Date: March 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, HRM Manager/Staff to the Board
                        Michelle Meyers, Deputy City Attorney
                        Tabitha Pulliam, HR Technician/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR: ACTION

   a) Ratification of Provisional Appointment
      • Program Analyst I

   b) Approval of Revised Classification Specifications
      • Criminalist II
      • Budget Administrator, Assistant (formerly Budget Director, Assistant)
      • Custodian (Port of Oakland)
      • Port Electrician (Port of Oakland)

   c) Approval of Employee Requests for Leave of Absence

3) OLD BUSINESS:

   a) Approval of February 16, 2017 Civil Service Board Meeting Minutes ACTION

   b) Schedule of Outstanding Board Items – no new items to schedule INFORMATION

   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) Request to refer Appeal of Discipline (OPD-2016-AP02) to an External Hearing Officer  
ACTION

b) REMINDER: Statements of Economic Interests - Form 700 due  
INFORMATION

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 20, 2017. All materials related to agenda items must be submitted by Thursday, April 6, 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, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com

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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎？請在會議前五個工作天電郵 civilservice@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY.
DATE: March 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 Program Analyst I (SC – Violence Prevention Data & Evaluation) to be ratified at Civil Service Board Meeting of March 16, 2017

Attached is a request from the Human Services Department to make a provisional appointment to a Program Analyst I (SC – Violence Prevention Data & Evaluation) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Program Analyst I assists in program planning, research, analysis and development; drafts grant proposals and reports; assists in the implementation of programs; provides assistance to community organizations, district boards and citizen advisory bodies; and performs related duties as assigned.

The minimum qualifications for a Program Analyst I (SC – Violence Prevention Data & Evaluation) are: possession of a Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university and one year of professional work experience collecting and analyzing local, state, and federal data and/or program data including the utilization of a data management system that tracks social services programs, funding and outcomes.

The selected candidate meets the minimum qualifications of the Program Analyst I (SC – Violence Prevention Data & Evaluation) classification with a Bachelor’s degree in Social Work, a Master’s degree in Social Work and over three years of responsible work experience with collecting and analyzing local, state, and federal data and program data that includes use of City-Span. 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 March 6, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Program Analyst I (SC – Violence Prevention Data & Evaluation) position in the Human Services Department beginning on March 6, 2017 and ending on or before July 3, 2017.
SCHEDULED MEETING DATE FOR CONSIDERATION: March 16, 2017

AREA REQUESTED

POSITION: Program Analyst I (SC – Violence Prevention Data & Evaluation)  
DEPARTMENT: Human Services 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: 1/25/17  
CURRENT STATUS OF EXAMINATION: Job Announcement scheduled to open March 6, 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 Program Analyst I (SC – Violence Prevention Data & Evaluation) is needed to fulfill frequent data requests by the Mayor’s Office for their top violence prevention strategy, “Ceasefire”.

Other Alternatives Explored and Eliminated: None.

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 impair the Mayor’s violence prevention “Ceasefire” program.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications
- Current Residency Status: Oakland Resident  
- Current Employment Status: Exempt Limited Duration Employee
DEFINITION
Under direction in the Oakland Police Department, performs professional and technical duties related to laboratory examination of physical and chemical analyses of evidence required in scientific criminal investigation; provides expert testimony regarding laboratory findings; and performs related duties as assigned. Areas of examination may include analysis of firearm and toolmark evidence, drug evidence, forensic alcohol analysis, biological evidence, trace evidence, and crime scene processing.

DISTINGUISHING CHARACTERISTICS
Criminalist II is a journey level classification in the Criminalist series. This classification is distinguished from the higher level Criminalist III in that incumbents of the latter work at an advanced journey and/or supervisory level on projects including performing a broader range of duties and projects of the highest complexity. It differs from the Criminalist I in that incumbents of the latter receive on-the-job training while working under close supervision on less complex assignments.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:
Perform physical and chemical examination of evidence using quantitative and qualitative laboratory techniques; evaluate nature, origin and significance of evidence in criminal cases.
Use instrumentation, apparatuses and techniques such as microscopy, electrophoresis and photography applicable to the assigned job category.
Examine and identify controlled substances.
Examine evidence for biological materials and conduct DNA analysis.
Research technical journals, textbooks, chemical manuals and other source materials to determine the best methods of performing analytical testing.
Conduct research into new methods and procedures of scientific criminal investigation.
Perform forensic alcohol analysis.
Make accurate observations regarding examination; prepare detailed notes and comprehensive written reports regarding examinations.
Present fair and impartial court testimony concerning findings as established by laboratory analyses and interpret findings as a qualified expert witness.
Maintain chain of custody and integrity of evidence under their control.
Maintain laboratory equipment, instruments and work areas.
Provide technical training, guidance and advice to less experienced laboratory personnel, law enforcement officers, or other users of laboratory services in the methods of analysis employed in the laboratory and in the methods of collecting and preserving evidence.

May be subject to extended or additional work hours for crime scene duties or other time sensitive work.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Basic principles, methods, materials, and techniques of Criminalistics.
- Basic principles of chemistry, biochemistry, physics, and physiology.
- Statistics and photography as related to Criminalistics. Principles of scientific instruments and apparatus used in a Criminalistics laboratory.
- Recent developments, literature, and sources of information relevant to Criminalistics.

Ability to:

- Conduct various technical, chemical, and other comparative laboratory analyses. Follow detailed technical instructions.
- Make accurate observations.
- Prepare and maintain analytical and other laboratory records and technical reports.
- Communicate clearly in oral and written form.
- Operate instruments and scientific apparatus with skill and care.
- Read, interpret, and follow departmental policies, rules and instructions.
- Use common sense and sound judgment and adopt a quick, effective, and responsible course of action, giving due regard to the circumstances of each situation.
- Testify effectively in court as an expert witness.
- Adhere to the laboratory’s code of ethics.
- Assist in training assigned staff in the fundamentals of Criminalistics and areas of specialization.
- Apply theories and principles of chemistry and forensic science to forensic casework situations.
- Resolve analytical problems arising from casework through consultation of the scientific literature and/or applied research.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATIONS**

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

**Education:**

Graduation from an accredited college or university with a Bachelor’s degree in Criminalistics or a closely related physical or natural science which must include the successful completion of a minimum of 17 semester (or equivalent quarter) units of chemistry course work. Chemistry
coursework must include laboratory and cover general chemistry and organic chemistry. Candidates seeking appointment to a (selectively certified) forensic biology position must meet the FBI DNA Quality Assurance Standards educational standards for DNA Examiner, which require successful completion of nine (9) cumulative semester hours or equivalent that cover the required subject areas of biochemistry, genetics, and molecular biology; and course work or training in statistics and/or population genetics as it applies to forensic DNA analysis.

**Experience:**

Two (2) years of progressively responsible work experience comparable to a Criminalist I in the City of Oakland including a demonstrated skill in two or more areas of Criminalistics or have exceptional documented expertise in a single area.

