



## CIVIL SERVICE BOARD MEETING AGENDA

**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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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

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

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



CITY OF OAKLAND

# MEMORANDUM

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**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

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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.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**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.

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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 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*



## CRIMINALIST II

Class Code: PS112 FTE

Civil Service Classified

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### 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.

Incumbents receive direct supervision from Criminalist IIIs; and may provide technical direction to Criminalist Is.

### 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.
- Laws of evidence, criminal procedure, and crimes.
- 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~~ 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.

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

Established:	4/22/1993	CSB Resolution #:	44280	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		
Revision Date:	4/14/2011	CSB Resolution #:	44389	
Revision Date:	5/09/2013	CSB Resolution #:	44626	
Revision Date:	05/15/2014	CSB Resolution #:	44716	Salary Ordinance #:
Re-titled Date:				

(Previous title(s): n/a)



# MEMORANDUM

**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



# MEMORANDUM

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**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)

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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.

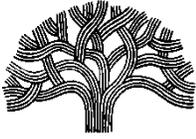
The classification specification was originally drafted in 2007 at the request of the Budget Director. A resolution recommending exemption from the provisions of Civil Service was approved by the City Council (C.M.S. 80993) in December 2007. The Civil Service Board accepted the recommendation for exemption 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



CITY OF OAKLAND

## BUDGET ~~DIRECTOR~~ ADMINISTRATOR, ASSISTANT

Class Code: XXXXX

Exempt

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### 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 <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	<u>80993</u>	
Revision Date:	/ /	CSB Resolution #:		
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):	)			



## PORT OF OAKLAND

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# MEMO

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

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

**Date:** March 6, 2017

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

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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.

<b>CLASS CODE:</b>	10008
<b>STANDARD HOURS-DAY/WEEK:</b>	8.0/Day-40.0/Week
<b>CS STATUS:</b>	Classified
<b>FLSA:</b>	Non-exempt
Classification Created:	September 1, 1953 (PO 924)
Job Specifications approved	March 2, 1971 (CSB)
Job Specifications revised:	January 24, 1989 (CSB)
Retitled: Custodian	June 6, 1989 (PO 2879)
Update	2014

## 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 breakers.
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.

<b>CLASS CODE:</b>	10136
<b>STANDARD HOURS-DAY/WEEK:</b>	7.2/Day – 36/Week
<b>CS STATUS:</b>	Classified
<b>FLSA:</b>	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:

- 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  Days  Hours From 8/1/17 To 1/27/18  
No. of Days or Hours Select Days or Hours

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

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

\* Additional Information

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

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

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

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

[Signature] 1/18/17  
Department Head Approval Date

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

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

RECEIVED  
JAN 26 2017

Print Form



BY: .....

# Unpaid Leave of Absence

Leave Type:

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

Department/Division LIBRARY Employee Job Title SENIOR LIBRARIAN

Request: 20  Days  Hours From 6/10/17 To 7/7/2017  
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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Janet Cheung  
Employee's Signature Date 1/12/2017

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

J. Hubak  
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.



# Unpaid Leave of Absence

Leave Type:

- 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 Godofredo Dizon Employee's ID 422A Today's Date 2/14/17

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

Request: 74 days <sup>KTOP</sup>  Days  Hours From 3/2/17 To 6/1/17  
No. of Days or Hours      Select Days or Hours

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

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

\* Additional Information

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[Signature] 2/14/17 \_\_\_\_\_  
Employee's Signature      Date      Civil Service Board Approval      Date

[Signature] 2/14/17 \_\_\_\_\_  
Department Head Approval      Date      City Manager Approval      Date

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



## CIVIL SERVICE BOARD MEETING MINUTES

**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

### OPEN SESSION

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

a) Ratification of Provisional Appointment

- Project Manager II

b) Approval of Revised Classification Specifications

- Legal Administrative Assistant, Supervising

**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

**44840 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

**44841 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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

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

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



**CIVIL SERVICE BOARD  
APPEALS & HEARINGS CALENDAR  
PENDING LIST – March 16, 2017**

**1. OPEN**

<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 (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Referred to external hearing officer. Hearing session conducted 3/6/17
OFD-2016-AP01	Firefighter (Keefer)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 25, 2016	Settlement discussions continue.
OPD-2016-AP01	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Request to refer to external hearing officer on agenda for 3/16/17

**2. UNDER REVIEW**

<b>Case Number</b>	<b>Classification</b>	<b>Dept.</b>	<b>Action Pending</b>	<b>Date Received</b>	<b>Notes</b>
OPD-2017-AP01	Police Records Specialist (Moss)	Police	6.05 Appeal of Probationary Removal/Demotion	Feb. 24, 2017	Request sent to appellant for additional information.

