



CIVIL SERVICE BOARD MEETING AGENDA

Date: June 15, 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; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin; Beverly A. Williams

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
 - Administrative Analyst I
- b) Approval of Revised Classification Specifications
 - Animal Control Supervisor
- c) Approval of Employee Requests for Leave of Absence

3) OLD BUSINESS:

- a) Approval of April 20, 2017 Civil Service Board Meeting Minutes ACTION
- b) 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
- c) Approval of New Classification Specifications (Port): ACTION
 - Legal Assistant I – Records Management
 - Workforce Development Manager

4) NEW BUSINESS:

- | | |
|--|-------------|
| a) Approval of a New Classification Specification for Budget Administrator and Approval of the Exemption of the Classification from Provisions of Civil Service Pursuant to Charter Section 902(f) | ACTION |
| b) Approval of a New Classification Specification for Special Counsel – Labor and Employment and Approval of the Exemption of the Classification from Provisions of Civil Service Pursuant to Charter Section 902(f) | ACTION |
| c) Supplemental Report – Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specification Revisions Currently Under Review | INFORMATION |
| d) Request to Cancel the Referral of an Appeal of Probationary Release (OPD-2015-AP03) to an External Hearing Officer and to Have the Case Presented Directly to the Civil Service Board at Its Next Meeting | ACTION |
| e) Determine the Status and the Appropriate Jurisdiction for the Appeal of a Non-Disciplinary Grievance Originally Submitted and Processed under the SEIU, Local 1021 MOU Grievance Procedures | ACTION |
| f) Report from the Personnel Director Providing a Review of the Process for City Employees in Common Classifications Requesting Transfer to the Port | INFORMATION |

5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 20, 2017. All materials related to agenda items must be submitted by Thursday, July 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



CITY OF OAKLAND

MEMORANDUM

DATE: June 15, 2017

TO: The Honorable Civil Service Board

FROM: Shivani Nath
Senior 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 Administrative Analyst I to be ratified at Civil Service Board Meeting of June 15, 2017

Attached is a request for a provisional appointment of Dahlia Macias to a vacant Administrative Analyst I position, housed in the Radio Shop, in the Information Technology Department. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Administrative Analyst I, will provide administrative support as needed to the Information Systems Manager I, by assisting with the development of required policies and procedures, preparing and analyzing complex reports, assisting in the development of long and short term goals for the Radio Shop, and maintaining the records management systems including equipment inventory and reconciliation of Sprint/Nextel loaner equipment mandated by FCC.

The minimum qualifications for an Administrative Analyst I are: possession of a Bachelor's degree in public or business administration, economics, accounting or a related field from an accredited college or university and one year of experience performing responsible administrative work.

The selected candidate meets the minimum qualifications for the Administrative Analyst I classification with 5 years of responsible administrative work experience (4 years of experience in lieu of 4 year degree).

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement closed on April 21, 2017, and the exam is scheduled to be administered on May 30, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for the Administrative Analyst I, position in the Information Technology Department beginning on May 22, 2017 and ending on or before September 19, 2017.

CITY OF OAKLAND
Interoffice Memo



HUMAN RESOURCES MANAGEMENT DEPARTMENT
Ian Appleyard, Director

DATE: June 15, 2017
TO: Information Technology Department
ATTN: Cynthia Perkins, HR Point of Contact

FROM: Shivani Nath, Senior Human Resource Analyst
SUBJECT: Provisional Appointment for Administrative Analyst I

Attached is your copy of the packet of materials requesting the provisional appointment of Dahlia Macias to a vacant Administrative Analyst I position, housed in the Radio Shop, in the Information Technology Department. Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at its next regularly scheduled meeting on June 15, 2017.

Ms. Macias can begin her provisional appointment to the classification noted above effective Monday, May 22, 2017. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be June 15, 2017 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 1 in City Hall at One Frank H. Ogawa Plaza. Please attend or send a representative that can answer questions related to this appointment.

Please advise Ms. Macias that to be considered for permanent appointment, she must submit the appropriate application materials and place high enough on the eligibility list to be scheduled for a departmental interview. As you are aware, a recruitment to permanently fill this position is in progress.

Also, please note that in keeping with the Charter, Section 903 and Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not an eligible list has been established. The end date for this appointment is September 19, 2017, 120 calendar days from the appointment of May 22, 2017. You will receive a notice from this office 30 days prior to the expiration of the provisional appointment.

If you have any questions or need any additional information concerning this provisional appointment, please call Shivani Nath, Senior Human Resource Analyst at (510) 238-7068.

cc: File – CSB May 8, 2017
Payroll

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: June 15, 2017

AREA REQUESTED

POSITION: Administrative Analyst I
DEPARTMENT: Technology 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: 5/3/2017
CURRENT STATUS OF EXAMINATION: Exam scheduled for May 30, 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 Administrative Analyst I is needed to administer the database to ensure daily operations are efficiently carried out. Further Ms. Macias has been working with all of the projects from the start and has the knowledge and experience of working with all the vendors and city personnel.

Other Alternatives Explored and Eliminated:

None.

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

Will require a delay in filling position and possibly retrain a new incumbent.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Not an Oakland Resident*
- Current Employment Status: *Temporary Contract Services Employee*



MEMORANDUM

DATE: June 15, 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 Animal Control Supervisor

Based upon a classification review at the request of Oakland Animal Services (OAS), staff has proposed the revision of the **Animal Control Supervisor** classification specification. The classification specification was initially adopted in April 1993 and has not been revised since that time.

There is one vacancy, and a recruitment process is in the initial stages. During a recent meeting with the department, it became apparent that revisions were necessary before a job posting could be finalized. The revised classification specification will be used for the upcoming job posting.

The majority of the changes are necessary to update the classification so it will be a more accurate representation of assigned duties. However, a substantive change involves increasing the required years of animal welfare organization experience from three (3) to five (5) years.

A variety of modifications have been proposed:

- The Definition section has been refined to provide greater detail about the type of activities at the Shelter.
- The Distinguishing Characteristics section has been added. It differentiates between the classifications at the Shelter and correct the supervisory structure.
- In the Examples of Duties section, several duties have been added and other duties have been amended. These changes will more accurately reflect the work that is assigned.
- The Knowledge and Abilities section has been updated to solidify computer usage and reflect radio usage. Further, the supervisor may need to perform Animal Control Officer duties in the field and/or assist Animal Control Officers with calls for service.
- The Experience section of the Minimum Qualifications section has been increased to include two (2) additional years of experience in an animal welfare organization. Lead or supervisory experience has been added as desirable.
- Other changes involve reformatting to align with the current classification specification template.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to the classification specification. Union representatives and City staff met on April 20, 2017, to discuss the proposed revisions. The union requested more

time for review. The union followed up via email on May 2, 2017 to confirm that they do not have any objections to the proposed revisions.

The Port does not operate any animal services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port. This classification is not being considered as part of the "Common Class" Project that is currently underway.

Staff recommends that the Civil Service Board approve the classification specification for Animal Control Supervisor as amended.

Attachments: Revised classification specification for Animal Control Supervisor



ANIMAL CONTROL SUPERVISOR

Class Code: SC103

Civil Service Classified

<p>DRAFT to CSB 05/18/17</p>

DEFINITION

Under general supervision, To plans, directs, and evaluates the activities of the aAnimal eControl shelter dDivision of Oakland Animal Services in accordance with State and local codes, laws, and ordinances, including but not limited to restraint, licensing, vaccination, impoundment, care, and quarantine of animals; and to assists in developmentthe development and implementation of educational programs on responsible animal care and ownership.; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification in the animal control shelterdivision. The incumbent is a working supervisor who has responsibility for daily oversight of Animal Control Officers. It is distinguished from the Animal Control and Shelter Manager, which has responsibility for responsibility for the administration of program services and daily operations for the Oakland Animal Shelter. It is further distinguished from the Animal Control Officer, which is responsible for enforcing animal control ordinances and providing care for captured animals.

The incumbent rReceives general supervision from the Animal Control and Shelter Managera Police Officer, and mMay provides lead direction supervision to Animal Control Officer II and Animal Control Officers.

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

Plan, direct, and evaluate activities of the Animal-~~Shelter~~ Control Division including licensing, impounding, placing for adoption, keeping, selling and treating animals in a humane manner.

Train and evaluate subordinate staff and assure that stray animals are humanely handled, confined, and transported to the shelter for impoundment, and that first aid is administered when necessary.

Enforce state and local animal control and care laws and ordinances; oversee and monitor criminal and administrative investigations related to animal welfare.

Develop and teach educational programs for the public regarding proper animal care and animal control.

Interface with the public and other agencies regarding animal control issues.

Oversee and participate in the operation of clinics for injections and the evaluation and treatment of injuries.

Maintain fiscal control of incoming revenue.

Promote and enforce safe work practices.

Assist in the preparation of the section budget.

Monitor a section budget, including ensuring appropriate inventory of functional field supplies and equipment.

Prepare reports of a complex or technical nature.

Maintain records regarding animal control, both in written and computerized form.

~~Perform related duties as assigned.~~

Evaluate requests for service, including complaints about the care, treatment, and control of animals; establish priorities and direct appropriate responses.

~~Dispatch and m~~Maintain communication with field officers via two-way radio according to Federal Communications Commission (FCC) regulations, monitor the officers' safety, and take appropriate action when problems arise.

Maintain appropriate personnel coverage for emergency situations throughout the city on a 24-hour per day.

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

May be called upon to perform the functions of an Animal Control Officer, including standby duty, according to operational needs.

Respond to and assist Animal Control Officers on both routine and/or complex calls for service.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Physical and behavioral characteristics of ~~common~~ domesticated animals and familiarity with wildlife breeds of dogs and cats.
- Methods and practices involved in animal control and care.
- State and local codes and regulations regarding animal control and care.
- Principles and practices of management, supervision and training.
- Safety principles, practices and procedures.
- Procedures of humane animal euthanasia.
- Public speaking principles and practices.
- Public contact and community relations.
- Budget ~~preparation and control~~ development and administration monitoring and oversight.
- Basic bookkeeping/accounting.
- Investigatory processes and procedures.
- Computer systems and software applications.
- Operation of radio equipment.

Ability to:

- Plan, direct and evaluate ~~an~~ animal control program operations.

- Promote and enforce safe work practices.
- Interpret state and local codes and regulations pertaining to animal control and care.
- Handle stressful or sensitive situations with tact and diplomacy.
- Communicate effectively in both oral and written form.
- Prepare and maintain fiscal records including revenue control.
- Monitor a section budget.
- Prepare and analyze reports of a general or technical nature.
- Utilize a computer and software applications.
- Utilize radio equipment according to Federal Communications Commission (FCC) Regulations.
- Safely operate and drive Animal Control Vehicles to various locations in a timely manner as required in the performance of duties.
- 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:

High school diploma or e~~Equivalent to the completion of the twelfth grade.~~

Experience:

Three–Five (5) years of progressively responsible work experience in an animal welfare organization, with at least three (3) years of experience that is comparable to an Animal Control Officer;
~~—Officer II~~ in the City of Oakland. Lead or supervisory experience is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Must be twenty-one (21) years of age.

Must meet California Peace Officer Standards and Training based on California Penal Code 832 within the probationary period.

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 04/22/1993 CSB Resolution #: 44208 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

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

(Previous title(s):)

**MEMORANDUM**

DATE: June 15, 2017

TO: The Honorable Civil Service Board

FROM: Tabitha Pulliam, HR Technician, Recruitment & Classification / Staff to the Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of seven (7) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Allison, Darren	Deputy Chief of Police	Oakland Police Department	June 3, 2017 – Open	CSR 8.07 (b)(v) Appointment to Exempt Position
Argueta, Jennifer	Program Analyst II	Human Services	July 20, 2017 – August 19, 2017	CSR 8.07 (c)(iii) Personal Business
Harris, Tonie	Parking Control Technician	Oakland Police Department	June 9, 2017 – June 20, 2017	CSR 8.07 (c)(iii) Personal Business
Lara, Ana	Administrative Assistant II	Public Ethics	June 7, 2017 – September 1, 2017	CSR 8.07 (c)(iii) Personal Business
Carter, James	Account Clerk III	Library	May 16, 2017 – June 2, 2017	CSR 8.07 (c)(iii) Personal Business
Ollison, Thomas	Street Sweeper	Oakland Public Works Department	April 24, 2017 – May 5, 2017	CSR 8.07 (c)(iii) Personal Business
White, Tenisha	Parking Control Technician	Oakland Police Department	May 22, 2017 – June 21, 2017	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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

Print Form



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- 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 Allison, Darren Employee's ID 8986 Today's Date 5/31/17

Department/Division OPD/Bureau of Field Operations, West Employee Job Title Deputy Chief of Police

I Request: unknown Days Hours From Jun 3, 2017 To unknown
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave N/A
(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.

[Signature] 5/31/17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5-31-2017
 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.

CITY OF OAKLAND

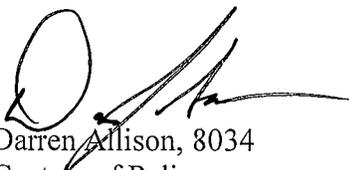
Memorandum

TO: Department of Human Resources Management
ATTN: Mr. Ian Appleyard
FROM: Captain Darren Allison
DATE: 12 May 17

RE: Request for Leave of Absence from Civil Service

Pursuant to Civil Service Rule 8.07(c)(5), I am requesting a leave of absence from my Civil Service classified position of Captain of Police to accept the appointment to the exempted position of Deputy Chief of Police with an effective date of May 20, 2017.

Thank you for your consideration in this matter.



Darren Allison, 8034
Captain of Police
Oakland Police Department



Unpaid Leave of Absence

Print Form

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 Jennifer Argueta Employee's ID 16096 Today's Date 3/14/17

Department/Division Human Services Employee Job Title Program Analyst II

Request: Days Hours From 7/20/17 To 8/19/17
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave FCL/CFRA
(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.

Jennifer Argueta 4/24/17
 Employee's Signature Date

 Civil Service Board Approval Date

Ann Bally 4/25/17
 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.

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

DEPT OF HUMAN RESOURCES
 HUMAN RESOURCES
 MAY - 8:59

Print Form



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 James Carter Employee's ID 3549 Today's Date 5/15/17

Department/Division Library/PASO Employee Job Title Account Clerk III

Request: 15 Days Hours From 5/14/17 To 6/2/17
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**

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.

James Carter 5/15/17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/16/17
 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.

James Carter
2762 Parker Ave
Oakland, CA 94605
(510) 710-1371
jamescarter36@yahoo.com

May 15, 2017

Dear Mrs. Crystal Ramie-Adams,

I am requesting Authorized Leave Without Pay (ANP) for the next 3 weeks. The dates are: May 16, 2017 to June 4, 2017. I will be returning on June 5, 2017.

I need to take this time off to care for my ailing mother.

Sincerely,

A handwritten signature in black ink, appearing to read "James Carter", with a long horizontal flourish extending to the right.

James Carter

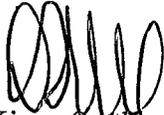
CITY OF OAKLAND

Memorandum

TO: Office of Chief of Police
ATTN: Chief Anne E. Kirkpatrick
FROM: Personnel Section
DATE: May 31, 2017

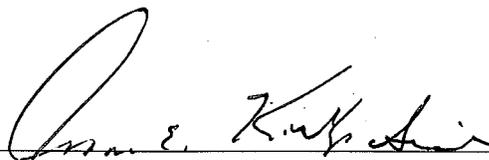
RE: Leave without Pay Request

Attached, please find a request from Parking Control Technician (PCT) Tonie Harris for leave without pay during the period of June 9, 2017 through June 20, 2017, for a total of three working days. PCT Harris is requesting this time to deal with personal family business and he does not have enough accrued vacation or other leave to take during this time. PCT Harris has previously taken six (6) days of leave without pay this calendar year. Upon your approval, this request will be forwarded to the Civil Service Board for final consideration.



Kiona Suttle
Personnel Manager

Reviewed and approved: _____



(Chief of Police)

6-2-2017
Date



Date: 5/24/17

**AUTHORIZED LEAVE WITHOUT PAY (ANP)
PARKING ENFORCEMENT**

To: Chief Kirkpatrick

From: Tonie Harris #8904

I am requesting the following LWOP time off:

- 1. 6/9/17
- 2. 6/16/17
- 3. 6/19/17

Total Hours Requested: 21 Total Number of Days: 3

Comments/Reasons:

I am requesting the above referenced time off in order to attend Senior Parent/ Student Activities and Graduation Ceremony for my Niece whom I have raised in the absence of her parents.

OPD Remarks:

Tonie Harris

Employee Signature

5.24.17

Date

Sam E. Kirkpatrick

OPD Signature

6-2-2017

Date

Print Form



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 Ana Lara Employee's ID 2393 Today's Date 5/23/17

Department/Division Public Ethics Employee Job Title Administrative Asst II

I Request: 11 Days Hours From June To Sept
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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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.

Ana Lara 5/23/17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/23/17
 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.

I am requesting time off without pay for 9 days from June to Sept 2017.

The dates are:

June 16

July 7, 14, 21, 28

Aug 4, 11, 18

Sept 1

Thank you

Ana Lara

Print Form



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 Ollison, Thomas Employee's ID 4587 Today's Date 4/6/17

Department/Division OPW / KOCB Employee Job Title Street Sweeper

I Request: Ten Days Hours From 4-24-17 To 5-5-17
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**

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.

RECEIVED DEPT OF HUMAN RESOURCES

[Signature] 4-6-17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 4/10/17
 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.

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

CITY OF OAKLAND

Memorandum

TO: Office of Chief of Police
ATTN: Chief Anne E. Kirkpatrick
FROM: Personnel Section
DATE: May 22, 2017

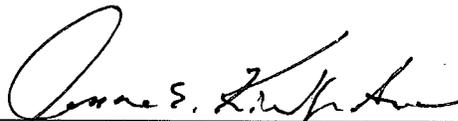
RE: **Leave without Pay Request**

Attached, please find a request from Parking Control Technician (PCT) Tenisha White to extend her request for leave without pay. The initial timeframe for the request was during the period of May 10, 2017 through May 19, 2017, for a total of eight (8) working days. PCT White is now requesting to extend her leave of absence for an additional 23 working days during the period of May 22, 2017 through June 21, 2017, due to personal family issues. This request has been approved by Acting Parking Manager Ira Christian. Upon your approval, this request will be forwarded to the Civil Service Board for final consideration.