**LICENSE OR CERTIFICATE**

Possession of Diplomate certification in General Criminalistics issued by the American Board of Criminalistics is desirable. Incumbents are strongly encouraged to attain Diplomate certification by the American Board of Criminalistics in General Criminalistics as well as certification in a relevant specialty area by an external, nationally recognized forensic certifying body within two years of appointment to the position of Criminalist II.

Individuals who are appointed to this position will be required to maintain a valid California Driver’s License throughout the tenure of employment.

**OTHER REQUIREMENTS**

Must be twenty one (21) years of age or older. Must pass a thorough background investigation.

**FLEXIBLE STAFFING**

Incumbents in the Criminalist I classification are eligible to promote to the Criminalist II classification in accordance with established City policy related to flexible staffing.
DATE: March 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 Criminalist II

Based upon a recent exchange between Human Resources Management and the International Federation of Professional and Technical Engineers (IFPTE, Local 21), staff has proposed the revision of the Criminalist II classification specification. The classification specification was initially adopted in April 1993 and was last revised in May 2014.

Pursuant to required procedure, Local 21 was notified of a selective certification job posting for a Criminalist II vacancy with a Firearms specialty. In reviewing the job announcement, union representatives took issue with the subjectivity of a certain phrase on the classification specification. Upon review, HRM is in agreement with the Union about the proposed change in language from “common sense” to “sound judgment.”

A few minor modifications have been proposed to the classification:

- In the Knowledge and Abilities section on Page 2, the seventh Ability statement reflects the change from “common sense” to “sound judgment.”
- Other cosmetic changes in the Distinguishing Characteristics and Experience sections are necessary for alignment with the current classification specification template.

There are four vacancies, including one with the Firearms specialty. A recruitment process is underway, and the job announcement as advertised already includes the aforementioned change to the Ability statement.

Local 21 was informed of the intended course of action to make this minor change. Since the City and the Union were in agreement about altering the Ability statement, and because the other changes are cosmetic in nature, no meeting was necessary to discuss the proposed changes.

Additionally, the Port does not operate any public safety programs. Classifications specifically designed for those programs have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the classification specification for Criminalist II, as amended.

Attachments: Revised classification specification for Criminalist II
DATE: March 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 Revised Classification Specification for Budget Administrator, Assistant (Formerly Budget Director, Assistant)

At the request of the Office of the City Administrator, staff has proposed re-titling Budget Director, Assistant to Budget Administrator, Assistant and revising the existing classification specification. The action is recommended as part of a reorganization in the City Administrator’s Office where the budget administration functions are being moved into the Finance Department. The change has been partly implemented, but will be formalized as part of an amendment to the Municipal Code in companion with the adoption of the two-year budget for Fiscal Year 2017-2019.

The classification specification was originally drafted in 2007 at the request of the Budget Director. A resolution recommending exemption from the provisions of Civil Service was approved by the City Council (C.M.S. 80993) in December 2007. The Civil Service Board accepted the recommendation for exemption and approved the classification specification at its meeting on March 6, 2008. Due to the 2008 economic downturn, the City did not take action at that time to add a position in the budget, so the item was never advanced to Council to add the classification to the City’s Salary Schedule. It is anticipated that the amendment to the Salary Schedule of the Salary Ordinance (No. 12187 C.M.S.) will be scheduled for the April 11, 2017, Finance and Management Committee meeting followed by two readings at successive City Council meetings.

The proposed revisions address the structural change to the reporting relationship of the Budget Office, and update specific duties associated with the position.

This classification is represented by the Confidential Management Employees’ Association (CMEA). The union was notified of the proposed changes and provided with an opportunity to meet and confer. They responded via email on March 10, 2017, that they had no objections to the proposed changes.

Staff recommends that the Civil Service Board approve the title and classification specification for Budget Administrator, Assistant as amended.

Attachment: Revised classification specification for Budget Administrator, Assistant
DEFINITION
Under general direction in a bureau of the Finance Department, assists with planning, organizing, managing and directing the centralized budget and fiscal analytical services for the City; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is a management level classification, responsible for assisting with budgetary planning, fiscal analysis, performance measurement, the Capital Improvement Program (CIP), and long-range financial planning for the City. The incumbent oversees the development, monitoring, and analysis of fiscal systems, with emphasis on the Capital Improvement Program (CIP). This classification, which is exempt from the regulations of the Civil Service Board, performs duties that involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the higher level Budget Administrator in that an incumbent of the latter is a bureau head.

The incumbent receives direction from the Budget Director Administrator and exercises direction over assigned management, professional supervisory, professional, technical and clerical support staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:
- Assist with planning, organizing, and managing the activities of the Budget Office Bureau including City-wide budget development and monitoring, fiscal analytical services, financial planning, expenditure control, system development, revenue forecasting, and performance measurement.
- Assist the Budget Director Administrator with developing and implementing the goals, policies, procedures, and work standards for the Budget Office Bureau.
- Prepare and recommend long-range plans for the Capital Improvement Program (CIP) and other City services and programs; develop specific proposals for action on current and future City capital needs.
- Assist with managing the preparation of a variety of studies and reports relating to current and long-range budgetary needs, operational efficiencies, and productivity; develop specific proposals to meet those needs; review and analyze the fiscal impact on City programs.
- Assist with developing and implementing financial and management systems, policies, procedures, and standards for budget preparation, examination, monitoring, and control.
- Direct the selection, supervision, and work evaluation for division management staff; provide for staff training and development.
Prepare, review or coordinate the preparation of reports and presentations for the City Administrator, City Council, commissions, intergovernmental agencies, and citizen organizations.

Establish and maintain positive working relationships with City officials, intergovernmental agencies, and departmental staff to ensure that budget services are responsive to their diverse needs.

Monitor developments related to budget and financial management systems; evaluate their impact on City operations and implement policy and procedure improvements.

Act as Budget Director Administrator in the Director Administrator’s absence.

**QUALIFICATIONS**

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- The principles and practices of financial and budgetary systems development and administration.
- Federal, state, and local legislative processes and funding practices related to government including legal authority, joint power agreements, and cooperative arrangements.
- Administrative principles and methods, including goal setting, program and policy development and implementation, performance measurement, and employee supervision.
- The principles and practices of contract administration.
- Computer systems and applications.

Ability to:

- Manage and direct comprehensive centralized budgetary and financial planning and control systems.
- Plan, organize, direct, and coordinate a variety of fiscal and budgetary control activities to meet City needs.
- Select, motivate, and evaluate staff and provide for their training and professional development.
- Analyze complex technical and administrative budgetary problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards, internal controls, and performance measures.
- Understand, interpret, explain, and apply relevant city, state, and federal laws and regulations.
- Direct and manage multiple and diverse priorities.
- Communicate effectively orally and in writing.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Utilize computer systems and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION AND EXPERIENCE**

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

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

Education:

A Bachelor's degree from an accredited college or university in public or business administration, economics, accounting, finance or related field. A Master’s degree is highly desirable.