**3. CLOSED**

<b>Case Number</b>	<b>Classification</b>	<b>Dept.</b>	<b>Action Pending</b>	<b>Date Received</b>	<b>Notes</b>
EWD-2015-AP01	Urban Economic Analyst III (Ralston)	Economic & Workforce Development	10.03 Appeal of Discipline	Aug 20, 2015	Closed due to lack of appellant response.
OFD-2016-AP02	Firefighter (Hung)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 21, 2016	Settlement reached.



CITY OF OAKLAND

# STAFF REPORT

**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

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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 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

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

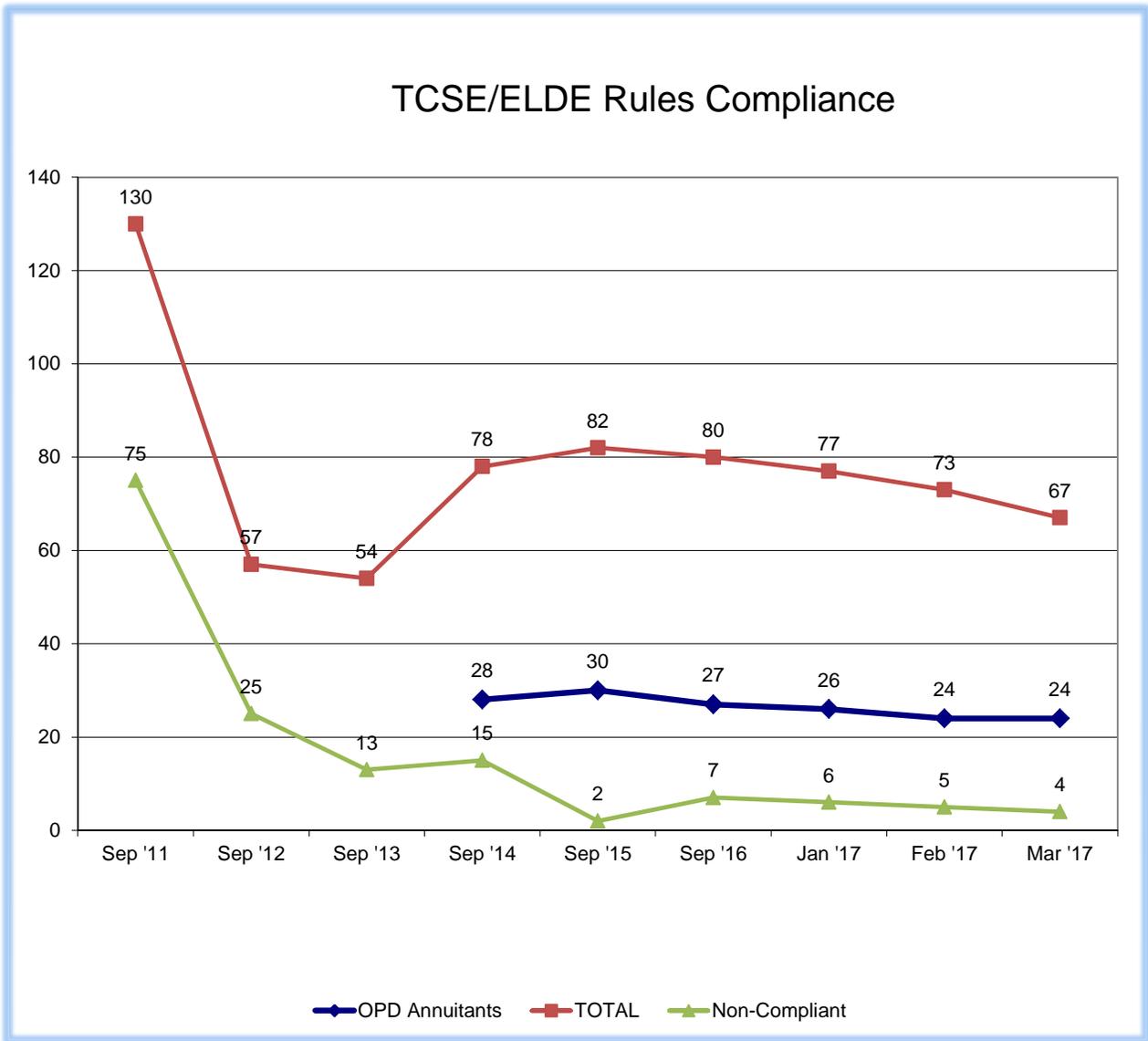
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (13)</b>							
CITY ADMINISTRATOR	Singer	Carl	02491 - Oakland Animal Services	2/3/2001	TCSE	Separated 2/8/17	CLOSED
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration Unit	9/26/2016	Annuitant	Separated 2/3/17	CLOSED
CITY AUDITOR	Hallock	Jenifer	07111 - City Auditor Unit	12/19/2016	ELDE	Appointed to Performance Auditor from eligible list 2/25/17	CLOSED
CITY AUDITOR	Pringle	Kimberly	07111 - City Auditor Unit	2/16/2016	TCSE	Separated 1/13/17	CLOSED
ECON & WORKFORCE	Rodriguez	Sophia	85221 - Project Implementation: Staffing	3/28/2016	TCSE	Separated 1/27/17	CLOSED
HUMAN SERVICES	Rice	Erica	78311 - Policy & Planning	1/4/2016	ELDE	Appointed provisionally 3/6/17 while recruitment is conducted.	CLOSED
HUMAN SERVICES	Pragasa	Romulo	78241 - Year Round Lunch Program Unit	6/30/2015	Annuitant	Separated 1/13/17	CLOSED
HUMAN SERVICES	Walcott	Diana	75631 - Senior Center Unit	8/15/2016	ELDE	Separated 2/21/17	CLOSED
MAYOR	Karchmer	Joanne	01111 - Mayor - Administration Unit	8/22/2016	TCSE	Appointed as Special Asst to Mayor 1/10/17	CLOSED
POLICE	Causapin	Nicole	102310 - Criminal Investigations	6/20/2016	ELDE	Appointed to Police Records Specialist from eligible list 12/17/16	CLOSED
POLICE	Richardson	Darryl	106510 - Fiscal Services	9/6/2016	TCSE	Separated 1/28/17	CLOSED
PUBLIC WORKS	Bell	Alexandria	30112 - Human Resources	1/4/2017	ELDE	Appointed to exempt Support Services Manager position 2/14/17	CLOSED
PUBLIC WORKS	Corso	Debra	30112 - Human Resources	8/15/2016	Annuitant	Separated 2/24/17	CLOSED
<b>NEW THIS PERIOD (6)</b>							
CITY ADMINISTRATOR	Zenoni	William	02811 - Budget Division	2/16/2017	Annuitant	Temporary operational support for preparation of the bi-annual budget.	NEW
HOUSING	Dizon	Benjamin	89939 - Municipal Lending	2/27/2017	Annuitant	Providing training to new staff.	NEW
MAYOR	Cortes	Audrey	01111 - Mayor - Administration Unit	2/16/2017	ELDE	Backfill for Mayor's staff out on extended leave.	NEW
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	Annuitant	Assisting with peak work demands.	NEW
PLANNING & BUILDING	Poon	Sammi	84421 - Engineering: Permit Center	2/14/2017	TCSE	Assisting with peak work demands.	NEW
PUBLIC WORKS	Douglas	Breanna	30131 - Public Works Call Center	2/14/2017	Annuitant	Assisting with peak work demands pending budget action.	NEW
PUBLIC WORKS	Winston	Cotys	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending budget action.	NEW
<b>COMPLIANT (57)</b>							
CITY ADMINISTRATOR	Brown	Kathleen	02491 - Oakland Animal Services	10/11/2016	TCSE	Temporary supervisory and training operational support	COMPLIANT
