



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: February 16, 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, HR 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) Ratification of Provisional Appointment
  - Project Manager II
- b) Approval of Revised Classification Specifications
  - Legal Administrative Assistant, Supervising

#### 3) OLD BUSINESS:

- a) Approval of January 19, 2017 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 Job Classification Specification: ACTION

- US&R (Urban Search and Rescue) Logistics and Warehouse Specialist

b) New Job Classification Specifications (Port): ACTION

- Port Assistant Environmental Planner/Scientist
- Port Associate Environmental Planner/Scientist
- Port Environmental Supervisor

**ADJOURNMENT:**

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



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.

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CITY OF OAKLAND

# MEMORANDUM

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**DATE:** February 16, 2017

**TO:** The Honorable Civil Service Board

**FROM:** Angelina DeMaria  
HR Analyst

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

**THROUGH:** Kip Walsh, HR Manager, Recruitment & Classification

**SUBJECT:** Request for Provisional Appointment in Classification of Project Manager II to be ratified at Civil Service Board Meeting of February 16, 2017

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Attached is a request from the Information Technology Department to make a provisional appointment to a Project Manager II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Project Manager II use a full range of professional and supervisory level skills to organize, manage and direct the work of a medium sized City project requiring input from at least one department or the community; consult with the user department's executive management staff; prepare short and long-range plans; train and supervise assigned staff; and perform related duties as assigned.

The minimum qualifications for a Project Manager II are: possession of a Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment and three (3) years of progressively responsible experience in area(s) related to the particular project assignment.

The selected candidate meets the minimum qualifications of the Project Manager II classification with a Bachelor's degree in Economics and over five years of responsible work experience acting as a lead and providing oversight of budget and financial operations. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on February 14, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Project Manager II position in the Information Technology Department beginning on February 13, 2017 and ending on or before June 13, 2017.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION: February 16, 2017**

**AREA REQUESTED**

POSITION: Project Manager II  
DEPARTMENT: Information Technology Department  
APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a  
DATE PERSONNEL REQUISITION RECEIVED: 2/3/17  
CURRENT STATUS OF EXAMINATION: Job Announcement scheduled to open February 14, 2017.

**JUSTIFICATION**

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Project Manager II is needed to provide oversight of all ITD budget and financial operations.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to complete critical City projects.

**ADDITIONAL INFORMATION**

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Not an Oakland Resident*
- Current Employment Status: *Exempt Limited Duration Employee*



# MEMORANDUM

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**DATE:** February 16, 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 Legal Administrative Assistant,  
Supervising

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Based upon a classification review at the request of the Oakland Office of the City Attorney, staff has proposed the revision of the **Legal Administrative Assistant, Supervising** classification specification. The classification specification was initially adopted in June 1995 and was last revised in January 2004.

The City's only Legal Administrative Assistant, Supervising, incumbent recently retired. This position plays a critical role in support of the City's litigation processes, and action is being taken now to ensure that the classification specification is updated to accurately reflect the required duties.

A few minor modifications have been proposed to the classification:

- In the Distinguishing Characteristics section, there is a reference to another position in the Office of the City Attorney (Legal Support Supervisor). Since the reporting structure of that other position has changed, the language in the Legal Administrative Assistant, Supervising, classification specification should be updated to include the appropriate reporting structure of the Legal Support Supervisor classification as referenced.
- The Examples of Duties section is being modified to omit one outdated task that is no longer assigned as a primary function of this classification. The ordering of supplies and submission of service requests are routinely handled by other office staff.
- The other changes involve reformatting to align with the current classification specification template.

There is one vacancy. A recruitment process is being initiated 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. Since the proposed changes were minor in nature, union representatives and City staff determined that a meeting to discuss the proposed changes was not necessary. On February 8th, the union confirmed during a phone conversation that there are no objections to the proposed revisions.

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

**CIVIL SERVICE BOARD**

Subject: Legal Administrative Assistant, Supervising Classification Specification

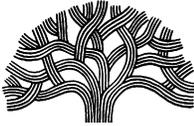
Date: February 9, 2017

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Staff recommends that the Civil Service Board approve the classification specification for Legal Administrative Assistant, Supervising, as amended.

