



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: January 19, 2017**

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

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

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

**STAFF TO THE BOARD:** 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 Employee Requests for Leave of Absence
  - Senior Library Assistant, I. Anaya (LIB-2016-LA01)
  - Senior Library Assistant, A. Propernick (LIB-2016-LA02)
  - Library Assistant, PPT, N. Raymond (LIB-2016-LA03)
- b) Approval of Revised Classification Specifications
  - Energy Engineer III

#### 3) OLD BUSINESS:

a) Approval of December 8, 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) 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 INFORMATION
- b) New Job Classification Specifications (Port): ACTION
- Port Assistant Environmental Planner/Scientist
  - Port Associate Environmental Planner/Scientist
- c) Common Classification Study Presentation (Port) INFORMATION

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 16, 2017. All materials related to agenda items must be submitted by Thursday, February 9, 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)



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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:** January 19, 2016

**TO:** The Honorable Civil Service Board

**FROM:** Sean Flaherty, HR Technician, Recruitment & Classification / Staff to the Board

**THROUGH:** Ian Appleyard, HRM Director / Secretary to the Board

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

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DHRM is in receipt of three (3) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

CSR 8.07 c 3 Urgent or important personal business

Anaya, Isela	Senior Library Assistant	Library	LIB-2016-LA01	CSR 8.07 c 3 Personal Business
Propernick, Anthony	Senior Library Assistant	Library	LIB-2016-LA02	CSR 8.07 c 3 Personal Business
Raymond, Nicholas	Library Assistant, PPT	Library	LIB-2016-LA03	CSR 8.07 c 3 Personal Business

**RECOMMENDATION:**

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

[Print Form](#)



# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Isela Anaya

Employee's ID 3646

Today's Date 12-17-16

Department/Division OPL/ Cesar Chavez Branch

Employee Job Title Sr. Library Assistant

Request: 15 (Tue) 67.5 hrs  Days  Hours From 3:30 To 8:00  
No. of Days or Hours      Select Days or Hours

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

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

\* Additional Information

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

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

Isela Anaya 12/17/16  
 Employee's Signature      Date

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

[Signature] 12/17/16  
 Department Head Approval      Date

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

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

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

Print Form



# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Anthony Propernick Employee's ID 15417 Today's Date 12/17/16

Department/Division Oakland Public Library Employee Job Title Senior Library Assistant

I Request: 6 months  Days  Hours From Jan 4, 2017 To July 1, 2017  
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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[Signature] 12/17/16  
 Employee's Signature Date

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

[Signature] 12/21/16  
 Department Head Approval Date

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

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

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# Unpaid Leave of Absence

Leave Type:

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- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Maternity Leave (no pay)

Employee's Name Nicholas Raymond Employee's ID 16205 Today's Date 30 Sept. 2016  
6/18/12

Department/Division Library Employee Job Title Library Assistant PPT

Request: 2  Days/Week  Hours From 11 October To 31 December  
No. of Days or Hours Select Days or Hours

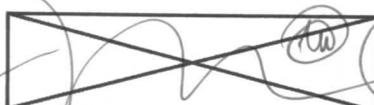
Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave ANP  
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
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 30 Sept. 2016  
 Employee's Signature Date

  
 Civil Service Board Approval Date

 9/30/16  
 Department Head Approval Date

  
 City Manager Approval Date

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



BY: .....



# MEMORANDUM

**DATE:** January 19, 2017

**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 Energy Engineer III

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed the revision of the **Energy Engineer III** classification specification. The classification specification was approved in April 1995 and has not been revised since that time.

The City's only Energy Engineer III incumbent recently retired; he was able to review the classification specification and assist with the updating process by providing input prior to leaving the City. This position plays a key role in adhering to the City's energy-related goals and should be modernized to accurately reflect the required duties. This will help attract the best candidates for the vacancy, which can now include candidates with a mechanical engineering background.

A variety of modifications have been proposed to the classification:

- The Definition section has been expanded to more clearly describe the role of the classification.
- The Distinguishing Characteristics section has been added. The classification is now described as supervisory in nature due to reporting relationships that evolved over time.
- The Examples of Duties section is being modified to more accurately reflect the work that is assigned.
- The Knowledge and Abilities section has been updated to convey the necessary areas of expertise and now reflects computer usage.
- The Experience section of the Minimum Qualifications section has been revised to include mechanical engineering experience.
- The License or Certificate section has been amended such that possession of a valid driver's license is now a requirement and the state registration as a professional engineer may also include the field of mechanical engineering.
- Format changes have been implemented to align the description with the current classification specification template.

Further, the City intends to reallocate the assigned bargaining unit from TF1 to TM2; this action is consistent with the City's Employee-Employer Relations Resolution 55881 C.M.S. (EERR) under the authority of the Employee Relations Officer. The duties more appropriately align with classifications in the TM2 bargaining unit due to a shared community of interest including scope and breadth of authority, supervisory/reporting relationships, wages, hours, and working

**CIVIL SERVICE BOARD**

Subject: Energy Engineer III Classification Specification

Date: January 19, 2017

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conditions. Staff will include the change in representation unit in a salary ordinance amendment that is anticipated to be scheduled for City Council in February 2017.

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 December 15, 2016, to discuss the proposed changes. Additional revisions were introduced at the meeting on December 15<sup>th</sup>, and the union requested more time for review. On December 29<sup>th</sup>, the union confirmed during a phone discussion that there are no objections to the proposed revisions or change in representation unit.

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

Staff recommends that the Civil Service Board approve the classification specification for Energy Engineer III as amended.

**Attachments:** Revised classification specification for Energy Engineer III



## ENERGY ENGINEER III

Class Code: TR133

Civil Service Classified

### DEFINITION

Under general supervision in the Oakland Public Works (OPW) Department, ~~To~~ provides professional engineering expertise for the City's energy goals for its facilities, including analyzing energy use and developing and implementing in the design of energy saving and renewable energy modifications to existing and proposed City electrical systems and equipment facilities; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory classification responsible for increasing energy savings in City systems.