CITY ADMINISTRATOR	Roy	Ayushi	02111 - City Manager Administration Unit	6/27/2016	ELDE	Temporary City Communications support, project liaison and scheduling of tasks.	COMPLIANT
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - City Manager Administration Unit	6/27/2016	TCSE	Temporary assignment translating complex government language and processes to	COMPLIANT
CITY AUDITOR	Carnes	Mark	07111 - City Auditor Unit	2/11/2017	ELDE	Temporary assignment until recruitment is completed.	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - City Clerk Unit	8/1/2016	Annuitant	Providing training to new staff.	COMPLIANT
CITY COUNCIL	Davenport Jr.	Kevin Mayo	00911 - Council At Large Unit	9/6/2016	TCSE	Temporary operational support	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	Annuitant	Temporary operational support	COMPLIANT
ECON & WORKFORCE	Muse	Angela	85311 - Workforce Development	7/5/2016	TCSE	Temporary assignment providing data analysis to the Economic and Workforce	COMPLIANT
ECON & WORKFORCE	Saxe	Joseph	85521 - Public Art	5/2/2016	TCSE	Temporary assignment supporting Public Art	COMPLIANT
FIRE	Diaz	Luis	20241 - Fire Communications Unit	1/14/2017	ELDE	Temporary pending creation of Fire Comm Mgr in the Salary Schedule. (in Council)	COMPLIANT
FIRE	Hutchens	Gail	20711 - Emergency Services Program Unit	7/29/2016	TCSE	Temporary operational support as revised class spec under further review by HRM	COMPLIANT
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	3/12/2016	TCSE	Temporary assignment for CORE PT instructor; PT class in development	COMPLIANT
FIRE	Rodgers	Camille	20371 - Vegetation Management Unit	5/23/2016	Annuitant	Temporary assignment under Fire Marshal and Vegetation Management Supervisor	COMPLIANT
HOUSING	Laron	Caroline	89969 - Residential Rent Arbitration	8/15/2016	Annuitant	Temporary Assignment supporting the Residential Rent Arbitration Program	COMPLIANT
HUMAN RESOURCES	McKinney-Linderme	Kimberley	05211 - Employment and Classification Unit	11/7/2016	Annuitant	Temporary analyst support to address recruitment backlog.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	Temporary Food Program Coordinator for USDA compliance for the Summer Food	COMPLIANT
HUMAN SERVICES	Gilmore	Andrea	75621 - Oakland Paratransit for the Elderly and Disabled Unit	7/18/2016	ELDE	Temporary operational support during Cityspan/OPED transition	COMPLIANT
HUMAN SERVICES	Norris	Tabia	78251 - Youth Sevices	5/23/2016	ELDE	Temporary operational support for Youth Services Program	COMPLIANT
HUMAN SERVICES	Shah	Mona	78311 - Policy & Planning	8/15/2016	ELDE	Temporary project and planning support	COMPLIANT
INFORMATION TECHNOLOGY	Cox	Amber	46461 - Project Coordination	11/21/2016	ELDE	Temporary operational support for Oracle upgrade project	COMPLIANT
INFORMATION TECHNOLOGY	Macias	Dalia	46461 - Project Coordination	5/9/2016	ELDE	Temporary operational support for Radio Shop	COMPLIANT
INFORMATION TECHNOLOGY	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Preservation	1/30/2017	ELDE	Temporary assignment assisting with implementation of the Accelea platform.	COMPLIANT
MAYOR	Hegler	Terrell	01111 - Mayor - Administration Unit	4/15/2016	ELDE	Temporary administrative support serving as Assistant to the Deputy Chief of Staff	COMPLIANT
MAYOR	O'Doherty	Keara	01111 - Mayor - Administration Unit	4/15/2016	TCSE	Temporary administrative support serving as Special Assistant/Office Manager	COMPLIANT
