDietetics or closely related field is required.

#### **Experience:**

Two years of progressively responsible work experience in nutrition or public health delivering and/or coordinating including services to children 0 - 6 years of age. Relevant work experience in a clinic, hospital or school setting or a public health department 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.

### **OTHER REQUIREMENTS**

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

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

Established: 06/26/1997      CSB Resolution #: 44370      Salary Ordinance #:  
Exempted: Y  N       Exemption Resolution #:

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

(Previous title(s):      )



# MEMORANDUM

**DATE:** December 8, 2016

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

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

**THROUGH:** Ian Appleyard, Director of Human Resources Management  
Secretary to the Board

**SUBJECT:** Approval of Classification Specification for Neighborhood Services Coordinator

Following informal discussions that occurred between the Oakland Police Department (OPD) and members of the International Federation of Professional and Technical Engineers (IFPTE, Local 21), OPD requested a classification review of the **Neighborhood Services Coordinator** classification specification. It was revised earlier this year (March 2016).

OPD was concerned because recent recruitment cycles have yielded fewer qualified candidates. Staff from Human Resources Management and OPD explored the possible factors and determined that the minimum qualifications present an artificial barrier. Upon further review, the determination was made that applicants do not require four years of applicable experience when two years is sufficient as a minimum threshold. As a result, revisions were made to the Experience section of the Minimum Qualifications that included reducing the required four years of experience to two years and revising the kind of qualifying experience such that identifying and developing leaders and providing training is now listed as highly desirable.

Lastly, the statement regarding background investigations in the Other Requirements section was clarified. It now includes language about fingerprinting and criminal record clearance to more explicitly convey other necessary elements of the background process.

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

City staff and Local 21 representatives met on November 17, 2016, and agreed to minor modifications during the meeting. The union confirmed that there are no objections to the proposed revisions.

Additionally, no determination has been rendered yet regarding the “common class” status of Neighborhood Services Coordinator. 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 Neighborhood Services Coordinator as amended.

**Attachments:** Revised classification specification for Neighborhood Services Coordinator



## NEIGHBORHOOD SERVICES COORDINATOR

**Class Code: SC190 FTE**

**Civil Service Classified**

### DEFINITION

Under direction in the Oakland Police Department, coordinates and provides crime prevention services and resources; develops and strengthens leadership skills of community members; facilitates resolution of neighborhood issues in direct support of the philosophy, strategies, and techniques of community policing; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Incumbents perform community outreach and act as a liaison between community groups and the Oakland Police Department. Incumbents also address crime prevention needs and establish a rapport with local groups, organizations, and businesses.

Incumbents receive direct supervision from management staff and may receive general supervision from supervisors and managers at the Oakland Police Department.

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

Prepare and analyze complex reports; and maintain records.

Respond to inquiries or requests for service from interested community groups and citizens; identifies problems and implements problem-solving strategies utilizing appropriate community resources.

Plan, implement, coordinate, activate and evaluate a comprehensive community resource network in a particular neighborhood that directly supports community-policing efforts.

Solicit community participation, support and input in determining crime prevention needs; approach individuals, businesses, community organizations, and school officials for assistance with problem solving in the community.

Establish and maintain positive relationships with individuals, businesses, community organizations, school officials and local government staff to assess that programs and activities are meeting the existing and changing needs of the community; represent the Police Department at community meetings and events.

Attend Neighborhood Crime Prevention Council meetings; provide technical assistance to Neighborhood Crime Prevention Council leaders and members in the areas of problem solving, crime prevention, capacity building, community engagement, leadership and organizational development. Utilize community outreach strategies such as canvassing, flyering, one-on-ones to disseminate information, and generate referrals and interest in programs such as the Neighborhood Crime Prevention Councils and Neighborhood Watch. Partner with Community Resource Officers and others to research issues and solve problems, both in the field and in the office. Ensure that Neighborhood Crime Prevention Council leaders and members are informed

about the block, neighborhood, citywide approach to community policing as outlined in Resolution 79235.

Work with Neighborhood Watch captains, businesses/merchants, faith communities, schools, community based organizations and other stakeholders to develop their leadership and collaborative problem-solving skills, strengthen their groups, and involve them in the Neighborhood Crime Prevention Councils; and facilitate problem-solving in partnership with the police department and other staff. Work with Neighborhood Watch captains to help them network with each other and NCPC leaders on the beat. Ensure that Neighborhood Watch captains are informed about the block, neighborhood, citywide approach to community policing as outlined in Resolution 79235.

Conduct and analyze community needs assessment surveys for improving programs and services; participate in community planning or advisory activities.

Coordinate, promote, and host special events and programs including National Night Out and the annual Community Summit.

Assist in the development of short and long term program planning and goals.

Coordinate and participate in the design, preparation and distribution of publicity including press releases, brochures, and flyers; promote community-policing efforts through the news media.

Serve as staff resource to citizen-based Neighborhood Crime Prevention Councils.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Oral and written presentation skills; and report preparation and analysis.
- Records management and general office procedures and equipment.
- The principles of community organizing; techniques to address and improve the needs of the community.
- Needs assessment methodologies; and principles and practices of leadership development.
- Public relations and marketing techniques.

Ability to:

- Plan, utilize and evaluate problem-solving strategies in response to community needs.
- Analyze criminal activity data and identify trends.
- Analyze potential problem situations and respond appropriately.
- Solve problems, make decisions, and work independently.
- Develop and maintain positive work relationships with community leaders, co-workers, organizations, businesses, citizens and other City departments.
- Train individuals on relevant topics such as meeting facilitation, agenda development, problem solving, media relations, public speaking, and mediation.
- Organize and provide leadership and direction in a diverse community.
- Elicit community and organizational support for programs.
- Communicate effectively and persuasively in both oral and written form; speak effectively in large and small group settings.
- Coordinate a variety of programs and activities inter-departmentally and with outside

agencies.

- Develop residents’ leadership skills to solve problems in their neighborhoods by organizing effectively.
- Learn the organizational structure of the City government; various criminal and vehicle codes.
- Explain Police Department regulations and procedures.

**MINIMUM QUALIFICATIONS**

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

**Education:**

Bachelor’s degree from an accredited college or university in public administration, communications, social science, political science or a related field. Experience may be substituted for education on a year-for-year basis.

**Experience:**

~~Four (4)~~ Two (2) years of progressively responsible work experience in community-based or crime prevention programs or community organizing with a high degree of public contact. Experience including identifying and developing leaders and providing training is highly desirable.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

Bilingual skills in Spanish, Cantonese, Mandarin and Vietnamese are highly desirable and may be required depending on assignment.