**Attachments:** Revised classification specification for Legal Administrative Assistant, Supervising



City of Oakland

## LEGAL ADMINISTRATIVE ASSISTANT, SUPERVISING

**Class Code: SS137 FTE Civil Service Classified**

### DEFINITION

Under general direction in the City Attorney's eOffice, performs specialized and complex legal word processing, transcription, and clerical support for assigned attorneys; provides supervision and training for a legal administrative support unit that performs specialized and responsible legal word processing, transcription, ~~secretarial~~ and clerical support duties for assigned attorneys and other staff members; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a first-line, working supervisory classification in the Legal Administrative Assistant series. The incumbent is expected to exercise considerable discretion in the performance of duties. It is distinguished from the lower level Legal Administrative Assistant in that the latter has no supervisory responsibilities. It is further distinguished from the higher level Legal Support Supervisor in that the latter exercises general legal support supervision over Paralegals, ~~Supervising Legal Administrative Assistant, Legal Administrative Assistants, Public Service Representatives~~ and interns. It is distinguished from the Legal Administrative Services Manager in that the latter is a second-line supervisory classification with full responsibility for the Legal Administrative support program area.

The incumbent ~~is expected to exercise considerable discretion in the performance of duties.~~ ~~R~~receives direction from the Legal Administrative Services Manager ~~or Legal Support Supervisor~~ and exercises general supervision over Legal Administrative Assistants, ~~Public Service Representative or other clerical classifications.~~

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

Assign Legal Administrative Assistants to attorneys; ensure adequate staffing level for attorney support.

Plan, assign, and evaluate the work of subordinates; monitor the work-load and re-allocate work as needed.

Supervise and prepare various legal documents, including pleadings, resolutions, ordinances, legal opinions, arbitration briefs, agreements, contracts, and correspondence; coordinate the preparation of documents for court filings.

Supervise, evaluate, and train assigned staff.

Provide technical assistance and training in computer applications and procedures to attorneys, professional, and clerical support staff as needed.

~~Perform a variety of administrative duties including the purchase of supplies, request for repair of office equipment, and requisition of computer equipment and software.~~

Compile and disseminate new court rules or changes, including calendaring of civil litigation in all branches of the judicial system, to City Attorney staff.

Hire temporary staff and approve their billing.

May perform all duties of a Legal Administrative Assistant.

May perform support duties for Paralegals.

## QUALIFICATIONS KNOWLEDGE AND ABILITIES

### Knowledge of:

- Federal Rules of Civil Procedures, California Code of Civil Procedure, Court Rules, and California Style Manual.
- Municipal and civil litigation procedures.
- Legal secretarial practices and procedures.
- Record keeping and report preparation.
- Computer hardware and variety of software including: word processing, case management, graph presentation, database, and spread sheet applications.
- Correct English usage including spelling, grammar, punctuation, basic arithmetic, and legal vocabulary.
- Legal terminology, processes, and format of legal documents.
- Principles of supervision, training, and evaluation.

### Ability to:

- Apply court and government rules, codes, and procedures.
- Plan, organize work, set priorities, meet critical deadlines, and follow up on assignments; supervise a variety of legal secretarial duties and functions.
- Develop and maintain a system of accurate record keeping.
- Prepare legal documents, including pleadings, motions, and discovery documents.
- Use computers for word processing and statistical analysis in addition to other software applications.
- Communicate effectively orally and in writing.
- Supervise, evaluate, and train staff.
- Type/word process at a net rate of 60 words per minute.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- ~~Type/word process at a net rate of 60 words per minute.~~

## EDUCATION AND EXPERIENCE MINIMUM QUALIFICATIONS

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

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

### **Education:**

~~Equivalent to the completion of the twelfth grade~~ High school diploma or equivalent and legal secretarial, legal assistant or paralegal coursework. Up to two (2) years of experience may be

substituted for education.

**Experience:**

Five (5) years of experience as a Legal Administrative Assistant ~~with~~ including three (3) years of extensive civil litigation experience and two (2) years of supervisory experience.

**LICENSE OR CERTIFICATE**

A notary public license is desirable. Incumbents with a license may be requested to notarize documents as needed.

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

**OTHER REQUIREMENTS**

None required.