PARKS & RECREATION	Lewis	Theda	504320 - Malonga Casquelourd Center	10/11/2016	ELDE	Temporary oversight of SROs at the Malonga Casquelourd Center for the Arts.	COMPLIANT
PLANNING & BUILDING	Chaney-Williamson	Sylvia	84229 - Zoning	2/29/2016	Annuitant	Temporary support of planning compliance backlog	COMPLIANT
PLANNING & BUILDING	McGowan	Patricia	84111 - Admin: Planning, Building & Neighborhood Preservation	8/15/2016	ELDE	Temporary assignment assisting with implementation of environmental program to	COMPLIANT
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	3/16/2015	TCSE	Temporary pending identifying Part Time Job Class for ongoing support	COMPLIANT
POLICE	Byer	Judy	106610 - Background & Recruiting	3/12/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Chey	Tae	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Christmas	Ernest	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Fisher	James	106610 - Background & Recruiting	10/12/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Flynn	Dana	106610 - Background & Recruiting	10/12/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gatke	James	102120 - Property and Evidence	4/11/2016	ELDE	Temporary assignment until recruitment to fill currently vacant position is completed	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
POLICE	Gonzales	Jesse	106610 - Background & Recruiting	4/23/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hill	Barbara	103310 - Communications Unit	2/2/2015	Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Steven	106610 - Background & Recruiting	1/18/2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Juarez	Edward	106610 - Background & Recruiting	2/28/2015	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	10/10/2015	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Leaks	Delores	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Nguyen	Hung	106610 - Background & Recruiting	1/30/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Parker	Norma	106610 - Background & Recruiting	3/17/2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Taylor	Mayumi	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Thurston	Steven	106610 - Background & Recruiting	1/30/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Yelder	Ronald	106610 - Background & Recruiting	1/30/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC ETHICS	Brown	Kelcie	65111 - Public Ethics Commission	11/7/2016	TCSE	Temporary operational support	COMPLIANT
PUBLIC WORKS	Hernandez	Carlos	85311 - Workforce Development	7/18/2016	ELDE	Temporary assignment providing support to East Bay Bike Sharing Project.	COMPLIANT
PUBLIC WORKS	Obgamichael	Letterbrhan	30121 - PWA Fiscal Services	11/7/2016	Annuitant	Temporary operational support for budget preparation.	COMPLIANT
<b>NON-COMPLIANT (4)</b>							
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	9/14/2015	TCSE	Part time veterinarian. HRM: salary survey conducted, preparing recommendations.	NON-COMPLIANT
CITY ADMINISTRATOR	Rozycki	Ari	02491 - Oakland Animal Services	2/18/2015	TCSE	Part time veterinarian. HRM: salary survey conducted, preparing recommendations.	NON-COMPLIANT
ECON & WORKFORCE	Lang	Janice	85221 - Project Implementation:Staffing	8/3/2015	TCSE	Temporary operational support pending creation of permanent position.	NON-COMPLIANT
FIRE	Kelly	Michael	20815 - U.S.A.R	1/24/2005	Annuitant	USAR Cache Mgr - highly specialized intermittent assignment.	NON-COMPLIANT