Must pass a thorough background investigation, including fingerprinting and criminal record clearance.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	03/06/2008	CSB Resolution #:	44513
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date:	03/17/2016	CSB Resolution #:	
Re-titled Date:	n/a	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s): n/a )			

**To:** City of Oakland Civil Service Board

**From:** Christopher Boucher, Director of Human Resources, Port of Oakland 

**Date:** December 2, 2016

**Subject:** Approval of Amendments to the Following Classification Specification:  
Port Senior Strategic Planner

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Creating, amending and editing classification specifications is critical as the Port endeavors to ensure the organization is positioned to operate efficiently and effectively. As a driver of economic development for the City of Oakland and the region, the Port must ensure that each revenue division is adequately positioned to grow business. To support this effort, the Port Senior Strategic Planner classification specification was amended to better align with our operational needs. This classification will support seaport development efforts related to intermodal transportation, land use and facilities development at the Port. This classification will directly support enhancing goods movement and supply chain activities. The classification amendments support the Port's effort to modernize our classification plan as organizational and business needs evolve.

The International Federation of Professional and Technical Engineers ("IFPTE"), Local 21, was notified of the proposed amendments to the Port Senior Strategic Planner classification specification and did not have any objection to the amendments.

The Port recommends that the Civil Service Board approve the proposed amendments to the Port Senior Strategic Planner classification specification.

**Attachments:** Port Senior Strategic Planner (Edits)  
Port Senior Strategic Planner (Clean)

## SENIOR PORT STRATEGIC PLANNER

### A. CLASS DEFINITION

Under general direction, the Senior Port Strategic Planner performs professional work at the most advanced level in researching, organizing, analyzing, and presenting information critical to executive level planning decisions on a broad range of Port activities and programs related to transportation and land use, facility development, access studies, and related work. The incumbent acts as a team leader, supervising and assisting other professional and clerical staff, ~~and may act as the representative of the Director of Strategic and Policy Planning.~~

#### Distinguishing Characteristics

Senior Port Strategic Planner is the most advanced level of the Strategic Planner Series, performing the most complex tasks often with the exercise of complete independent judgment, and acting on behalf of ~~the Director~~ the Port. The next lower level, Associate Port Strategic Planner, performs the most complex tasks under general supervision with the exercise of considerable independent judgment.

### B. TYPICAL TASKS/DUTIES (any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. ~~Acts on behalf of~~ Represents the Port at ~~joint meetings with other local or regional agencies on issues related to preparing or developing local and/or regional transportation plans as needed.~~

~~Director in representing the Office of Strategic and Policy Planning.~~

2. Initiates, develops and performs detailed planning studies which incorporate research and analysis activities described below, ~~to~~ generate general planning and transportation planning information and/or studies for Port areas and facilities to explore specific areas of concern to the Port.

3. Maintains an awareness and understanding of business developments and operational needs as they relate to transportation policy.

4. ~~Initiates, manages and reviews~~ the work of consultants retained to perform or assist in complex planning and preliminary engineering studies;

5. Gathers information from a variety of sources, including published information, interviews, meetings, surveys, and observation; evaluates the reliability and importance of the information to the Port; and makes judgments based on the value of information obtained.

6. Organizes and evaluates the reliability and importance of information.

7. ~~Studies~~ Study and analyzes information using appropriate statistical, financial, economic, and other techniques.

8. Performs planning development work for projects already included in or are being considered for inclusion into the Port's Capital Program, including development of project scopes, cost estimates, time schedules for Capital Investment Program consideration.

9. Prepares planning studies as they relate to goods movement, circulation, logistics/supply chain activities and assists in the prioritization of projects using statistical, financial,

economic or other techniques; makes forecasts and projections; and recommends actions based on studies performed

710. ~~Suggests~~ Develops conclusions, makes develops forecasts and projections, summarize conclusions, and recommends actions based on studies performed.

811. ~~Presents~~ results of studies and recommendations in written and oral form, including preparation of graphic materials where appropriate.

~~9. Works with others in a team, usually as team leader, in performing larger studies.~~

4012. ~~Supervises and/or review, technically and functionally,~~ the work of other Port staff and/or consultants when performing large scale studies members when required.

4413. Performs other related duties as assigned.

**C. KNOWLEDGE, SKILL AND ABILITIES**

1. Knowledge of principles and practices of strategic and transportation planning and civil engineering including analytical methods and tools.

2. Knowledge of business and technical aspects of maritime and aviation operations including ancillary support requirements including road and rail networks.  
~~research techniques, analytical methods and tools.~~

3. ~~Knowledge, in detail, of~~ Knowledge of policy, business, and technical aspects of maritime, aviation, and/or commercial real estate operations.

Knowledge of local, state and federal transportation planning bodies, policies and funding approval streams processes.

Knowledge of implementation procedures related to physical facilities including parties and agencies involved and flow chart project scheduling.

4. Knowledge of sources of information for required studies.

5. Knowledge of personal computer applications ~~in~~ necessary to performing research and analysis.

6. Knowledge of technical and functional supervisory principles, practices, and techniques.

7. ~~Detailed K~~ knowledge and understanding of Engineering Division's the role planning in the support of the Revenue Division's operational objectives Port of Oakland and Office of Strategic and Policy Planning objectives and positions on issues.

Ability to:

8. ~~Ability to a~~ Ability to a apply research and analytical techniques to studies of complex Port business and operational concerns.

Ability to U ~~understand~~ understand complex problems, evaluate and analyze scenarios, identify options and recommend solutions for transportation-related issues.

- Ability to Apply planning and/or engineering and analytical techniques to studies of complex Port business and operational concerns.
- \_\_\_\_\_ 9. \_\_\_\_\_
- Ability to interpret and transform complex information into clear and concise written, graphic, and verbal presentation  
~~Ability to make clear and concise written and verbal presentations of complex information.~~
- \_\_\_\_\_ 10. \_\_\_\_\_ Ability to establish and maintain effective internal and external working relationships with those contacted in the performance of duties and to work as a team.
- \_\_\_\_\_ 12. \_\_\_\_\_ Ability to assist all levels of staff members in performing their duties.
- \_\_\_\_\_ 13. \_\_\_\_\_ Ability to review and edit the work of other staff members.
- \_\_\_\_\_ 14. \_\_\_\_\_ Ability to understand complex problems and situations rapidly.
- \_\_\_\_\_ 15. \_\_\_\_\_ Ability to work independently with only very limited and occasional direction and exercise sound independent judgment within general policy guidelines.
- \_\_\_\_\_ 16. \_\_\_\_\_ Ability to handle many projects concurrently, moving from one to another smoothly and efficiently.
- \_\_\_\_\_ 17. \_\_\_\_\_ Ability to identify and conceptualize problems and opportunities from limited or incomplete information.

**D. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to extensively make use of close vision to read reports, summaries, digests, and other documents.

**E. WORK ENVIRONMENT**

The work environment described here is representative of those an employee encounters while performing this job.