### SUPERVISION RECEIVED AND EXERCISED

The incumbent ~~R~~ receives general supervision from the Electrical Services Manager and supervises Electrical Engineer II and other staff as assigned.

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

Prepare energy audits in City-owned buildings and facilities to improve the efficient use of energy; analyze energy use; recommend energy conservation measures.

Operate a motor vehicle in the performance of assigned duties.

~~Develop and m~~ Maintain an historical database ~~which that~~ tracks the energy consumption of the City's major buildings; monitor PG&E billing and record impact of energy saving measures.

Analyst and report energy use and progress toward the City's energy-related goals for its buildings and facilities.

Estimate energy ~~conservation~~ project costs and benefits, payback periods, and return on investment for conservation projects.

Develop and propose capital maintenance and improvement projects to reduce energy usage and related costs that factor into the bi-annual budget process.

Design and implement energy conservation (retrocommissioning), energy efficiency, renewable energy, and energy storage projects.

Develop and manage outreach to and interaction with the City staff who occupy, manage or maintain City buildings and facilities to promote energy conservation and report on progress toward the City's energy-related goals.

Manage and administer contracts for outside contractors and consultants; inspect and monitor projects to assure specifications are met.

Oversee the implementation of approved energy saving projects such as lighting retrofits, building insulation, ~~weather stripping~~, HVAC retrofits, and climate control systems, ~~window tinting and lighting systems~~.

~~Develop and propose capital maintenance and improvement project plans to reduce energy usage for the annual budget process.(move up)~~

Recommend energy efficiency enhancements to construction projects that are developed by other City stakeholders.

Contribute to energy assurance planning and projects.

File rebate applications with PG&E for completed energy saving projects.

Train, supervise, and evaluate subordinate staff

~~Perform related duties as assigned.~~

### QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~Considerable knowledge of P~~principles and practices of electrical and mechanical engineering.
- ~~Considerable knowledge of P~~principles and practices of energy efficiency and conservation including job analysis, cost estimation, and scheduling.
- ~~Considerable knowledge of B~~building systems including electrical and mechanical systems.
- Considerable knowledge of Energy conservation systems design and implementation of projects such as HVAC systems, building insulation, ~~weather stripping~~, climate control systems, ~~window tinting~~ and lighting systems.
- Energy conserving capital maintenance and on-going maintenance projects, including retrocommissioning.
- Solar power, battery storage, and micro-grid systems.
- Electrical and natural gas rate structures.
- ~~Considerable knowledge of P~~principles and practices utilized in conducting energy audits.
- ~~Considerable knowledge of E~~lectrical and mechanical laws, codes and applications.
- Working knowledge of Preparation methods for complex technical reports.
- Principles of supervision and training.
- Computer systems and software applications.

Ability to:

- Ability to plan, organize, direct and evaluate energy consumption-related projects.
- Ability to Review complex engineering calculations, drawings, and specifications; recommend energy efficiency and conservation measures.

- ~~Ability to E~~valuate building energy consumption systems; recommend energy efficiency, energy conservation, renewable energy, and energy storage measures.
- ~~Ability to I~~nterpret and apply law, regulations and codes.
- ~~Ability to P~~romote and enforce safe work practices.
- ~~Ability to C~~oordinate functions and activities between departments and outside agencies.
- ~~Ability to P~~repare cost analysis and budgetary reports on energy ~~conservation~~ projects.
- ~~Ability to P~~repare and analyze complex reports of a general or technical nature.
- ~~Ability to C~~ommunicate effectively in both oral and written form.
- Supervise, evaluate and train personnel.
- Utilize computer systems and related software applications.
- ~~Ability to E~~stablish and maintain effective work relationships with those contacted in the performance of required duties.

### EXPERIENCE AND EDUCATION

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

### MINIMUM QUALIFICATIONS

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

#### **Education:**

A Bachelor's degree from an accredited college or university in electrical and/or mechanical engineering.

#### **Experience:**

Three years of professional experience as an ~~an~~ mechanical or electrical engineer including the design and installation of energy efficient electrical and mechanical systems. One year of experience in a lead or supervisory capacity is desirable.

### LICENSE OR CERTIFICATE

Incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License while employed.

~~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.~~

**CERTIFICATE**

~~Valid State of California license Certification~~ as a Registered Professional Mechanical or Electrical Engineer is required.

**OTHER REQUIREMENTS**

None required.

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

Established: 04/27/1995      CSB Resolution #: 44336      Salary Ordinance #:  
Exempted:    Y  N       Exemption Resolution #:

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

(Previous title(s):        )



## CIVIL SERVICE BOARD MEETING MINUTES

**Date: December 8, 2016**

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

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

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

**STAFF TO THE BOARD:** 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:

- 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)

**44833 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin 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 November 17, 2016 Civil Service Board Meeting Minutes

**44834 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the November 17, 2016 Civil Service Board Meeting Minutes. 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

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

*Received and filed.*

- 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

*Received and filed.*

### 4) NEW BUSINESS:

- a) New Classification Specification:

- Fire Boat Attendant

**44835 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the Fire Boat Attendant New Job Classification. 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

## b) New Classification Specification:

- Head Start ERSEA and Data Program Coordinator

**44836 A motion was made by Board Member Jones and seconded by Board Member Johnson to approve the Head Start ERSEA and Data Program Coordinator New Classification Specification. 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

## c) Classification Equivalency Study Presentation

*The Board continued the item until the next Civil Service Board Meeting.*

## 5) ADJOURNMENT

6:19 PM

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Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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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 – January 19, 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)	CPRB	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	Hearing taken off calendar by the parties. No update at this time.
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	Settlement reached
TBD	Police Service Technician II (Calvin)	OPD	10.03 Appeal of Discipline	Dec 15, 2016	Hearing Request



CITY OF OAKLAND

# STAFF REPORT

**DATE:** January 19, 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 at the December 8, 2016 meeting that referenced data as of November 18, 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 December 8, 2016 there are a total of seventy seven (77) employees in the TCSE (22), Annuitant (39), and ELDE (16) categories. Three (3) assignments were closed, and one (1) new assignment was added. Of the total, six (6) are reported as non-compliant with Rule 5.06.