Kiona Suttle
 Personnel Manager

Reviewed and approved: _____



(Chief of Police)

5-23-17

Date



City Of Oakland

Date: 5/15/2017

**REQUEST
AUTHORIZED LEAVE WITHOUT PAY (ANP)
PARKING ENFORCEMENT**

To: Chief Kirkpatrick

From: Tenisha White

I am requesting the following time off:

- 1. From 5/22/17 Through 5/31/17
- 2. From 6/1/17 Through 6/21/17

Total Hour Request off 161 Total Number of days 23

Comments/Reasons:

I am requesting an extension on my leave of absence of eight days to an additional twenty five days. Due to the unfortunate circumstances during my personal leave of eight days was not enough time to accomplish matters due to personal family reasons. I am still on leave and matters have become more urgent. This cannot be taken care of by someone else.

Thank you in advance for your consideration.

Tenisha White

5/15/17

Employee Signature

Date

OPD Signature

Date



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: April 20, 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; Lauren Baranco; Alex Drexel (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Arrived @ 5:37 pm); Jeffrey Levin (Arrived @ 5:40pm)

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

- **Al Marshall – Labor Activist**

Note: Mr. Marshall had submitted a request to appeal to the Civil Service Board and the request had been denied by the Secretary to the Board. Chairperson Gourdine requested that a review of the appeal request submitted by Mr. Marshall be added to next Month's Meeting Agenda, May 18, 2017.

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - Urban Economic Analyst III, PPT
- b) Approval of Revised Classification Specifications
 - Tree Supervisor II
- c) Approval of Employee Requests for Leave of Absence

44846 A motion was made by Board Member Johnson and seconded by Board Member Hudson-Harmon to approve the items on the Consent Calendar. The motion passed.

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

3) OLD BUSINESS:

- a) Approval of CSB Minutes March 16, 2017 Civil Service Board Meeting Minutes

Note: Chairperson Gourdine clarified that the request for a report regarding Port transfers was requested specifically for the May or June meeting of the Civil Service Board.

44847 A motion was made by Board Member Johnson and seconded by Board Member Jones to approve the CSB Minutes for March 16, 2017 as amended. The motion passed.

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

- b) Determination of Schedule of Outstanding Board Items
a. Motion to Dismiss Appeal of Probationary Release (OFD-2016-AP01)

At the request of the appellant's representatives, Kip Walsh, HRM Manager – Staff to the Board, requested the item be moved to closed session for the Civil Service Board meeting held on May 18, 2017.

44848 A motion was made by Board Member Jones and seconded by Board Member Levin to move the item to May 18th. The motion passed.

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

- 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) Approval of New Classification Specification:
• Municipal Code Enforcement Officer.

44849 A motion was made by Board Member Jones and seconded by Board Member Hudson-Harmon to approve the new Classification Specification. The motion passed.

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

b) Approval of New Classification Specifications (Port):

- Infrastructure Services Supervisor
- Legal Assistant I – Records Management
- Workforce Development Manager

44850 A motion was made by Board Member Johnson and seconded by Board Member Levin to require an analysis of City of Oakland Classification Specifications in comparison to the three classifications submitted by the Port to determine if the Port has a unique need outside of existing City specification that requires the creation of three new Port classification specifications. The motion passed.

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

c) Report and Recommendation to Amend the Personnel Manual of the Civil Service Board (“Civil Service Rules”) to Award Veterans and Oakland Residents Preference Points for the Public Safety Trainee Candidates.

44851 A motion was made by Board Member Jones and seconded by Board Member Johnson to amend the Personnel Manual of the Civil Service Board as presented. The motion passed.

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

5) ADJOURNMENT

6:47 PM

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 18, 2017. All materials related to agenda items must be submitted by Thursday, May 11, 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:

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk’s Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City’s website at: <http://www2.oaklandnet.com/Government/o/HumanResources/s/CivilServiceBoard>.

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



CITY OF OAKLAND

STAFF REPORT

DATE: June 15, 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 April 20, 2017 meeting that referenced data as of March 24, 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 May 19, 2017, there are a total of sixty-two (62) employees in the TCSE (12), TCSE/Annuitant (37), and ELDE (13) categories. Twelve (12) assignments were closed, and three (3) new assignments were added. Of the total, seven (7) are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total sixty-two (62) temporary assignments, we are reporting seven (7) in this period as out of compliance with Rule 5.06.

- Four (4) 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.
- Two (2) assignments – one TCSE and one TCSE/Annuitant – are in the Planning & Building Department and would be more appropriately characterized as ongoing part time positions requiring assignment to an appropriate exempt part time (PT) classification. Transitioning those assignments will take place following adoption of the City's policy budget.

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 May 19, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of May 19, 2017

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

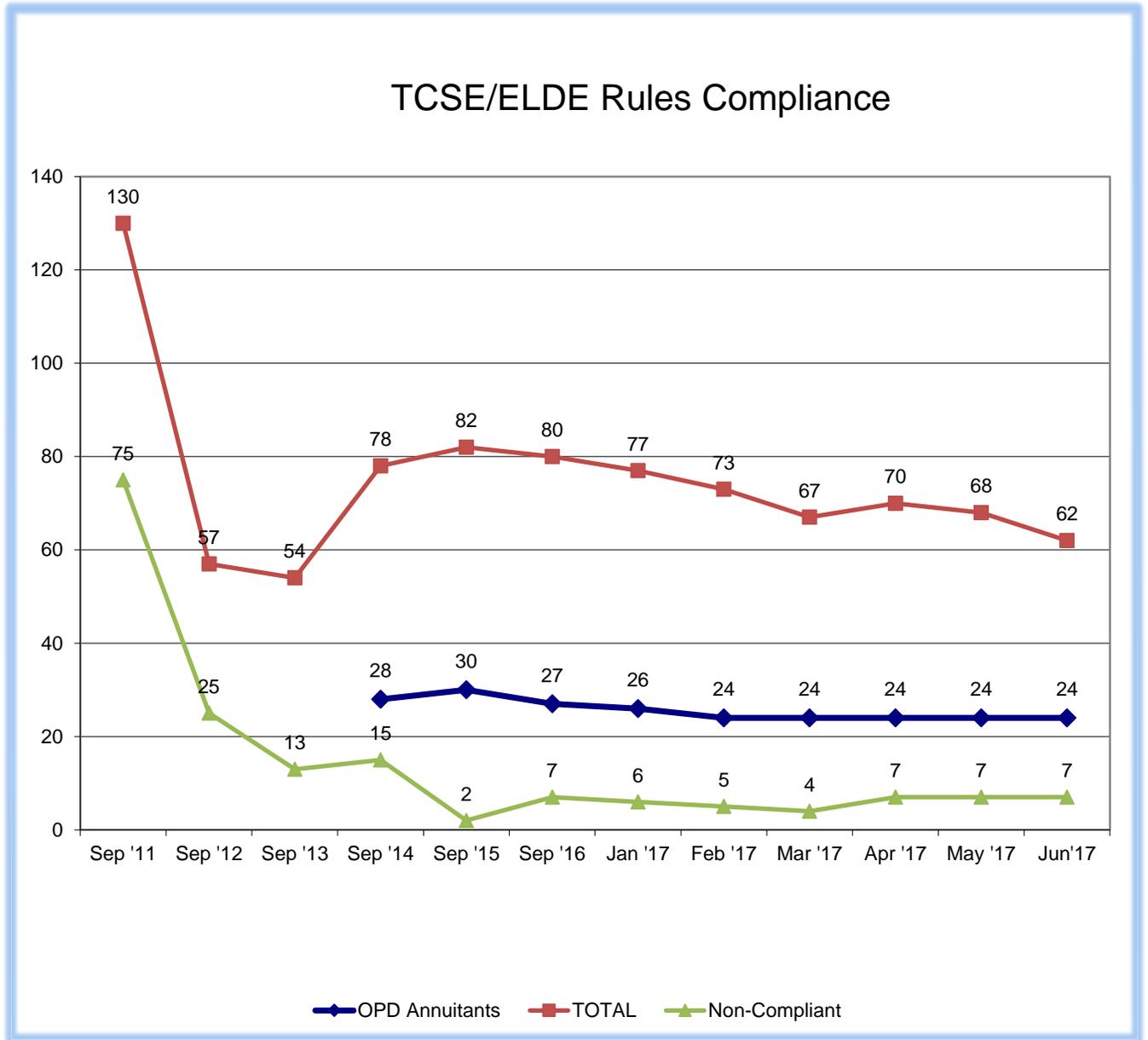
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
CLOSED THIS PERIOD (12)							
CITY ADMINISTRATOR	Brown	Kathleen	02491 - Oakland Animal Services	10/11/2016	TCSE	Temporary supervisory and training operational support	SEPARATED
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - City Manager Administration Unit	6/27/2016	TCSE	Temporary assignment translating complex government language and processes to	SEPARATED
CITY ADMINISTRATOR	Roy	Ayushi	02111 - City Manager Administration Unit	6/27/2016	ELDE	Temporary City Communications support, project liaison and scheduling of tasks.	SEPARATED
CITY AUDITOR	Carnes	Mark	07111 - City Auditor Unit	2/11/2017	ELDE	Temporary assignment until recruitment is completed.	PERMANENT
CITY COUNCIL	Davenport Jr.	Kevin Mayo	00911 - Council At Large Unit	9/6/2016	TCSE	Temporary operational support	PERMANENT
FIRE	Rodgers	Camille	20371 - Vegetation Management Unit	5/23/2016	Annuitant	Temporary assignment under Fire Marshal and Vegetation Management Supervisor	SEPARATED
HOUSING	Laron	Caroline	89969 - Residential Rent Arbitration	8/15/2016	Annuitant	Temporary Assignment supporting the Residential Rent Arbitration Program	SEPARATED
HUMAN SERVICES	Norris	Tabia	78232 - Head Start Program	1/20/2017	ELDE	Temporary operational support for Head Start Program	SEPARATED
INFORMATION TECHNOLOGY	Macias	Dalia	46461 - Project Coordination	5/9/2016	ELDE	Temporary operational support for Radio Shop	PROVISIONAL
MAYOR	Cortes	Audrey	01111 - Mayor - Administration Unit	2/16/2017	ELDE	Backfill for Mayor's staff out on extended leave.	SEPARATED
MAYOR	Ruhland	Lisa	01111 - Mayor -Administration Unit	3/20/2017	ELDE	Temporary administrative support pending new budget	SEPARATED
POLICE	Causapin	Nicole	102310 - Criminal Investigations	6/20/2016	ELDE	Temporary assignment until recruitment to fill two currently vacant PET positions is	PERMANENT
NEW THIS PERIOD (3)							
FINANCE	Cherkis	Helen	08211 - Accounting Administration	4/17/2017	ELDE	Temporary assignment to help implement business processes in Oracle R-12	COMPLIANT
HUMAN RESOURCES	Estevez	Richard	05211 - Human Resource Management	3/27/2017	Annuitant	Temporary assignment to support critical labor relations, classification, and	COMPLIANT
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to migrate and verify new PRIME system	COMPLIANT
COMPLIANT (52)							
CITY ADMINISTRATOR	Zenoni	William	02811 - Budget Division	2/16/2017	Annuitant	Temporary operational support for preparation of the bi-annual budget.	COMPLIANT
CITY CLERK	Abney	Michelle	03121 - City Clerk Unit	8/1/2016	Annuitant	Providing training to new staff.	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	Annuitant	Project: conflict of interest code and reporting.	COMPLIANT
ECON & WORKFORCE	Muse	Angela	85311 - Workforce Development	2/13/2017	ELDE	Project: Career Pathways Trust	COMPLIANT
ECON & WORKFORCE	Saxe	Joseph	85521 - Public Art	5/2/2016	TCSE	Temporary assignment supporting Public Art - has not reached max hrs	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	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	Gainey	Maxie	20815 - US&R Division	3/27/2017	ELDE	Temporary assignment until recruitment conducted	COMPLIANT
HOUSING	Dizon	Benjamin	89939 - Municipal Lending	2/27/2017	Annuitant	Providing training to new staff.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
HUMAN RESOURCES	McKinney-Linderme	Kimberley	05211 - Employment and Classification Unit	11/7/2016	Annuitant	Temporary analyst support to address recruitment backlog.	COMPLIANT
HUMAN SERVICES	Shah	Mona	78311 - Policy & Planning	8/15/2016	ELDE	Temporary project and planning support	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	Was hired as Temporary Food Program Coordinator for USDA compliance; not working.	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
INFORMATION TECHNOLOGY	Cox	Amber	46461 - Project Coordination	11/21/2016	ELDE	Temporary operational support for Oracle upgrade project	COMPLIANT
INFORMATION TECHNOLOGY	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Preservation	1/30/2017	ELDE	Temporary assignment assisting with implementation of the Acela platform.	COMPLIANT
MAYOR	O'Doherty	Keara	01111 - Mayor - Administration Unit	2/14/2017	ELDE	Temporary administrative support pending new budget	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	Poon	Sammi	84421 - Engineering: Permit Center	2/14/2017	TCSE	Assisting with peak work demands.	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	Annuitant	Assisting with peak work demands.	COMPLIANT
PLANNING & BUILDING	McGowan	Patricia	84111 - Admin: Planning, Building & Neighborhood Preservation	8/15/2016	ELDE	Project: implementation of environmental program to preserve Oakland Army Base	COMPLIANT
POLICE	Leaks	Delores	106610 - Background & Recruiting	9/23/2013	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	Johnson	Steven	106610 - Background & Recruiting	1/18/2014	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	Hill	Barbara	103310 - Communications Unit	2/2/2015	Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Byer	Judy	106610 - Background & Recruiting	3/12/2016	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	Yelder	Ronald	106610 - Background & Recruiting	1/30/2016	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	Mestas	Alfred	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	Hassna	Jeffrey	106610 - Background & Recruiting	9/23/2013	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	Smith	Phyliss	103310 - Communications Unit	7/20/2015	Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	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	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	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	Chey	Tae	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	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	Gonzales	Jesse	106610 - Background & Recruiting	4/23/2016	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to complete data migration into PRIME	COMPLIANT
PUBLIC ETHICS	Brown	Kelcie	65111 - Public Ethics Commission	11/7/2016	TCSE	Temporary operational support	COMPLIANT
PUBLIC WORKS	Douglas	Breanna	30131 - Public Works Call Center	2/14/2017	Annuitant	Assisting with peak work demands pending budget action.	COMPLIANT
PUBLIC WORKS	Winston	Cotys	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending budget action.	COMPLIANT
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	Annuitant	Temporary backfill of temporarily vacated position.	COMPLIANT
PUBLIC WORKS	Hernandez	Carlos	30275 - IPPD Plans and Programming	7/18/2016	ELDE	Temporary assignment providing support to East Bay Bike Sharing Project.	COMPLIANT
PUBLIC WORKS	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	Annuitant	Backfill of temporarily vacated position.	COMPLIANT
PUBLIC WORKS	Obgamichael	Letterbrhan	30121 - PWA Fiscal Services	11/7/2016	Annuitant	Temporary operational support for budget preparation.	COMPLIANT
NON-COMPLIANT (7)							
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	9/14/2015	TCSE	Part time veterinarian. Meeting w dept scheduled for last week in May.	NON-COMPLIANT
CITY ADMINISTRATOR	Rozycki	Ari	02491 - Oakland Animal Services	2/18/2015	TCSE	Part time veterinarian. Meeting w dept scheduled for last week in May.	NON-COMPLIANT
ECON & WORKFORCE	Lang	Janice	85221 - Project Implementation:Staffing	8/3/2015	TCSE	Temporary operational support pending budget action.	NON-COMPLIANT
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	3/12/2016	TCSE	CORE PT instructor; class spec in development	NON-COMPLIANT
FIRE	Kelly	Michael	20815 - U.S.A.R	1/24/2005	Annuitant	USAR Cache Mgr - highly specialized intermittent assignment.	NON-COMPLIANT
PLANNING & BUILDING	Chaney-Williamson	Sylvia	84229 - Zoning	2/29/2016	Annuitant	Assisting with peak work demands pending budget action.	NON-COMPLIANT
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	3/16/2015	TCSE	Assisting with peak work demands pending budget action.	NON-COMPLIANT





STAFF REPORT

DATE: June 15, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal HR Analyst, Recruitment & Classification

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

THROUGH: Ian Appleyard, Director of Human Resources

SUBJECT: Informational Report Regarding the Port of Oakland's Request to Approve New Classifications titled Legal Assistant I – Records Management and Workforce Development Manager

At the April 20, 2017 Civil Service Board Meeting, the Port of Oakland proposed the creation of new classifications. Members of the Civil Service Board posed questions as to whether the Port had considered existing City of Oakland classifications for usage before proceeding with creating new classifications. The Board requested that the City's Director of Human Resources review the Port's request and provide feedback regarding the proposed new Port of Oakland classifications in the context of existing City of Oakland classification.

BACKGROUND

The Port of Oakland has maintained its own classifications for several years. In recent history, the Port took steps to submit all existing classifications to the Civil Service Board for approval and inclusion in the overall classification plan for the City.

Recently, human resources staff in both the City and the Port began a process of analyzing existing Port and City classifications to determine whether there are classifications common to both. A consultant was engaged and is working to determine whether there may be matches among City and Port classifications specifications. A group of classifications that were clearly specific to either the City or the Port have already been identified (e.g. aviation-specific classifications, Head Start program classifications, etc.), and the remaining classifications are being reviewed. The consultant will provide information related to their assessment of commonality, and the Board will determine how to proceed with that information. Other factors will be taken into consideration at that time including salary rates and exempt status.

ANALYSIS

The Port is seeking to create new classifications titled Legal Assistant I – Records Management and Workforce Development Manager. The City's Human Resources staff reviewed the proposed Port classifications through the lens of existing City of Oakland classifications and determined that in all cases, existing City classifications are not similar enough and do not reasonably encompass the duties as stated on the proposed new classification specifications.

Legal Assistant I – Records Management – the three primary task areas identified in the proposed specification are general records management, Public Records Request management, and administrative support of legal work. The same work in the City is distributed across three separate classifications and two departments: Open Government Coordinator and Legal Administrative Assistant in the City Attorney’s Office; and Citywide Records Manager in the City Clerk’s Office. There is no single City of Oakland classification sufficiently broad to encompass this work and therefore, the proposed new classification for the Port would not be common to another classification in the classification plan.

Workforce Development Manager- The City does not presently have a similar classification. However, there is a Project Manager III in the Economic and Workforce Development Department who performs related duties for the City. The City did not have plans to change the designation of the existing position, but the classification proposed by the Port may be considered for use by the City at some later date. As it is now, the proposed new classification for the Port would not be common to another classification in the current classification plan.

Infrastructure Services Supervisor – The City requires additional time for the analysis of this proposed classification.

RECOMMENDATIONS

Staff recommends that the Civil Service Board approve the request from the Port of Oakland to establish new classifications titled Legal Assistant I – Records Management and Workforce Development Manager.

For questions regarding this report, please contact Jaime Pritchett, Principal HR Analyst, Recruitment & Classification at (510) 238-4735 or jpritchett@oaklandnet.com.