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

Established: 06/08/1995 CSB Resolution #: 44337 Salary Ordinance #:  
Exempted: Y  N  Exemption Resolution #:

Revision Date: 01/22/2004 CSB Resolution #: 44337  
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s): )



## CIVIL SERVICE BOARD MEETING MINUTES

**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(Arrived @ 5:54pm); Vice Chair, David Jones; Lauren Baranco; Alex Drexel(Absent); Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin(Arrived @ 5:46pm)

**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 Employee Requests for Leave of Absence
  - Senior Library Assistant, I. Anaya (LIB-2017-LA01)
  - Senior Library Assistant, A. Propernick (LIB-2017-LA02)
  - Library Assistant, PPT, N. Raymond (LIB-2017-LA03)
- b) Approval of Revised Classification Specifications
  - Energy Engineer III

**44837 A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the items as amended on the Consent Calendar. The motion passed.**

**Votes:** Board Member Ayes: 5 – Baranco, Hudson-Harmon, Johnson, Jones, Levin  
Board Member Noes: 0 – None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Drexel, Gourdine

### 3) OLD BUSINESS:

- a) Approval of CSB Minutes January 19, 2017 Draft

**44838** A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the CSB Minutes for January 19, 2017. The motion passed.

**Votes:** Board Member Ayes: 5 – Baranco, Hudson-Harmon, Johnson, Jones, Levin  
Board Member Noes: 0 – None  
Board Member Abstentions: 0 – None  
Board Members Absent: 2 – Drexel, Gourdine

- 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) 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.*

- b) New Job Classification Specifications (Port):

- Port Assistant Environmental Planner/Scientist
- Port Associate Environmental Planner/Scientist

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

## c) Common Classification Study Presentation (Port)

*Received and filed.*

**5) ADJOURNMENT**

*6:34 PM*

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Submit items via email or U.S. Mail to:

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Oakland, CA 94612  
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**CIVIL SERVICE BOARD  
APPEALS & HEARINGS CALENDAR  
PENDING LIST – February 16, 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:** February 16, 2017

**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 January 19, 2017 meeting that referenced data as of February 7, 2017. 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 February 7, 2017 there are a total of seventy three (73) employees in the TCSE (20), Annuitant (35), and ELDE (18) categories. Seven (7) assignments were closed, and three (3) new assignments were added. Of the total, five (5) 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: February 16, 2017

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**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total seventy three (73) temporary assignments, we are reporting five (5) 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.
- The non-compliant assignment (Human Services), is an ELDE that is transitioning in a provisional position for the duration of the recruitment process.

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 As of February 7, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of February 7, 2017

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

| DEPT                          | LAST_NAME     | FIRST_NAME | ORG  | JOB_DATE  | TYPE      | NOTES  | STATUS    |
|-------------------------------|---------------|------------|--|-----------|-----------|--|-----------|
| <b>CLOSED THIS PERIOD (7)</b> |               |            |  |           |           |  |           |
| CITY ADMINISTRATOR            | Gonzales      | Susan      | 02331 - Employee Relations   | 14-Sep-16 | TCSE      | Separation Date: 01/27/17  | CLOSED    |
| HUMAN RESOURCES               | Kovacs        | Jill       | 05211 - Employment and Classification Unit                             | 17-Oct-16 | Annuitant | Separation Date: 02/03/16  | CLOSED    |
| INFORMATION TECHNOLOGY        | Salisbury     | Janet      | 46411 - Administration   | 29-Feb-16 | ELDE      | Provisional Appointment: 02/14/17  | CLOSED    |
| INFORMATION TECHNOLOGY        | Treglown      | Donna      | 46321 - Systems & Database Administration                              | 10-Feb-16 | Annuitant | Separation Date: 12/16/16  | CLOSED    |
| PLANNING & BUILDING           | Mao           | Tiffany    | 84421 - Engineering: Permit Center                                     | 6-Jun-16  | TCSE      | Separation Date: 12/13/16  | CLOSED    |
| POLICE                        | Green         | Doretha    | 103310 - Communications Unit   | 2-Feb-15  | Annuitant | Separation Date: 12/22/16  | CLOSED    |
| POLICE                        | Grieve        | Irma       | 103310 - Communications Unit   | 13-Feb-15 | Annuitant | Separation Date: 12/30/16  | CLOSED    |
| <b>NEW THIS PERIOD (3)</b>    |               |            |  |           |           |  |           |
| FIRE                          | Diaz          | Luis       | 20241 - Fire Communications Unit                                       | 14-Jan-17 | ELDE      | Temporary operational support  | NEW       |
| INFORMATION TECHNOLOGY        | Zhu           | Krista     | 84111 - Admin: Planning, Building & Neighborhood Preservation (Linked) | 30-Jan-17 | ELDE      | Temporary assignment assisting with implementation of the Accela platform.   | NEW       |
| PUBLIC WORKS                  | Bell          | Alexandria | 30112 - Human Resources  | 4-Jan-17  | ELDE      | Temporary operational support  | NEW       |
| <b>COMPLIANT (65)</b>         |               |            |  |           |           |  |           |
| CITY ADMINISTRATOR            | Brown         | Kathleen   | 02491 - Oakland Animal Services  | 11-Oct-16 | TCSE      | Temporary supervisory and training 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      | Employee has not exceeded hours reported. Transitioning to ELDE during recruitment.  | COMPLIANT |
| CITY AUDITOR                  | Hallock       | Jenifer    | 07111 - City Auditor Unit  | 19-Dec-16 | ELDE      | 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      | Temporary operational support. Recruitment in planning phase   | COMPLIANT |
| ECON & WORKFORCE              | Muse          | Angela     | 85311 - Workforce Development  | 5-Jul-16  | TCSE      | 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 |