The employee typically works indoors in an air conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

**F. EDUCATION AND EXPERIENCE**

This classification requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include: Master's degree from an accredited college or university in ~~Public or~~ Business Administration, Economics, Planning, Engineering or related field, PLUS, four years of experience in a position and field with direct relevance to duties in the Port Strategic Planner position, including at least two years in the position of an Port Associate associate level Transportation associate level Transportation

~~Strategic~~ Planner or directly comparable position. A Bachelor's degree in one of the fields described above PLUS five years of work experience in a position with direct relevance to duties in the Port ~~Strategic~~ Planner position may be substituted for the education and experience requirements described above, provided the experience includes the required experience in the position of an associate level Transportation Planner ~~Port Associate Strategic Planner~~ or directly comparable position.

**G. OTHER CHARACTERISTICS**

1. Possession of a valid California Class "C" driver license at the time and for the duration of appointment.

<b>JOB #:</b>	10487
<b>SALARY GRADE/SCALE:</b>	527
<b>STANDARD HOURS-DAY/WEEK:</b>	7.5/Day-37.5/Week
<b>JOB CLASS:</b>	Civil Service
<b>LEGAL SECTION:</b>	05.0199
<b>FLSA:</b>	Professional
<b>JOB CATEGORY (EEO-1):</b>	Professional
<b>JOB GRADE:</b>	Advanced Journey
<b>JOB TYPE:</b>	
Classification Created: September 7, 1993 (Port Ordinance 3170)	

## **SENIOR PORT STRATEGIC PLANNER**

### **A. CLASS DEFINITION**

Under general direction, the Senior Port Strategic Planner performs professional work at the most advanced level in researching, organizing, analyzing, and presenting information critical to executive level planning decisions on a broad range of Port activities and programs related to transportation and land use, facility development, access studies, and related work. The incumbent acts as a team leader, supervising and assisting other professional and clerical staff..

#### **Distinguishing Characteristics**

Senior Port Strategic Planner is the most advanced level of the Strategic Planner Series, performing the most complex tasks often with the exercise of complete independent judgment, and acting on behalf of the Port. The next lower level, Associate Port Strategic Planner, performs the most complex tasks under general supervision with the exercise of considerable independent judgment.

### **B. TYPICAL TASKS/DUTIES** (any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Represent the Port at joint meetings with other local or regional agencies on issues related to preparing or developing local and/or regional transportation plans as needed.
2. Initiate, develop and perform detailed planning studies which incorporate research and analysis activities described below, generate general planning and transportation planning information and/or studies for Port areas and facilities to explore specific areas of concern to the Port.
3. Maintain an awareness and understanding of business developments and operational needs as they relate to transportation policy.
4. Manage and review the work of consultants retained to perform or assist in complex planning and preliminary engineering studies;
5. Gather information from a variety of sources, including published information, interviews, meetings, surveys, and observation; evaluate the reliability and importance of the information to the Port; and make judgments based on the value of information obtained.
6. Organize and evaluate the reliability and importance of information.
7. Study and analyze information using appropriate statistical, financial, economic, and other techniques.
8. Perform planning development work for projects already included in or are being considered for inclusion into the Port's Capital Program, including development of project scopes, cost estimates, time schedules for Capital Investment Program consideration.
9. Prepare planning studies as they relate to goods movement, circulation, logistics/supply chain activities and assists in the prioritization of projects using statistical, financial, economic or other techniques; make forecasts and projections; and recommend actions based on studies performed
10. Develop forecasts and projections, summarize conclusions, and recommend actions based on studies performed.

11. Present results of studies and recommendations in written and oral form, including preparation of graphic materials where appropriate.
12. Supervise and/or review the work of other Port staff and/or consultants when performing large scale studies when required.
13. Perform other related duties as assigned.

**C. KNOWLEDGE, SKILL AND ABILITIES**

- Knowledge of principles and practices of strategic and transportation planning and engineering including analytical methods and tools.
- Knowledge of business and technical aspects of maritime and aviation operations including ancillary support requirements including road and rail networks.
- Knowledge of policy, business, and technical aspects of maritime, aviation, and/or commercial real estate operations.
- Knowledge of local, state and federal transportation planning bodies, policies and funding approval processes.
- Knowledge of implementation procedures related to physical facilities including parties and agencies involved and project scheduling.
- Knowledge of sources of information for required studies.
- Knowledge of personal computer applications necessary to perform research and analysis.
- Knowledge of technical and functional supervisory principles, practices, and techniques.
- Knowledge of the role planning in the support of operational objectives .
- Ability to apply research and analytical techniques to studies of complex Port business and operational concerns.
- Ability to understand complex problems, evaluate and analyze scenarios, identify options and recommend solutions for transportation-related issues.
- Ability to apply planning and/or engineering and analytical techniques to studies of complex Port business and operational concerns.
- Ability to interpret and transform complex information into clear and concise written, graphic, and verbal presentation
- Ability to establish and maintain effective internal and external working relationships with those contacted in the performance of duties and to work as a team.
- Ability to assist all levels of staff members in performing their duties.
- Ability to review and edit the work of other staff members.

- Ability to understand complex problems and situations rapidly.
- Ability to work independently with only very limited and occasional direction and exercise sound independent judgment within general policy guidelines.
- Ability to handle many projects concurrently, moving from one to another smoothly and efficiently.
- Ability to identify and conceptualize problems and opportunities from limited or incomplete information.

**D. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to extensively make use of close vision to read reports, summaries, digests, and other documents.

**E. WORK ENVIRONMENT**

The work environment described here is representative of those an employee encounters while performing this job.

The employee typically works indoors in an air conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

**F. EDUCATION AND EXPERIENCE**

This classification requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include: Master's degree from an accredited college or university in Business Administration, Economics, Planning, Engineering or related field, PLUS, four years of experience in a position and field with direct relevance to duties in the Port Strategic Planner position, including at least two years in the position of an associate level Transportation Planner or directly comparable position. A Bachelor's degree in one of the fields described above PLUS five years of work experience in a position with direct relevance to duties in the Port Strategic Planner position may be substituted for the education and experience requirements described above, provided the experience includes the required experience in the position of an associate level Transportation Planner or directly comparable position.

**G. OTHER CHARACTERISTICS**

1. Possession of a valid California Class "C" driver license at the time and for the duration of appointment.

<b>JOB #:</b>	10487
<b>SALARY GRADE/SCALE:</b>	527
<b>STANDARD HOURS-DAY/WEEK:</b>	7.5/Day-37.5/Week
<b>JOB CLASS:</b>	Civil Service
<b>LEGAL SECTION:</b>	05.0199

**FLSA:**

Professional

**JOB CATEGORY (EEO-1):**

Professional

**JOB GRADE:**

Advanced Journey

**JOB TYPE:**

Classification Created:

September 7, 1993 (Port Ordinance 3170)



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: November 17, 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**  
**David Jones, Vice Chair**  
**Christopher Johnson**  
**Jeffery Levin (Arrived at 5:38pm)**

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

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointments
  - Application Developer III (ITD-2016-PA02)
  - Information Systems Specialist I (ITD-2016-PA03)
- b) Approval of Revised Classification Specifications
  - Surveying Technician, Senior

**44827 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the items on the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 6 – Baranco, Gourdine, Hudson-Harmon, Johnson, Jones, Levin  
 Board Member Noes: None  
 Board Member Abstentions: 0 – None  
 Board Members Absent: 1 – Drexel

**3) OLD BUSINESS:**

- a) Approval of September 15, 2016 Civil Service Board Meeting Minutes

**44828** A motion was made by Board Member Johnson and seconded by Vice Chair Jones to approve the September 15, 2016 Civil Service Board Meeting Minutes as amended. The motion passed.