To: City of Oakland Civil Service Board

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

Date: April 11, 2017

Subject: Approval of New Classification Specifications:
Workforce Development Manager
Infrastructure Services Supervisor
Legal Assistant I – Records Management



Creating, amending and editing classification specifications is critical as the Port endeavors to ensure the organization is adequately positioned to operate efficiently and effectively. As a driver of community and economic development for the City of Oakland and region, the Port conducts periodic assessments of the organization to ensure each division is adequately positioned to meet strategic goals and objectives. To support this effort, the Workforce Development Manager, Infrastructure Services Supervisor, and Legal Assistant I – Records Management classifications are necessary to meet our evolving needs. Each classification plays a critical role in either enhancing community development, creating efficiencies through technological solutions, or refining internal processes and procedures. The creation of these new classifications support the Port’s effort to modernize our organizational structure.

Specifically, the Workforce Development Manager will create and design a comprehensive and integrated approach for directing the Port’s workforce development efforts in partnership with local communities. The classification will cultivate cooperative working relationships with a broad range of public and private agencies, community based organizations, labor organizations, school districts, secondary educational institutions, trade organizations, advocacy groups, and nonprofit organizations to advance workforce development strategies and objectives of the Port to stimulate growth within the community.

The Infrastructure Services Supervisor will perform technical design and maintenance of the network and datacenter, which houses the Port’s heterogeneous voice, video, data network, and cloud infrastructure, as well as managing a variety of projects, consultants, and staff.

The Legal Assistant I – Records Management position will assist the Port Attorney on a wide range of records management duties, implement Port-wide records retention and management policies, coordinate responses to public records requests, and assist in document production for litigation and subpoena services.

Our effort to create these classification specifications was done in collaboration with our partners from the International Federation of Professional and Technical Engineers (“IFPTE”), Local 21 which will represent these new classifications. IFPTE Local 21, was notified of the proposed creation of the new classifications specifications, and did not have any objections.

The Port recommends that the Civil Service Board approve the proposed creation of the **Workforce Development Manager, Infrastructure Services Supervisor and Legal Assistant I – Records Management** classification specifications. Port staff will be available at the next Civil Service Board meeting to answer any questions or provide additional information as needed.

Attachment: Proposed Workforce Development Manager classification specification
Proposed Infrastructure Services Supervisor classification specification
Proposed Legal Assistant – Records Management classification specification

LEGAL ASSISTANT I - RECORDS MANAGEMENT

A. CLASS DEFINITION

Under general supervision of the Port Attorney or his designee, the incumbent is responsible for a wide range of duties pertaining to the management of hard copy files and electronic documents and files in the Port Attorney's office, implementation of records retention and management policies Port-wide and coordinating responses to public records requests. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent classification handles a variety of specialized assignments for the department and for Port-wide needs. Assignments require considerable technical knowledge and independent judgment. Oversees and maintains the records management program and system for the Legal Department and develops new or improved methods of handling, protecting, and maintaining Legal records. This class also assists in the development and implementation of Port-wide systems, policies, and procedures for records retention, electronic communications, and public records responses, requiring ability to identify systems that meet the Port's documentation and electronic communications needs and to assist users. This class will also assist in document production for litigation and subpoenas.

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. Develops, implements and maintains the department's records management systems and procedure to identify, categorize, store, scan, retrieve, and dispose of records, including resolutions, ordinances, contracts, and policies.
2. Monitors, assists with implementing, and provides trainings on the development and maintenance of a Port-wide record retention and management program.
3. Evaluates and verifies the processing of files for storage and destruction in accordance with applicable record retention schedules and established procedures.
4. Assists attorneys and legal assistants in document production for litigation and subpoenas.
5. Develops and maintains the department's Intranet webpages; creates Adobe Acrobat "smart forms" for distribution via the Intranet; maintains Internet webpages relevant to department.
6. Trains and assists department personnel in the use of document management, time tracking software, and other software and/or program used in the Port Attorney's office; prepares end-user system documentation.
7. Coordinate Port Attorney's office technology, support, and other issues with IT Department related to the document management system.
8. Develop, implement, track compliance, and train in systems and procedures for Port responses to public records requests.
9. Coordinate with Information Technology staff to assist attorneys or other Port personnel in developing, implementing, tracking compliance, and training in electronic communications (including emails and other cloud-based communications systems) protocols; work with IT staff to identify the appropriate electronic solutions and protocol to maintain a records management program; and identify and adapt appropriate technology for document processing, storing, and tracking electronic communications

10. May provide lead direction to office support staff; provide back up, as needed.
11. Performs other related duties as required.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Principles and practices of information governance, records management, and records control systems.
- Principles of relational database development and software.
- File management practices and procedures.
- Principles of Web-specific and cloud-based software.
- Modern office methods, practices, and procedures.
- Personal computers, mobile devices, office software (including the Microsoft Office suite of products), electronic communications systems, and general understanding of latest technologies relevant to department.
- Principles and practices of effective training.
- Legal requirements pertaining to public agency obligations to retain, destroy, and disclose records.

Ability to:

- Work independently, meet deadlines, and maintain confidentiality within established guidelines.
- Collect information, analyze, and synthesize solutions to meet organizational needs; organize effective procedures of records management activities.
- Provide effective assistance in the management of a complex records management program.
- Prepare a variety of records, reports, and forms.
- Handle the storage and retrieval of information in an accurate, consistent and thorough manner; pay extreme attention to detail and enforce naming and filing conventions.
- Plan and complete projects under general supervision.
- Establish and maintain effective working relationships with those contacted in the performance of duties and work as a team.
- Direct support staff in the maintenance of records and forms.
- Communicate effectively in oral and written format.
- Effectively conduct training.

- Understand how document workflows function through different Port divisions and departments.
- Exercise tact and diplomacy, using excellent interpersonal skills.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Provide assistance to Port Attorney staff, Port staff and members of the public in a courteous and clear manner.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents. Sit at a desk for long periods of time. Work at a personal computer and use the telephone regularly. Physical strength to lift and carry, store and retrieve boxes of records, large documents and plans weighing up to 25 pounds. Operate scanning and copying machines.

E. WORK ENVIRONMENT

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

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

May involve occasional visits to warehouse type environment where Port records are stored.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include possession of an associate's degree in public or business administration, paralegal studies, library science or archives, information technology, records management or a related field and three years' experience performing archival or records management-related work or implementation of information technology systems for the management of documents and records. Records management or information technology experience may substitute for the education on a year-for-year basis.

G. OTHER CHARACTERISTICS

1. May be required to possess a valid California Class C driver license at the time and for the duration of appointment.
2. The Port of Oakland requires each incumbent to successfully complete a Transportation Security Administration (TSA) background check, which will include a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position. This status must be maintained for employment at the Port.

CLASS CODE:

STANDARD HOURS DAY/WEEK:

CS STATUS/UNIT:

FLSA:

CLASSIFICATION CREATED: (PORT ORDINANCE)

WORKFORCE DEVELOPMENT MANAGER

A. CLASS DEFINITION

Under general direction, the Workforce Development Manager creates and designs a comprehensive and integrated approach for directing the Port's workforce development efforts in partnership with local communities; plans and organizes Social Responsibility Division efforts that support workforce/economic growth; develops cooperative working relationships with a broad range of public and private agencies, community based organizations, labor organizations, school districts, secondary educational institutions, trade organizations, advocacy groups, and non-profit organizations; advances workforce development strategies and objectives of the Port by stimulating workforce development and growth within the community; collaborates with public, private and community based partners to prepare and orient the community with Port contracting requirements; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This management level, single incumbent position performs varied and high level assignments with a greater degree of responsibility and independence. The incumbent assists the Director of Social Responsibility in overall policy development for workforce program planning and administration. This position is distinguished from the Director of Social Responsibility in that the latter has oversight and responsibility over divisional goals within major functional areas such as the Non-Discrimination and Small Business Utilization Policy, Alternative Project Delivery Approach, Contracting and Procurement Requirement, DBE/ACDBE Federal Program, Living Wage, Worker Retention Program, Port Internship Program, Maritime Project Labor Agreement, 360 Access (Labor Exchange) Program and other special programs and projects.

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. Develops and implements the Workforce Development program for the Port of Oakland in partnership with external stakeholders such as community based organizations, local community colleges and school districts to cultivate workforce and economic development opportunities; and creates programs in collaboration with stakeholders to prepare the community for employment, education and business opportunities services.
2. Establish goals and strategic workforce development goals and plans; partner directly with business, faculty, staff and stakeholders to implement short and long-term goals.
3. Develop and manage appropriate evaluation and reporting process to determine workforce development program success and effectiveness; and oversee the development of both community and business needs assessments to ensure alignment with business forecast and emerging skills requirements.
4. Provide leadership to workforce development internal staff and external partners such community colleges/vocational schools, local employers, workforce development agencies, government agencies, and community-based organizations in the development of workforce program services to best serve the community.
5. Develop and implement the marketing of programs and activities of Port's workforce development program; represent the Port in the community; promote the program by serving on task forces and relevant workforce development/economic development committees within the community.

6. Maintain and build relationships with business and industry, governmental agencies, community organizations and workforce development partners to ensure quality and relevance to programs.
7. Manage the program budget including developing budget proposals, justifying expenses, and monitoring expenditures.
8. Represents the Social Responsibility Division at community meetings, local and national conferences, Board meetings, committee meetings, and other forums as directed to articulate the workforce development program policies and programs, report on their status and results and discuss any proposed changes for input.
9. Performs special projects and other related duties as assigned by the Director of Social Responsibility.

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:

- Codes, statutes, laws and ordinances related to employment and workforce development in construction.
- Construction industry and the mechanics of trade unions.
- Federal, state, and local targeted business programs.
- Tactful and firm public relations and communication techniques.
- Organizational and management practices and methods, including goal setting, program development and implementation, and employee supervision.
- Personnel management, employee relations, team building and budget development.

Ability to:

- Handle public relations and communication techniques.
- Gather and synthesize information for reporting purposes.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures; analyze and solve problems of a complex nature; maintain departmental standards.
- Analyze complex technical and administrative information; evaluate alternative solutions and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; prepare and analyze comprehensive reports; conduct staff meetings.

- Exercise sound independent judgment within general policy guidelines.
- Facilitate dialogue around a variety of issues with good consensus building skills.
- Write clear and concise reports.
- Use of personal computers and database software.
- Work under deadlines and coordinate several concurrent assignments.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports and other. In meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. 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 typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels. The incumbent may work out of doors in a variety of weather conditions.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree in business or public administration or related field **PLUS** five years of responsible administrative experience in the private or public sectors dealing with the public in the areas of workforce development or a closely related field. An equivalent combination of education and experience may be considered.

G. OTHER CHARACTERISTICS

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: June 15, 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 Budget Administrator (formerly titled Budget Director) and Approval of Request for Exemption of the Classification of Budget Administrator from the Provisions of Civil Service per Charter Section 902(f)

As part of the City's upcoming amendment to Municipal Code Section 2.29, the budget functions that currently operate as part of the City Administrator's Office will be moving to a consolidated Bureau of Budget in the Finance Department. Since the Budget Director position will no longer be at the department head level, it is necessary to seek formal exemption under Section 9.02(f) of the Charter to preserve the position's at-will status, as appropriate. Further, the classification is being re-titled from Budget Director to **Budget Administrator**.

The Budget Administrator (formerly titled Budget Director) position was a department head level position and, as such, it was previously exempt under Charter section 9.02(b). The City recommends preserving the at-will status of the position as the changes to the fiscal organizational structure are implemented, which requires that the position be formally exempted by recommendation of City Council and approval of the Civil Service Board, per Charter section 902(f).

The Budget Administrator is a bureau head with overall responsibility for the City's budget operations, which involves responsible and complex fiscal management, analysis, and costing. The individual in this classification must make decisions related to challenging, sensitive, and confidential financial matters on a citywide basis and plays a role in labor negotiations. The incumbent is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error. Due to its role related to fiscal management, placement in the organization, lines of authority, reporting relationships within the department, as well as the duties, pay grade and independence of action, staff recommends the classification of Budget Administrator for exemption from civil service.

The exemption resolution was presented to the Finance & Management Committee meeting on April 25, 2017, and advanced to City Council for approval on May 2, 2017. City Council approved the resolution (Resolution No. 86714 CMS) recommending exemption from civil service.

A salary ordinance amendment to the City's Salary Schedule of the Salary Ordinance (Ordinance No. 12187 CMS) is currently scheduled for its second reading by the City Council on May 16, 2017. In the amendment that is pending final approval by City Council, the classification title, rep unit, and pay grade are being revised in the Salary Schedule.

CIVIL SERVICE BOARD

Subject: Request for Exemption and Approval of Budget Administrator Classification Specification

Date: June 15, 2017

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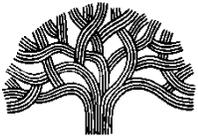
There is one filled position. The incumbent has been informed about the changes that are taking place regarding the classification title and exemption status in addition to rep unit and salary grade.

Regarding the proposed draft of the Budget Administrator classification, mandatory bargaining obligations do not apply because the position is unrepresented.

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

Staff recommends that the Civil Service Board approve the request to exempt the classification from the provisions of civil service and approve the proposed new classification specification for Budget Administrator (formerly titled Budget Director).

Attachments: Proposed new classification specification for Budget Administrator (formerly Budget Director)
City Council Resolution 86714 CMS recommending exemption from Civil Service



CITY OF OAKLAND

BUDGET ADMINISTRATOR

Class Code: EM172

Exempt

DEFINITION

Under administrative direction in the in a bureau of the Finance Department, plans, organizes, manages and directs centralized budget and fiscal analytical services for the City; advises City management staff on budgetary matters; trains and supervises assigned staff; and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

This is a management level classification, responsible for budgetary planning, fiscal analysis, performance measurement and long-range financial planning for the City. The incumbent oversees the development, monitoring and analysis of fiscal systems and 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 Finance Director, which is responsible for overseeing the operations of an entire department. This classification is further distinguished from the lower level Budget Administrator, Assistant, in that the incumbent of the latter is an assistant bureau head with responsibility for overseeing daily operations of Budget staff in the Bureau.

The incumbent receives administrative direction from the City Administrator or Assistant City 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:*

Plan, organize, manage and direct, through subordinate supervisors, the overall activities of the Budget Bureau including City-wide budget development and monitoring, fiscal analytical services, financial planning, expenditure control, system development, revenue forecasting, and performance measurement.

Develop and direct the implementation of goals, policies, procedures, and work standards for the Budget Bureau.

Prepare and recommend long-range plans for financial management of City services and programs; develop specific proposals for action on current and future City needs.

Direct the preparation of a variety of studies and reports relating to current and long-range budgetary needs, operational efficiencies, and productivity, and develop specific proposals to meet them; review and analyze the fiscal impact on City programs; participate in bargaining and prepare costing estimates related to contract proposals.

Develop and implement financial and management systems, policies, procedures, and standards for budget preparation, examination, monitoring, and control.

Interpret and explain City policies, programs, financial strategies, and budgetary data to the City Administrator, City Council, City departments, public and private organizations, and citizen groups; solve problems related to specific citizen demands.

Recommend policy and advise the City Administrator and City Council on related issues.

Direct the selection, supervision, and work evaluation for 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.

Coordinate the work of the Bureau with other City departments, outside agencies, and concerned citizens.

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

Represent the City and work closely with citizen boards, commissions, public agencies, and private officials to provide technical assistance, directly or through subordinate staff.

May act for the Finance Director during periods of absence.

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.

- Assist with complex and difficult labor relations and personnel issues and make appropriate recommendations; collect and evaluate data and perform costing out of benefit and other management proposals.
- 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

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

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 desirable.

Experience:

Five (5) years of progressively responsible experience in budget, analytical, and financial management in a government agency, including at least three (3) years in a supervisory or management capacity. 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: / / CSB Resolution #: Salary Ordinance #:
Exempted: Y N Exemption Resolution #: 9.02(f)

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

(Previous title(s): (Budget Director)

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

Ryan J. [Signature]
City Attorney

2017 APR 13 PM 3:14
RESOLUTION No. 80714 C.M.S.
Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF BUDGET ADMINISTRATOR FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Budget Administrator is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the Finance Department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Budget Administrator is a bureau head with overall responsibility for the City's budget operations, which involves responsible and complex fiscal management, analysis, and costing; and the individual in this classification must make decisions related to challenging, sensitive, and confidential financial matters on a citywide basis; and

~~**WHEREAS**, the incumbent in the Budget Administrator position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it~~

RESOLVED, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Budget Administrator be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption

MAY 02 2017

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, ~~WILLIAMS~~, GIBSON MCELHANEY, GUILLEN, KALB, ~~WALTON~~
AND PRESIDENT REID - 6

NOES - 0

ABSENT - 2 Gallo and Kaplan

ABSTENTION - 0

ATTEST: *LaTonda Simmons*
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California



CITY OF OAKLAND

MEMORANDUM

DATE: June 15, 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 Request for Exemption of the Classification of Special Counsel – Labor and Employment from the Provisions of Civil Service and Approval of Classification Specification for Special Counsel – Labor and Employment

The Office of the City Attorney requested the creation of a new classification titled **Special Counsel – Labor and Employment**. The need to create this classification arose from the recommendation of the court-appointed investigator in the Delphine Allen v. City of Oakland case. The Court’s appointed investigator recommends that the City establish a “Special Counsel - Labor and Employment” classification, requiring expertise in labor and employment matters with the responsibility for overseeing the Office of the City Attorney’s work related to police discipline investigations and arbitrations. The investigator recommended that “[t]his will be an at-will classification, as the at-will status will help ensure that the person in this position continues to be held responsible for his or her efforts to oversee labor and employment matters, including police discipline investigations, grievances, and arbitrations.”

Regarding the proposed draft of the Special Counsel – Labor and Employment classification, the City engaged in multiple discussions with International Federation of Professional and Technical Engineers (IFPTE, Local 21) during the past year because they represent an already existing general Special Counsel classification. This new classification is distinct from other Special Counsel positions in that it will specifically focus on overseeing labor and employment advice, including but not limited to advising the Oakland Police Department on items related to discipline and other legal matters and will assist with guiding the City during labor negotiations with the City’s various unions. The individual in this classification must provide guidance and make decisions related to challenging, sensitive, and confidential legal matters and plays a role in labor negotiations without the potential for any conflict of interest.

Like the existing Special Counsel position, this new classification is proposed to be at-will and formally exempted from Civil Service by the process required under the Charter Title IX section 9.02(f). The request to exempt this position from Civil Service and be unrepresented is based upon the need to have the Special Counsel – Labor & Employment position available to prepare for and negotiate with IFPTE Local 21 and other labor groups in the City. This request is aligned with the business needs of the Office of City Attorney to have staff available to advise the Oakland Police Department on items related to discipline and other legal matters and to assist with guiding the City during labor negotiations with the City’s labor groups, including IFPTE Local 21.