Reports showing all of the temporary assignments discussed in this report are included in a list (*Attachment A*) and a chart of trends (*Attachment B*) attached to this narrative report to provide a snapshot of the overall changes month to month.

## BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be “ongoing or repetitive.”

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: January 19, 2016

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**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total seventy seven (77) temporary assignments, we are reporting seven (6) in this period as out of compliance with Rule 5.06.

- The four (4) 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.
- Of the two (2) non-compliant assignments (Human Services), one is an ELDE and other is an inactive assignment. The department has 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 December 8, 2016
- B. TCSE/ELDE Compliance Trend Chart: As of December 8, 2016

**CIVIL SERVICE BOARD  
JANUARY 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (3)</b>							
HOUSING	Piper	Susan	89919 - Admin: Housing & Community Development	16-Mar-15	Annuitant	Separation Date: 12/01/16	CLOSED
INFORMATION TECHNOLOGY	Moulton, Sr.	Kofi	46461 - Project Coordination	25-Jan-16	ELDE	Appointed to City Service: 10/10/16	CLOSED
PUBLIC WORKS	Fine	Sarah	30275 - IPPD Plans and Programming	16-Feb-16	ELDE	Appointed to City Service: 11/21/16	CLOSED
<b>NEW THIS PERIOD (1)</b>							
CITY AUDITOR	Hallock	Jenifer	07111 - City Auditor Unit	19-Dec-16	ELDE	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	Temporary City Communications support, project liaison and scheduling of tasks.	COMPLIANT
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - City Manager Administration Unit	27-Jun-16	TCSE	Temporary assignment translating complex government language 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	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	Temporary operational support. Recruitment in planning phase	COMPLIANT
ECON & WORKFORCE	Muse	Angela	85311 - Workforce Development	5-Jul-16	TCSE	Temporary assignment providing data analysis to the Economic and Workforce Development Department.	COMPLIANT
ECON & WORKFORCE	Rodriguez	Sophia	85221 - Project Implementation: Staffing	28-Mar-16	TCSE	Temporary Project intern/support	COMPLIANT
ECON & WORKFORCE	Saxe	Joseph	85521 - Public Art	2-May-16	TCSE	Temporary assignment supporting Public Art	COMPLIANT
FIRE	Hutchens	Gail	20711 - Emergency Services Program Unit	29-Jul-16	TCSE	Temporary operational support as revised class spec under further review by HRM Class/Comp	COMPLIANT
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	12-Mar-16	TCSE	Temporary assignment for CORE PT instructor; PT class in development	COMPLIANT
FIRE	Rodgers	Camille	20371 - Vegetation Management Unit	23-May-16	Annuitant	Temporary assignment 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

CIVIL SERVICE BOARD  
 JANUARY 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

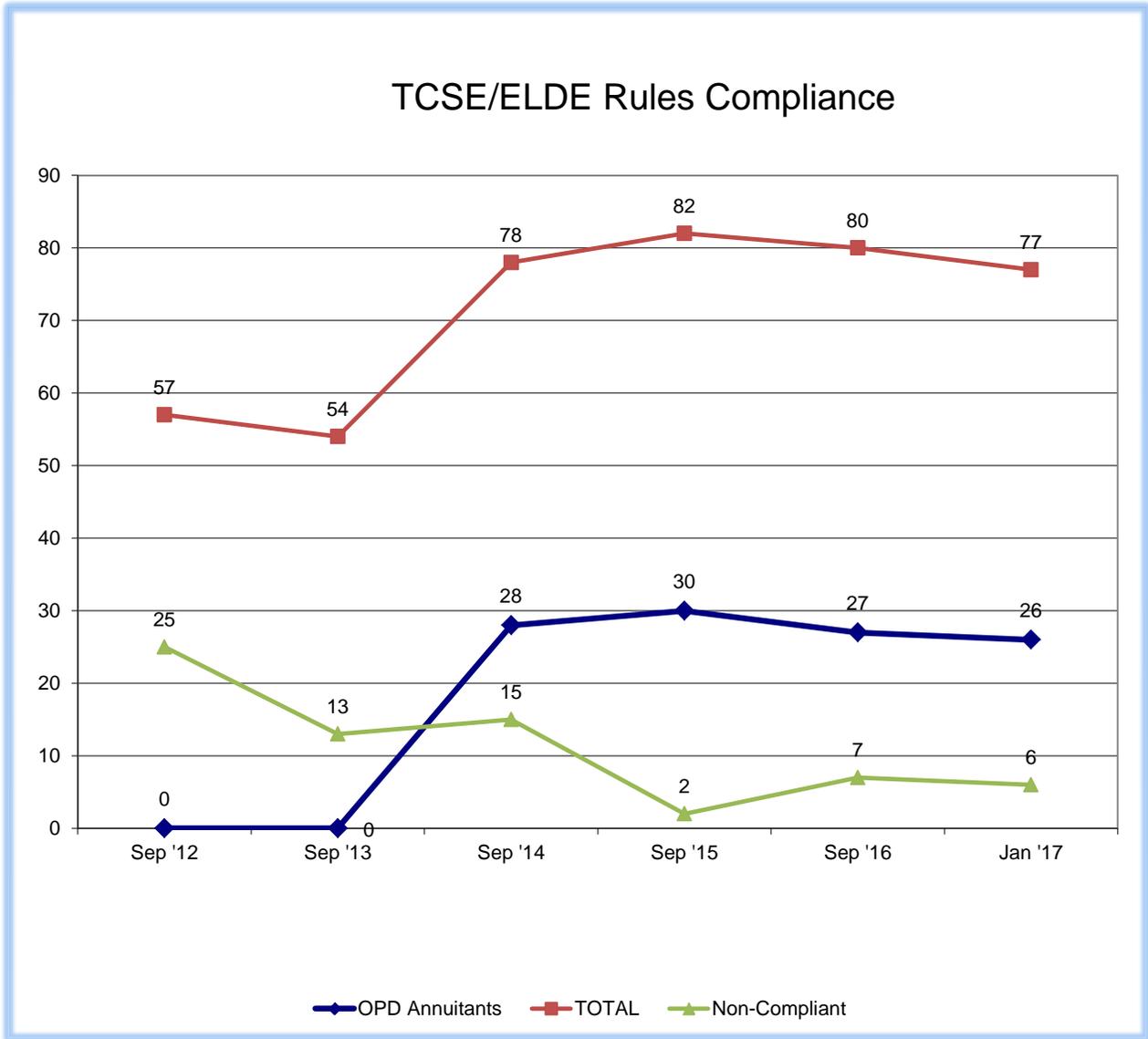
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
HUMAN RESOURCES	McKinney-Linderme	Kimberley	05211 - Employment and Classification Unit	7-Nov-16	Annuitant	Temporary principal analyst support to address recruitment backlog.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	23-May-16	TCSE	Temporary assignment 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 Sevices	23-May-16	ELDE	Temporary operational support for Youth Services Program	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	Temporary support of Head Start/CA State Preschool Program compliance	COMPLIANT
INFORMATION TECHNOLOGY	Cox	Amber	46461 - Project Coordination	21-Nov-16	ELDE	Temporary operational support	COMPLIANT
INFORMATION TECHNOLOGY	Macias	Dalia	46461 - Project Coordination	9-May-16	ELDE	Temporary operational support for Radio Shop	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	Temporary 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	Temporary administrative support serving as Special Assistant/Office Manager	COMPLIANT
PARKS & RECREATION	Lewis	Theda	504320 - Malonga Casquelourd Center	11-Oct-16	ELDE	Temporary assignment acting as a interim Public Service Representative managing Single Room Occupancies at the Malonga Casquelourd Center for the Arts.	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	Temporary assignment assisting Engineering Services Unit with records research, filing, reviewing construction plans and specifications.	COMPLIANT
PLANNING & BUILDING	McGowan	Patricia	84111 - Admin: Planning, Building & Neighborhood Preservation	15-Aug-16	ELDE	Temporary assignment assisting with implementation of environmental program to preserve Oakland Army Base Project	COMPLIANT
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	16-Mar-15	TCSE	Temporary assignment during 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	Temporary assignment until recruitment to fill two currently vacant PET positions is completed	COMPLIANT
POLICE	Chey	Tae	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Christmas	Ernest	106610 - Background & Recruiting	23-Sep-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Fisher	James	106610 - Background & Recruiting	12-Oct-13	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT