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

- b) Approval of October 20, 2016 Civil Service Board Meeting Minutes

**44829** A motion was made by Vice Chair Jones and seconded by Board Member Johnson to approve the October 20, 2016 Civil Service Board Meeting Minutes. The motion passed.

**Votes:** Board Member Ayes: 4 – Baranco, Gourdine, Johnson, Jones  
Board Member Noes: None  
Board Member Abstentions: 2 – Hudson-Harmon, Levin  
Board Members Absent: 1 – Drexel

- c) Determination of Schedule of Outstanding Board Items

- a. Civil Service Board Meeting Schedule for December 2016

**44830** A motion was made by Chairperson Gourdine and seconded by Board Member Johnson to schedule the Civil Service Board Meeting for December 8, 2016. The motion passed.

**Votes:** Board Member Ayes: 6 – Baranco, Gourdine, Hudson-Harmon, Johnson, Jones, Levin  
Board Member Noes: None  
Board Member Abstentions: 0 – None  
Board Members Absent: 1 – Drexel

- 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 as amended.*

- e) Supplemental Report - Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specification Revisions Currently Under Review

*Received and filed.*

- f) Review and Approval of Amended Changes to the Personnel Manual of the Port of Oakland for 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

**44831 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the Amended Changes to the Personnel Manual of the Port of Oakland for 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 motion passed.**

**Votes:** Board Member Ayes: 6 – Baranco, Gourdine, Hudson-Harmon, Johnson, Jones, Levin  
Board Member Noes: None  
Board Member Abstentions: 0 – None  
Board Members Absent: 1 – Drexel

#### **4) NEW BUSINESS:**

- a) Approval of Request for Exemption of the Classifications of Fire Fighter Trainee, Fire Fighter Paramedic Trainee, and Police Officer Trainee from the Provisions of Civil Service

**44832 A motion was made by Vice Chair Jones and seconded by Board Member Hudson-Harmon to approve the Request for Exemption of the Classifications of Fire Fighter Trainee, Fire Fighter Paramedic Trainee, and Police Officer Trainee from the Provisions of Civil Service. The motion passed.**

**Votes:** Board Member Ayes: 6 – Baranco, Gourdine, Hudson-Harmon, Johnson, Jones, Levin  
Board Member Noes: None  
Board Member Abstentions: 0 – None  
Board Members Absent: 1 – Drexel

NOTE: The Civil Service Board meets every month. All materials related to agenda items must be submitted ten (10) days before the date of the hearing. 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 – December 8, 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>
OPD-2015-AP03	Complaint Investigator II (Uribe)	OPD	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Hearing set for 3/6/2017 before outside hearing officer, John Kagel
EWD-2015-AP01	Urban Economic Analyst III (Ralston)	EWD/ONI	10.03 Appeal of Discipline	Aug 20, 2015	No update
OFD-2016-AP01	Firefighter (Keefer)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 25, 2016	Attempting to settle
OFD-2016-AP02	Firefighter (Hung)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 21, 2016	Attempting to settle



CITY OF OAKLAND

# STAFF REPORT

**DATE:** December 8, 2016

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Kip Walsh, HR Manager, Staff to the Board

**THROUGH:** Ian Appleyard, HR Director, Secretary to the Board

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

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## SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report of November 17, 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 November 18, 2016 there are a total of eighty one (81) employees in the TCSE (24), Annuitant (40), and ELDE (17) categories. Three (3) assignments were closed, and four (4) new assignments were added. Of the total, seven (7) 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.”

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: December 8, 2016

Page 2

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total eighty one (81) temporary assignments, we are reporting seven (7) in this period as out of compliance with Rule 5.06.

- The five (5) non-compliant assignments (Animal Services and the Fire Department) are for TCSE assignments where Human Resources Management (HRM) staff are working with the departments to resolve outstanding classification and compensation questions.
- The two (2) Non-compliant assignments (Housing and Human Services) are for inactive assignments. The departments have been instructed to initiate separation.

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 November 18, 2016
- B. TCSE/ELDE Compliance Trend Chart: As of November 18, 2016