City Council endorsed the resolution recommending exemption from civil service pursuant to Charter Section 9.02(f) on June 6, 2017. The executed resolution was not available at the time

CIVIL SERVICE BOARD

Subject: Request for Exemption and Approval of Special Counsel – L&E Classification Specification

Date: June 15, 2017

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the report went to print but will be provided verbally at the Civil Service Board meeting on June 15, 2017 if the approved resolution C.M.S. is available by that time.

A salary ordinance amendment to the City's Salary Schedule of the Salary Ordinance (Ordinance No. 12187 CMS) is currently scheduled for its second reading by the City Council on June 20, 2017. In the amendment that is pending final approval by City Council, the classification is being added to the Salary Schedule.

There will be one position in the classification. A placeholder has been added to the budget for the Office of the City Attorney.

As an exempt, at-will position, it is not governed by the provisions of the Personnel Manual of the Civil Service Board (the "Civil Service Rules" or "Rules") and therefore will not be a "Common Classification" per Appendix B of the Rules.

Staff recommends that the Civil Service Board approve the request to exempt the classification from the provisions of civil service and accept the proposed new classification specification for Special Counsel – Labor and Employment into the City's classification plan.

Attachments: Proposed new classification specification for Special Counsel – Labor and Employment
City Council Resolution ____ C.M.S. recommending exemption from Civil Service



SPECIAL COUNSEL (LABOR & EMPLOYMENT)

DRAFT

Class Code: MAXXX

Exempt

DEFINITION

Under direction in the Office of the City Attorney, provides complex professional legal services on labor and employment programs, cases and projects, including matters which require the highest levels of experience, specialization and professional expertise in police-misconduct investigations and due process, labor relations and dispute resolution, and federal and state employment laws; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized, management classification. Pursuant to the Oakland Charter 902(f), this position is exempt from the regulations of the Civil Service Board. Incumbents perform a variety of professional legal duties involving complex labor law and employment law issues, including practice area management and case management. Duties include without limitation, the provision of legal advice on employee-misconduct investigations and related grievances, including investigations conducted by the Internal Affairs Division of the Oakland Police Department; the preparation of cases for trial, labor arbitration hearings, Civil Service Board hearings, hearings before the Public Employee Relations Board and other administrative proceedings; the drafting and reviewing of legislation and documents; the preparation of legal opinions which require the application of specialized expertise, including labor law and/or employment law. Incumbents are expected to independently use the highest level of professional judgment and skill in the performance of assignments. This classification has primary responsibility for labor and employment programs, cases and projects of varying complexity requiring the ability to work with autonomy. This is an exempt position in which incumbents serve at the will of the City Attorney.

Incumbents receive supervision from the City Attorney or an Assistant City Attorney and may provide lead direction or supervision to subordinate staff, including but not limited to Deputy City Attorneys.

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

Assign and perform legal research, interpret and apply laws and court decisions; prepare opinions for departments, programs and activities.

Assign and provide legal advice and training to the Internal Affairs Division of the Oakland Police Department

Prepare and review legal opinions, ordinances, resolutions, employment contracts, MOU's, settlements and other legal documents; revise such documents as necessary to meet legal standards.

Oversee the investigation of labor and employment claims and complaints by or against the City; review recommended action to be taken; prepare cases for hearings; represent the City in such hearings.

Act in an advisory capacity at meetings of City Council, City boards and commissions; advise

assigned staff, including the City Administrator, Employee Relations Director and Human Resources Director, on labor and employment matters.

Represent the City in litigation brought by or against the City; prepare cases for trial, hearings and arbitration.

Manage cases, trials, hearings and projects handled by assigned staff.

Prepare and review briefs for appellant courts and administrative boards.

Prepare forms of court pleading and ordinances, resolutions and contracts.

Act in an advisory capacity to the City Administrator, Employee Relations Director and other labor negotiators, as the City may designate, in labor MOU bargaining and other labor negotiations, including preparation for negotiations, and development of proposals and strategies.

May act as the City Attorney or Assistant City Attorney in their absence.

Develop materials and provide staff training on relevant legal issues.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Municipal, state and federal laws, ordinances and codes affecting City government.
- Legal research methods.
- Local court rules and procedures.
- Public contact and community relations.
- Working knowledge of:
 - Principles and practices of management supervision and staff development.
 - Computer applications and software.

Ability to:

- Interpret and apply various government codes and ordinances.
- Conduct research on legal problems; prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Present cases in court and administrative proceedings.
- Provide professional leadership, guidance, and technical expertise to assigned staff.
- Handle stressful or sensitive situations with tact and diplomacy.
- Work independently or as part of a team.
- Form or work with a multidiscipline team.
- Manage multiple demanding programs, cases and projects with competing deadlines.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public.
- Complete varied assignments within a narrow time frame.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

Graduation from an accredited School of Law.

Experience:

One year of increasingly responsible work experience comparable to a Deputy City Attorney IV in the City of Oakland.

OR

Minimum of ten years of professional experience in relevant areas of law.

LICENSE OR CERTIFICATE

A member in good standing of the California State Bar.

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

OTHER REQUIREMENTS

None required.

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


City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF SPECIAL COUNSEL – LABOR AND EMPLOYMENT FROM THE OPERATION OF CIVIL SERVICE

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Special Counsel – Labor and Employment classification is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Special Counsel – Labor and Employment is an expert level classification in the field of employee and labor relations, possessing advanced credentials, functioning as consultants to department heads, the City Administrator, City Council and professional and management staff; and

WHEREAS, the Special Counsel – Labor Employment is a manager with overall responsibility for operations of the Labor and Employment attorneys, is required to utilize a high degree of independence in carrying out the City Attorney's and City Council goals and objectives; the scope of responsibilities are broad and complex, the individual in this classification must deal with challenging, sensitive, and confidential matters; and assist management in difficult and complex labor negotiations, labor and employment advice and disciplinary matters; and

WHEREAS, the incumbent in the Special Counsel – Labor and Employment position is expected to exercise considerable discretion in carrying out the City's mission for which there is a high consequence of error; now, therefore be it

RESOLVED, the City Council of the City of Oakland hereby recommends to the Civil Service Board that the classification of Special Counsel – Labor and Employment be exempted from the requirements of civil service; and be it

FURTHER RESOLVED, that the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California



CITY OF OAKLAND

STAFF REPORT

DATE: June 15, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

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

THROUGH: Ian Appleyard, Director of Human Resources Management

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

The required Quarterly Report for quarter end March 31, 2017, was supposed to be included on the agenda at the Civil Service Board meeting on April 20, 2017. Unfortunately, the report was inadvertently omitted from the agenda. The informational report is attached.

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

Attachments:

Civil Service Board Staff Report – Quarterly Report dated April 20, 2017

Attachment A – Classification Studies (Desk Audits) as of March 31, 2017

Attachment B – Classification Specifications under review as of March 31, 2017



CITY OF OAKLAND

STAFF REPORT

DATE: June 15, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

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

THROUGH: Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in January 2017. This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending March 31, 2017. During this reporting period, four (4) studies were completed and four (4) new studies were received. There are now fourteen (14) active classification studies.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending March 31, 2017, showing a total of seventy-six (76) classifications: during this reporting period there were five (5) classification revisions or creations completed and approved by the Civil Service Board; there is one (1) classification being advanced by HRM to the Board for the April 20, 2017, meeting; an additional fifteen (15) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are forty (40) classification specification reviews assigned and under review by analysts; and there are an additional fifteen (15) for which HRM has received requests that have not yet been assigned.

Status	Qty
Approved by CSB or Closed During Quarter	5
Scheduled to CSB for Approval	1
Under Review for Scheduling of Meet & Confer with Representative Union	15
Assigned to Analyst for Review	40
Pending for Assignment	15
TOTAL	76

Attachment A – Classification Studies (Desk Audits) as of March 31, 2017

Attachment B – Classification Specifications under review as of March 31, 2017

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

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	HSD	Health & Human Services Program Planner	3/9/2016	2/8/2017	336	No	Completed.
2	EWD	Administrative Analyst II	3/31/2016	3/10/2017	344	No	Completed.
3	PBD	Public Service Representative	3/31/2016	3/31/2017	365	No	Completed.
4	PBD	Public Service Representative	3/31/2016	3/31/2017	365	No	Completed.
5	ITD	Administrative Analyst II	4/4/2016			No	Will roll overdue on 4/4/2017; to be completed in April 2017.
6	PBD	Public Service Representative	4/25/2016			No	To be completed in April 2017.
7	LIBRARY	Library Assistant	5/4/2016			No	In progress.
8	FINANCE	Payroll Personnel Clerk II	6/15/2016			No	In progress.
9	OPW	Program Analyst I	7/28/2016			No	In progress.
10	FINANCE	Treasury Analyst II	10/3/2016			No	In progress.
11	FINANCE	City Administrator Analyst	11/4/2016			No	Assigned; in initial stages.
12	CAO	Contract Compliance Officer	11/7/2016			No	Assigned; in initial stages.
13	OPW	Administrative Assistant II	11/28/2016			No	Assigned; in initial stages.
14	EWD	Urban Economic Analyst II	12/5/2016			No	Pending assignment.
15	OPW	Administrative Assistant II	3/1/2017			No	New assignment.
16	LIBRARY	Librarian II	3/7/2017			No	New assignment.
17	CAO	Contract Compliance Officer, Senior	3/16/2017			No	New assignment.
18	CAO	Administrative Assistant II	3/28/2017			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (5)					
TR133	OPW	Energy Engineer III	TF1	SPEC REVISION	Approved at 1/19/17 CSB Meeting
SS137	ATTORNEY	Legal Administrative Assistant, Supervising	TW1	SPEC REVISION	Approved at 2/16/17 CSB Meeting
TBD	OFD	US&R Logistics & Warehouse Specialist	TBD	NEW SPEC	Approved at 2/16/17 CSB Meeting
TBD	FINANCE	Budget Administrator, Assistant	U31	SPEC REVISION	Approved at 3/16/17 CSB Meeting
PS112	OPD	Criminalist II	TW1	SPEC REVISION	Approved at 3/16/17 CSB Meeting
SCHEDULED (1)					
SC230	OPW	Tree Supervisor II	UH1	SPEC REVISION	Scheduled for 4/20/17 CSB Meeting
PENDING MEET & CONFER (15)					
SC103	CAO	Animal Control Supervisor	UH1	SPEC REVISION	Meeting with Local 21 in April 2017
AP153	CAO	Contract Compliance Officer	TW1	SPEC REVISION	Meeting with Local 21 in April 2017
AP369	CAO	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Meeting with Local 21 in April 2017
TBD	OFD	Fire Communications Manager	TBD	NEW SPEC	Meeting with Local 21 in April 2017
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	Actively meeting with Local 1021 regarding spec
PS140	OFD	Fire Marshal, Assistant (Sworn)	FQ1	SPEC REVISION	Preparing meet and confer notice for union
MA148	OFD	Fire Marshal, Assistant (Non-Sworn)	UM2	SPEC REVISION	Preparing meet and confer notice for union
TBD	CAO	Municipal Code Enforcement Officer	TBD	NEW SPEC	Meeting with Local 1021 in April 2017
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS170	OPD	Police Property Specialist	SC1	SPEC REVISION	Actively meeting with Local 1021 regarding spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TBD	ATTORNEY	Special Counsel - Labor and Employment	TBD	NEW SPEC	Meeting with Local 21 in April 2017
TC144	OPD	Veterinary Technician	SD1	SPEC REVISION	Actively meeting with Local 1021 regarding spec
IN PROGRESS (40)					
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
EM177	FINANCE	Budget Administrator	UK2	SPEC REVISION	Preparing exemption resolution, re-title, and revised class spec
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Preparing proposed class spec for department review

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
TR140	OPW	Gardener Crew Leader	SC1	SPEC REVISION	In initial discussion with department about assignment
TR141	OPW	Gardener I	SC1	SPEC REVISION	In initial discussion with department about assignment
TR142	OPW	Gardener II	SC1	SPEC REVISION	In initial discussion with department about assignment
PP128	HSD	Head Start Program Coordinator	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Preparing proposed spec revisions for department review
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Exempt clarification follow-up; review of positions and incumbents is in progress
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending sup review & dept feedback
NEW	OPD	Police Communications Dispatcher, Senior	TBD	NEW SPEC	Finalizing proposed class spec with department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department

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

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

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

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



PROFESSIONAL & TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO
An Organization of Professional, Technical, and Administrative Employees

June 8, 2017

HAND-DELIVERED & SENT BY EMAIL

Oakland Civil Service Board
c/o Ian Appleyard
Secretary to the Oakland Civil Service Board
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612

**Re: Civil Service Board Appeal of Probationary Release (Victoria Urbi)
REQUEST FOR MATTER TO BE HEARD BY THE BOARD INSTEAD
OF A HEARING OFFICER
For June 15, 2017 Meeting
City File No. X04194**

Dear Chairperson and Members of the Civil Service Board:

IFPTE Local 21 (“Union”) submits this letter to respectfully request that the Civil Service Board (“Board”) adjudicate the appeal of Victoria Urbi at the Board’s next scheduled meeting. The City contends it released her from employment during her probationary period, and Ms. Urbi filed an appeal on September 17, 2015. The Board approved that this matter be heard by an outside hearing officer on October 13, 2016. However, due to no fault of the Union’s, the matter has yet to be scheduled for a hearing. Considering the unreasonable delay in adjudication by an outside hearing officer, the limited scope of the issues, and the fact that the Board is the expert on the City’s Personnel Manual, the Union believes this matter is best resolved with a hearing before the Board.

PROCEDURAL HISTORY

Ms. Urbi was initially employed by the Citizens’ Police Review Board (“CPRB”) from May 12, 2003, to November 16, 2005. On June 30, 2014, she was re-employed as an Intake Technician with the Oakland Police Department’s Internal Affairs Division. Ms. Urbi remained in that role until November 10, 2014, when she transferred to the Citizens’ Police Review Board as a Complaint Investigator II. On September 14, 2015, *fourteen and a half months after Ms. Urbi was re-employed with the City*, Ms. Urbi received a notice informing her that she was being removed from probation. Ms. Urbi

was not notified in writing that she may be reinstated to her prior classification of Intake Technician as required by Section 6.06(b) of the Personnel Manual. She submitted an appeal on September 17, 2015, pursuant to Section 6.04 of the Personnel Manual.

The City Attorney notified the Union that it had hired outside counsel to handle the appeal on January 15, 2016. In June 2016, the Union and the City agreed that this matter would be best handled by an outside adjudicator. The City submitted a request to the Board on October 10, which was approved on October 13, 2016. The parties subsequently selected an arbitrator and scheduled a hearing for March 6, 2017. On February 23, 2017, only a week and a half before the scheduled arbitration, the City informed the Union that it had calendared the wrong date and that they would not be able to proceed on March 6th as planned. The arbitration was cancelled and has yet to be rescheduled.

ISSUES ARE STRAIGHT FORWARD AND BEST ADJUDICATED BY THE CIVIL SERVICE BOARD

The primary issues for determination in this appeal are (1) whether Ms. Urbi was actually a probationary employee when she was released, and (2) if she was, whether the City violated Personnel Rule sections 6.04 and 6.05.

ISSUE #1: WAS MS. URBI ON PROBATION WHEN SHE WAS RELEASED?

Ms. Urbi's hire letter as an Intake Technician clearly indicated her hire date was June 30, 2014, and that she was required to complete a probationary period per the Memorandum of Understanding. **(Exh. A)**. Ms. Urbi's New Employee Entry Record identifies her as both a "Re-employment" and a "New Employee." **(Exh. B)**. Ms. Urbi's accrued sick leave balance from her prior period of employment in 2003-2005 was available to her after she was re-employed by the City. **(Exh. C)**. Ms. Urbi received one probationary performance appraisal as an Intake Technician with a "Fully Effective" rating on October 3, 2014, three month after she was hired. **(Exh. D)**.

On October 10, 2014, Ms. Urbi received an offer of employment from the City for the Complaint Investigator II position with CPRB. Unlike her first letter, this letter did not include any information regarding probationary status. **(Exh. E)**. Ms. Urbi transferred to the CPRB on November 10, 2014. The Personnel Action Record for this change in classification lists it as a "Organization Transfer" and a "Job Class Change" and maintains the original start date of June 30, 2014. **(Exh. F)**. The form was approved and signed by Carolyn Webb and Ms. Urbi's former supervisor, Anthony Finnell. Confusingly, Ms. Urbi's City ID showed a hire date of May 12, 2003, which brought into question whether she was re-employed or a new employee when she started with the City on June 30, 2014. **(Exh. G)**.

Ms. Urbi inquired about her probationary status and was advised that because nobody raised the issue or notified Ms. Urbi about probation, she should not worry about it. On May 5, 2015, six months after her transfer to CPRB, Ms. Urbi received a “Fully Effective” performance appraisal that indicated she was not on probation. **(Exh. H)**. The form was subsequently corrected to indicate she was on probation and listed her probationary period as November 10, 2014 to November 9, 2015. **(Exh. I)**. Despite this positive performance appraisal and no issues whatsoever on the job, Ms. Urbi received a “Notice of Removal During Probationary Period” on September 4, 2015. **(Exh. J)**. Ms. Urbi’s last pay slip, dated September 18, 2015, lists her latest hire date as June 30, 2014. **(Exh. K)**.

This entire matter is predicated on establishing whether or not Ms. Urbi was actually a probationary employee when she was released fourteen and a half months after her most recent hire date. The Union believes that the Board is the best body to make this determination since you are the experts on the City’s Personnel Rules. The relevant sections are as follows. **(Exh. L)**.

Personnel Manual Section 6.01 (Probationary Period) states that “former employees who are re-employed under the provision of these rules shall be required to serve a period of probation of 6 months from the date of re-employment.” Section 6.02 (Duration of Probationary Period) states, in pertinent part, “for entrance appointments the duration of such probationary period shall be a period of twelve (12) consecutive months of active service.” Section 6.03 (Interruption of Probationary Period) states: “If an employee is transferred during her/his probation from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority, the second appointing authority shall grant credit for the portion of the probationary period previously completed.” **(Exh. L)**.

Ms. Urbi’s New Employee Entry Record indicates she was both a “Re-employment” and a “New Employee” so her probationary period could have either been six months or twelve months. **(Exh. B)**. This was never confirmed by the City. Regardless, even if Ms. Urbi’s probationary period was twelve months, pursuant to Section 6.03, the City should have granted credit for probationary time served dating back to June 30, 2014, which is when she was re-employed by the City. Numerous City personnel records prove the City considered Ms. Urbi’s hire date as June 30, 2014, even after she transferred to CPRB. **(Exh. B, F, K)**. The Union believes that Ms. Urbi’s probationary period ended on June 29, 2015, and she was not a probationary employee when she was terminated on September 18, 2015. As such, she had just cause protections provided for by section 14.12 of our Memorandum of Understanding which the City failed to abide by. **(Exh. M)**. The City improperly released/terminated Ms. Urbi fourteen and a half months after she was hired and she should be reinstated as a Complain Investigator at CPRB. **(Exh. M)**.