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

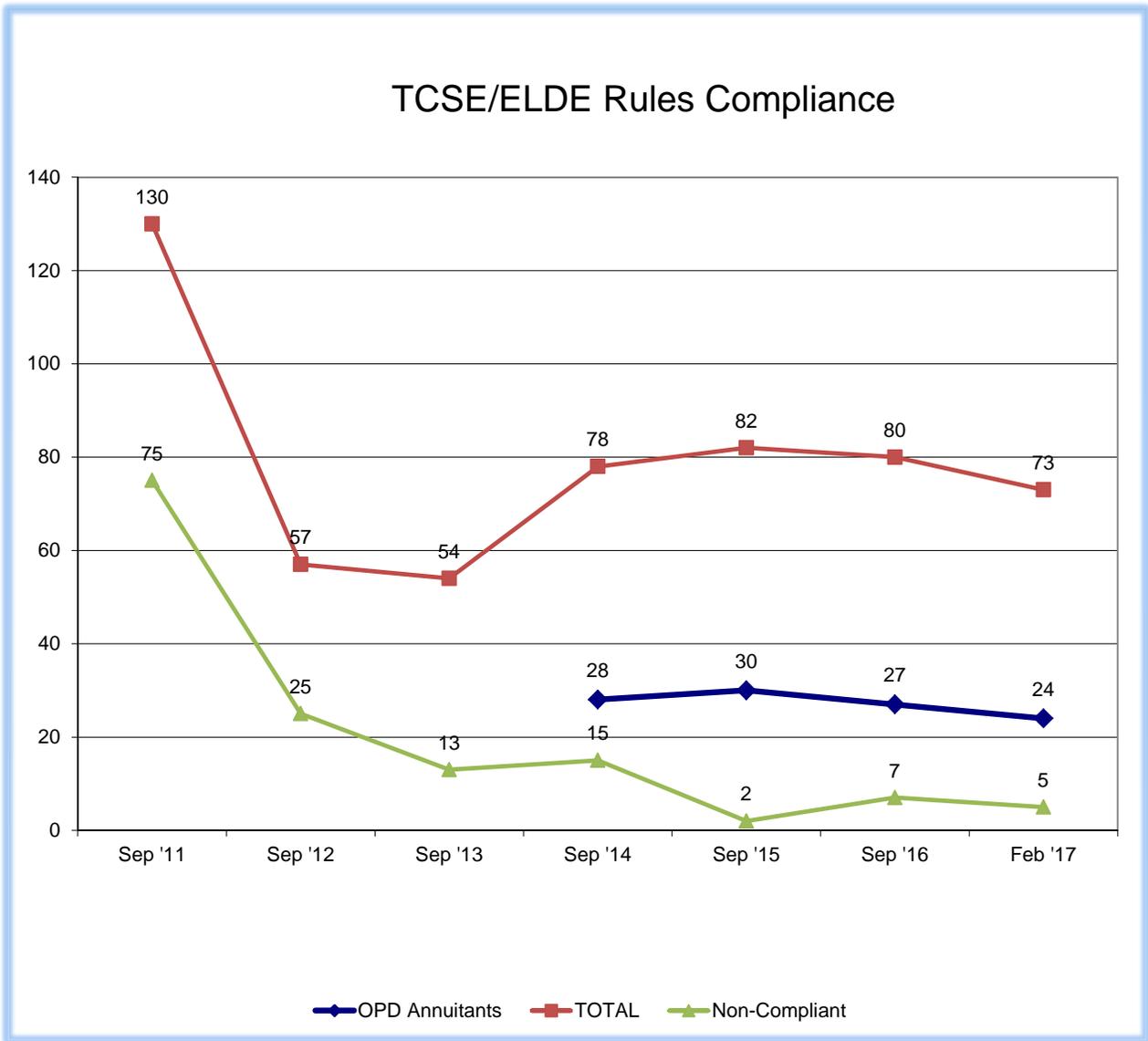
| DEPT                   | LAST_NAME         | FIRST_NAME | ORG   | JOB_DATE  | TYPE      | NOTES  | STATUS    |
|------------------------|-------------------|------------|---|-----------|-----------|--|-----------|
| FIRE                   | Hutchens          | Gail       | 20711 - Emergency Services 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        | 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      | Program Coordinator as required By California Department of Education and  | 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         | Pragasa           | Romulo     | 78241 - Year Round Lunch Program Unit                         | 30-Jun-15 | Annuitant | reporting hours. Department instructed to separate employee.   | 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 |
| 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      | Public Service Representative managing Single Room Occupancies at the Malonga  | COMPLIANT |
| PLANNING & BUILDING    | Chaney-Williamson | Sylvia     | 84229 - Zoning  | 29-Feb-16 | Annuitant | Temporary support of planning compliance backlog   | 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      | 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  
FEBRUARY 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                   | 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             | Obgamichael | Letterbrhan | 30121 - PWA Fiscal Services      | 7-Nov-16  | Annuitant | Temporary operational support   | COMPLIANT     |
| <b>NON-COMPLIANT (5)</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 |