Experience:

Three years of progressively responsible supervisory or managerial experience in budget, analytical, and financial management in a government agency. Experience working with citizen organizations and elected officials is desirable.

LICENSE OR CERTIFICATE

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 ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 03/06/2008  CSB Resolution #:  44523  Salary Ordinance #:
Exempted:  Y ☑  N  Exemption Resolution #:  80993
Revision Date: / /  CSB Resolution #:
Re-titled Date: / /  CSB Resolution #:  Salary Ordinance #:  

(Previous title(s): )
MEMO

To: City of Oakland Civil Service Board

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

Date: March 6, 2017

Subject: Approval of Amendments to the Custodian and Port Electrician Classification Specifications

Amendments classification specifications is critical as the Port endeavors to ensure the organization is positioned to operate efficiently and effectively. In an effort to continuously assess and refine the Port’s classification structure, as well as to maintain compliance with federal and state regulatory requirements, we have amended the Port Electrician and Custodian classification specifications.

The Department of Homeland Security (“DHS”) has strict guidelines that dictate requirements necessary to access secure areas of airports and seaports throughout the nation. Employers that have employees who access secure areas must require that they obtain the requisite background checks and clearances mandated by DHS. Port of Oakland job classifications that require incumbents to access secure areas of Oakland International Airport (“OAK”) and the Oakland seaport in order to perform their duties, are required to obtain the requisite DHS security clearances. At OAK, Custodians and Port Electricians must access the U.S. Customs Border Protection (“CBP”) building to perform their routine tasks and duties. Employees that access and maintain the CBP building are required to apply for and obtain a U.S. Customs Airport Security Check (“Customs Seal”). At the Oakland seaport, employees that access secure areas of the marine terminal facilities are required to obtain a Transportation Worker Identification Credential (TWIC). The Custodian and Port Electrician classification specifications have been amended to include a Customs Seal as a requirement for positions assigned to OAK. The Port Electrician classification specification has been amended to include a Transportation Worker Identification Credential (TWIC) requirement for positions assigned to the Oakland seaport.

The Port met on the proposed amendments with Service Employees International Union, Local 1021, who represents both the Custodian and Port Electrician classifications, and they did not object to the amendments being proposed.

Accordingly, the Port recommends that the Civil Service Board approve the proposed amendments to the Custodian and Port Electrician classification specifications.

Attachments: Custodian - Revised Version
               Custodian - Clean Version
               Port Electrician - Revised Version
               Port Electrician - Clean Version
CUSTODIAN

A. CLASS DEFINITION

Under general supervision, incumbents are assigned to areas to perform a variety of routine and heavy cleaning tasks. Incumbents are expected to do heavy manual work and work unusual hours. In a few cases, incumbents may be required to maintain a building's security by locking doors, preventing vandalism, and reporting "unusual" events to police or management. Incumbents assigned to the airport may assist patrons in a variety of ways including giving directions. There is little consequence of error on the job. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification in the Custodial series. This position is distinguished from the next higher level classification of Lead Custodian in that the latter is responsible for lead worker duties not held by a Custodian.

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. Cleans assigned buildings and areas.
2. Removes trash and recyclables from terminal buildings to trash/recycle chutes and/or outside trash/recycle compactors.
3. Operates electrical trash/recycle compactors.
4. Sweeps outside areas and sidewalks; sweeps and mops rooms, halls, stairways, and public areas; cleans lighting fixtures; tops of windows, doorframes and other high areas; polishes furniture, woodwork, etc.
5. Cleans restrooms; replenishes supplies; washes walls and windows; gathers and disposes of trash and wastes; removes chewing gum.
6. Cleans, waxes, polishes, and shampoos floors and carpets using mechanical cleaners and polishers.
7. Picks up trash, moves objects.
8. Drives to and from work carrying supplies in a pick-up or walk-in van; receives and stores supplies.
9. Gives directions and answers questions to general public.
10. Performs related duties as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

- Common cleaning tools such as mops, brooms, vacuums, scouring devices, wax applicators, outdoor sweepers, power floor waxers and polishers, etc.
- Proper handling of cleaning chemicals and materials.
- Safety practices and procedures in handling cleaning chemicals and equipment.

Ability to:

- Operate large ride-on cleaning equipment, etc.
- Follow oral and written instructions.
- Perform routine repetitive tasks on a continuous basis.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Work under deadlines and coordinate several concurrent assignments.
- Work with minimum supervision.

D. PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel; use hands to correctly measure and mix solutions from concentrate; push, pull and manipulate cleaning machinery and non-mechanical tools (e.g. mops and brooms); carry or move objects; climb or balance; use hand or power tools to assemble, set-up, move, or disassemble furniture; and, employ eye, hand and foot coordination to operate a motor vehicle in conformance with Port policies and the State Vehicle Code. The employee must occasionally lift 50 pounds and/or move wheeled machinery up to 150 pounds.

E. WORK ENVIRONMENT

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

The employee typically works in an air-conditioned building where airborne particles or fumes may exist, but is also required to work outdoors in a variety of weather. The employee frequently works near moving mechanical parts; in high, precarious places; with caustic cleaning solutions and chemicals; with risk of electrical shock, puncture wounds, and exposure to biohazards; and, with a variety of noise levels. The employee is subject to interruption from passengers and visitors, or other personnel.

F. EDUCATION AND EXPERIENCE

This position requires education and experience demonstrating possession of the knowledge, skills, and abilities described above. A typical combination would include
graduation from high school or its equivalent plus one year of experience performing custodial work at a heavy traffic facility with high interface with the public.

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C Driver License at the time and for the duration of appointment.

2. Positions in this classification may be assigned to the Airport and requires each incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. In addition, the incumbent in this position will be required to 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.

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<td>June 6, 1989 (PO 2879)</td>
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PORT ELECTRICIAN

A. **CLASS DEFINITION**

Under general supervision, the incumbent is responsible for installing, maintaining, repairing and servicing both high and low voltage electrical systems. The incumbent observes proper work procedures and safety standards and meets the prescribed standards of the craft. The work requires thorough job knowledge and incumbents are expected to be fully qualified as electricians on both high and low voltage systems. A Port Electrician may direct the work of other Port Electricians, Electrician Helpers, Semiskilled Laborers, Youth aides or Construction aides. Performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**
This is a journey-level classification whose incumbents perform the full scope of skilled electrician duties.

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

1. Installs, maintains and services high voltage (601 volts to 12,000 volts) power distribution systems and lighting systems.

2. Installs and maintains electrical revenue metering systems for both high and low voltage electrical power service.

3. Installs, maintains and services conduits, cables, regulators, transformers, pull boxes and switches, fire and other alarm systems, indoor and outdoor lighting systems and railroad crossing control signals.

4. Services and repairs pumps, starters, motors, and various other types of electrical equipment and apparatus; repairs and replaces broken or defective parts in motors, switches and fixtures etc.

5. Tests for, locate, and repairs trouble in high and low voltage electrical circuits and equipment; does some minor repairs and trouble shooting on communication systems.