ISSUE #2: DID THE CITY FAIL TO COMPLY WITH SECTIONS 6.04 (PERFORMANCE RATING DURING PROBATIONARY PERIOD) AND 6.05 (REMOVAL OR DEMOTION OF EMPLOYEE DURING THE PROBATIONARY PERIOD)?

Section 6.04 states: “For probationary employees who have been required to serve a twelve-month probationary period, the department head shall file with the Personnel Director a report of performance for each employee at the end of the third, fifth, eighth, and eleventh months of employment.” Section 6.05 provides that a probationary employee may be removed from her current position provided that “(b) if the employee has served the City in another position in the competitive civil service, the employee shall be notified in writing by the Personnel Department within five (5) working days of removal that he/she may be reinstated to the prior classification from which promotion was made. The employee has five (5) working days from date of notification to respond in writing, stating her/his wish to be reinstated.” (Exh. L).

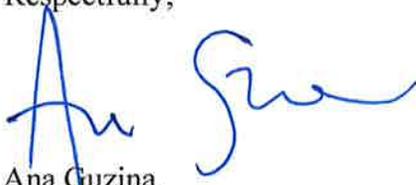
Here, the City failed to file performance reports as required by Section 6.04. Ms. Urbi received one performance appraisal three months after starting as an Intake Technician with the Police Department and another appraisal approximately six months after she transferred to CPRB. (Exh. D, H). She did not receive two additional performance appraisals as required by Section 6.04. It is worth noting that both appraisals were very positive. During her entire tenure from June 30, 2014, until her release on September 14, 2015, Ms. Urbi received no negative feedback at all, written or verbal, which was why her release was so shocking. Additionally, Ms. Urbi was not notified of the possibility of reinstatement to her prior classification of Intake Technician as required by Section 6.05(b), which is something she would have undoubtedly taken advantage of.

CONCLUSION

Section 10.05(b) of the Personnel Manual states that an outside hearing officer’s decision is merely a recommendation and that the Board has final decision making power. The primary issues for determination in this appeal are (1) whether Ms. Urbi was actually a probationary employee when she was released, and (2) if she was probationary, whether the City violated Personnel Manual Sections 6.04 and 6.05. Considering the unreasonable delay in adjudication by an outside hearing officer, the limited scope of the issues, and the fact that the Board has ultimate expertise on the intent and spirit of the City’s Personnel Manual, the Union believes that the most cost-effective and efficient way to resolve this matter is for the Board to hear and adjudicate this appeal. We respectfully request this matter be calendared for the Board’s next meeting.

Thank you for your consideration of this request.

Respectfully,



Ana Guzina
Legal Specialist

cc: Madelyn Jordan-Davis, Attorney
Kip Walsh, Human Resources Manager

EXHIBIT A

CITY OF OAKLAND



POLICE ADMINISTRATION BUILDING

455 - 7TH STREET

OAKLAND, CALIFORNIA 94607-3985

Police Department

Telephone Device for the Deaf (510) 238-3227

June 17, 2014

Victoria Urbi



Dear Ms. Urbi:

Congratulations! I am pleased to confirm your appointment as an Intake Technician. The information below is pertinent to your new position with the Oakland Police Department.

Position Title:	Intake Technician
Work Unit:	Internal Affairs
Rate of Pay:	\$ 4,541.05 Monthly – Step 1
Employment Status:	Permanent, Full Time Appointment
Start Date:	June 30, 2014
Hours:	8:30 am to 4:30 pm (Monday thru Friday)
Work Location:	250 Frank H. Ogawa Plaza, Suite C Oakland, CA 94612

Please feel free to contact Sergeant Van Sloten at 510-238-3073, should you have any questions regarding this information.

Sincerely,

Cee Belue
Personnel Manager

This is a classified Civil Service position which requires that you complete a probationary period as specified in the appropriate Memorandum of Understanding.

Please note that as a condition of your employment you are required to maintain applicable license(s), credentials, and/or certifications current as indicated on the job announcement. Failure to do so may result in suspension or termination, depending on circumstances.

EXHIBIT B



City of Oakland
New Employee Entry Record

CSB Meeting Thursday, June 15, 2017 Print Form

People - Enter and Maintain

Employee information fields: New Employee (checked), Reemployment (checked), Hire / Rehire Date: 30 JUN 2014, Last Name: Urbi, First Name: Victoria, Middle Name: 13974, SSN: [redacted]

People - Enter and Maintain Assignment

Assignment information fields: Organization Code: 101120, Rep Unit: TW1, Retirement Plan: PERS, Sworn Category: [blank], Position Name: Intake Technician, Position #: 34863.34863, Job Class #: AP434, Supervisor: Vansloten, Jeffrey, PC Initials: [handwritten]

People - Enter and Maintain - Personal Information

Personal information fields: Birth Date: 02/07/1969, Marital Status: Married (checked), Work No., Email, Disability: [blank]

Employment Category:

Employment category fields: FT Regular Non-Sworn (checked), PPT Permanent Part-Time, FT Sworn Regular, Provisional, LD Limited Duration < 6 mos, TPT Temporary Part-Time, LD Limited Duration > 6 mos, Annuitant, Exempt Ltd Duration < 6 mos, Exempt Ltd Duration > 6 mos

People - Enter and Maintain - Employment Information

Ethnic Origin fields: Alaskan Native, Asian, Caucasian, Hispanic, American Indian, Black, Filipino (checked), Pacific Islander

Assignment - Standard Conditions

Assignment standard conditions: Bi-Weekly Hours: 75.00, GRE and Other Data, Salary Information (Salary Basis)

People - Enter and Maintain - Add'l Personal Details

Additional personal details: Original Service Date, Adjusted Service Date

Assignment - Additional Assignment Detail

Assignment additional detail: FLSA Status: Administrative Exempt, Professional Exempt, Executive Exempt, Seasonal Exempt, Non-Exempt, Excluded, Job Class Service Date, Task, Adj. Job Class Service Date, Project

People - Enter and Maintain - Address

[Redacted address block]

Assignment additional detail: Public Contact Position: Yes/No, Selective Certified: Yes/No, Conflict of Interest: Yes/No, If Yes:

Special Information - Certifications and Licenses

Special information - Certifications and Licenses: Driver License No., State Issued: CA, Expiration Date: 02/07/2018

Assignment - Other - Costing

Assignment other - Costing: Proportion: 100, Fund: 1010, Project: 000000, Program: PS02

Special Information - Sequence Number

Special information - Sequence Number: Serial No. 4831, Badge No.

Assignment - Other - Grade Step

Assignment other - Grade Step: Point, Step 1, Hourly/Monthly \$4541.05

Other (Emergency Contact Information)

[Redacted emergency contact information]

Assignment - Salary (Council Mbr, Mayor, & Range)

Assignment salary: Bi-Weekly Amount, Monthly Amount, Salary Admin., Range

Assignment salary: Elizabeth Simmons x6975, 26 JUN 2014, Department Rep., Ext., Date Submitted

Processed By

JUL 02 2014

Valarie Johnson

Date: CA Zip Code: 94631

Primary (checked)

For DHRM Use Only

DHRM PC Approval: [Signature], Date: 6/30/14

For Treasury / Payroll Use Only

Authorization, Date, Entered By

APPROVALS:

Approval signatures and dates: Department Authorization, Budget Office Approval (Dept. Attach Fiscal Impact Report) IF REQUIRED, Date: 26 JUN 2014

EXHIBIT C

Victoria A. Urbi
Employee No. 13974

Pay Period End Date 07/04/2014 SSN XXX-XX-8448

Advice Date 07/10/2014

Earnings	Start	End	Hours	Rate	Current	YTD	Deductions	Current	YTD
HDP Holiday			7.50	28.23	211.69	211.69	FIT Withheld	64.88	64.88
Reg NonSworn			30.00	28.23	846.76	846.76	Medicare EE Withheld	15.35	15.35
Imputed Life					0.35	0.35	Employee PERS Contribution	84.68	84.68
							SIT Withheld	17.82	17.82

Leave Balances	Hours
Vacation	1.44
Sick Leave	66.58
Floating Holiday	7.50
LTD Hours	4063.00

Totals	Current	Year-To-Date
Gross Pay	1058.80	1058.80
Pre-Tax Deductions	84.68	84.68
Tax Deductions	98.05	98.05
Other Deductions	0.00	0.00
Net Pay	875.72	875.72

CITY OF OAKLAND
ONE FRANK H. OGAWA PLAZA
OAKLAND, CA 94612

To The
Account Of **Victoria A. Urbi**
Checking Account XXXXX3685 875.72

ADVICE DATE 07/10/2014

*****\$875.72

VOIDNON-NEGOTIABLE***VOID***

THIS IS NOT A CHECK

EXHIBIT D

P 100

CSB Meeting Thursday, June 15, 2017

OAKLAND POLICE DEPARTMENT PERFORMANCE APPRAISAL FORM

TF-3233 (AUG 14)

Name of Member/Employee (LAST Name, First): Urbi, Victoria Serial No.: 4831
 Rank/Position: Police Intake Technician
 Unit of Assignment: Internal Affairs
 Appraisal Period: From: 30 Jun 14 to: 30 Sep 14
 Appraisal Completed by Immediate Supervisor Other: (Indicate)

05-10-14 12:00 PM

Type of Performance Appraisal (Check Box):

- Annual
- Probationary

Indicate the performance appraisal interval:

- Probationary member/employee following promotion/rehire:
End of
- Probationary member including the time spent in field training:
End of
- Probationary Police Communications Dispatcher and Local 21 employee (following initial hiring):
End of 3rd Month; OR
 If extended, End of
- Probationary Local 1021 employees, following initial hiring:
End of ; OR
 If extended, End of

APPRAISAL KEY

Exceeds Expectations
 The performance of a member/employee at this level consistently exceeds all of the job standards and performance expectations. The employee is performing at a level well beyond what is normally expected of the majority of employees with similar duties. **Mandatory Comments required to support appraisal level.**

Fully Effective
 The performance of a member/employee at this level consistently meets the established job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level. **Mandatory Comments are required to address positive performance progress and/or completion of a development plan.**

Improvement Needed
 The performance of a member/employee does not consistently meet the essential job standards and performance expectations of the position or is marginally acceptable. Development is needed to reach full effectiveness. **Mandatory Comments required to support appraisal level. Detail Development Plan in Part V.**

Unacceptable
 The performance of a member/employee demonstrates an inability or unwillingness to meet job standards and performance expectations of the position. Immediate and sustained improvement is required. **Mandatory Comments required to support appraisal level. Detail Development Plan in Part V.**

SECTION I: ORGANIZATIONAL VALUES AND WORK HABITS

<u>Attendance Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Begins work at start of assigned shift; does not exceed scheduled time for lunch breaks. Notifies on-duty supervisor or Patrol Desk of absences at least three (3) hours before the normal reporting time if assigned to a 24 hour a day unit or at least one (1) hour if assigned to another organizational unit. 	<p>Yes</p> <p>Yes</p>
Number of Hours/Days of Illness/Injury (<i>Sworn Only</i>): _____	
Mandatory Comments: You are punctual and reliable. You arrive at work on time and begin working immediately. You do not leave prior to the conclusion of your shift. You have advised me of any changes to your schedule prior to your shift. You have not abused your sick leave nor do you have a pattern of using it in conjunction to your regular days off. You are always willing to work overtime to assist your team members in managing the units caseload.	
<u>Use of Time Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Performs work assignments in a timely manner; advises supervisor when and why assignments may require more time. Prioritizes multiple tasks to achieve desired results, consistently uses time productively and engages in self-initiated activity. Complies with City and Departmental directives regarding personal use of Departmental phones, computers, or other equipment. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
Mandatory Comments: You work hard to prioritize your case load and are doing a good job managing your time. Captain Cunningham requested that you complete case 14-0678 in one day, which you did without it being returned for corrections. You are aware of Departmental policies and procedures regarding computer usage and I am unaware of you using the equipment improperly.	
<u>Teamwork and Collaboration Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Meets commitments to co-workers and team members at all times. Does "fair share" of the work within the team. Effectively contributes input and participates in group efforts. Treats people with respect at all times. Allows for differing points of view. Is open to feedback and constructive criticism. 	<p>Yes</p> <p>Yes</p>
Mandatory Comments: You work well with your fellow Intake Technicians; I have seen and heard you working closely with others to resolve issues that come up with the intake cases. You are polite and professional with everyone with whom you work. You participate in doing the daily rotation in the mornings and Daily Intake Report each evening. You have also volunteered to work the Mobile Complaint Unit for Raiders games and for protests when you were not required to do so. You did this not only for training, but to support your team members and the Department.	
<u>Communication Standards</u>	Rating Category Exceeds Expectations
<ul style="list-style-type: none"> Writes timely, legible, and comprehensive reports and other correspondence. Effectively communicates with co-workers and members of the community. 	<p>Yes</p> <p>Yes</p>
Mandatory Comments: You are an effective communicator. Your chronological Activity logs are well written with few errors in grammar and punctuation. Captain Cunningham complimented you on case 14-0660 and the way you documented it on the chronological activity log. Additionally, I complimented you for the same reasons on case 14-0584. You speak in a clear and concise manner and communicate your ideas effectively, which I noted on case 14-0594. Your interviews continue to improve; you are asking more open ended questions and focusing on asking appropriate follow up questions as you learn more about OPD policy and procedure.	

<u>Customer Service Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Responds to customers' needs in a respectful, professional and timely manner, and demonstrates knowledge of City and Departmental policies and procedures. 	Yes
Mandatory Comments: You have good customer service skills. You are able to assist complainants with their needs or refer them to the appropriate areas in the department. Every day you are striving to learn more about the Department and where to go to obtain answers when you have questions.	

<u>Accountability Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Assumes responsibilities for all equipment (including vehicles), personnel under his/her supervision, and situations under his/her control. Wears required safety clothing/equipment, as appropriate. Handles all assignments according to Departmental policies and procedures. 	Yes
Mandatory Comments: You are accountable for all equipment and situations under your control. You handle your assignments without waste of Departmental resources. You follow Departmental policy and procedures on all of your assignments. You obey Department policy and the law while operating IAD vehicles which you use to drive to and from the Police Administration Building. You are not required to qualify with a Departmental firearm in accordance with DGO B-12. You did not damage or lose any Department property during this appraisal period.	

<u>Adaptability and Problem Solving Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Successfully undertakes and implements new work assignments as they arise. Adapts to organizational changes, which may include learning new skills and adjusting priorities. Demonstrates ability to: <ul style="list-style-type: none"> Identify and define a problem; Identify alternate approaches to resolve the problem; Select an approach to resolve the problem; and Implement the solution and monitor its success. 	Yes
Mandatory Comments: You are rapidly learning how to identify and define complaints against Departmental personnel. You are quickly learning how to make the correct recommendations in your Preliminary Inquiries and how to use Departmental resources to help complainants resolve problems and answer questions.	

<u>Professionalism and Ethics Standards</u>	Rating Category Fully Effective
<ul style="list-style-type: none"> Demonstrates Department core values. Maintains high professional and ethical standards. Understands and demonstrates compliance with the Department's Manual of Rules. 	Yes
Mandatory Comments: You have a good understanding of the Department's core values and are rapidly learning IAD policies and procedures as well as the Manual of Rules. You understand that you don't know everything, so you are proactive in finding the information you need, and do a good job self-teaching. I have observed that you are professional with others and remain calm in stressful situations.	

<u>Performance Management and Supervisory Skill Assessment Standard</u> (Complete for Personnel in Supervisory Positions Only)	Rating Category N/A
<ul style="list-style-type: none"> Appraiser shall assess and comment on whether the supervisor acted to identify and address his/her subordinates' performance and behavior in such areas as: patterns of misconduct, performance deficiencies, improper behavior, use force, sick leave, line-of-duty-injuries, narcotics-related possessory offenses, and on-duty vehicle 	Not Observed

accidents.	
<ul style="list-style-type: none"> Completes all staff work and performance appraisals within established timelines, in a fair and unbiased manner. Takes appropriate steps to ensure that all staff under his/her supervision are performing at or striving to attain a fully effective or higher level through feedback, mentoring, training, discipline, or other non-disciplinary corrective action. 	Not Observed
	Not Observed
Mandatory Comments: N/A	

Mandatory Review Comments

(Complete for all personnel)

Check the boxes to indicate the area was monitored and reviewed. Enter the date iPAS was reviewed and document, in the Mandatory Comments field, all incidents and/or findings which occurred during the appraisal period. Include patterns and corrective action taken. If information was obtained through a source other than iPAS, document the source in the Mandatory Comments field.

iPAS Supervisor was reviewed on 2 Oct 14. The MOR violation(s) of sustained and not sustained findings have been reviewed. Describe the corrective action recommended and the results of the corrective action taken. **IMPORTANT:** Do not comment on or consider complaints that the Department has determined to be unfounded, exonerated, or are still pending.

Mandatory Comments:
 You have not received any complaints during this appraisal period.

iPAS Supervisor was reviewed on 2 Oct 14. Uses of force (Identify the levels of force reviewed (levels 1-4). Comment on whether the force was in/out of compliance.

Mandatory Comments:
 N/A

iPAS Supervisor was reviewed on 2 Oct 14. Arrests for narcotics-related possessory offenses not made as a result of searches conducted pursuant to arrest for other offenses.

Mandatory Comments:
 N/A

iPAS Supervisor was reviewed on 2 Oct 14. Arrests involving charges of Penal Code Sections 69, 148 and/or 243(b)(c).

Mandatory Comments:
 N/A

iPAS Supervisor was reviewed on 2 Oct 14. Indicate whether the vehicle collision was preventable or non-preventable.

Mandatory Comments:
 You have not been in any collisions during this appraisal period.

Collateral Duties		Rating Category
Collateral Duties: • •	Name of Supervisor: • •	N/A N/A
Comments: None.		

Consultation with Former Supervisor(s)	Rating Category
<input type="checkbox"/> Not Applicable. I was your supervisor for the entire appraisal period.	

Commentary from consultation with the previous supervisor documented below.

Select From the Following:

Name of Former Supervisor(s): Sergeant Jeffrey Van Sloten

Commentary:

Sergeant Jeffrey Van Sloten is on extended medical leave and unavailable for comment. Prior to having the roll as Acting Sergeant, I was one of Victoria's team members.

SECTION II: PERFORMANCE OBJECTIVES AND STANDARDS

Use the Performance Objectives and Standards as provided by the supervisor/commander or as developed in Section VI, Communicating Goals and Expectations agreed upon in the previous Performance Appraisal or revision.