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

| DEPT               | LAST_NAME | FIRST_NAME | ORG                             | JOB_DATE  | TYPE      | NOTES  | STATUS        |
|--------------------|-----------|------------|---------------------------------|-----------|-----------|--|---------------|
| 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     | Rice      | Erica      | 78311 - Policy & Planning       | 4-Jan-16  | ELDE      | Transitioning to provisional assignment to provide temporary support during recruitment process. | NON-COMPLIANT |





# MEMORANDUM

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**DATE:** February 16, 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 Urban Search and Rescue (US&R) Logistics and Warehouse Specialist

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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 **Urban Search and Rescue (US&R) Logistics and Warehouse Specialist** 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 US&R Logistics and Warehouse Specialist classification will alleviate the need for TCSEs and ensure that the work is classified appropriately.

The position will be responsible for receiving and inspecting inventory; transporting and stocking inventory; operating vehicles, including commercial vehicles, and performing minor related upkeep; maintaining the warehouse; maintaining accurate records; generating reports; providing mutual aid assistance as needed; and may travel to disaster sites with the US&R team.

OFD will be adding one full-time US&R Logistics and Warehouse Specialist 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, and November 18, 2016, to discuss the new classification. At a follow-up meeting on February 8, 2017, the union confirmed that there are no objections to the proposed new classification.

US&R Logistics and Warehouse Specialist will be included in an upcoming salary ordinance amendment. The tentative date for the item to appear at the Finance and Management Committee is February 28, 2017, with two readings scheduled for City Council in March 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 "Common Class" Project is currently underway, and more information will be available at a later date.

**CIVIL SERVICE BOARD**

Subject: (US&R) Logistics and Warehouse Specialist Classification Specification

Date: February 16, 2017

Page 2

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Staff recommends that the Civil Service Board approve the classification specification for Urban Search and Rescue (US&R) Logistics and Warehouse Specialist as proposed.