6. Replace and test high and low voltage fuses and beakers.

7. Replace and troubleshoot interior lighting, street lighting, area lighting, and airfield lighting, including associated equipment and controls.

8. Plans electrical installation methods and installs electrical equipment and devices per the National Electrical Code (NEC).

9. Reads circuit diagrams and construction plans; compiles materials lists for construction projects from plans; keeps records.

10. Splices and terminates high voltage cable and wire for underground and overhead HV feeders.

11. Performs other related work as assigned.
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:

- Power transformer connections, power distribution switchgear and operating procedures.
- Electrical systems in utility, industrial and commercial building construction.
- Practices, tools, test meters, equipment and materials used in high and low voltage electrical trades.
- Installation, operation and maintenance of electrical equipment.
- Safety equipment used and safety hazards encountered in working with or around energized lines and equipment involving high and low voltages.

Ability to:

- Work with high voltage systems (12KV) safely and efficiently.
- Read and interpret electrical construction plans and diagrams of electrical circuits.
- Learn and interpret national, state and local codes and regulations.
- Work safely both indoors and outdoors with or near energized lines and electrical equipment.
- Perform heavy manual work.
- Operate motorized equipment.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Work under deadlines and coordinate several concurrent assignments.
- Work with minimum supervision.

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 specifications, plans, diagrams, manuals, and other documents; to have color vision sufficient to distinguish color coded wires; to have hearing sufficient to hear traffic sounds, warnings; to have fine motor control to manipulate electrical tools and wires; to have physical agility to kneel, stoop, crawl, and to climb and work in high places; to reach above and below shoulder height; and to twist and bend neck in the course of work. 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 incumbent may work indoors and outdoors in a variety of weather conditions.

F. **EDUCATION AND EXPERIENCE**

This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include graduation from high school or equivalent plus completion of an approved four-year electrician apprenticeship program with training in high voltage or other acceptable electrician-training program.

G. **OTHER CHARACTERISTICS**

1. Must possess a valid California Class C driver's license at the time and for the duration of appointment.

2. Must be available for on-call duty as required by emergency situations, or as required for uninterrupted Port operations.

3. Incumbents in this classification may be assigned either to the airport or harbor work location. If a position in this classification is assigned to the Airport, it requires incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. In addition, the incumbent assigned to the airport in this position will be required to 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. This status must be maintained for the duration of employment at the airport.

4. If a position in this classification is assigned to the harbor work location the Department of Homeland Security requires all employees to be in possession of a Transportation Worker Identification Credential (TWIC). This status must be maintained for the duration of employment at the Harbor.

| CLASS CODE: | 10136 |
| STANDARD HOURS-DAY/WEEK: | 7.2/Day – 36/Week |
| CS STATUS: | Classified |
| FLSA: | Non-Exempt |
| Classification Created as Port Electrician: (Port Ordinance) | July 1, 1953 (867) |
| Title change: Electrician | February 5, 1960 (1110) |
| Change to Electrician Class ‘A’ and Electrician Class ‘B’ | October 25, 1972 (1769) |
| Title change: Electrician | July 1, 1977 (2115) |
| Title change: Port Electrician: | April 1, 1980 (2295) |
Unpaid Leave of Absence

Leave Type:
- [x] FCL - Family Care Extended
- [ ] FDN - Family Death (no pay)
- [ ] MNP - Military Leave (no pay)
- [ ] SLV - Sick Leave (no pay)
- [ ] ANP = Miscellaneous (no pay)
- [ ] Maternity Leave (no pay)

Employee's Name: Ashley Bonifacio
Employee's ID: 22258
Today's Date: 1/18/17

Department/Division: Oakland Public Library
Employee Job Title: Librarian I

Request: 187.5 hours
No. of Days or Hours
Days Hours
Select Days or Hours
From: 8/1/17 To: 1/27/18

Unpaid Leave Taken This Year?
- [ ] Yes
- [x] No
If yes, what type of leave: FML

Comparison of Different Leave Types

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Maximum Duration</th>
<th>Keep Accrued Seniority?</th>
<th>Accrue Seniority?</th>
<th>Keep Health Benefits?</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCL</td>
<td>4 mos*</td>
<td>Yes</td>
<td>No</td>
<td>Depends*</td>
<td>Comb. of paid &amp; unpaid leave</td>
</tr>
<tr>
<td>FDN</td>
<td>5 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Family death leave (paid) exhausted</td>
</tr>
<tr>
<td>MNP</td>
<td>1 year</td>
<td>Yes</td>
<td>Yes</td>
<td>For 5 mos*</td>
<td>For military training and service</td>
</tr>
<tr>
<td>SLV</td>
<td>1 year</td>
<td>Yes</td>
<td>No</td>
<td>No*</td>
<td>Sick leave (paid) exhausted</td>
</tr>
<tr>
<td>ANP</td>
<td>1 year</td>
<td>Yes</td>
<td>No</td>
<td>No*</td>
<td>Miscellaneous leave (no pay)</td>
</tr>
<tr>
<td>P</td>
<td>1 year</td>
<td>No</td>
<td>No</td>
<td>No*</td>
<td>Maternity Leave</td>
</tr>
</tbody>
</table>

* 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.

Employee's Signature: Ashley Bonifacio
Date: 1/18/17

Civil Service Board Approval
Date

Department Head Approval
Date: 1/18/17

City Manager Approval
Date

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

Employee's Name: CHEUNG, JANET
Employee's ID: 11746-2
Today's Date: 1/12/2017

Department/Division: LIBRARY
Employee Job Title: SENIOR LIBRARIAN

Request: 20 Days
No of Days or Hours: 20
Select Days or Hours: 20

Unpaid Leave Taken This Year? Yes

From: 6/10/17
To: 7/11/2017

Comparison of Different Leave Types

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Maximum Duration</th>
<th>Keep Accrued Seniority?</th>
<th>Accrue Seniority?</th>
<th>Keep Health Benefits?</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4 mos*</td>
<td>Yes</td>
<td>No</td>
<td>Depends*</td>
<td>Comb. of paid &amp; unpaid leave</td>
</tr>
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<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>MNP</td>
<td>1 year</td>
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<td>Yes</td>
<td>For 5 mos*</td>
<td>For military training and service</td>
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<tr>
<td>SLV</td>
<td>1 year</td>
<td>Yes</td>
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<td>No*</td>
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<tr>
<td>ANP</td>
<td>1 year</td>
<td>Yes</td>
<td>No</td>
<td>No*</td>
<td>Miscellaneous leave (no pay)</td>
</tr>
<tr>
<td>P</td>
<td>1 year</td>
<td>No</td>
<td>No</td>
<td>No*</td>
<td>Maternity Leave</td>
</tr>
</tbody>
</table>

* Additional Information

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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.

Employee's Signature: Janette
Date: 1/12/2017

Civil Service Board Approval: 
Date: 

Department Head Approval: 
Date: 1/26/17

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
Unpaid Leave of Absence

Employee's Name: Godofredo Dizon  
Employee's ID: A22A  
Today's Date: 2/14/17

Department/Division: Office of the City Clerk  
Employee Job Title: Cable Ops Tech.