<p>1. <u>Performance Objective:</u> Effectively use the Departmental Community Oriented Policing Model. (TB III-A.5)</p> <p><u>Standards:</u></p> <ul style="list-style-type: none"> • Understands the use of the SARA Model- the Department's methodology for problem solving. • Incorporates the Community Oriented Policing Model; understands how IAD can refer a complainant when appropriate or even facilitate solving a problem; develop an understanding of Community, Departmental and/or City resources to refer visitors and callers when appropriate. • Understands the importance of a first contact or interview with a citizen who contacts IAD regarding the performance of any police department personnel. • Actively communicates with complainants and witnesses who seek further explanation of the complaint process and to facilitate open dialogue, as needed, and within the constraints of all applicable laws and policies. 	<p>Rating Category Fully Effective</p>
<p>Comments: On July 24th Sgt. J. Van Sloten taught you and the other intake technicians about Community Oriented Policing and the use of the SARA Model - The department's methodology for problem solving. This concept is new to you, but you are already using this methodology (as stated above) in your work here in Internal Affairs. I expect you to continue to learn more and ask questions as they arise.</p>	
<p>2. <u>Performance Objective:</u> Investigate Administrative Cases</p> <p><u>Standards:</u></p> <p>Collects Information and prepares thorough and complete cases for presentation.</p> <ul style="list-style-type: none"> • Recognizes additional investigative steps and completely performs them within resources. • Maintains a manageable caseload and adequately documents status of all cases. 	<p>Rating Category Fully Effective</p>
<p>Comments: You have a good knowledge of the Internal Affairs Division policies, procedures, and operations. You are rapidly learning what systems need to be utilized to collect information needed for the cases you are working on. When issues come up with cases you bring them to my attention and do not ignore deficiencies. You properly maintain your caseload and keep them within required deadlines.</p>	
<p>3. <u>Performance Objective:</u> Conduct detailed interviews as necessary to further the investigations.</p> <p><u>Standards:</u></p> <p>Continually develop interviewing skills and techniques to obtain a true and detailed statement.</p> <ul style="list-style-type: none"> • Takes notes of significant details during the recorded interview. • During the audio taped recording of the interview, covers pertinent data that is necessary to determine the allegations. 	<p>Rating Category Fully Effective</p>
<p>Comments: The Department's/ IAD's style of interviewing is different from your previous experiences, however you are</p>	

learning how we conduct interviews and are very receptive to criticism. You speak clearly and are asking more appropriate questions that relate specifically to the allegations. You are very patient and professional when having to deal with complex allegations.

4. <u>Performance Objective:</u> <u>Standards:</u>	Rating Category N/A
---	-------------------------------

Comments:

5. <u>Performance Objective:</u> <u>Standards:</u>	Rating Category N/A
---	-------------------------------

Comments:

SECTION III: OVERALL APPRAISAL

Describe the member/employee's overall performance. If the member/employee was transferred mid-appraisal cycle or had collateral duties, the current supervisor shall consider performance with any previous supervisor(s) as a part of this **OVERALL** appraisal.

Mandatory Comments:	Rating Category Fully Effective
----------------------------	---

You have been here three months and have already had two different supervisors. You had to deal with interruptions in your training and at times inoperable computer research databases. You have not let this stand in your way, and you continue to learn. You are very positive and well liked amongst your peers. You are energetic and proactive in working to complete your cases and are doing better than expected at this stage of your probation.

SECTION IV: COMMENDATION RECOMMENDED

If applicable, describe how the member/employee's performance was truly exceptional and worthy of consideration for commendation.

If the member/employee has not received any of the following awards in the past three (3) years, he/she may be eligible pursuant to General Order B-1, Departmental Awards. (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Perfect Attendance Bar | <input type="checkbox"/> Perfect Driving Bar |
| <input type="checkbox"/> Outstanding Performance Evaluation Bar | <input type="checkbox"/> Advanced POST Bar |
| <input type="checkbox"/> Tactical Operations Team Bar | <input type="checkbox"/> Good Conduct Bar |

Comments:

You are not eligible for any awards during this rating period.

SECTION V: DEVELOPMENT PLAN

A development plan shall be completed for each and every appraisal area that is rated as "Improvement Needed" or "Unacceptable." Describe the development plan or attach the Performance Deficiency Notice that addresses and corrects the deficiency to bring the member/employee up to the level of "Fully Effective."

Comments (See attached, if applicable):

N/A

SECTION VI: COMMUNICATING GOALS AND EXPECTATIONS

Establish or revise a new performance plan for the **NEXT** performance appraisal period (Check to indicate completed):

- New plan discussed.
- Goals are linked to Department goals.

Detail Goals and Expectations:

Complete the Behavior Analysis Training Institute course.
Continue to develop your knowledge of Law Enforcement procedures and policies

SECTION VII: EMPLOYEE COMMENTS

Comments:

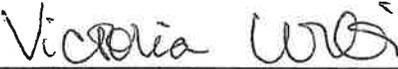
First, I have truly enjoyed working in IAD, learning about the different ways to gather reports and how complaints are processed. I believe one of IAD's greatest assets is the staff. The team's commitment to complaint intake is such a valuable asset to OPD. The majority of the IAD staff are really supportive, helpful and just an overall friendly group.

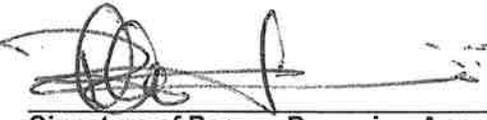
I came to IAD during a time when there was transition occurring with the PIT Supervisors. This affected my training schedule in that some of the training topics had to be moved, skipped and changed. Consequently, some of the training was not consistent. However, despite the very minor hiccups in training, I believe I have had the ability to learn quickly and efficiently how to process complaints.

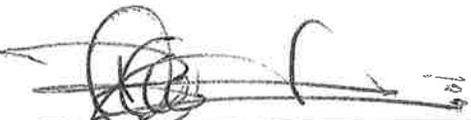
Regarding my training, I believe there could have been more time spent on how to process complaints from beginning to end, which includes what's expected when taking phone complaints, walk in complaints and overnight/Communications complaints. There also needs to be emphasis on what's expected during interviews with complainants, particularly those with mental illness, since each trainer may do it differently and this may be confusing to someone new to complaint intake. When training on the databases, it is imperative the trainee actually goes into the database and searches reports rather than the trainer showing the trainee how to do it. During my three months since I've been here, I have been able to quickly grasp the complaints, understand what is expected in analyzing complaints, conduct interviews, close cases and begin the rotation smoothly.

SECTION VIII: ADMINISTERING THE APPRAISAL

The appraisal has been administered to the member/employee. Signature does not necessarily signify agreement. PLEASE PRINT LEGIBLY.

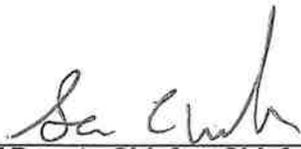
	Victoria Urbi	4831	10/2/14
Signature of Member/Employee	Print Name	Serial #	Date

	Robyn Clark	8277	10/2/14
Signature of Person Preparing Appraisal	Print Name	Serial #	Date

	Robyn Clark	8277	10/2/14
Signature of Person Administering Appraisal	Print Name	Serial #	Date

	Christopher Shannon	8067	10/2/14
Signature of First-Level Commander/Manager	Print Name	Serial #	Date

	Oliver Cunningham	7925	10/2/14
Signature of Division Commander/Manager	Print Name	Serial #	Date

	Sean Whent	8047	10-3-14
Signature of Deputy Chief or Chief of Police	Print Name	Serial #	Date

I wish to discuss this appraisal through my chain-of-command.

EXHIBIT E



**CITY OF OAKLAND
CITY ADMINISTRATOR'S OFFICE
CITIZENS' POLICE REVIEW BOARD**

CSB Meeting Thursday, June 15, 2017

250 FRANK H. OGAWA PLAZA * 6TH FLOOR * OAKLAND, CA 94612 * 510-238-6834 * FAX 510-238-7084

October 10, 2014

Victoria Urbi



Dear Ms. Urbi:

We are pleased to extend this offer of employment for the COMPLAINT INVESTIGATOR II position with the City of Oakland's Citizens' Police Review Board. Your employment details are as follows:

Position Title:	Complaint Investigator II
Start Date:	Monday, Nov. 10, 2014
Rate of Pay:	\$86,033.16 annually (\$7,169.43 monthly) – Step 4
Employment Status:	Full Time
Work Schedule:	M-F / 8:30am-5pm

Information about the City's generous benefits package may be found here:
<http://www2.oaklandnet.com/Government/o/HumanResources/s/EmployeeBenefits/index.htm>.

Please indicate your acceptance by signing this letter and returning to afinnell@oaklandnet.com within seven (7) calendar days of the above date.

If you have any questions, please contact at (510) 238-7401.

Very truly yours,

Anthony Finnell
Executive Director
Citizens' Police Review Board

Acknowledgement and Acceptance

Applicant Signature

Date

EXHIBIT F



City of Oakland Personnel Action Record

Reset Form Print Form

CSB Meeting Thursday, June 15, 2017
Mick

People - Enter and Maintain

Salary Change Job Class Change
 Organization Transfer Misc. Data Change
 Name Change _____ (Former Name)

Effective Action Date: 11.10.2014

Last Name: URBI
 First Name: VICTORIA Middle Initial: _____

Employee No. 13974-2 Female
 Male

People - Enter and Maintain - Personal Information

Work No. _____ Marital Status:
 Divorced
 Married
 Single
 Email: _____
 Disability: Yes No Widowed

People - Enter and Maintain - Additional Personal Details

Original Service Date: 6.30.2014

Adjusted Service Date: _____

People - Enter and Maintain - Address

Special Information - Certifications and Licenses

Driver License No. _____

State Issued: CA Expiration Date: _____

Special Information - Sequence Number

Serial No. _____ Badge No. _____

Other (Emergency Contact Information)

Last Name _____ First Name _____

Address _____

City _____ State NOV 10 2014 Zip Code _____

Country _____

Home No. _____

Processed By
 Valarie Johnson

People - Enter and Maintain Assignment

Organization Code: 02211 * Rep Unit: TW1 *
 Retirement Plan: _____ Sworn Category: _____
 Position Name: Complaint Investigator II *
 Job Class # AP146 * Pos. # 35961 35961
 Supervisor: Anthony Finnell

Employment Category:
 FT Regular Non-Sworn * PPT Permanent Part-Time
 FT Sworn Regular Provisional
 LD Limited Duration TPT Temporary Part-Time

Assignment - Standard Conditions

Bi-Weekly Hours: _____ Salary Information (Salary Basis): _____

Assignment - Additional Assignment Detail

FLSA Administrative Exempt Professional Exempt
 Status: Executive Exempt Seasonal Exempt
 Non-exempt Excluded

Job Class Service Date: _____ Task: _____

Adj. Job Class Service Date: _____ Selective Certified: Yes No
 Acting Pay If Yes: _____
 Public Contact Position Conflict of Interest: Yes No

Assignment - Other - Costing

Proportion: 100 Fund: 1010 Project: P47310 Program: IP06
 Proportion: _____ Fund: _____ Project: _____ Program: _____

Assignment - Other - Grade Step

Prior Point _____ Step _____ Hourly Monthly
 New Point _____ Step 4 Hourly Monthly 7,169.43
 Change Reason: _____

Fully Effective: Yes No

Assignment - Other - Grade Step

Prior Monthly Amount: \$ _____ Range
 New Monthly amount: \$ _____ Range
 Change Reason: _____

Fully Effective: Yes No

Department/Rep. _____ Ext. _____ Date Submitted 11.5.14

APPROVALS

Budget Office Approval
 (For Salary Increase Given Beyond Annual Increase)
 _____ Date 11/6/14

DHRM PC Approval
 _____ Date 11/6/14

Department Authorization
 _____ Ext. _____ Date 11/5/14
 For Treasury/Payroll Use Only

Authorization _____ **Entered By** _____

EXHIBIT G

DOB -02/07/1969 DCH -05/12/2003

If lost or stolen please return to
150 Frank H. Ogawa Plaza, 9th Fl.
Oakland, CA 94612



City of Oakland



Victoria Urbi
Dept. CAO
Employee #13974

EXHIBIT H

EMPLOYEE PERFORMANCE APPRAISAL FORM

CSB Meeting Thursday, June 15, 2017

Employee Name: Victoria Urbi

Employee I.D. Number: 13974

Position: Compliant Investigator II

Performance Appraisal 2014-15

Agency/Dept./Division: CAO/CPRB

Performance Plan 2015-16

Evaluation Period: May 1, 2014-April 30, 2015

Skill Enhancement Plan (if required)

Employee on Probation: Yes No Current Probationary Period: from to

Section I: Organizational Values and Work Habits:

1	<p>Attendance: Reports for work regularly with a minimum number of absences and tardiness; gives notice when absence or tardiness is unavoidable; receives authorization when time off is needed; observes appropriate lunch and break schedules; submits justification for absences as required and/or requested.</p> <p>Standards:</p> <ul style="list-style-type: none"> a. a. Be at your desk and ready to work at the beginning of the City's standard workday (8:30 a.m.) or as otherwise arranged and approved with your supervisor. b. b. Contact your supervisor and the CAO receptionist for your office within 15 minutes of start time if you will be late or absent. Or as governed by MOU. c. c. Submit request for annual leave or vacation at least two weeks prior to your requested leave/vacation date. With agreement of your supervisor, leave of one day or less can be approved in a shorter time period. In case of unexpected or emergency requests (i.e., sick leave, bereavement leave, family emergency, etc.) contact your supervisor as soon as possible. Or as governed by MOU. d. d. Break time should not exceed ½ hour cumulative during a given day. Or as governed by MOU. e. e. Lunch break should not exceed 1 hour during a given day. Or as governed by MOU. f. Uses sign-out ledger whenever out of the office, including destination and expected time of return, and coordinates out-office time with other investigators. <p>Comments: All requests for time off for vacations and appointments were submitted for approval appropriately during this report period.</p>	Fully Effective
2	<p>Use of Time: Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available; is mutually respectful of the time and schedule of others; balances multiple priorities and focuses on desired outcome(s).</p> <p>Standards:</p> <ul style="list-style-type: none"> a. Records and tracks duties and assignments including dates Investigative Reports and other work products need to be to the Executive Director to review and to administrative staff for duplicating and mailing for presentation at Board meetings. 	Fully Effective

- b. Confirms with Executive Director work priorities and deadlines and completes tasks to achieve agreed upon results by deadlines while balancing multiple priorities.
- c. Gives a full day's effort for a full day's work and uses time efficiently.
- d. Plans work tasks/schedule to avoid creating crisis situations or unreasonable demands on others time.
- e. Use current technology to meet commitments as scheduled (e.g. voicemail, email, fax, calendar, computer, etc.)

Comments: All investigative reports for hearings were submitted on or before the due date. Inv. Urbi consistently submits all her work to the Board in a timely manner and uses her work time efficiently to complete her investigations.

Teamwork and Collaboration: Makes and sustains effective and productive relationships with other members of the organization and the public; is respectful of differing viewpoints; meets commitments to co-workers and/or team members.

Standards:

- a. Coordinates and shares equally routine and general tasks with other investigators (e.g. picking up documents from OPD, creating forms, adding to investigative manual).
- b. Willingly contributes to time-sensitive group efforts as they arise.
- c. Receptive to differing points of view.
- d. Shares responsibility and accountability for team goals.
- e. Contributes to upkeep of shared spaces (e.g. copy room, kitchen, reception area, and conference room).
- f. Participates fully in staff meetings and investigator meetings, contributing ideas and suggestions, problem-solving, respecting differing opinions and then following the decisions reached.
- g. Participates in outreach to the Oakland community.

Comments: During this report period, Inv. Urbi regularly shared her opinions and ideas at staff meetings and has significantly contributed to the shared workload since becoming an investigator for the CPRB. On one particular occasion all investigators were asked to suspend the work they were doing on their individual cases to assist on a extremely complex 3-day hearing. Inv. Urbi stepped right in and began to do her part to make sure the vast volume of information was processed properly and in time for the hearing to commence.

Customer Service: Responds effectively, courteously, respectfully, and in a timely manner to the needs of a diverse set of internal and external customers; provides information and services in a clear, concise, thorough, accurate, and timely fashion.

Exceeds Expectations

Fully Effective

3

4

Standards:

- a. Regularly checks own voicemail and email for messages; updates voicemail and email messages to reflect your schedule and extended absences.
- b. Provides a timely response to all contacts, including complainants, officers, advocacy groups, community members and City staff.
- c. Responds to messages from Executive Director, staff, and outside persons within one business day.
- d. Provides timely responses and follow-up/follow-through on requests for information from officers or complainants; accurately documents requests and responses.
- e. Handles all complainants, officers, witnesses, persons seeking information from the CPRB courteously.
- f. Provides complainant with status letter one hundred-eighty (180) days after complaint is filed if investigation not complete and every sixty (60) days thereafter.

Comments: Inv. Urbi is responsive to requests from any entity to include Board members, complainants, and officers.

Accountability: Follows through on assigned tasks; meets work deadlines or informs others in a timely fashion when/why a deadline cannot be met; makes responsible use of City resources (time and money).

Fully Effective

5

Standards:

- a. Checks on accuracy, completeness, and clarity of your work prior to submission, including internal consistency, consistency with attachments, and that all necessary attachments are included.
- b. Meets deadlines and if deadlines cannot be met, informs Executive Director well in advance of deadline to obtain an adjustment in schedule or priorities and/or to get assistance in completing assignments or rearranging priorities.
- c. Confirm work priorities with Executive Director and performs work in accordance with those priorities.
- d. Sets up methods to track cases, progress with cases, and other projects and assignments, and informs Executive Director regularly of status.
- e. Is resourceful with City funds and leverages resources wherever possible.

Comments: Inv. Urbi provides regular updates on the status of her cases during our monthly meetings. Inv. Urbi maintains an accounting system to monitor each of her cases to insure she is meeting deadlines and completing tasks in a timely manner.

Adaptability and Problem Solving: Adapts to organizational changes (e.g. technology, resources, personnel); takes initiative in identifying the existence of

Fully Effective

6

a problem and takes appropriate steps to resolve it.

CSB Meeting Thursday, June 15, 2017

Standards:

- a. Accepts and acts on feedback.
- b. Identifies and reports to Executive Director problems in a timely manner and acts to resolve them.
- c. Is a contributing team member.
- d. Successfully undertakes and implements new assignments as they arise.
- e. Takes an active role in opportunities to learn new skills and information to meet assigned tasks.
- f. Identifies potential pressing issues, advises Executive Director of issues and helps address them before they become a crisis.