CIVIL SERVICE BOARD  
 JANUARY 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

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	Temporary assignment 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	Yelder	Ronald	106610 - Background & Recruiting	30-Jan-16	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC ETHICS	Brown	Kelcie	65111 - Public Ethics Commission	7-Nov-16	TCSE	Temporary operational support	COMPLIANT
PUBLIC WORKS	Corso	Debra	30112 - Human Resources	15-Aug-16	Annuitant	Temporary operational support	COMPLIANT
PUBLIC WORKS	Hernandez	Carlos	85311 - Workforce Development	18-Jul-16	ELDE	Temporary assignment providing support to East Bay Bike Sharing Project.	COMPLIANT
PUBLIC WORKS	Ogamichael	Letterbhan	30121 - PWA Fiscal Services	7-Nov-16	Annuitant	Temporary operational support	COMPLIANT

**CIVIL SERVICE BOARD  
JANUARY 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>NON-COMPLIANT (6)</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	Kelly	Michael	20815 - U.S.A.R	24-Jan-05	Annuitant	USAR Cache Mgr - highly specialized intermittent assignment.	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
HUMAN SERVICES	Rice	Erica	78311 - Policy & Planning	4-Jan-16	ELDE	Department instructed to separate employee.	NON-COMPLIANT





# STAFF REPORT

**DATE:** January 19, 2017

**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

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

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

### *Classification Studies*

Attachment A is a report of all outstanding classification studies for the quarter ending December 31, 2016. During this reporting period, one (1) study was completed, two (2) studies were canceled, and five (5) new studies were received. There are now thirteen (13) active classification studies.

### *Classification Specification Review*

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2016, showing a total of seventy-seven (77) classifications: during this reporting period there were six (6) classification revisions or creations completed and approved by the Civil Service Board; four (4) classification assignments were canceled; there is one (1) classification being advanced by HRM to the Board for the January 19, 2017, meeting; an additional ten (10) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are forty-one (41) classification specification reviews assigned and under review by analysts; and there are an additional fifteen (15) for which HRM has received requests that have not yet been assigned.

Status	Qty
Approved by CSB or Closed During Quarter	10
Scheduled to CSB for Approval	1
Under Review for Scheduling of Meet & Confer with Representative Union	10
Assigned to Analyst for Review	41
Pending for Assignment	15
<b>TOTAL</b>	<b>77</b>