Request: 74 days  
No. of Days or Hours: 74

Unpaid Leave Taken This Year?  
☐ Yes  ☑ No  
If yes, what type of leave

Comparison of Different Leave Types

<table>
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<tr>
<th>Leave Type</th>
<th>Maximum Duration</th>
<th>Keep Accured Seniority?</th>
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<td>Yes</td>
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<td>Yes</td>
<td>For 5 mos*</td>
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<tr>
<td>SLV</td>
<td>1 year</td>
<td>Yes</td>
<td>No</td>
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<td>1 year</td>
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<tr>
<td>P</td>
<td>1 year</td>
<td>No</td>
<td>No</td>
<td>No*</td>
<td>Maternity Leave</td>
</tr>
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* Additional Information

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Employee's Signature:  
Date: 2/14/17

Civil Service Board 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
DATE: February 16, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS PRESENT: Chair, Andrea Gourdine; Alex Drexel (Arrived@5:48pm); Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin

BOARD MEMBERS ABSENT: Vice Chair, David Jones; Lauren Baranco

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

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR:

   a) Ratification of Provisional Appointment
      
      • Project Manager II

   b) Approval of Revised Classification Specifications

      44839 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the items as amended on the Consent Calendar. The motion passed.

      Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Levin
              Board Member Noes: 0 – None
              Board Member Abstentions: 0 – None
              Board Members Absent: 3 – Baranco, Drexel, Jones

      • Note: Board Member Drexel arrived after the vote was taken on the Consent Calendar
3) OLD BUSINESS:

a) Approval of January 19, 2017 Civil Service Board Meeting Minutes

   A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the classification specification. The motion passed.

   Votes: Board Member Ayes: 4 – Gourdine, Hudson-Harmon, Johnson, Levin
          Board Member Noes: 0 – None
          Board Member Abstentions: 0 – None
          Board Members Absent: 3 – Baranco, Drexel, Jones

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 Job Classification Specification:

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

   A motion was made by Board Member Hudson-Harmon and seconded by Board Member Drexel to approve the classification specification. The motion passed.

   Votes: Board Member Ayes: 5 – Drexel, Gourdine, Hudson-Harmon, Johnson, Levin
          Board Member Noes: 0 – None
          Board Member Abstentions: 0 – None
          Board Members Absent: 2 – Baranco, Jones
b) New Job Classification Specifications (Port):
   • Port Assistant Environmental Planner/Scientist
   • Port Associate Environmental Planner/Scientist
   • Port Environmental Supervisor

   **44842** A motion was made by Board Member Johnson and seconded by Board Member Levin to approve the classification specification. The motion passed.

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

   **ADJOURNMENT:** The meeting was adjourned at 6:15 p.m.

   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, 2nd floor
   Oakland, CA 94612
   civilservice@oaklandnet.com

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

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

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

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Classification</th>
<th>Dept.</th>
<th>Action Pending</th>
<th>Date Received</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFD-2016-AP01</td>
<td>Firefighter (Keefer)</td>
<td>Fire</td>
<td>6.05 Appeal of Probationary Removal/Demotion</td>
<td>Jan. 25, 2016</td>
<td>Settlement discussions continue.</td>
</tr>
<tr>
<td>OPD-2016-AP01</td>
<td>Police Service Technician II (Calvin)</td>
<td>Police</td>
<td>10.03 Appeal of Discipline</td>
<td>Dec 15, 2016</td>
<td>Request to refer to external hearing officer on agenda for 3/16/17</td>
</tr>
</tbody>
</table>

### 2. UNDER REVIEW

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Classification</th>
<th>Dept.</th>
<th>Action Pending</th>
<th>Date Received</th>
<th>Notes</th>
</tr>
</thead>
</table>

### 3. CLOSED

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Classification</th>
<th>Dept.</th>
<th>Action Pending</th>
<th>Date Received</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFD-2016-AP02</td>
<td>Firefighter (Hung)</td>
<td>Fire</td>
<td>6.05 Appeal of Probationary Removal/Demotion</td>
<td>Jan. 21, 2016</td>
<td>Settlement reached.</td>
</tr>
</tbody>
</table>
DATE: March 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

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 February 16, 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 24, 2017 there are a total of sixty-seven (67) employees in the TCSE (15), TCSE/Annuitant (36), and ELDE (16) categories. Thirteen (13) assignments were closed, and six (6) new assignments were added. Of the total, four (4) are reported as non-compliant with Rule 5.06.

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

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

Of the total sixty-seven (67) temporary assignments, we are reporting four (4) in this period as out of compliance with Rule 5.06.

- Three (3) of the 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 issues.
- One (1) TCSE assignment in Economic & Workforce Development (EWD) has continued since August 2015. The assignment was first initiated to address a temporary need for program support, understanding that there may be a need to create a permanent assignment – either full time or permanent part time; at that time the appropriate classification was not yet identified. The position will be allocated as an Urban Economic Analyst IV, PPT. HRM is now in discussion with the department regarding a recruitment to fill the position permanently. Staff from EWD were asked to attend the Civil Service Board’s meeting to be available to respond to questions.