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

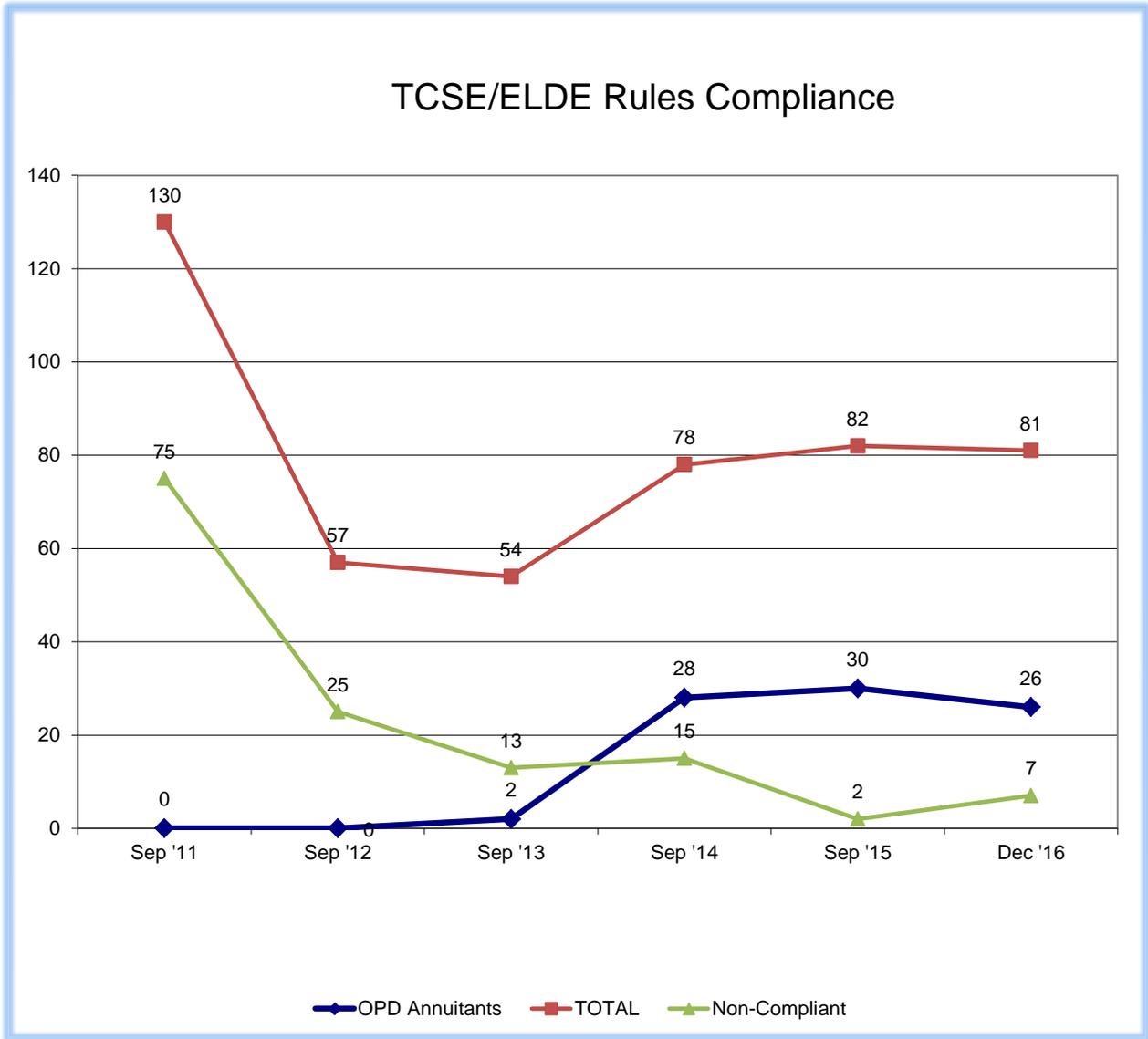
CIVIL SERVICE BOARD DECEMBER 8 2016

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (3)</b>							
FINANCE	Collins	Maya	08222 - General Ledger	21-Dec-15	ELDE	Appointed to City Service: 11/07/16	CLOSED
HUMAN SERVICES	Murillo	Alberto	78311 - Policy & Planning	18-Apr-16	TCSE	Separation Date: 10/23/16	CLOSED
PLANNING & BUILDING	Block	LaVonce	84421 - Engineering: Permit Center	16-Mar-15	TCSE	Appointed to City Service: 11/19/16	CLOSED
<b>NEW THIS PERIOD (4)</b>							
INFORMATION TECHNOLOGY	Cox	Amber	46461 - Project Coordination	21-Nov-16	ELDE	Temporary operational support	NEW
HUMAN RESOURCES	McKinney-Linderme	Kimberley	05211 - Employment and Classification Unit	7-Nov-16	Annuitant	Temporary principal analyst support to address recruitment backlog.	NEW
PUBLIC ETHICS	Brown	Kelcie	65111 - Public Ethics Commission	7-Nov-16	TCSE	Temporary operational support	NEW
PUBLIC WORKS	Obgamichael	Letterbrhan	30121 - PWA Fiscal Services	7-Nov-16	Annuitant	Temporary operational support	NEW
<b>COMPLIANT (70)</b>							
CITY ADMINISTRATOR	Brown	Kathleen	02491 - Oakland Animal Services	11-Oct-16	TCSE	Temporary supervisory and training operational support	COMPLIANT
CITY ADMINISTRATOR	Gonzales	Susan	02331 - Employee Relations	14-Sep-16	TCSE	Temporary operational support	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	Steinzig	Raphaelle	02111 - City Manager Administration Unit	27-Jun-16	TCSE	and processes to make them easier to understand supporting City Communications.	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration Unit	26-Sep-16	Annuitant	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 CLERK	Abney	Michelle	03121 - City Clerk Unit	1-Aug-16	Annuitant	Temporary operational support of Election Services	COMPLIANT
CITY COUNCIL	Davenport Jr.	Kevin Mayo	00911 - Council At Large Unit	6-Sep-16	TCSE	Temporary operational support	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	4-Oct-16	Annuitant	Temporary operational support	COMPLIANT
ECON & WORKFORCE	Lang	Janice	85221 - Project Implementation: Staffing	3-Aug-15	TCSE	Recruitment in planning phase	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
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	Annuitant	Under Fire Marshal and Vegetation Management Supervisor conducts field inspections and follow ups with property owners.	COMPLIANT
HOUSING	Laron	Caroline	89969 - Residential Rent Arbitration	15-Aug-16	Annuitant	Temporary Assignment supporting the Residential Rent Arbitration Program	COMPLIANT
HUMAN RESOURCES	Kovacs	Jill	05211 - Employment and Classification Unit	17-Oct-16	Annuitant	Temporary principal analyst support to address recruitment backlog.	COMPLIANT
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.	COMPLIANT
HUMAN SERVICES	Gilmore	Andrea	75621 - Oakland Paratransit for the Elderly and Disabled Un	18-Jul-16	ELDE	Temporary operational support during Cityspan/OPED transition	COMPLIANT
HUMAN SERVICES	Norris	Tabia	78251 - Youth Services	23-May-16	ELDE	Temporary operational support for Youth Services Program	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	Shah	Mona	78311 - Policy & Planning	15-Aug-16	ELDE	Temporary project and planning support	COMPLIANT
HUMAN SERVICES	Walcott	Diana	75631 - Senior Center Unit	15-Aug-16	ELDE	Assist with Head Start/CA State Preschool Program compliance	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	29-Feb-16	ELDE	Temporary role as Project Manager II until list can be generated.	COMPLIANT
INFORMATION TECHNOLOGY	Treglown	Donna	46321 - Systems & Database Administration	10-Feb-16	Annuitant	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	Karchmer	Joanne	01111 - Mayor - Administration Unit	22-Aug-16	TCSE	Temporary operational support	COMPLIANT
MAYOR	O'Doherty	Keara	01111 - Mayor - Administration Unit	15-Apr-16	TCSE	Administrative support serving as Special Assistant/Office Manager	COMPLIANT
PARKS & RECREATION	Lewis	Theda	504320 - Malonga Casquelourd Center	11-Oct-16	ELDE	Representative managing Single Room Occupancies at the Malonga Casquelourd	COMPLIANT
PLANNING & BUILDING	Chaney-Williamson	Sylvia	84229 - Zoning	29-Feb-16	Annuitant	Temporary support of planning compliance backlog	COMPLIANT
PLANNING & BUILDING	Mao	Tiffany	84421 - Engineering: Permit Center	6-Jun-16	TCSE	records research, filing, reviewing construction plans and specifications.	COMPLIANT
PLANNING & BUILDING	McGowan	Patricia	84111 - Admin: Planning, Building & Neighborhood Preservation	15-Aug-16	ELDE	Assist with implementation of environmental program to preserve Oakland Army Base	COMPLIANT
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	16-Mar-15	TCSE	In process of identifying Part Time Job Class for ongoing support	COMPLIANT
POLICE	Byer	Judy	106610 - Background & Recruiting	12-Mar-16	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Causapin	Nicole	102310 - Criminal Investigations	20-Jun-16	ELDE	Until recruitment to fill two currently vacant PIET 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	Fisher	James	106610 - Background & Recruiting	12-Oct-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT