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: January 19, 2017

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

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

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

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

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	EWD	Urban Economic Analyst II	12/4/2015	10/27/2016	n/a	n/a	Canceled; employee was promoted.
2	HSD	Health & Human Services Program Planner	3/9/2016			No	Finalizing findings; anticipate completion in January 2017.
3	City Attorney	Administrative Analyst I	3/24/2016	12/29/2016	280	No	Completed.
4	EWD	Administrative Analyst II	3/31/2016			No	Collecting more information; study still in progress; drafting findings.
5	PBD	Public Service Representative	3/31/2016			No	Finalizing findings; anticipate completion in January 2017.
6	PBD	Public Service Representative	3/31/2016			No	Finalizing findings; anticipate completion in January 2017.
7	PBD	Administrative Analyst II	4/1/2016	11/30/2016	n/a	n/a	Canceled; employee was promoted.
8	ITD	Administrative Analyst II	4/4/2016			No	Collecting more information; study still in progress; anticipate completion in January 2017.
9	PBD	Public Service Representative	4/25/2016			No	Drafting preliminary findings.
10	Finance	Payroll Personnel Clerk II	6/15/2016			No	Pending assignment.
11	OPW	Program Analyst I	7/28/2016			No	Pending assignment.
12	Finance	Treasury Analyst II	10/3/2016			No	New assignment.
13	Finance	City Administrator Analyst	11/4/2016			No	New assignment.
14	CAO	Contract Compliance Officer	11/7/2016			No	New assignment.
15	OPW	Administrative Assistant II	11/28/2016			No	New assignment.
16	EWD	Urban Economic Analyst II	12/5/2016			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (10)</b>					
TBD	OFD	Fireboat Attendant, PT	TBD	NEW SPEC	Approved at 12/8/16 CSB Meeting
NEW	HSD	Head Start ERSEA and Data Program Coordinator	TW1	NEW SPEC	Approved at 12/8/16 CSB Meeting
SC159	HSD	Head Start Health & Nutrition Coordinator	TW1	SPEC REVISION	Approved at 12/8/16 CSB Meeting
SC190	OPD	Neighborhood Services Coordinator	TW1	SPEC REVISION	Approved at 12/8/16 CSB Meeting
ET133	OPW	Surveying Technician, Senior (Field)	SC1	SPEC REVISION	Approved at 11/17/16 CSB Meeting
ET134	OPW	Traffic Engineering Technician, Senior	SD1	SPEC REVISION	Approved at 10/20/16 CSB Meeting
EM143	PBD	Building Official	TBD	NEW SPEC	Canceled
PS135	OFD	Firefighter/Fireboat Engineer	FQ1	SPEC REVISION	Canceled
PS137	OFD	Firefighter/Fireboat Operator	FQ1	SPEC REVISION	Canceled
AF034	CAO	Real Estate Collections Officer	SD1	SPEC REVISION	Canceled
<b>SCHEDULED (1)</b>					
TR133	OPW	Energy Engineer III	TF1	SPEC REVISION	Scheduled for 1/19/17 CSB Meeting
<b>PENDING MEET &amp; CONFER (10)</b>					
TBD	CAO	Business Permits Enforcement Officer	TBD	NEW SPEC	Meeting with Local 1021 in January 2017
AP153	CAO	Contract Compliance Officer	TW1	SPEC REVISION	Meeting with Local 21 in January 2017
AP369	CAO	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Meeting with Local 21 in January 2017
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	Actively meeting with Local 1021 regarding spec
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS170	OPD	Police Property Specialist	SC1	SPEC REVISION	Meeting with Local 1021 in January 2017
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Actively meeting with Local 1021 regarding spec
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Actively meeting with Local 1021 regarding spec
TBD	OFD	US&R Logistics & Warehouse Specialist	TBD	NEW SPEC	Actively meeting with Local 1021 regarding spec
<b>IN PROGRESS (41)</b>					
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
EM237	OPD	Chief of Police, Assistant	UN1	NEW SPEC	Preparing proposed spec revisions for department review
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	OFD	Fire Communications Manager	TBD	NEW SPEC	Drafting new class spec
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
TR140	OPW	Gardener Crew Leader	SC1	SPEC REVISION	In initial discussion with department about assignment
TR141	OPW	Gardener I	SC1	SPEC REVISION	In initial discussion with department about assignment
TR142	OPW	Gardener II	SC1	SPEC REVISION	In initial discussion with department about assignment
PP128	HSD	Head Start Program Coordinator	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Preparing proposed spec revisions for department review
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Exempt clarification follow-up; review of positions and incumbents is in progress
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending sup review & dept feedback
NEW	OPD	Police Communications Dispatcher, Senior	TBD	NEW SPEC	Finalizing proposed class spec with department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS168	OPD	Police Officer	PP1	SPEC REVISION	Collecting job analysis information for revisions to class spec
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
NEW	FINANCE	Revenue & Tax Administrator, Assistant	TBD	NEW SPEC	Drafting new class spec
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	OPW	Sign Technician, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	PBD	Special Activity Enforcement Officer	TBD	NEW SPEC	Reviewing draft spec
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR178	OPW	Stationary Engineer	SB1	SPEC REVISION	In initial discussion with department about assignment
TR186	OPW	Traffic Sign Maker	SC1	SPEC REVISION	Preparing proposed spec revisions for department review
NEW	FINANCE	Treasurer, Assistant	UM2	NEW SPEC	Drafting new class spec
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
TC144	OPD	Veterinary Technician	SD1	SPEC REVISION	In the queue for meeting with Local 1021
<b>PENDING ASSIGNMENT (15)</b>					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment.
NEW	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
EM242	CAO	Inspector General	UK1	NEW SPEC	Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion
EM177	CAO	Manager, Contract & Employment Services	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department



# PORT OF OAKLAND

# MEMO

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

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

**Date:** January 6, 2017

**Subject:** Approval of New Classification Specification:  
Port Assistant Environmental Planner/Scientist  
Port Associate Environmental Planner/Scientist

The Port of Oakland ("Port"), as an enterprise department of the City of Oakland, continuously evaluates its organizational structure to ensure the alignment of such structure with each of its business lines. In that regard, the Engineering and Environmental Programs and Planning Division ("Division") recently completed a review of the Environmental Planning Department, a unit of the Division, and concluded that it needs to create two new classifications, Port Assistant Environmental Planner/Scientist and Port Associate Environmental Planner/Scientist, to continue to meet regulatory needs and support the Port Capital Improvement Program. By way of this Memorandum, and pursuant to Municipal Code Section 2.08.050, the Port requests that the Civil Service Board establish the new classifications of Port Assistant Environmental Planner/Scientist and Port Associate Environmental Planner/Scientist, and incorporate both into the classified civil service system.

The airport, seaport and real estate holdings are the primary business lines that drive the majority of the Port's commercial, revenue generating activities. As capital improvement and infrastructure needs increase, the role of the Division is vital to providing facilities that meet the evolving tenant requirements. Moreover, as a steward of the California Tidelands Trust, the environmental impact of the Port's land use are at the forefront of business decisions.

Historically, the Planners and Scientists were split into separate units; however, in recent years, the units merged into one Division to streamline services. Currently, Planner and Scientist tasks are functionally consolidated to create a seamless support structure. Under this new organizational structure, staff perform the full range of environmental services required: Environmental Planning and Assessment, Regulatory Compliance, Regulatory Permitting, Hazardous Material Management and Environmental Policy and Advocacy.