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 24, 2017
B. TCSE/ELDE Compliance Trend Chart: As of February 24, 2017
<table>
<thead>
<tr>
<th>DEPT</th>
<th>LAST_NAME</th>
<th>FIRST_NAME</th>
<th>ORG</th>
<th>JOB_DATE</th>
<th>TYPE</th>
<th>NOTES</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY ADMINISTRATOR</td>
<td>Singer</td>
<td>Carl</td>
<td>02491 - Oakland Animal Services</td>
<td>2/3/2001</td>
<td>TCSE</td>
<td>Separated 2/8/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>CITY ATTORNEY</td>
<td>Ericsson</td>
<td>Kristin</td>
<td>04111 - City Attorney Administration Unit</td>
<td>9/26/2016</td>
<td>Annuitant</td>
<td>Separated 2/3/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>CITY AUDITOR</td>
<td>Hallock</td>
<td>Jenifer</td>
<td>07111 - City Auditor Unit</td>
<td>12/19/2016</td>
<td>ELDE</td>
<td>Appointed to Performance Auditor from eligible list 2/25/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>CITY AUDITOR</td>
<td>Pringle</td>
<td>Kimberly</td>
<td>07111 - City Auditor Unit</td>
<td>2/16/2016</td>
<td>TCSE</td>
<td>Separated 1/13/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>ECON &amp; WORKFORCE</td>
<td>Rodriguez</td>
<td>Sophia</td>
<td>85221 - Project Implementation: Staffing</td>
<td>3/28/2016</td>
<td>TCSE</td>
<td>Appointed provisionally 3/8/17 while recruitment is conducted.</td>
<td>CLOSED</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>Rice</td>
<td>Erica</td>
<td>78311 - Policy &amp; Planning</td>
<td>1/4/2016</td>
<td>ELDE</td>
<td>Separated 1/13/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>Pragasa</td>
<td>Romulo</td>
<td>78241 - Year Round Lunch Program Unit</td>
<td>6/30/2015</td>
<td>Annuitant</td>
<td>Separated 1/13/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td>Walcott</td>
<td>Diana</td>
<td>75631 - Senior Center Unit</td>
<td>8/15/2016</td>
<td>ELDE</td>
<td>Separated 2/21/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>MAYOR</td>
<td>Karchmer</td>
<td>Joanne</td>
<td>01111 - Mayor - Administration Unit</td>
<td>8/22/2016</td>
<td>TCSE</td>
<td>Appointed as Special Asst to Mayor 1/10/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>POLICE</td>
<td>Causapin</td>
<td>Nicole</td>
<td>102310 - Criminal Investigations</td>
<td>6/20/2016</td>
<td>ELDE</td>
<td>Separated 12/28/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>POLICE</td>
<td>Richardson</td>
<td>Darryl</td>
<td>106510 - Fiscal Services</td>
<td>9/6/2016</td>
<td>TCSE</td>
<td>Appointed to exempt Support Services Manager position 2/14/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>Bell</td>
<td>Alexandria</td>
<td>30112 - Human Resources</td>
<td>1/4/2017</td>
<td>ELDE</td>
<td>Separated 2/24/17</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td>Corso</td>
<td>Debra</td>
<td>30112 - Human Resources</td>
<td>8/15/2016</td>
<td>Annuitant</td>
<td>Temporary operational support for preparation of the bi-annual budget</td>
<td>NEW</td>
</tr>
<tr>
<td>HOUSING</td>
<td>Dizon</td>
<td>Benjamin</td>
<td>89939 - Municipal Lending</td>
<td>2/27/2017</td>
<td>Annuitant</td>
<td>Providing training to new staff.</td>
<td>NEW</td>
</tr>
<tr>
<td>MAYOR</td>
<td>Cortes</td>
<td>Audrey</td>
<td>01111 - Mayor - Administration Unit</td>
<td>2/16/2016</td>
<td>ELDE</td>
<td>Backfill for Mayor's staff out on extended leave.</td>
<td>NEW</td>
</tr>
<tr>
<td>PLANNING &amp; BUILDING</td>
<td>Borjon</td>
<td>Agustin</td>
<td>84229 - Zoning</td>
<td>2/27/2017</td>
<td>Annuitant</td>
<td>Assisting with peak work demands.</td>
<td>NEW</td>
</tr>
<tr>
<td>PLANNING &amp; BUILDING</td>
<td>Poon</td>
<td>Sammi</td>
<td>84421 - Engineering: Permit Center</td>
<td>2/14/2017</td>
<td>TCSE</td>
<td>Assisting with peak work demands.</td>
<td>NEW</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>Douglas</td>
<td>Breanna</td>
<td>30131 - Public Works Call Center</td>
<td>2/14/2017</td>
<td>Annuitant</td>
<td>Assisting with peak work demands pending budget action.</td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>Winston</td>
<td>Cotys</td>
<td>30131 - Public Works Call Center</td>
<td>2/14/2017</td>
<td>ELDE</td>
<td>Assisting with peak work demands pending budget action.</td>
<td>NEW</td>
</tr>
<tr>
<td>COMPLIANT (57)</td>
<td>Brown</td>
<td>Kathleen</td>
<td>02491 - Oakland Animal Services</td>
<td>10/11/2016</td>
<td>TCSE</td>
<td>Temporary supervisory and training operational support.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>CITY ADMINISTRATOR</td>
<td>Roy</td>
<td>Ayushi</td>
<td>02111 - City Manager Administration Unit</td>
<td>6/27/2016</td>
<td>ELDE</td>
<td>Temporary City Communications support, project liaison and scheduling of tasks.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>CITY ADMINISTRATOR</td>
<td>Steinzig</td>
<td>Raphaelle</td>
<td>02111 - City Manager Administration Unit</td>
<td>6/27/2016</td>
<td>TCSE</td>
<td>Temporary assignment translating complex government language and processes to</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>CITY AUDITOR</td>
<td>Carnes</td>
<td>Mark</td>
<td>07111 - City Auditor Unit</td>
<td>2/11/2017</td>
<td>ELDE</td>
<td>Temporary assignment unit recruitment is completed.</td>
<td>COMPLIANT</td>
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<tr>
<td>CITY CLERK</td>
<td>Abney</td>
<td>Michelle</td>
<td>03121 - City Clerk Unit</td>
<td>8/1/2016</td>
<td>Annuitant</td>
<td>Providing training to new staff.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>CITY COUNCIL</td>
<td>Davenport Jr.</td>
<td>Mayo</td>
<td>00911 - Council At Large Unit</td>
<td>9/6/2016</td>
<td>TCSE</td>
<td>Temporary operational support.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>DEPT</td>
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<td>FIRST_NAME</td>
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<td>TYPE</td>
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</tr>
<tr>
<td>CITY COUNCIL</td>
<td>Lopes</td>
<td>Joyce</td>
<td>00011 - Council Administration Unit</td>
<td>10/4/2016</td>
<td>Annuitant</td>
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<td>COMPLIANT</td>
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<tr>
<td>ECON &amp; WORKFORCE</td>
<td>Muse</td>
<td>Angela</td>
<td>85311 - Workforce Development</td>
<td>7/5/2016</td>
<td>TCSE</td>
<td>Temporary assignment providing data analysis to the Economic and Workforce</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>ECON &amp; WORKFORCE</td>
<td>Saxe</td>
<td>Joseph</td>
<td>85521 - Public Art</td>
<td>5/2/2016</td>
<td>TCSE</td>
<td>Temporary assignment supporting Public Art</td>
<td>COMPLIANT</td>
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<tr>
<td>FIRE</td>
<td>Diaz</td>
<td>Luis</td>
<td>20241 - Fire Communications Unit</td>
<td>1/14/2017</td>
<td>ELDE</td>
<td>Temporary pending creation of Fire Comm Mgr in the Salary Schedule. (in Council)</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>FIRE</td>
<td>Hutchens</td>
<td>Gail</td>
<td>20711 - Emergency Services Program Unit</td>
<td>7/29/2016</td>
<td>TCSE</td>
<td>Temporary operational support as revised class spec under further review by HRM</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>FIRE</td>
<td>Kaplan</td>
<td>Joshua</td>
<td>20711 - Emergency Services Program Unit</td>
<td>3/12/2016</td>
<td>TCSE</td>
<td>Temporary assignment under Fire Marshal and Vegetation Management Supervisor</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>FIRE</td>
<td>Rodgers</td>
<td>Camille</td>
<td>20371 - Vegetation Management Unit</td>
<td>5/23/2016</td>
<td>Annuitant</td>
<td>Temporary assignment under Fire Marshal and Vegetation Management Supervisor</td>
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<tr>
<td>HOUSING</td>
<td>Laron</td>
<td>Caroline</td>
<td>89969 - Residential Rent Arbitration</td>
<td>8/15/2016</td>
<td>Annuitant</td>
<td>Temporary Assignment supporting the Residential Rent Arbitration Program</td>
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<tr>
<td>HUMAN RESOURCES</td>
<td>McKinney-Linderme</td>
<td>Kimberley</td>
<td>05211 - Employment and Classification Unit</td>
<td>11/7/2016</td>
<td>Annuitant</td>
<td>Temporary analyst support to address recruitment backlog.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>Decuir</td>
<td>Roslynn</td>
<td>78241 - Year Round Lunch Program Unit</td>
<td>5/23/2016</td>
<td>TCSE</td>
<td>Temporary food program coordinator for USDA compliance for the Summer Food</td>
<td>COMPLIANT</td>
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<tr>
<td>HUMAN SERVICES</td>
<td>Gilmore</td>
<td>Andrea</td>
<td>75621 - Oakland Paratransit for the Elderly and Disabled Unit</td>
<td>7/18/2016</td>
<td>ELDE</td>
<td>Temporary operational support during Cityspan/OPED transition</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>Norris</td>
<td>Tabia</td>
<td>78251 - Youth Services</td>