# CITY OF OAKLAND



ONE FRANK H. OGAWA PLAZA • 6TH FLOOR • OAKLAND, CALIFORNIA • 94612  
Office of the City Attorney (510) 238-3601  
Barbara J. Parker FAX: (510) 238-6500  
City Attorney TTY/TDD: (510) 238-3254  
Veronica Harris (510) 238-3894

March 9, 2017

**VIA E-MAIL & U.S. MAIL**  
**([TPulliam@oakland.net.com](mailto:TPulliam@oakland.net.com))**

Oakland Civil Service Board  
Attn: Tabitha Pulliam  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> 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

**Harris, Veronica L.**

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**From:** Calvin, Belinda <BCalvin@oaklandnet.com>  
**Sent:** Monday, March 06, 2017 3:25 PM  
**To:** Harris, Veronica L.  
**Subject:** Re: CSB request to appoint a hearing officer

Good afternoon Ms. Harris,

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

Respectfully,

Belinda Calvin

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**From:** Harris, Veronica L. <[vharris@oaklandcityattorney.org](mailto:vharris@oaklandcityattorney.org)>  
**Sent:** Monday, March 6, 2017 15:21  
**Subject:** CSB request to appoint a hearing officer  
**To:** Calvin, Belinda <[bcalvin@oaklandnet.com](mailto:bcalvin@oaklandnet.com)>

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](http://www.oaklandcityattorney.org)

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From: [NetFile on behalf of LaTonda Simmons, City Clerk](#)  
To: [Sams, Krystal](#)  
Subject: Reminder - Annual Form 700 - Statement of Economic Interests Filing  
Date: Wednesday, March 01, 2017 8:06:48 AM

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OFFICE OF THE CITY CLERK, CITY OF OAKLAND

Elections and Compliance Division (510) 238-6405

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](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.