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

CIVIL SERVICE BOARD DECEMBER 8 2016

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
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	ELDE	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	Richardson	Darryl	106510 - Fiscal Services	6-Sep-16	TCSE	Temporary fiscal operational support	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	20-Jul-15	Annuitant	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	Wolfcale	William	101110 - Office of Chief - Administration	10-Oct-16	TCSE	Temporary operational support	COMPLIANT
POLICE	Yelder	Ronald	106610 - Background & Recruiting	30-Jan-16	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Corso	Debra	30112 - Human Resources	15-Aug-16	Annuitant	Temporary operational support	COMPLIANT
PUBLIC WORKS	Fine	Sarah	30275 - IPPD Plans and Programming	16-Feb-16	ELDE	Temporary operational support	COMPLIANT
PUBLIC WORKS	Hernandez	Carlos	85311 - Workforce Development	18-Jul-16	ELDE	Providing support to East Bay Bike Sharing Project.	COMPLIANT
<b>NON-COMPLIANT (7)</b>							
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	14-Sep-15	TCSE	Part time veterinarian; pending compensation review.	NON-COMPLIANT
CITY ADMINISTRATOR	Rozycki	Ari	02491 - Oakland Animal Services	18-Feb-15	TCSE	Part time veterinarian; pending compensation review.	NON-COMPLIANT
CITY ADMINISTRATOR	Singer	Carl	02491 - Oakland Animal Services	3-Feb-01	TCSE	Part time veterinarian; pending compensation review.	NON-COMPLIANT
FIRE	Hutchens	Gail	20711 - Emergency Services Program Unit	15-Mar-06	TCSE	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
HOUSING	Piper	Susan	89919 - Admin: Housing & Community Development	16-Mar-15	Annuitant	Not actively a working position. Department instructed to separate employee.	NON-COMPLIANT
HUMAN SERVICES	Pragasa	Romulo	78241 - Year Round Lunch Program Unit	30-Jun-15	Annuitant	Not actively a working position. Department instructed to separate employee.	NON-COMPLIANT





# MEMORANDUM

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**DATE:** December 8, 2016

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

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

**THROUGH:** Ian Appleyard, Director of Human Resources Management  
Secretary to the Board

**SUBJECT:** Approval of Classification Specification for New Classification of Fireboat Attendant

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Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed the creation of a new **Fireboat Attendant** classification specification.

Human Resources Management (HRM) provides a monthly report to the Civil Service Board regarding Temporary Contract Services Employees (TCSEs). In the past, the OFD has relied on TCSEs in on-going roles to provide specialized services in support of fireboat operations. HRM is responsible for closely monitoring and ultimately reducing the amount of TCSEs in on-going roles by establishing new classifications to encompass that on-going work. This action to establish the new Fireboat Attendant classification will alleviate the need for TCSEs and ensure that the work is classified appropriately.

The City of Oakland is required to maintain OFD's fireboat as part of an agreement with the Port of Oakland. The primary duties of the position include overseeing the upkeep and minor maintenance of the City's fireboat, maintaining records, operating the fireboat in a safe manner, and training others regarding the fireboat's features and commands.

The work is limited in scope and only requires a few hours per week. The last employee in this role was a TCSE for several years and actively worked, on average, two to three hours per week.

Per Section 9.02(d) of the Oakland Charter, the new Fireboat Attendant classification will be exempt from the provisions of the competitive civil service. The assigned duties are truly part-time in nature and are consistent with the provision for part-time employees who are regularly employed for less than one-half the established working hours in a year.

OFD will be adding one part-time Fireboat Attendant position. Recruitment activities will be initiated in the near future and will be based on the new classification specification.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposed new classification specification. City staff and union representatives met on October 28, 2016, to discuss the new classification. At the follow-up meeting on November 18<sup>th</sup>, the union confirmed that there are no objections to the proposed new classification.

Fireboat Attendant will be included in an upcoming salary ordinance amendment. The tentative date for the item to appear at the Finance and Management Committee is January 24, 2017, with two readings scheduled for City Council in February 2017.

Additionally, the Port does not operate any fire safety programs so classifications specifically designed for supporting fire safety have no corresponding classification at the Port. The

**CIVIL SERVICE BOARD**

Subject: Fireboat Attendant Classification Specification

Date: December 8, 2016

Page 2

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“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 Fireboat Attendant as proposed.

**Attachments:** New classification specification for Fireboat Attendant



<b>DRAFT</b>
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## Fireboat Attendant

**Class Code: XXXXX PT Exempt**

### DEFINITION

Under general supervision in the Oakland Fire Department, oversees the upkeep and minor maintenance of the City's fireboat; maintains records; operates fireboat in a safe manner; trains others regarding the fireboat's features and commands; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a journey level classification responsible for keeping the fireboat in working order and maintaining records. The incumbent works intermittently to ensure equipment is reliable and that mandates related to possession and operation of a fireboat are followed.

The incumbent receives supervision from a sworn supervisor and may provide technical orientation and/or training to other employees, as needed, related to fireboat operations and upkeep.

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

Inspect and maintain fire boat equipment; perform vessel safety checks; keep fireboat in operational order; perform basic preventive maintenance.

Participate in cleaning; scaling and painting perform minor repairs and alterations to topside areas, holds, firefighting and deck equipment.

Perform or make arrangements for required maintenance work on a variety of deck and navigation equipment.

Maintain up-to-date log books, and records in accordance with local, state, and federal regulations.

Operate fireboat and fireboat systems in a safe manner; handle control systems to ensure effective fireboat operation.

Utilize computerized and automated fireboat features in the operation of the fireboat.

Operate navigational systems.

Use radio to communicate with other vessels and Fire Communications.

Inspect fireboat and systems to assure good working order; identify and troubleshoot problems; use tools and motor skills to make repairs or adjustments.

Follow appropriate safety procedures, including mooring the vessel.

Use and dispose of hazardous materials related to light maintenance.

Assists with instructing/training others regarding the features and operation of the fireboat.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- Fireboat equipment and operation.
- navigation rules and regulations.
- nautical charts and geography.
- Departmental operating procedures.
- safety procedures.
- operational functions and fire safety equipment.
- marine maintenance.
- repair and cleaning techniques.
- federal, state and local log and record requirements.
- VHF marine radio channels.
- global positioning systems.
- The U.S. Coast Guard Ventilation Standard.
- Hazardous materials handling.
- Computer systems.