The Port notified the Western Council of Engineers (WCE) of the proposed new classification specifications, and the Union did not have any objection to the creation of the new classifications.

Accordingly, the Port recommends that the Civil Service Board approve the proposed new Port Assistant Environmental Planner/Scientist and Port Associate Environmental Planner/Scientist classifications and incorporate both into the classified civil service system.

**Attachment:** Proposed Port Assistant Environmental Planner/Scientist classification specification  
Proposed Port Associate Environmental Planner/Scientist classification specification

## **PORT ASSISTANT ENVIRONMENTAL PLANNER/SCIENTIST**

### **A. CLASS DEFINITION**

Under general supervision, the Port Assistant Environmental Planner/Scientist performs professional environmental planning and regulatory compliance work on behalf of Port of Oakland development and operations. The incumbent manages environmental programs and projects, obtains environmental entitlements, and performs a broad range of other related environmental work.

### **DISTINGUISHING CHARACTERISTICS**

Port Assistant Environmental Planner/Scientist is the journey-level of the Planner/Scientist series, performs and manages environmental tasks and projects with the exercise of some independent judgment under supervision. This class is distinguished from the next higher class of Port Associate Environmental Planner/Scientist in that the latter serves as project or task leader, which includes coaching duties of team staff as part of project management.

- 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.)

#### Environmental Planning and Assessment

- Performs environmental planning and assessment analyses in support of the Port of Oakland's role as Lead Agency under the California Environmental Quality Act (CEQA) for Port and other projects in the Port Area, and as Local Sponsor under the National Environmental Policy Act (NEPA).
- Identifies environmental impacts, potential liability and risks from Port and non-Port projects on Port land or private property in the Port Area.
- Prepares project descriptions for CEQA documents.
- Develops, monitors and reports on compliance and implementation of mitigation programs.
- Reviews and prepares comments on proposed projects in adjacent jurisdictions that may affect the Port.
- Advises the Aviation, Commercial Real Estate, and Maritime Divisions, other Port staff, and private property owners in the Port Area on environmental planning and regulatory compliance and prepares environmental clearance strategies.

#### Regulatory Compliance

- Designs and implements programs to comply with Federal and State laws and regulations to protect natural resources such as surface and ground waters (i.e.

water quality), air (air quality) and land. Water quality programs include the municipal, industrial and construction storm water programs, sanitary sewer requirements, and National Pollution Discharge Elimination System (NPDES) permits, etc. Air quality programs address stationary, mobile and portable sources.

- Regulatory compliance also includes providing data to the Finance Division and to the Office of the Port Attorney to support the required disclosure of “Known Pollution Remediation Obligations” under the General Accounting Standards Board (“GASB”) 49 program, support to the Office of the Port Attorney for environmental insurance recovery efforts, support to Risk Management and to the Office of the Port Attorney to place new pollution legal liability insurance policies, and support to the CRE, Aviation and Maritime divisions regarding soil and groundwater contamination conditions on Port properties.

#### Regulatory Permitting

- Obtains required permits for Port operations, maintenance, and development of Port assets, especially for the Port’s capital projects and maintenance of Port berths to authorized depths (i.e., maintenance dredging program).
- Ensures Port compliance with permit conditions and regulations (permits from the U.S. Army Corps of Engineers, Regional Water Quality Control Board, Bay Area Air Quality Management District, San Francisco Bay Conservation and Development Commission, etc.).
- Plans and ensures permit conditions compliance for public access.
- Develops permitting strategies, prepares applications and negotiates permit conditions with regulatory agencies.
- Assists tenants and private property owners in the Port Area to obtain permits.

#### Hazardous Materials Management

- Develops and implements programs to inventory, manifest, abate and dispose of hazardous materials and waste, including lead and asbestos in Port buildings, property and facilities;
- Provides oversight in the preparation of Hazardous Materials Business Plans (HMBPs) and Spill Control and Counter-Measure (SPCCs) plans. Hazardous materials management includes the payment of required regulatory oversight fees, including fees to Alameda County (CUPA) for HMBPs, the State of California Department of Toxic Substances Control (DTSC) and the State Board of Equalization.

#### Environmental Policy and Advocacy

- Participates in industry-related environmental committees and task forces.
- Prepares and makes presentations before public bodies and conferences.

- Advises Port staff and the Board on environmental issues.
- Raises public awareness about the Port's environmental achievements.
- Supports environmental clean-up events, jobs fairs, signage programs, etc., that promote the Port's environmental compliance and stewardship activities.

#### **OTHER IMPORTANT TASKS AND DUTIES**

- Identifies training needs and coordinates training related to environmental programs and projects, especially regulatory compliance programs.
- Designs and implements programs to solicit input from Port stakeholders on Port development projects.
- Manages solicitation and selection process and manages contracts for professional consultant, laboratory services, and related contracts.
- Monitors and inspects Port land and private property in the Port Area to support Port regulatory and mitigation programs.
- Administers grant programs.
- Performs other related duties as required.

#### **C. KNOWLEDGE, SKILLS AND ABILITIES**

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Federal, state and local environmental laws, regulations and policies.
- Federal, state, and local regulatory agencies and environmental and non-profit organizations.
- USEPA and other recognized test methods for analyzing soil, water, air, sediment, etc.
- California Environmental Quality Act (CEQA) planning skills and experience in preparing CEQA documents and determinations.
- Principles and practices of project management, budget preparation and administration.
- Quality control/quality assurance procedures.
- Sources of information, quantitative and qualitative research and analytical methods.
- Microsoft Office and other computer software.
- Environmental, planning, compliance and stakeholder participation best practices.
- Technical and regulatory aspects of key environmental programs.