<td>5/23/2016</td>
<td>ELDE</td>
<td>Temporary operational support for Youth Services Program</td>
<td>COMPLIANT</td>
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<tr>
<td>HUMAN SERVICES</td>
<td>Shah</td>
<td>Mona</td>
<td>78311 - Policy &amp; Planning</td>
<td>8/15/2016</td>
<td>ELDE</td>
<td>Temporary project and planning support</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>Cox</td>
<td>Amber</td>
<td>46461 - Project Coordination</td>
<td>11/21/2016</td>
<td>ELDE</td>
<td>Temporary operational support for Oracle upgrade project</td>
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<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>Macias</td>
<td>Dalia</td>
<td>46461 - Project Coordination</td>
<td>5/9/2016</td>
<td>ELDE</td>
<td>Temporary assignment assisting with implementation of the Acela platform.</td>
<td>COMPLIANT</td>
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<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>Zhu</td>
<td>Krista</td>
<td>34111 - Admin: Planning, Building &amp; Neighborhood Preservation</td>
<td>1/30/2017</td>
<td>ELDE</td>
<td>Temporary assignment assisting with implementation of the Acela platform.</td>
<td>COMPLIANT</td>
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<tr>
<td>MAYOR</td>
<td>Hegler</td>
<td>Terrell</td>
<td>01111 - Mayor - Administration Unit</td>
<td>4/15/2016</td>
<td>ELDE</td>
<td>Temporary administrative support serving as Assistant to the Deputy Chief of Staff</td>
<td>COMPLIANT</td>
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<tr>
<td>MAYOR</td>
<td>O'Doherty</td>
<td>Keara</td>
<td>01111 - Mayor - Administration Unit</td>
<td>4/15/2016</td>
<td>TCSE</td>
<td>Temporary administrative support serving as Special Assistant/Office Manager</td>
<td>COMPLIANT</td>
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<tr>
<td>PARKS &amp; RECREATION</td>
<td>Lewis</td>
<td>Theda</td>
<td>504320 - Malonga Casquelourd Center</td>
<td>10/11/2016</td>
<td>ELDE</td>
<td>Temporary support of SROs at the Malonga Casquelourd Center for the Arts.</td>
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<tr>
<td>PLANNING &amp; BUILDING</td>
<td>Chancy-Williamson</td>
<td>Sylvia</td>
<td>84229 - Zoning</td>
<td>2/28/2016</td>
<td>Annuitant</td>
<td>Temporary support of planning compliance backlog</td>
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<tr>
<td>PLANNING &amp; BUILDING</td>
<td>McGowan</td>
<td>Patricia</td>
<td>94111 - Admin: Planning, Building &amp; Neighborhood Preservation</td>
<td>8/15/2016</td>
<td>ELDE</td>
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<td>COMPLIANT</td>
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<tr>
<td>PLANNING &amp; BUILDING</td>
<td>Smart</td>
<td>Gloria</td>
<td>84421 - Engineering: Permit Center</td>
<td>3/16/2015</td>
<td>TCSE</td>
<td>Temporary pending identifying Part Time Job Class for ongoing support</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>POLICE</td>
<td>Byer</td>
<td>Judy</td>
<td>106610 - Background &amp; Recruiting</td>
<td>3/12/2016</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>POLICE</td>
<td>Chey</td>
<td>Tae</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>POLICE</td>
<td>Christmas</td>
<td>Ernest</td>
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<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Fisher</td>
<td>James</td>
<td>106610 - Background &amp; Recruiting</td>
<td>10/12/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Flynn</td>
<td>Dana</td>
<td>106610 - Background &amp; Recruiting</td>
<td>10/12/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Gatke</td>
<td>James</td>
<td>102120 - Property and Evidence</td>
<td>4/11/2016</td>
<td>ELDE</td>
<td>Temporary assignment until recruitment to RI currently vacant position is completed</td>
<td>COMPLIANT</td>
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<tr>
<td>DEPT</td>
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<td>JOB_DATE</td>
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<td>POLICE</td>
<td>Gonzales</td>
<td>Jesse</td>
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<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Hassna</td>
<td>Jeffrey</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Hicks</td>
<td>Mark</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>POLICE</td>
<td>Hill</td>
<td>Barbara</td>
<td>103310 - Communications Unit</td>
<td>2/2/2015</td>
<td>Annuitant</td>
<td>Retired Dispatcher providing intermittent emergency coverage.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>POLICE</td>
<td>Johnon</td>
<td>Carmen</td>
<td>106610 - Background &amp; Recruiting</td>
<td>1/18/2014</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
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<td>106610 - Background &amp; Recruiting</td>
<td>1/18/2014</td>
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<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Lau</td>
<td>Peter</td>
<td>106610 - Background &amp; Recruiting</td>
<td>10/10/2015</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<td>POLICE</td>
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<td>Delores</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<td>POLICE</td>
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<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<tr>
<td>POLICE</td>
<td>Mestas</td>
<td>Alfred</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
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<tr>
<td>POLICE</td>
<td>Nguyen</td>
<td>Hung</td>
<td>106610 - Background &amp; Recruiting</td>
<td>1/30/2016</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<tr>
<td>POLICE</td>
<td>Parker</td>
<td>Norma</td>
<td>106610 - Background &amp; Recruiting</td>
<td>3/17/2014</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<tr>
<td>POLICE</td>
<td>Pressnell</td>
<td>Edward</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>POLICE</td>
<td>Quintero</td>
<td>Joseph</td>
<td>106610 - Background &amp; Recruiting</td>
<td>10/12/2013</td>
<td>Annuitant</td>
<td>Retired Dispatcher providing intermittent emergency coverage.</td>
<td>COMPLIANT</td>
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<td>POLICE</td>
<td>Smith</td>
<td>Phyliss</td>
<td>103310 - Communications Unit</td>
<td>7/20/2015</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<td>POLICE</td>
<td>Taylor</td>
<td>Mayumi</td>
<td>106610 - Background &amp; Recruiting</td>
<td>9/23/2013</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<tr>
<td>POLICE</td>
<td>Thurston</td>
<td>Steven</td>
<td>106610 - Background &amp; Recruiting</td>
<td>1/30/2016</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<tr>
<td>POLICE</td>
<td>Yelder</td>
<td>Ronald</td>
<td>106610 - Background &amp; Recruiting</td>
<td>1/30/2016</td>
<td>Annuitant</td>
<td>Per MOU Agreement; Annuitant supporting OPD backgrounding.</td>
<td>COMPLIANT</td>
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<tr>
<td>PUBLIC ETHICS</td>
<td>Brown</td>
<td>Kelcie</td>
<td>65111 - Public Ethics Commission</td>
<td>11/7/2016</td>
<td>TCSE</td>
<td>Temporary operational support</td>
<td>COMPLIANT</td>
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<tr>
<td>PUBLIC WORKS</td>
<td>Hernandez</td>
<td>Carlos</td>
<td>85311 - Workforce Development</td>
<td>7/18/2016</td>
<td>ELDE</td>
<td>Temporary assignment providing support to East Bay Bike Sharing Project.</td>
<td>COMPLIANT</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>Obgiamichael</td>
<td>Letterbhan</td>
<td>30121 - PWA Fiscal Services</td>
<td>11/7/2016</td>
<td>TCSE</td>
<td>Temporary operational support for budget preparation.</td>
<td>COMPLIANT</td>
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<tr>
<td>CITY ADMINISTRATOR</td>
<td>Hollenback</td>
<td>Joy</td>
<td>02491 - Oakland Animal Services</td>
<td>9/14/2015</td>
<td>TCSE</td>
<td>Part time veterinarian. HRM: salary survey conducted, preparing recommendations.</td>
<td>NON-COMPLIANT</td>
</tr>
<tr>
<td>CITY ADMINISTRATOR</td>
<td>Rozycki</td>
<td>Ari</td>
<td>02491 - Oakland Animal Services</td>
<td>2/18/2015</td>
<td>TCSE</td>
<td>Part time veterinarian. HRM: salary survey conducted, preparing recommendations.</td>
<td>NON-COMPLIANT</td>
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<tr>
<td>ECON &amp; WORKFORCE</td>
<td>Lang</td>
<td>Janice</td>
<td>85221 - Project Implementation:Staffing</td>
<td>8/3/2015</td>
<td>TCSE</td>
<td>Temporary operational support pending creation of permanent position.</td>
<td>NON-COMPLIANT</td>
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<tr>
<td>FIRE</td>
<td>Kelly</td>
<td>Michael</td>
<td>20815 - U.S.A.R</td>
<td>1/24/2005</td>
<td>Annuitant</td>
<td>Part time veterinarian. HRM: salary survey conducted, preparing recommendations.</td>
<td>NON-COMPLIANT</td>
</tr>
</tbody>
</table>