Comments: Inv. Urbi has helped to identify more efficient ways to process requests for interviews and other investigative procedures. Inv. Urbi is consistently thinking of ways to enhance the overall processes within the office.

Section II: Performance Objectives and Standards

Performance Objective #1: Fully and completely investigate and keep accurate files and records of cases assigned by the CPRB Executive Director.

Fully Effective

Standard 1: Contact and conduct interviews of complainant(s), subject officer(s), and all witness(es) within sixty (60) days from receiving the case assignment.

Standard 2: Develop and discuss proposed investigation work plan, including witnesses to be interviewed and evidence to be collected to the CPRB Executive Director within sixty (60) days of receiving case assignment.

Standard 3: Determine Government Code section 3304 date and prioritize workload accordingly.

Standard 4: Determine whether complainant has sued the City at onset of complaint and as the case progresses by interviewing the complainant and contacting the Oakland City Attorney's Office.

Standard 5: Maintain detailed entries in chronological log of all actions taken during the investigation, at or about the time the actions are taken and update case on the pending case list on a monthly basis prior to the monthly meeting with the CPRB Executive Director.

Standard 6: Issue requests for statement/release of statement to all officers identified in the investigation plan within sixty (60) days of receiving the case assignment.

Standard 7: Issue requests for all time sensitive evidence (e.g. radio room tapes, news film coverage, etc.) identified in the investigation plan within thirty (30) days of receiving case assignment.

Comment: During this report period, Inv. Urbi brought several cases to the board for review. In each instance, Inv. Urbi has presented the facts in a clear and concise manner, which has allowed the Board to better understand the case and render a decision with very little difficulty. The incident needed to be bifurcated and Inv. Greer presented the case in such a manner as to preserve the second portion while resolving the first portion expeditiously.



Performance Objective #2: Fully and completely prepare cases for presentation to the Board.

Fully Effective

Standard 1: Identify and collect all relevant OPD General Orders, Special Orders, policies and Training Bulletins raised by the evidence within ten (10) days of collecting all the evidence.

Standard 2: Prepare and submit to the CPRB Executive Director, complete and thorough investigation report no later than thirty (30) days prior to hearing.

Standard 3: Subpoena and attempt to contact by telephone all witnesses including subject officers, witness officers, the complainant and civilian witnesses within five (5) days of hearing date being selected but no later than thirty (30) days prior to hearing.

Standard 4: Prepare final draft of investigation report, and submit to CPRB Executive Director, at least fourteen (14) days before scheduled hearing.

Standard 5: Summarize investigation at beginning of Board's hearing or answers questions regarding the investigation at any time during the hearing and during closed session.

Standard 6: Prepare written notices to the complainants and subject officers of the Board's disposition of hearings or administrative closures and submit to the CPRB Executive Director within five (5) days of completion of hearings or administrative closures.

Standard 7: Prepare report of Board hearing for all sustained cases and submit to the CPRB Executive Director within ten (10) days of completion of hearing.

Standard 8: Promptly prepare cases for administrative closure when it is clear from the face of the complaint and investigation that a hearing would not facilitate the fact finding process including but not limited to the following factors:

- Complainant is uncooperative
- Complainant is unavailable

<ul style="list-style-type: none"> • Officer no longer employed or cannot be identified • Case has been resolved informally or through mediation • Government Code section 3304 has run <p>Comments: All administrative closure reports and investigative hearing reports were submitted on or before the required due dates.</p>	<p style="text-align: right;">CSB Meeting Thursday, June 15, 2017</p>
<p>Performance Objective #3: Participate in retreats, training and other activities as directed by CPRB Executive Director.</p> <p>Standard 1: Attend Citizens' Police Academy or substitute program provided by Oakland Police Department.</p> <p>Standard 2: Enroll in Citywide Training courses and other training to enhance skills and knowledge.</p> <p>Standard 3: Participate at least once a year in the police ride-along program.</p> <p>Standard 4: Attend and participate in CPRB retreats as scheduled.</p> <p>Comments: Inv. Urbi successfully completed the Citizens' Police Academy, police ride-along, and several outside training courses to enhance her investigative skills as directed by the Executive Director.</p>	<p>Fully Effective</p>
<p>Performance Objective #4: Collects and analyzes data to identify potential areas of municipal liability and develop policy recommendations to address areas that need improvement.</p> <p>Standard 1: Maintain accurate and timely performance measures worksheet for each case assigned.</p> <p>Standard 2: maintain accurate and timely record of officer compliance with subpoenas, requests for interview/release of statements.</p> <p>Standard 3: maintain accurate and timely record of Oakland Police Department's response to written requests for evidence, e.g. radio room, homicide, Internal Affairs.</p> <p>Standard 4: Participate in staff meetings and informal exchanges of information with other complaint investigators and CPRB Executive Director.</p> <p>Comments: Inv. Urbi has shown great ability in reviewing and analyzing data and evidence during the course of her investigations. She is skilled in determining areas where improvement is needed and sharing that information with the staff.</p>	<p>Fully Effective</p>
<p>Performance Objective #5: Provide outreach and information to the community regarding the CPRB, its functions, and duties.</p> <p>Standard 1: Attend community meetings and make presentations as directed by the CPRB Executive Director.</p>	<p>Fully Effective</p>

Standard 2: Develop and distribute information pamphlets, brochures, videos, tapes, public service announcements and other media as directed by the CPRB Executive Director.

Standard 3: provide timely response to all Public Records Act requests in accordance with the provisions of the law.

Standard 4: Teach classes on CPRB functions and duties to police recruit academies, advanced officer schools and supervisor's training courses at the Oakland Police Department as directed by the CPRB Executive Director.

Comments: Inv. Urbi was available and willing to participate in outreach events and sharing information with the public about the CPRB. Inv. Urbi was a speaker at the Police Accountability Panel Discussion held at the Faculty Club, UC Berkeley, on my behalf and she did an outstanding job.

Section III: Overall Evaluation

Describe the employee's overall performance. **Supporting documentation must be provided for ratings above or below "fully effective".** Include any personnel actions/discipline received during this evaluation period.

Comments: Inv. Urbi has been a pleasure to work with during this reporting period. She has submitted her case assignments on time and provided suggestions for improvements to make the organization better. Inv. Urbi is dependable, conscientious, and she produces well written and investigated reports. Inv. Urbi's input is greatly appreciated as the CPRB continues to grow in staff and ability to address more citizen complaints.

Fully Effective

NOTE: PERSONNEL ACTIONS/DISCIPLINE RECEIVED

NONE

Section IV: Commendation Recommended

If applicable, describe how the employee's performance was truly exceptional and worthy of consideration for commendation.

Comments:

Section V: Skill Enhancement Plan

Please describe the mutually agreed upon employee development plan needed to correct deficiencies to bring the employee up to the level of "fully effective". This must be completed for each and every rating that is less than "fully effective".

Comments:

Section VI: Employee Comments

Comments:

COMMUNICATING EXPECTATIONS: The performance expectations for the evaluation cycle have been communicated to the employee.

Victoria WGS 5/5/15

Employee / Date

Evaluator / Date

2nd Reviewer / Date

COMMUNICATING THE APPRAISAL: The appraisal has been communicated to the employee. Signature does not necessarily signify consent and agreement.

Employee / Date

Evaluator / Date

2nd Reviewer / Date

Agency Reviewing Officer / Date

I wish to appeal this appraisal and discuss it with the Reviewing Officer of my Agency/Department.

RATINGS KEY

CSB Meeting Thursday, June 15, 2017

Exceeds Expectations

The performance of an employee at this level consistently exceeds all of the job standards and performance expectations. The employee is performing at a level well beyond what is normally expected of the majority of employees with similar duties.

Fully Effective

An employee at this level consistently meets the established job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level.

Improvement Needed

Performance does not consistently meet the essential job standards and performance expectations of the position or is marginally acceptable. Development is needed to reach full effectiveness.

Unacceptable

Performance demonstrates an inability or unwillingness to meet job standards and performance expectations of the position. Immediate and sustained improvement is required.

EXHIBIT I

EMPLOYEE PERFORMANCE APPRAISAL FORM

Employee Name: Victoria Urbi
 Position: Compliant Investigator II
 Agency/Dept./Division: CAO/CPRB
 Evaluation Period: May 1, 2015-April 30, 2016
 Employee on Probation: Yes x No Current Probationary Period: from 11/10/2014 to 11/09/2015

Employee I.D. Number: 13974
 Performance Appraisal 2014-15
 Performance Plan 2015-16
 Skill Enhancement Plan (if required)

Section I: Organizational Values and Work Habits:

1	<p>Attendance: Reports for work regularly with a minimum number of absences and tardiness; gives notice when absence or tardiness is unavoidable; receives authorization when time off is needed; observes appropriate lunch and break schedules; submits justification for absences as required and/or requested.</p> <p>Standards:</p> <ul style="list-style-type: none"> a. a. Be at your desk and ready to work at the beginning of the City's standard workday (8:30 a.m.) or as otherwise arranged and approved with your supervisor. b. b. Contact your supervisor and the CAO receptionist for your office within 15 minutes of start time if you will be late or absent. Or as governed by MOU. c. c. Submit request for annual leave or vacation at least two weeks prior to your requested leave/vacation date. With agreement of your supervisor, leave of one day or less can be approved in a shorter time period. In case of unexpected or emergency requests (i.e., sick leave, bereavement leave, family emergency, etc.) contact your supervisor as soon as possible. Or as governed by MOU. d. d. Break time should not exceed ½ hour cumulative during a given day. Or as governed by MOU. e. e. Lunch break should not exceed 1 hour during a given day. Or as governed by MOU. f. f. Uses sign-out ledger whenever out of the office, including destination and expected time of return, and coordinates out-office time with other investigators. <p>Comments:</p>	<p>Select from the following</p>
2	<p>Use of Time: Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available; is mutually respectful of the time and schedule of others; balances multiple priorities and focuses on desired outcome(s).</p> <p>Standards:</p> <ul style="list-style-type: none"> a. a. Records and tracks duties and assignments including dates Investigative Reports and other work products need to be to the Executive Director to review and to administrative staff for duplicating and mailing for presentation at Board meetings. 	<p>Select from the following</p>

- b. Confirms with Executive Director work priorities and deadlines and completes tasks to achieve agreed upon results by deadlines while balancing multiple priorities.
- c. Gives a full day's effort for a full day's work and uses time efficiently.
- d. Plans work tasks/schedule to avoid creating crisis situations or unreasonable demands on others time.
- e. Use current technology to meet commitments as scheduled (e.g. voicemail, email, fax, calendar, computer, etc.)

Comments:

Teamwork and Collaboration: Makes and sustains effective and productive relationships with other members of the organization and the public; is respectful of differing viewpoints; meets commitments to co-workers and/or team members.

Standards:

- a. Coordinates and shares equally routine and general tasks with other investigators (e.g. picking up documents from OPD, creating forms, adding to investigative manual).
- b. Willingly contributes to time-sensitive group efforts as they arise.
- c. Receptive to differing points of view.
- d. Shares responsibility and accountability for team goals.
- e. Contributes to upkeep of shared spaces (e.g. copy room, kitchen, reception area, and conference room).
- f. Participates fully in staff meetings and investigator meetings, contributing ideas and suggestions, problem-solving, respecting differing opinions and then following the decisions reached.
- g. Participates in outreach to the Oakland community.

Comments:

Customer Service: Responds effectively, courteously, respectfully, and in a timely manner to the needs of a diverse set of internal and external customers; provides information and services in a clear, concise, thorough, accurate, and timely fashion.

Standards:

- a. Regularly checks own voicemail and email for messages; updates voicemail and email messages to reflect your schedule and extended absences.
- b. Provides a timely response to all contacts, including complainants, officers, advocacy groups, community members and City staff.
- c. Responds to messages from Executive Director, staff, and outside

Select from the following

Select from the following

persons within one business day.

- d. Provides timely responses and follow-up/follow-through on requests for information from officers or complainants; accurately documents requests and responses.
- e. Handles all complainants, officers, witnesses, persons seeking information from the CPRB courteously.
- f. Provides complainant with status letter one hundred-eighty (180) days after complaint is filed if investigation not complete and every sixty (60) days thereafter.

Comments:

Accountability: Follows through on assigned tasks; meets work deadlines or informs others in a timely fashion when/why a deadline cannot be met; makes responsible use of City resources (time and money).

Select from the following

5

Standards:

- a. Checks on accuracy, completeness, and clarity of your work prior to submission, including internal consistency, consistency with attachments, and that all necessary attachments are included.
- b. Meets deadlines and if deadlines cannot be met, informs Executive Director well in advance of deadline to obtain an adjustment in schedule or priorities and/or to get assistance in completing assignments or rearranging priorities.
- c. Confirm work priorities with Executive Director and performs work in accordance with those priorities.
- d. Sets up methods to track cases, progress with cases, and other projects and assignments, and informs Executive Director regularly of status.
- e. Is resourceful with City funds and leverages resources wherever possible.

Comments:

Adaptability and Problem Solving: Adapts to organizational changes (e.g. technology, resources, personnel); takes initiative in identifying the existence of a problem and takes appropriate steps to resolve it.

Select from the following

6

Standards:

- a. Accepts and acts on feedback.
- b. Identifies and reports to Executive Director problems in a timely manner and acts to resolve them.
- c. Is a contributing team member.
- d. Successfully undertakes and implements new assignments as they arise.
- e. Takes an active role in opportunities to learn new skills and information to meet assigned tasks.

- f. Identifies potential pressing issues, advises Executive Director of issues and helps address them before they become a crisis.

Comments:

Section II: Performance Objectives and Standards

<p>Performance Objective #1: Fully and completely investigate and keep accurate files and records of cases assigned by the CPRB Executive Director.</p> <p>Standard 1: Contact and conduct interviews of complainant(s), subject officer(s), and all witness(es) within sixty (60) days from receiving the case assignment.</p> <p>Standard 2: Develop and discuss proposed investigation work plan, including witnesses to be interviewed and evidence to be collected to the CPRB Executive Director within sixty (60) days of receiving case assignment.</p> <p>Standard 3: Determine Government Code section 3304 date and prioritize workload accordingly.</p> <p>Standard 4: Determine whether complainant has sued the City at onset of complaint and as the case progresses by interviewing the complainant and contacting the Oakland City Attorney’s Office.</p> <p>Standard 5: Maintain detailed entries in chronological log of all actions taken during the investigation, at or about the time the actions are taken and update case on the pending case list on a monthly basis prior to the monthly meeting with the CPRB Executive Director.</p> <p>Standard 6: Issue requests for statement/release of statement to all officers identified in the investigation plan within sixty (60) days of receiving the case assignment.</p> <p>Standard 7: Issue requests for all time sensitive evidence (e.g. radio room tapes, news film coverage, etc.) identified in the investigation plan within thirty (30) days of receiving case assignment.</p> <p>Comment:</p>	<p>Select from the following</p>
<p>Performance Objective #2: Fully and completely prepare cases for presentation to the Board.</p> <p>Standard 1: Identify and collect all relevant OPD General Orders, Special Orders, policies and Training Bulletins raised by the evidence within ten (10) days of collecting all the evidence.</p> <p>Standard 2: Prepare and submit to the CPRB Executive Director, complete and thorough investigation report no later than thirty (30) days prior to</p>	<p>Select from the following</p>

hearing.

Standard 3: Subpoena and attempt to contact by telephone all witnesses including subject officers, witness officers, the complainant and civilian witnesses within five (5) days of hearing date being selected but no later than thirty (30) days prior to hearing.

Standard 4: Prepare final draft of investigation report, and submit to CPRB Executive Director, at least fourteen (14) days before scheduled hearing.

Standard 5: Summarize investigation at beginning of Board’s hearing or answers questions regarding the investigation at any time during the hearing and during closed session.

Standard 6: Prepare written notices to the complainants and subject officers of the Board’s disposition of hearings or administrative closures and submit to the CPRB Executive Director within five (5) days of completion of hearings or administrative closures.

Standard 7: Prepare report of Board hearing for all sustained cases and submit to the CPRB Executive Director within ten (10) days of completion of hearing.

Standard 8: Promptly prepare cases for administrative closure when it is clear from the face of the complaint and investigation that a hearing would not facilitate the fact finding process including but not limited to the following factors:

- Complainant is uncooperative
- Complainant is unavailable
- Officer no longer employed or cannot be identified
- Case has been resolved informally or through mediation
- Government Code section 3304 has run

Comments:

Performance Objective #3: Participate in retreats, training and other activities as directed by CPRB Executive Director.

Standard 1: Attend Citizens’ Police Academy or substitute program provided by Oakland Police Department.

Standard 2: Enroll in Citywide Training courses and other training to enhance skills and knowledge.

Standard 3: Participate at least once a year in the police ride-along program.

Standard 4: Attend and participate in CPRB retreats as scheduled.

Comments:

Performance Objective #4: Collects and analyzes data to identify potential

Select from the following

Select from the following

<p>areas of municipal liability and develop policy recommendations to address areas that need improvement.</p> <p>Standard 1: Maintain accurate and timely performance measures worksheet for each case assigned.</p> <p>Standard 2: maintain accurate and timely record of officer compliance with subpoenas, requests for interview/release of statements.</p> <p>Standard 3: maintain accurate and timely record of Oakland Police Department's response to written requests for evidence, e.g. radio room, homicide, Internal Affairs.</p> <p>Standard 4: Participate in staff meetings and informal exchanges of information with other complaint investigators and CPRB Executive Director.</p> <p>Comments:</p>	
<p>Performance Objective #5: Provide outreach and information to the community regarding the CPRB, its functions, and duties.</p> <p>Standard 1: Attend community meetings and make presentations as directed by the CPRB Executive Director.</p> <p>Standard 2: Develop and distribute information pamphlets, brochures, videos, tapes, public service announcements and other media as directed by the CPRB Executive Director.</p> <p>Standard 3: provide timely response to all Public Records Act requests in accordance with the provisions of the law.</p> <p>Standard 4: Teach classes on CPRB functions and duties to police recruit academies, advanced officer schools and supervisor's training courses at the Oakland Police Department as directed by the CPRB Executive Director.</p> <p>Comments:</p>	<p>Select from the following</p>

Section III: Overall Evaluation

Describe the employee's overall performance. **Supporting documentation must be provided for ratings above or below "fully effective".** Include any personnel actions/discipline received during this evaluation period.

<p>Comments:</p>	<p>Select from the following</p>
------------------	----------------------------------

NOTE: PERSONNEL ACTIONS/DISCIPLINE RECEIVED

Section IV: Commendation Recommended

If applicable, describe how the employee's performance was truly exceptional and worthy of consideration for commendation.

Comments:

Section V: Skill Enhancement Plan

Please describe the mutually agreed upon employee development plan needed to correct deficiencies to bring the employee up to the level of "fully effective". This must be completed for each and every rating that is less than "fully effective".