**Attachments:** New classification specification for Urban Search and Rescue (US&R) Logistics and Warehouse Specialist

**DRAFT**

## US&R LOGISTICS AND WAREHOUSE SPECIALIST

**Class Code: XXXXX FTE**

**Civil Service Classified**

**Class Code: XXXXX PPT**

**Civil Service Classified**

### DEFINITION

Under general supervision in the Oakland Fire Department, receives and inspects inventory; transports and stocks inventory; operates vehicles and performs minor upkeep; maintains the warehouse; maintains accurate records; generates reports; provides mutual aid assistance as needed and may travel to disaster sites with the Urban Search and Rescue (US&R) team; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a single incumbent, journey level classification involving specialized inventory control at a Fire Department facility. The incumbent may be deployed to disaster sites as part of the US&R team. This classification is distinguished from the Storekeeper II in that incumbents of the latter are stationary and do not participate in US&R activities. The incumbent receives general supervision from an assigned supervisor and may provide lead direction to Student Trainees.

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

Perform the physical and administrative tasks involved in receiving, storing, and distributing equipment.

Assists with the bidding and contracting process by conducting research, collecting cost estimates, and recommending the purchase of selected goods.

Unpack and inspect items for wear or defects, reporting any damage to supervisor; compare goods against purchase orders or invoices.

Stack skids and pallets in designated areas using a forklift.

Stock and distributes material in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

Maintain training site and storage facility appearance by cleaning, restocking, and facing shelves.

Perform routine safety and operational checks of forklifts, passenger vehicles, vans, and light trucks; perform minor upkeep.

Stay current with changes in technology, rules, regulations, and laws related to the work.

Prepare necessary forms; process purchase orders and invoices.

Maintain inventory of materials via the computer system and various databases.

Maintain accurate and detailed records; reconcile differences.

Prepare written reports, correspondence, and other materials related to logistics program

activities and reimbursement for service.

Operate and maintain internal combustion and electric tools.

Create Load Plans for transport of Task Force cache via military aircraft, civilian aircraft, and/or Task Force commercial vehicles.

May be required to respond with the US&R team to national disaster sites.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Inventory control methods and procedures.
- Procurement processes.
- Firefighting equipment, vehicles, and related tools.
- Construction goods, products, and equipment.
- Safe lifting procedures and other safety protocols.
- Basic mathematics.
- Correct English usage and report preparation.
- Public contact techniques.
- Hazardous materials and shipping requirements.
- Computer systems and software applications.

Ability to:

- Drive and operate forklifts, pallet jacks, passenger vehicles, vans, and light trucks.
- Plan, organize, and maintain inventory in a warehouse; maintain accurate records.
- Operate, maintain, and perform light service of power tools, generators, and associated equipment.
- Conduct research regarding goods; collect bids; and recommend purchases.
- Prepare purchase orders and process invoices; generate related reports.
- Learn and apply local, state, and federal codes, laws, and regulations.
- Represent the Fire Department effectively and professionally in contacts with representatives of other agencies, volunteers, and the public.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Utilizes safe lifting procedures of items weighing up to 50 lbs.
- Take and pass an OSHA-required forklift operators course.
- Assist the team in preparation for training and emergency deployments.
- Successfully work as a member of a diverse team.
- Communicate effectively in both oral and written form.
- Perform basic mathematical calculations.
- Properly ship hazardous materials.
- Utilize a personal computer and software applications, including database, spreadsheet, and word processing
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATIONS**

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

**Education:**

High school diploma or equivalent. College coursework in materials management, business or materials handling is desirable.

**Experience:**

Two years of professional experience in inventory control, warehousing, manual materials handling, or customer service. Highly desirable experience includes: work as an Aircraft Load Master or other position performing joint inspections of aircraft load plans; commercial driving; military service; work with organized volunteer groups; and public contact experience.

**LICENSE OR CERTIFICATE**

Incumbents must initially possess a valid Class C California Driver's License. Individuals who are appointed to this position will be required to obtain a valid Class B California Driver's License prior to the completion of the probationary period that must be maintained throughout the tenure of employment.

Must obtain certification as a powered industrial truck (forklift) operator prior to the completion of the probationary period; performance as a forklift operator must be evaluated every three (3) years.