Ability to:

- Obtain and manage resources, including the work of consultants, in a manner that promotes the most efficient completion of tasks and management of resources.
- Manage environmental projects and programs including conductance of field inspections, performance of planning tasks, preparation of scopes of work, cost estimates and schedules.
- Ensure implementation of the specified scope of work, track costs and schedules, and update as necessary.
- Be flexible, work effectively with those contacted in the performance of duties, and manage numerous assignments concurrently.
- Work independently, assess trends, evaluate alternatives, make appropriate recommendations and seek direction on assigned work.
- Establish and lead project teams and work effectively in a team environment.
- Complete quality tasks on time and budget.
- Learn Maritime, Aviation, and Commercial Real Estate operations.
- Communicate and present information tactfully and effectively to stakeholders and decision makers verbally and in writing.
- Utilize established systems and databases to document work and inform others.
- Use a personal computer, manage and present data.

**D. PHYSICAL DEMANDS**

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information.

This position involves regular work on-site and in-the-field to provide direction to consultants, site personnel and to monitor compliance with regulatory and mitigation programs.

**E. WORK ENVIRONMENT**

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

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

The incumbent may be required to perform work outdoors (field inspections, etc.) in a variety of weather and site conditions. The incumbent typically attends meetings throughout the Bay Area.

**F. EDUCATION AND EXPERIENCE**

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical minimum combination would include a bachelor’s degree from an accredited college or university with a major in environmental science, environmental management, engineering, physical science, planning (i.e., urban, regional, environmental), or a related field **AND** three years work experience in a position with direct relevance to the duties of the Port Assistant Environmental Planner/Scientist.

A master’s degree in one of the fields described above may substitute for one year of work experience.

**G. OTHER CHARACTERISTICS**

- Must possess a valid California Class C driver license at the time and for the duration of appointment.
- Successfully completion of a Transportation Security Administration (TSA) background check, which included a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position. This status must be maintained for employment at the Port.
- Must complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment at the Airport.
- Be capable of obtaining an Airport badge and TWIC card.

<b>CLASS CODE:</b>	
<b>STANDARD HOURS-DAY/WEEK:</b>	7.5/Day-37.5/Week
<b>CS STATUS/UNIT:</b>	Classified/C
<b>FLSA:</b>	Exempt
Classification Created: (Port Ordinance)	

## **PORT ASSOCIATE ENVIRONMENTAL PLANNER/SCIENTIST**

### **A. CLASS DEFINITION**

Under general supervision, the Port Associate Environmental Planner/Scientist performs professional environmental planning and regulatory compliance work on behalf of Port of Oakland development and operations. The incumbent manages environmental programs and projects, obtains environmental entitlements, and performs a broad range of other related environmental work.

### **DISTINGUISHING CHARACTERISTICS**

Port Associate Environmental Planner/Scientist is the advanced journey level of the Port Environmental Planner/Scientist series, performs and manages complex environmental tasks, projects and programs with the exercise of considerable independent judgment under supervision. Serves as project or task leader, which includes coaching duties of team staff as part of project management.

- 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.)

#### Environmental Planning and Assessment

- Performs environmental planning and assessment analyses in support of the Port of Oakland's role as Lead Agency under the California Environmental Quality Act (CEQA) for Port and other projects in the Port Area, and as Local Sponsor under the National Environmental Policy Act (NEPA).
- Identifies environmental impacts, potential liability and risks from Port and non-Port projects on Port land or private property in the Port Area.
- Prepares project descriptions for CEQA documents.
- Develops, monitors and reports on compliance and implementation of mitigation programs.
- Reviews and prepares comments on proposed projects in adjacent jurisdictions that may affect the Port.
- Advises the Aviation, Commercial Real Estate, and Maritime Divisions, other Port staff, and private property owners in the Port Area on environmental planning and regulatory compliance and prepares environmental clearance strategies.

#### Regulatory Compliance

- Designs and implements programs to comply with Federal and State laws and regulations to protect natural resources such as surface and ground waters (i.e. water quality), air (air quality) and land. Water quality programs include the

municipal, industrial and construction storm water programs, sanitary sewer requirements, and National Pollution Discharge Elimination System (NPDES) permits, etc. Air quality programs address stationary, mobile and portable sources.

- Regulatory compliance also includes providing data to the Finance Division and to the Office of the Port Attorney to support the required disclosure of “Known Pollution Remediation Obligations” under the General Accounting Standards Board (“GASB”) 49 program, support to the Office of the Port Attorney for environmental insurance recovery efforts, support to Risk Management and to the Office of the Port Attorney to place new pollution legal liability insurance policies, and support to the CRE, Aviation and Maritime divisions regarding soil and groundwater contamination conditions on Port properties.

#### Regulatory Permitting

- Obtains required permits for Port operations, maintenance, and development of Port assets, especially for the Port’s capital projects and maintenance of Port berths to authorized depths (i.e., maintenance dredging program).
- Ensures Port compliance with permit conditions and regulations (permits from the U.S. Army Corps of Engineers, Regional Water Quality Control Board, Bay Area Air Quality Management District, San Francisco Bay Conservation and Development Commission, etc.).
- Plans and ensures permit conditions compliance for public access.
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- Assists tenants and private property owners in the Port Area to obtain permits.

#### Hazardous Materials Management

- Develops and implements programs to inventory, manifest, abate and dispose of hazardous materials and waste, including lead and asbestos in Port buildings, property and facilities;
- Provides oversight in the preparation of Hazardous Materials Business Plans (HMBPs) and Spill Control and Counter-Measure (SPCCs) plans. Hazardous materials management includes the payment of required regulatory oversight fees, including fees to Alameda County (CUPA) for HMBPs, the State of California Department of Toxic Substances Control (DTSC) and the State Board of Equalization.

#### Environmental Policy and Advocacy

- Participates in industry-related environmental committees and task forces.
- Prepares and makes presentations before public bodies and conferences.
- Advises Port staff and the Board on environmental issues.

- Raises public awareness about the Port's environmental achievements.
- Supports environmental clean-up events, jobs fairs, signage programs, etc., that promote the Port's environmental compliance and stewardship activities.

#### **OTHER IMPORTANT TASKS AND DUTIES**

- Identifies training needs and coordinates training related to environmental programs and projects, especially regulatory compliance programs.
- Designs and implements programs to solicit input from Port stakeholders on Port development projects.
- Manages solicitation and selection process and manages contracts for professional consultant, laboratory services, and related contracts.
- Monitors and inspects Port land and private property in the Port Area to support Port regulatory and mitigation programs.
- Administers grant programs.
- Performs other related duties as required.