Ability to:

- adhere to U.S. Coast Guard navigational rules.
- operate vessel in embayment and coastal waters.
- read and interpret nautical charts.
- perform minor repairs and/or oversee repairs performed by other maintenance persons.
- troubleshoot and resolve issues related to navigational systems and equipment.
- operate communication and computer systems.
- use a variety of hand and power tools.
- adhere to safety procedures.
- communicate clearly verbally and in writing.
- follow oral and written directions.
- comprise clear and concise logs and written reports; maintain accurate records.
- utilize computer systems and related software applications; use automated fireboat systems and equipment.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

## MINIMUM QUALIFICATIONS

### **Education:**

High school diploma or equivalent. Coursework or training courses related to marine operations and maintenance is desirable.

### **Experience:**

Two years of experience operating a diesel-powered vessel. Prior experience in fire suppression or the sworn fire service is desirable.

## LICENSE OR CERTIFICATE

The individual who is appointed to this position will be required to possess and maintain a valid Class C California Driver's License throughout the tenure of employment.

Must possess and maintain a valid (Motor Boat) Operator's License – 100 Ton issued by the U.S.

Coast Guard.

**OTHER REQUIREMENTS**

Must pass a thorough background investigation.

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

Established:     /   /           CSB Resolution #:                   Salary Ordinance #:  
Exempted:     Y  N        Exemption Resolution #:

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

(Previous title(s):     )



# MEMORANDUM

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**DATE:** December 8, 2016

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

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

**THROUGH:** Ian Appleyard, Director of Human Resources Management  
Secretary to the Board

**SUBJECT:** Approval of Classification Specification for New Classification of Head Start ERSEA and Data Program Coordinator

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Based upon a classification review at the request of the Human Services Department, staff has proposed the creation of a new **Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and Data Program Coordinator** classification specification.

The Head Start Program was recently subject to a re-competition process for its grant award. Unfortunately, the entire program had to be re-envisioned and substantial changes were incorporated as part of the grant proposal and basis for subsequent grant award. In light of changes at the Federal level regarding service delivery, fewer children will now be served as the program switched from half-day, double sessions to full-day sessions. Further, to comply with revisions to the Head Start Program Performance Standards (HSPPS), many of the existing content areas and coordinator roles were either consolidated or discontinued as the program had to adapt to and account for new areas of emphasis.

In this case, there is a critical need for a dedicated coordinator to oversee recruitment, selection, enrollment, and attendance elements in addition to handling the data management system and complying with reporting regulations. The Head Start ERSEA and Data Program Coordinator will be responsible for ensuring that classrooms are filled appropriately and to capacity and that all required reporting standards are met.

In response to the changes described above, the new Head Start ERSEA and Data Program Coordinator classification is being established. The primary duties of the position include: participating in the development and overseeing the implementation of policies and procedures for the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) system in accordance with Head Start and Early Head Start (HS/EHS) legislation and regulations; providing training for and monitoring of ERSEA activities of the Office of Head Start (OHS) contracted program operators; coordinating activities with other management staff and field staff to ensure compliance with appropriate federal, state, and local regulations; overseeing the enrollment of families enrolled in Child Care and Development (CCTR) and California State Preschool Program (CSPP) programs; and supervising assigned staff.

There is one vacancy. A recruitment process will be initiated in the near future and will be based on the new classification specification.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specification. City staff and union representatives met on November 17, 2016, to discuss the new classification. At the follow-up meeting on

**CIVIL SERVICE BOARD**

Subject: Head Start ERSEA and Data Program Coordinator Classification Specification

Date: December 8, 2016

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November 30<sup>th</sup>, the union confirmed that there are no objections to the proposed new classification.

Head Start ERSEA and Data Program Coordinator will be included in an upcoming salary ordinance amendment. The tentative date for the item to appear at the Finance and Management Committee is January 24, 2017, with two readings scheduled for City Council in February 2017.

Additionally, the Port does not operate any social services programs so classifications specifically designed for children's services have no corresponding classification at the Port. 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 Head Start ERSEA and Data Program Coordinator as proposed.

**Attachments:** New classification specification for Head Start Health and Nutrition Coordinator



# HEAD START ERSEA AND DATA PROGRAM COORDINATOR

**DRAFT**

**Class Code: XXxxx**

**Civil Service Classified**

## **DEFINITION**

Under direction in the Human Services Department, participates in the development and oversees the implementation of policies and procedures for the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) system in accordance with Head Start and Early Head Start (HS/EHS) legislation and regulations; provides training for and monitoring of ERSEA activities of the Office of Head Start (OHS) contracted program operators; coordinates activities with other management staff and field staff to ensure compliance with appropriate federal, state, and local regulations; oversees the enrollment of families enrolled in Child Care and Development (CCTR) and California State Preschool Program (CSPP) programs; supervises assigned staff; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This classification is the coordinator level in the HS/EHS program that is responsible for program planning and oversight of ERSEA and data management. It is distinguished from the higher level Head Start Supervisor, which has responsibility for an entire domain. It is further distinguished from the lower level Data Entry Operator, Senior, classification, which is a lead position over the assigned Data Entry Operator staff.

Incumbents receive general supervision from the Head Start Supervisor responsible for Business Services and exercises general supervision over the data entry staff including Data Entry Operator and Data Entry Operator, Senior.

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

Plan recruitment methods and procedures based on adopted ERSEA policies, legislation, and regulation as well as other funding entities.

Direct and participate in program-wide recruitment activities.

Ensure each grantee, delegate, and grantee operated program component has an approved recruitment plan; ensure adequate documentation is collected from families to determine program eligibility in accordance with adopted agency plans, goals, policies, and objectives.

Oversee selection and enrollment activities to maintain compliance with federal legislation, regulation and adopted agency policies.

Develop protocols to advise all staff and contracted program operators of procedures for enrolling families in HS/EHS based on local selection requirements.

Work with program managers and contracted program operators to monitor attendance; ensure timely follow-up with families experiencing attendance problems to ensure maintenance of full enrollment.

Oversee, monitor, and update data management systems to provide appropriate information for

XXXX – Head Start ERSEA and Data Program Coordinator

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program operations and quality improvement.

Oversee and monitor the enrollment, eligibility, recruitment, selection, and attendance (ERSEA) processes including the record keeping/reporting of enrollment and attendance data in the Head Start, CCTR, and CSPP program in accordance with the Head Start Performance Standards and California CCTR and CSPP regulations; monitor ERSEA requirements for partners and delegate agencies.

Analyze data and complete reports regarding ERSEA, CCTR, CSPP and CACFP data trends; provide continuous improvement plans and goals; monitor for completion of tasks for improved program outcomes in the area of ERSEA.

Provide training and technical assistance in the areas of ERSEA, CCTR, CSPP and the data management system for program staff.

Supervise, train and evaluate assigned staff.

Develop the Head Start Annual Report, which includes program highlights and program data.