Must obtain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground; a. IATA, b. Title 49 CFR, c. AFMAN 24-204 prior to the completion of the probationary period.

**OTHER REQUIREMENTS**

Must pass a thorough background investigation.

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



# PORT OF OAKLAND

# MEMO

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

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

**Date:** February 3, 2017

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

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, and concluded that three new classifications are needed to support environmental regulatory efforts. The three proposed new classifications are Port Assistant Environmental Planner/Scientist, Port Associate Environmental Planner/Scientist and Port Environmental Supervisor. By way of this Memorandum, and pursuant to Municipal Code Section 2.08.050, the Port requests the Civil Service Board establish the new classifications of Port Assistant Environmental Planner/Scientist, Port Associate Environmental Planner/Scientist and Port Environmental Supervisor, 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 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. The Planner and Scientist tasks have been functionally consolidated to create a seamless support structure under the oversight of a Port Environmental Supervisor. 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 WCE 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, Port Associate Environmental Planner/Scientist and Port Environmental Supervisor classifications and incorporate both into the classified civil service system.



**PORT OF OAKLAND**

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# MEMO

**Attachment:** Proposed Port Assistant Environmental Planner/Scientist classification specification  
Proposed Port Associate Environmental Planner/Scientist classification specification  
Proposed Port Environmental Supervisor 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 supports environmental programs and projects, obtains environmental entitlements, and performs a broad range of related environmental work.

### **DISTINGUISHING CHARACTERISTICS**

Port Assistant Environmental Planner/Scientist is the journey-level classification in the Planner/Scientist series. The position performs moderately complex tasks and projects exercising some independent judgment. This class is distinguished from the next higher class of Port Associate Environmental Planner/Scientist in that the latter exercises a considerable amount of independent judgement, serves as project or task leader and performs the most complex projects and assignments.

- 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

- Coordinates 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.

- Gathers data for the Finance Division and the Port Attorney's Office to support the required disclosure of "Known Pollution Remediation Obligations" under the General Accounting Standards Board ("GASB") 49 program, support to the Port Attorney's for environmental insurance recovery efforts, support to Risk Management and to the Port Attorney's Office to place new pollution legal liability insurance policies, and support to the 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**

- 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 lead level classification of the Port Environmental Planner/Scientist series. This position performs and manages the most complex, sensitive and/or technically difficult environmental tasks, projects and programs exercising considerable independent judgment. The position is distinguished from the Port Environmental Supervisor and Assistant Port Environmental Planner/Scientist in that the former has full oversight over the regulatory and environmental compliance, planning and programs of the entire department. The Associate level position serves as a project or task lead, which includes overseeing the work of an internal team or external consultants.

- 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

- Coordinates 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. Makes recommendations on mitigation efforts.
- Reviews project descriptions for CEQA documents to ensure compliance with environmental protection measures.
- Develops, monitors and reports on compliance and implementation of mitigation programs.
- Reviews and prepares recommendations on proposed projects in adjacent jurisdictions that may affect the Port interests.
- Provides advice to the Aviation, Commercial Real Estate, and Maritime Divisions, and other internal and external stakeholders on developing adequate

environmental planning and regulatory compliance measures as well as developing environmental clearance strategies.

#### Regulatory Compliance

- Develops 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.
- Provides 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, environmental insurance recovery efforts, new pollution legal liability insurance policies, and overall support regarding soil and groundwater contamination conditions on Port properties.
- Conducts analysis and makes assessments on Port compliance with regulatory statutes.

#### Regulatory Permitting

- Obtains required permits for Port operations, maintenance, and development of Port assets; and maintains.
- Conducts assessments to ensure 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.).
- Analyzes permit conditions compliance for public access throughout Port.
- Initiates, develops and implements 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 technical expertise and oversight in the development 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 for staff.
- 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.
- 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** 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)

## **PORT ENVIRONMENTAL SUPERVISOR**

### **A. CLASS DEFINITION**

Under general direction, the Port Environmental Supervisor performs supervisory level work in organizing and carrying out environmental programs in support of a broad range of Port maritime, aviation, and commercial real estate plans and projects. The Port Environmental Supervisor is responsible for supervising staff in performing environmental studies, preparing and documenting assessments, managing the environmental review and comment process, and other projects as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Port Environmental Supervisor is a first-line supervisory class that has full responsibility for the activities in the Environmental Department of the Port Engineering and Environmental Programs and Planning Division. The Port Environmental Assessment Supervisor assigns and oversees the work of a staff of planners, scientists, technical, and clerical employees and oversees review of environmental documents analyzing non-Port projects that may impact the Port Area.