As of: February 24, 2017
Data as of February 24, 2017
March 9, 2017

Oakland Civil Service Board
Attn: Tabitha Pulliam
150 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612

Re: Civil Service Board Appeal of Disciplinary Action, Belinda Calvin
Request for Appointment of Hearing Officer
For March 16, 2017 meeting

Dear Chairperson and Members of the Civil Service Board:

The City of Oakland submits this letter asking that the Civil Service Board (CSB) designate an outside hearing officer to conduct a hearing and make recommended findings in the appeal of Belinda Calvin. Ms. Calvin agrees that the appeal should be handled by an outside hearing officer (See enclosed email confirmation from Ms. Calvin.)

Both parties anticipate at least one full day (8 hours) to present their case. Rule 10 of the Personnel Manual allows the CSB to appoint a hearing officer where a lengthy hearing is anticipated. In this case, the CSB will not have time to hear the entire appeal during its regularly scheduled monthly meeting and a hearing officer is by far the most efficient route by which to conduct this appeal.

Very truly yours,

BARBARA J. PARKER
City Attorney

By:

VERONICA L. HARRIS
Deputy City Attorney

Encl:
cc: Belinda Calvin, Appellant
     Kip Walsh, HR Manager

2084687
Good afternoon Ms. Harris,

I am confirming that I agreed to have my appeal handled by an "outside" hearing officer.

Respectfully,

Belinda Calvin

Good afternoon Belinda,

I'm writing to confirm that, per our conversation a few minutes ago, you agree that the CSB should appoint an outside hearing officer to handle your appeal.

Regards,

Veronica

Veronica L. Harris, Deputy City Attorney
Office of Oakland City Attorney Barbara J. Parker
One Frank H. Ogawa Plaza, Sixth Floor
Oakland, California 94612
Phone: (510) 238-3894
Fax: (510) 238-6500

www.oaklandcityattorney.org

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March 1, 2017

SUBJECT: 2016/2017 City of Oakland Form 700 - 30+ day Pre-filing Courtesy Reminder

Dear Required Filer,

The City of Oakland's Conflict of Interest Code designates your position as a required filer of the annual Statement of Economic Interests (Form 700). This email serves as a filing reminder.

The mandatory filing deadline is April 3, 2017. Late filings will be subject to a penalty of $10 per day up to $100.

FILING OPTIONS -

E-File Quickly Online from any accessible location!

To ensure swift compliance with the filing deadline, it is recommended filers use the online filing system which can be accessed at: https://netfile.com/filer. Online filing of Form 700 is free and available 24/7 from any computer with online access. Once online filing is completed, no further action is required.

*NEW E-FILERS OR THOSE WHO FORGOT THEIR PASSWORD* If you are new to the system, click on the "New User? Request a Password" link and you will be e-mailed a unique password to use to log in to the system. Returning filers who have lost or forgotten their passwords may use the "Lost Your Password?" link on the portal to have the system automatically e-mail a new password. Your old password then becomes invalid. Tutorials are also posted on the filing page to guide you. OR,

Deliver Paper Filing to the Offices

If you choose to not utilize the online filing system, you may obtain the .pdf version of Form 700 by clicking on the following link http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2016-17/Form_700_2016_2017.pdf, or pick up in the Office of the City Clerk at Oakland City Hall at 1 Frank H. Ogawa Plaza, Room 201, Oakland, CA 94612.

After completing the .pdf version, print, sign, and either deliver in person to the City of Oakland, Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201, Oakland, CA 94612 by 5PM (close of business) April 3, 2017 or mail with a
postmark no later than April 3, 2017 to the above address.

Advantages of utilizing the online form include:

- Automatic population of certain fields;
- Filing time is recorded for purpose of compliance tracking;
- Data is saved for future filing requirements and also serves as your copy;
- Ability to correct errors prior to delivery.

If you have questions regarding your filing, please feel free to contact Krystal Sams @ (510) 238-6405.

If you have already delivered or mailed your Form 700 to your filing official, no further action is required. Thank you.