Provide oversight, coordination and completion of the Program Information Report (PIR) annually.

Develop and modify policies and procedures for program operation in the areas of ERSEA, CCTR, CSPP and data management.

Present ERSEA/data information reports to policy council and advisory boards and facilitate workshops for the public about the Head Start program.

Respond to inquiries, provide technical and program information to auditors and federal personnel regarding the ERSEA and data management systems of the HS/EHS program; monitor all eligibility files to ensure compliance with state and federal regulations on an on-going basis; prepare eligibility files for annual program audits to ensure compliance for all state and federal programs; ensure files are kept in a confidential manner; oversee the closeout and purging of files of former Head Start families.

Assist in identifying program design and revision of program options based on family and community needs.

Assist with program budget preparation; recommend allocation of funds for necessary resources.

Identify and report child abuse cases; provide for supportive services in such cases.

Attend a variety of meetings, conferences, workshops, and training sessions.

Operate a motor vehicle in the performance of assigned duties.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Standard policies and procedures for health and social service agencies including federal and state regulations related to Head Start, CCTR, and CSPP.
- Principles of personnel management including supervision, training, monitoring, evaluation of staff; recruitment methods, enrollment, interviewing techniques, and selection of staff.
- Methods for recruiting program participants and determining eligibility.
- Data and records management.

- Basic budget principles.
- Basic principles of program planning and implementation.
- Report writing and report generation.
- Public contact and community relations.
- Computer systems and related software applications, including automated systems and databases related to HS/EHS operations.

Ability to:

- Perform program planning and carry out objectives.
- Work with diverse populations including special needs families.
- Design and implement program wide recruitment plans and adhere to eligibility requirements.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start Performance Standards, CSPP and CCTR federal and state regulations; maintain compliance with program requirements.
- Work with a diverse client base.
- Write reports of a technical or evaluative nature; draft and revise operating procedures.
- Manage data systems and maintain records.
- Assist with program budget planning.
- Train, supervise, and evaluate staff.
- Utilize computers and software applications, including automated systems and databases.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATIONS

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

### **Education:**

Two years of progressively responsible work experience in social service, public health, or educational programs including program planning, oversight, enrollment, compliance, and data management.

### **Experience:**

Bachelor of Arts degree in public health, education, public administration or a related field from an accredited college or university.

## LICENSE OR CERTIFICATE

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

**OTHER REQUIREMENTS**

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

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

# CITY OF OAKLAND/ PORT OF OAKLAND



## Common Classification Study

### December 8, 2016

## Civil Service Board Meeting





# STUDY SCOPE/PURPOSE

- Scope
  - Determine City and Port classifications which may be “common”; e.g.
    - Port Account Clerk and City Account Clerk II
    - Port Senior Account Clerk and City Account Clerk III





# STUDY SCOPE/PURPOSE

- Purpose
  - Analyze and document similarities and differences between classes at the City and Port.
  - Identify classes that are comparable between each entity.
  - Prepare concise analyses for submission to stakeholders





# STUDY SCOPE/PURPOSE

- Scope of work does not include:
  - Classification structure changes
  - Classification specification updates
  - Review of any individual position or positions for classification purposes
  - Compensation analyses or recommendations





# STUDY PROCESS

- Obtain concurrence on methodology from Civil Service Board
- Koff & Associates (K&A) evaluates classifications based on content of classification specifications





# STUDY PROCESS

- K&A provides findings for each comparable class identifying similarities and differences
- City, Port, and stakeholders review data and provide feedback
- K&A finalizes analyses for City and Port





# BOARD AND STAFF ROLES

- Civil Service Board
  - Review study deliverables
  - Policy related decisions
- City and Port Human Resources
  - Central point of contact
  - Direct work of the consultant





# BOARD AND STAFF ROLES

- City and Port Human Resources
  - Review study deliverables for compliance with City and Port project expectations
  - Provide project related information to consultants





# STUDY APPROACH – BROAD BASED/FACTOR BASED

- K&A recommends a broad based/factor based approach
  - Broad based
    - Identify comparability of top ten duty statements in each comparable class
  - Factor based
    - Measure job related factors in each comparable class





## STUDY APPROACH – BROAD BASED

- Evaluate comparability of top ten duty statements in each comparable class
  - Identify percentage of tasks similar in both comparable classes
    - Requires interpretation of duty statements to assess comparability





## STUDY APPROACH – FACTOR BASED

- Apply factors from the Federal Government Factor Evaluation System (FES) to evaluate similarity of classes
- FES has been in place for numerous years supporting an extremely large and diverse workforce





## **STUDY APPROACH – FACTOR BASED**

- Use of a validated system elevates the level of analysis
- Study approach – apply factors to evaluate comparability in study classes





## STUDY APPROACH – FACTOR BASED

- Based on study classes, following General Schedule factors are recommended:
  - Knowledge required by the position
  - Supervisory controls
  - Guidelines
  - Complexity
  - Scope and effect





## STUDY APPROACH – FES FACTORS

- *Factor 1 – Knowledge Required by the Position*
  - Measures the nature and extent of information or facts needed to do acceptable work
    - Nine (9) levels/degrees to which the factor is exercised
    - Point values range from 50-1,850





## STUDY APPROACH – FES FACTORS

- *Factor 2 – Supervisory Controls*
  - Covers the nature and extent of direct or indirect controls exercised by the supervisor over the employee
  - Five (5) levels/degrees to which the factor is exercised
  - Point values range from 25-650





## STUDY APPROACH – FES FACTORS

- *Factor 3 – Guidelines*
  - Covers the nature of guidelines and judgment needed to apply them, e.g, desk manuals, policies and procedures, reference materials
  - Five (5) levels/degrees to which the factor is exercised
  - Point values range from 25-650





## STUDY APPROACH – FES FACTORS

- ***Factor 4 – Complexity***
  - Covers the nature and variety of work tasks/methods and difficulty of identifying what needs to be done and difficulty/originality in performing work.
    - Six (6) levels/degrees to which the factor is exercised
      - Point values range from 25-450





## STUDY APPROACH – FES FACTORS

- *Factor 5 – Scope and Effect*
  - Covers the relationship between nature of work, and the effect of work products or services inside/outside the organization.
  - Six (6) levels/degrees to which the factor is exercised
  - Point values range from 25-450





## STUDY APPROACH – FES FACTORS

- FES Factors **not** included in analysis are:
  - Personal contacts
  - Purpose of contacts
  - Physical demands
  - Work environment
  - Supervision





## STUDY DELIVERABLES

- Spreadsheet for each comparable class displaying for both City and Port:
  - Percentage of similarity in top ten duty statements (points range from 50-1850)
  - Point value for each FES factor
    - Total FES points
- Assessment of any significant differences





# PROJECT TIMELINE

- K&A to provide draft analyses within 60 business days of receipt of all necessary materials and notice to proceed
- Further timeline dependent on Port and City review process