### **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. Supervises the activities and assignments of Environmental staff, including hazardous materials surveys, investigations, and disclosure of hazardous conditions in compliance with applicable laws, regulations and Port ordinances. .
2. Assigns, oversees, reviews, and evaluates environmental projects performed by a staff of environmental planners, environmental scientists, and supporting technical and clerical staff to support the goals of the Maritime, Aviation, and Commercial Real Estate Divisions.
3. Implements and supervises an environmental planning and assessment process that insures adequate scope, thorough analysis, regular public participation, timely completion, and complete documentation of environmental studies.
4. Supervises, coordinates, and conducts project regulatory and environmental analysis for Capital Improvement Program projects.
5. Supervises, coordinates, and conducts preparation of Environmental Impact Reports ( and if there is federal funding Categorical Exclusions, Environmental Assessments, etc. ), Categorical Exemptions, Negative Declarations, and other required environmental documents where the Port is the California Environmental Quality Act (CEQA) Lead Agency. Manages the public comment and response process in support of Port capital and private property projects in the Port Area.
6. Supervises, coordinates, and conducts preparation of application for environmental regulatory permits needed for Port projects and programs from a variety of agencies (Bay Conservation and Development Commission, Army Corps of Engineers, Regional and State Water Quality Controls Boards, Bay Area Air Quality Management District, etc.). Also oversees preparation of documents necessary for hazardous materials compliance (Hazardous Materials Business Plans, Spill Prevention, Control and Countermeasures Plan, manifests, etc.).
7. Assures coordination of environmental studies and regulatory permit applications, with revenue divisions, the Environmental Department, Engineering, Legal and other appropriate Port staff

8. Assists in the formulation of Environmental Department policies, the overall work program, and the budget.
9. Evaluates the performance of Environmental staff and recommends merit pay increases to the Environmental Manager and/or Environmental Director.
10. Assists in developing the Port's environmental strategies and in reviewing business strategies for environmental impacts.
11. Supervises assigned staff to ensure that a productive work environment is established and maintained, that acceptable levels of work quantity and quality are met, and that Division and Port policies are understood and followed.
12. Uses a personal computer in conducting analyses, record keeping, report preparation, and other tasks.

**C. KNOWLEDGE, SKILL 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:

- Environmental law, principles, and practices.
- Analytical methods and tools used in environmental assessment, including field sampling, laboratory analysis, statistical analysis, etc.
- Business and technical aspects of maritime, aviation, and commercial real estate operations and their support requirements.
- Sources of information for required studies.
- Personal computer applications.
- Supervisory theory and practice and employee evaluation techniques.

Ability to:

- Plan, assign, review and monitor staff workloads to provide leadership, assistance, and discipline.
- Prepare clear and concise written, graphic, and verbal presentation of complex and/or controversial information.
- Deal effectively with others, including negotiation, persuasion, leadership, productive compromise, and positive discipline.
- Manage large and complex consultant contracts.
- Supervise a work unit independently under general management.
- Conduct and supervise many separate projects concurrently.

- Establish and enforce deadlines.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

**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 extensively 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.

**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 class requires a combination of education and experience reflecting possession of the required knowledge and skills. A typical combination would include a Master's degree from an accredited college or university in Environmental Studies, Planning, Environmental Science, or a related field AND six years experience in a position and field with direct relevance to duties in the Port Environmental Supervisor position, at least two of which must have been in a supervisory capacity.

A bachelor's degree in one of the fields described above PLUS at least one ADDITIONAL year of directly relevant experience may be accepted in Lieu of the Master's degree.

**G. OTHER CHARACTERISTICS**

1. Possession of a valid California Class C driver's license at the time and for the duration of appointment.
2. This classification requires each incumbent to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the Port.

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| <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)<br>Revised |                   |