#### **C. KNOWLEDGE, SKILLS AND ABILITIES**

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Federal, state and local environmental laws, regulations and policies.
- Federal, state, and local regulatory agencies and environmental non-profit organizations.
- USEPA and other recognized test methods for analyzing soil, water, air, sediment, etc.
- California Environmental Quality Act (CEQA) planning skills and experience in preparing CEQA documents and determinations.
- Principles and practices of project management, budget preparation and administration.
- Quality control/quality assurance procedures.
- Sources of information, quantitative and qualitative research and analytical methods.
- Microsoft Office and other computer software.
- Environmental planning and compliance best practices.
- Technical and regulatory aspects of key environmental programs.

Ability to:

- Obtain and manage resources, including the work of consultants, in a manner that promotes the most efficient completion of tasks and management of resources.
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- Learn Maritime, Aviation, and Commercial Real Estate operations.
- Communicate and present information tactfully and effectively to stakeholders and decision makers verbally and in writing.
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The incumbent may be required to perform work outdoors (field inspections, etc.) in a variety of weather and site conditions. The incumbent typically attends meetings throughout the Bay Area.

**F. EDUCATION AND EXPERIENCE**

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical minimum combination would include a bachelor's degree from an accredited college or university with a major in environmental science, environmental management, engineering, physical science, planning (i.e., urban, regional, environmental), or a related field **AND** four year's work experience in a position with direct relevance to the duties of the Port Associate Environmental Planner/Scientist. A master's degree in one of the fields described above may substitute for one year of work experience.

**Desired credentials:** Professional civil engineer (P.E.), Professional Geologist (P.G.), American Institute of Certified Planners (A.I.C.P.), Qualified SWPPP Developer/Practitioner (QSD/QSP), Qualified Industrial Stormwater Practitioner (QISP), or equivalent credentials.

**G. OTHER CHARACTERISTICS**

- Must possess a valid California Class C driver license at the time and for the duration of appointment.
- Successfully completion of a Transportation Security Administration (TSA) background check, which included a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position. This status must be maintained for employment at the Port.
- Must complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment at the Airport.
- Be capable of obtaining an Airport badge and TWIC card.

**CLASS CODE:**

**STANDARD HOURS-DAY/WEEK:** 7.5/Day-37.5/Week

**CS STATUS/UNIT:** Classified/C

**FLSA:** Exempt

Classification Created: (Port  
Ordinance)



# City of Oakland/Port of Oakland Common Classification Equivalency Study

January 19, 2017

# Why We are Here

- Common Classification Equivalency Project
  - Study Purpose/Challenges
  - Approaches – Pros and Cons
  - Options Selected
    - Non-Quantitative
    - Quantitative
  - Factor Overview

# Study Purpose/Challenges

- Purpose
  - Determine comparability of classes in the City and Port through analysis of classification specifications
- Challenges
  - Lack of established methodology/process for this type of analysis
    - First goal was to determine the most equitable method
  - Volume of classes requires succinct documentation

# Approaches – Pros and Cons

## Non-Quantitative/Broad Based

Narrative Format

Tasks Analysis

## Quantitative/Factor Based

Point factor/factor evaluation – determine available options

# Non-Quantitative- Task Analysis

- Evaluate comparability of top ten duty statements
  - Identify percentage of comparable tasks
  - Use duty statements for evaluation
- Provides one set of metrics for comparability of classes

# Quantitative-Factor Analysis

- Federal Factor Evaluation System (FES)
  - Provides validity to the analysis
  - Covers a significant number of diverse classes in the General Schedule
  - System is available in the public domain
  - Provides second set of metrics for comparability of classes

# Factor Overview

- Factor 1 - Knowledge required for the position
  - Knowledge needed to do the work
  - Skills needed to apply knowledge
  - MQ's can be added to worksheet for information purposes

# Factor Overview

- Factor 2 – Supervisory Controls
  - Level of supervision exercised over the employee
    - Supervisory assignment and review of work
    - Employee responsibility for performing work
  - Ranges from immediate supervision to administrative direction

# Factor Overview

- Factor 3 – Guidelines
  - Work guidelines/judgment to interpret and apply them
    - Study assumptions
      - Standard operating procedures or professional practices which govern work exist to some degree

# Factor Overview

- Factor 4 – Complexity
  - Diversity/variety of work, tasks and processes
    - Clear-cut processes to broad and intense multi-phased work
  - Difficulty/creativity in identifying and performing work
    - Course of action is clear to extensive probing/analysis

# Factor Overview

- Factor 5 – Scope and Effect
  - Relationship between nature of work and effect on services or products
    - Scope – breadth and depth of work
    - Effect – impact inside and outside the unit or organization

# Summary

- Two methodologies used for assessing classification comparability
  - Non-Quantitative
  - Quantitative
    - Provides balance/more complete analysis in identifying comparability

**Draft Classification Comparability Worksheet**

	Comparability				Knowledge		Sup. Controls		Guidelines		Complexity		Scope/Effect		Total Points	MQ's
	Level	Points	FLSA	Sup.	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
City - Gardener II	4	1250	NE	N	1-2	200	2-2	125	3-1	25	4-2	75	5-1	25	1700	HS+ 6 units; 2 YOE
Port - Gardener II	4	1250	NE	N	1-1	50	2-1	25	3-1	25	4-1	25	5-1	25	1400	8th grade; 1 YOE
City - Administrative Assistant II	4	1250		D*(see note)	1-3	350	2-3	275	3-2	125	4-4	225	5-2	75	2300	HS+2 YOE as an AA I
Port - Administrative Specialist	4	1250		L*(see note)	1-3	350	2-3	275	3-2	125	4-4	225	5-2	75	2300	HS+1 YOE secretarial, or 3 YOE clerical

Supervision Legend:  
 N = None  
 L = Lead  
 D = Direct

# 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