Comments:

Section VI: Employee Comments

Comments:

COMMUNICATING EXPECTATIONS: The performance expectations for the evaluation cycle have been communicated to the employee.

Victoria WGB 5/14/15
Employee / Date

[Signature] 5/14/15
Evaluator / Date

2nd Reviewer / Date

COMMUNICATING THE APPRAISAL: The appraisal has been communicated to the employee. Signature does not necessarily signify consent and agreement.

Employee / Date

Evaluator / Date CSB Meeting Thursday, June 15, 2017

2nd Reviewer / Date

Agency Reviewing Officer / Date

I wish to appeal this appraisal and discuss it with the Reviewing Officer of my Agency/Department.

RATINGS KEY

Exceeds Expectations

The performance of an employee at this level consistently exceeds all of the job standards and performance expectations. The employee is performing at a level well beyond what is normally expected of the majority of employees with similar duties.

Fully Effective

An employee at this level consistently meets the established job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level.

Improvement Needed

Performance does not consistently meet the essential job standards and performance expectations of the position or is marginally acceptable. Development is needed to reach full effectiveness.

Unacceptable

Performance demonstrates an inability or unwillingness to meet job standards and performance expectations of the position. Immediate and sustained improvement is required.

EXHIBIT J

CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Administrator
Sabrina B. Landreth
City Administrator

(510) 238-3302
FAX (510) 238-2223
TDD (510) 238-2007

September 4, 2015

Victoria A. Urbi



Via Certified Mail and U.S. Mail

Re: Notice of Removal During Probationary Period

Dear Victoria A. Urbi:

Pursuant to Personnel Manual Rules, Section 6.04, your department head has recommended that you be removed from your probationary position of Complaint Investigator II in the Citizens' Police Review Board. I concur in this recommendation.

You are hereby removed from your probationary position with the City of Oakland effective the close of business on September 18, 2015.

Pursuant to Personnel Manual Rule 6.05 (b), if you have served in the City in another permanent position in the competitive civil service, you will be notified by the Personnel Director that you may be reinstated to the prior classification from which promotion was made.

Pursuant to Personnel Rule, Section 6.06, you have a limited right of appeal. The appeal must be filed in the office of the Personnel Director within five (5) working days from the date this notice of removal was filed upon you.

Sincerely,

Sabrina B. Landreth
City Administrator

- cc: Anthony Finnell
- Official Personnel Files
- HRM Director
- Employee Relations
- Local 21



EXHIBIT K



Human Resources

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Payslip

Choose a Payslip 17-SEP-2015 - 13974-2 - Check 2 Go

Employee **Victoria A. Urbi**
 Job Title **AP146.Complaint Investigator II.FTE.TW1**
 Employee Number **13974**
 Latest Hire Date **30-Jun-2014**
 Assignment Number **13974-2**
 Location **General Government**
 Position **Complaint Investigator II.E.35961.35961..**
 Employee Address [REDACTED]

Employer name **02211 - Citizens Police Review Board Unit**
 Organization **02211 - Citizens Police Review Board Unit**
 Frequency **Bi-Weekly**
 Grade **TW1.75.012**
 Employer Address **1 Frank Ogawa Plaza**
Oakland
CA
94612

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	17-Sep-2015	29-Aug-2015	11-Sep-2015	7,169.43	86,033.16

Summary

Current or YTD	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	5,639.26	132.36	1,494.50	0.00	4,012.40
YTD	68,557.55	5,162.04	13,082.53	0.00	50,265.67

Hours and Earnings

Description	Start Date	End Date	Current Hours	Current Amount	YTD Hours	YTD Amount
CT Cash in Lieu			10.66	✓ 470.32	10.66	470.32
HDP Holiday				0.00	67.50	2,978.10
Imputed Life				0.00		47.31
SCK Sick Taken			17.50	✓ 772.10	73.50	3,242.82
Sick Cash in Lieu			49.91	✓ 734.01	49.91	734.01
VAC Vacation Taken				0.00	35.50	1,566.26
VAC Cash in Lieu			48.02	✓ 2,118.63	48.02	2,118.63
CTU NonSwrn CT Taken				0.00	94.00	4,147.28
JDL NonSwrn Jury				0.00	3.00	132.36
FAM Fam Sick Taken				0.00	19.00	838.28
Reg NonSworn			20.00	✓ 882.40	1,155.00	50,958.58
EVD Cash in Lieu				✓ 330.90		330.90
FHP Cash in Lieu			7.50	✓ 330.90	7.50	330.90
FMLA Sick Taken				0.00		661.80

Pre-Tax Deductions

Description	Current	YTD
Employee PERS Contribution	132.36	5,162.04

Taxes

Description	Current	YTD
Federal Tax	970.48	8,029.92
Medicare	81.76	994.08
CA State Tax	442.26	4,058.53

After-Tax Deductions

Description	Current	YTD
No results found.		

Tax Withholding Information

Type	Marital Status	Exemptions	Secondary Exemptions	Additional Amount	Override Amount	Override Percentage

EXHIBIT L

PERSONNEL MANUAL
Civil Service Board
City of Oakland, California
Adopted: March 14, 2013

Personnel Manual – Adopted Civil Service Board March 14, 2013

RULE 5 - CERTIFICATION AND APPOINTMENT

Section 5.01 – Power of Appointment and Types of Appointments. All appointments to positions in the competitive civil service shall be made by the respective appointing authorities under and in conformity with the provisions of the City Charter and these Rules, by appointment from an eligible list, reinstatement, re-employment, transfer, reassignment, or temporary appointment (see guidelines in appendix A).

There are three (3) types of vacancies in the City service to be filled by appointments: permanent vacancies, temporary vacancies, and absences. Permanent vacancies shall be filled by: appointment from an eligible list, reinstatement, re-employment, transfer or reassignment. Temporary appointments shall be made in accordance with section 5.06 of these Rules.

Except as specifically provided in these Rules or in applicable MOUs, temporary appointments shall be at will and shall not attain permanent status.

Section 5.02 – Procedure for Certification to Fill Vacancies in the Competitive Civil Service. Whenever a vacancy is to be filled other than by transfer, reassignment (including reassignment to accommodate a disability), demotion or re-employment, the appointing authority shall request the certification of names to the class of position for which the vacancy exists. Upon receipt of this request, the Personnel Director shall certify eligibles for the appropriate class in the following order: (1) reinstatement list; (2) promotional or restricted list; (3) open list.

In case of certification from a reinstatement list, the Personnel Director shall certify the names in rank order on the list, in accordance with section 9.03 of these rules.

Except in the case of a reinstatement list, the Personnel Director shall certify, whenever possible, the top four (4) ranks on the eligible list for the vacancy, with an additional two (2) ranks for each additional vacancy. The appointing authority shall interview all available and willing certified eligibles. If the appointing authority does not select for appointment any of the certified eligibles, he/she may request additional ranks as set forth above.

As provided in section 4.20, if no appropriate eligible list exists, then the Personnel Director may certify from such other eligible lists, as he/she deems most appropriate.

Section 5.03 – Selective Certification. The Personnel Director shall certify the highest ranking eligibles willing to accept employment. However, the appointing authority or Personnel Director may require additional and special qualifications and experience for the position. The appointing authority must provide a statement of valid reasons for such additional and special qualifications and experience, subject to approval by the Personnel Director. Upon approval by the Personnel Director, notice of these special qualifications shall be a term of the job announcement. The Personnel Director shall certify the highest ranking eligibles who possess the necessary qualifications for selective certification in accordance with section 5.02 of these Rules. The Personnel Director's decision to conduct a selective certification recruitment may be appealed to the Board within 10 working days of the posting of the job announcement.

Section 5.04 – Limit on Certifications. No person shall be certified from an eligible list more than four (4) times for the same or a similar position, except at the request of an appointing authority, provided that certification for a temporary appointment shall not be counted as one of such certifications.

Section 5.05 – Certification to Position in Lower Class. Any person on an eligible list may, with the approval of the Personnel Director, be certified to a class of position lower than that for which he/she was examined, provided such position is one having similar duties and responsibilities and provided further, that no eligible list exists for the lower class. Acceptance of such position shall not result in removal from the original eligible list.

Section 5.06 – Temporary Appointments.

- (a) **Provisional Appointments:** A Department Head, with the approval of the Personnel Director, subject to ratification of the Board, may make provisional appointments, in the absence of an eligible list, for any position in which a vacancy may occur. No such provisional appointment shall continue after regular appointment from an eligible list, nor, in any event, shall such appointments continue for more than 120 calendar days. Provisional appointees may not be placed in permanent employment without successfully competing in a selection process.

In cases where the appointing authority desires to fill a vacancy by provisional appointment, candidates must be eligible to compete in the examination for that vacancy.

- (b) **Limited Duration Appointments:** Whenever a department requires assistance because of a special project, employees' absence due to sick or other leave or vacation relief, or a temporary increase in the workload, appointments of a limited duration may be made from an appropriate eligible list for the duration of such work. The acceptance or rejection by an eligible of this type of appointment shall not affect her/his standing on the eligible list.

The request and certification shall specifically state the date beyond which such appointment shall not extend, insofar as is known; and on such date, the employment of the person shall cease, unless sooner terminated. Appointments of over a year are construed as being of a permanent nature, and as such, the rules affecting permanent appointments will apply.

- (c) **Temporary Contract Service Employees:** The Personnel Director may appoint an employee to the temporary contract service employee classification for a maximum of 960 hours per fiscal year for one of two (2) types of assignments. Employees may be assigned to a division or a project on a regular basis up to the maximum 960 hours; or, assignments may be on an occasional or short-term (less than 30 days) basis. These assignments usually require specialized skills such as performance arts, short-term project management and transcription services. This classification may not be used for ongoing or repetitive use. Temporary contract

Personnel Manual – Adopted Civil Service Board March 14, 2013

service employees may not be placed in permanent employment without successfully competing in an examination process.

- (d) **Exempt Limited Duration Employees:** The Personnel Director may appoint an employee to the exempt limited duration employee classification to meet the City's need to fill positions with: (1) limited funding cycles of one year or less; (2) special projects that are longer than 6 months in duration, yet still short-term; or, (3) positions where the duties and responsibilities have not been fully defined. Exempt limited duration appointments may not exceed one year.

Regular appointment employees who accept exempt limited duration appointments will continue to receive the same fringe benefits they received in their regular appointment. Exempt limited duration employees do not accrue seniority. Exempt limited duration employees may not be placed in permanent employment without successfully competing in a selection process.

- (e) **Temporary Agency Assignments:** The Personnel Director may contract with temporary agencies to provide temporary services in the event of an emergency, a special project or under unusual circumstances when help is needed immediately and for short duration. If temporary personnel are required for more than 30 days, it is preferable to make a provisional or limited duration appointment. Temporary agency assignments may not exceed 120 days. Temporary agency employees are not City employees and are not eligible for retirement, health or other fringe benefits.

- (f) **Grant Funded Limited Duration Appointments:** The Personnel Director may appoint grant funded limited duration employees to meet the City's need to fill classified positions that are funded by grants lasting up to three (3) years. Grant funded limited duration appointments shall come from an appropriate eligible list, and shall not exceed three (3) years. The acceptance or rejection by an eligible of this type of appointment shall not affect her/his standing on the eligible list.

Upon completion of a probationary period, grant funded limited duration appointments shall attain permanent status with the following exception: in the event of a layoff or the conclusion of the grant, a grant funded limited duration employee shall have no right of appointment to any classified position.

Section 5.07 – Reassignment of Employees. An appointing authority may at any time assign any employee under her/his jurisdiction from one position to another position under her/his jurisdiction in the same class. The appointing authority may also, with the approval of the Personnel Director, reassign an employee in a position in the competitive civil service to a position of a similar class under her/his jurisdiction for which the maximum base rate of pay is the same.

Section 5.08 – Transfer of Employees. The transfer of a classified employee from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority may be made with the consent of the

employee and the approval of the Personnel Director and the consent of the appointing authorities concerned, provided the positions are in the same or similar class.

Section 5.09 – Transfer List. Any permanent classified employee may request a transfer from one department to another in her/his current classification, provided the employee meets the qualifications for the position. A transfer list may be maintained and employees may, upon written application to the Personnel Director, have their names made available to department heads for consideration of appointment to vacancies for which they would be eligible as defined by these Rules. Names of employees may also be placed on the transfer list upon request of the department head concerned, with notice to the employee. Vacancies may, with the consent of the department head, be filled from the transfer list.

Section 5.10 – Reassignment to Accommodate a Disability. When an employee who has a disability is unable to perform the essential functions of her/his job, with or without reasonable accommodation, the appointing authority shall, where required by law, reassign the employee to a vacant, funded position for which the employee meets the minimum qualifications, and is able to perform the essential functions of the job, with or without reasonable accommodation. Such reassignments shall have priority over any individuals on existing eligible lists.

Section 5.11 – Re-employment After Resignation. Any permanent employee who has resigned from service in good standing shall, upon her/his written request, be considered for re-employment to a position in the same or similar class in the competitive civil service, within two (2) years of the date of such separation. A longer period of time from separation date to re-employment may be approved by the Personnel Director and appointing authority, for highly qualified former employees and for positions where recruitment is difficult.

Such re-employment shall be made without additional examination, and must have the approval of the appointing authority and the Personnel Director. Re-employment as herein defined, may take precedence over eligible lists; but in no way shall it be made mandatory for any appointing authority to re-employ former employees. Appointment shall otherwise be made in the manner as for original employment as defined in other sections of these Rules.

RULE 6 - PROBATIONARY PERIOD

Section 6.01 – Probationary Period. Every person appointed or promoted to a permanent position in the competitive civil service after certification from an eligible list, shall serve a period of probation while occupying such position, which shall be considered a part of the test of fitness. Former employees who are re-employed under the provisions of these rules shall be required to serve a period of probation of six (6) months from the date of re-employment.

The probationary period shall be an essential part of the selection process, and shall be utilized for the most effective adjustment of a new employee and for the removal or demotion of any probationary employee whose performance does not meet the required standard of performance.

Section 6.02 – Duration of Probationary Period. For entrance appointments the duration of such probationary period shall be for a period of twelve (12) consecutive months of active service, with the exception of the rank of Police Officer whose probationary period shall be for eighteen (18) months. The probationary period for persons appointed on a promotional basis shall be six (6) months.

An employee accepting a regular entrance appointment who has served on a limited duration appointment in the same class immediately prior to her/his regular appointment shall have that period of time counted as part of her/his probationary period. Rights and privileges shall accrue from the beginning date of limited duration appointment and shall be considered the original appointment date. (C.S. Res. 38851)

Section 6.03 – Interruption of Probationary Period. If an employee is laid off during the probationary period and subsequently reappointed to the same class, he/she shall be given credit for the portion of the probationary period previously completed.

If an employee is transferred during her/his probationary period from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority, the second appointing authority shall grant credit for the portion of the probationary period previously completed.

Section 6.04 – Performance Rating During Probationary Period. Department heads shall file an approved report of performance at the end of the third and fifth months of employment for each employee serving a six-month probationary period. For probationary employees who have been required to serve a twelve-month probationary period, the department head shall file with the Personnel Director a report of performance for each employee at the end of the third, fifth, eighth, and eleventh months of employment. This section does not preclude the filing of additional reports at any other time during the employment of any individual.

Upon a favorable report, the appointment of the employee shall be deemed to be permanent at the expiration of the probationary period. In the event of an unfavorable report, the appointing authority shall notify the Personnel Director and the employee, at least five (5) working days in advance, that he/she will be removed from the position no later than the final date of the probationary period.

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Section 6.05 – Removal or Demotion of Employee During The Probationary Period. At any time during the probationary period (entrance appointment to a classified position – one year; police officer – 18 months; entrance and restricted entrance appointment to a higher or equal classification – one (1) year; or a promotional appointment – six (6) months) an employee may be removed from her/his current position by the appointing authority, provided that:

- (a) Upon removal by the appointing authority, such probationer's name shall be removed from the eligible list from which he/she was certified, and he/she shall be considered permanently separated from that position without right of appeal to the Board except as set forth in section 6.06.
- (b) If the employee has served in the City in another position in the competitive civil service, the employee shall be notified in writing by the Personnel Department within five (5) working days of removal that he/she may be reinstated to the prior classification from which promotion was made. The employee has five (5) working days from date of notification to respond in writing, stating her/his wish to be so reinstated.
- (c) Reinstatement to the former classification will be based on the circumstances of the removal from the most recent appointment during the probationary period and the employee's work record as determined by the appointing authority.
- (d) If reinstatement is effected by the appointing authority, the employee shall be appointed to a vacant position in the former classification. If none is immediately available, it shall be the responsibility of the appointing authority to provide such a vacancy as expeditiously as possible without violating the rules of any applicable Memorandum of Understanding or the Personnel Manual concerning layoffs and without the necessity of creating an additional position.

Section 6.06 – Limited Rights of an Employee During Probationary Period. The right of an employee to appeal to the Board because of her/his permanent separation from her/his position during the probationary period shall be limited to the following:

- (a) Failure of the appointing authority to comply with section 6.04 of these Rules;
- (b) Failure of the appointing authority to comply with section 6.05 of these Rules;
- (c) Discrimination against an employee during such probationary period on the basis of race, color, religion/religious creed, marital status, national origin/ancestry, gender, gender identity, pregnancy, sexual orientation, physical or mental disability, medical condition, AIDS/HIV status, military or veteran status, age, citizenship or on any other status protected by federal, state or local law.

Section 6.07 – Procedure to Be Used In Appeals and Hearings Under Section 6.06.

Whenever an employee who has been permanently removed from her/his position during the probationary period desires to appeal under the provisions of section 6.06, the following order of procedure shall govern:

- (a) Order of Procedure in Appeals:

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- i. The appeal must be filed in the office of the Personnel Director within five (5) working days from the date that notice of removal was filed upon the affected employee. A letter sent to the affected employee's address of record via regular and certified mail, or hand delivered to the affected employee, shall constitute notification.
- ii. The appeal must be submitted in writing, and if the appellant desires to waive a public hearing, such a waiver must be in writing.
- iii. The appeal shall state the sub-section of section 6.06 of these rules upon which it is based and a statement of the facts upon which such appeal is based.
- iv. Within seven (7) working days from the filing of this appeal, the appointing authority shall submit to the Board in writing its response.
- v. At the first meeting of the Board after the filing of the appeal and the City's response, the appeal shall be received and a date for the hearing shall be set. The appeal hearing shall be held at the next meeting of the Board, unless continued by the Board.
- vi. Not less than five (5) working days before the date the appeal is scheduled for hearing, the Board shall send:
 1. A written notice giving the date, time, and place of such hearing to the appointing authority, to the appellant or her/his attorney and/or representative, and to the City Attorney;
 2. A copy of the appeal to the appointing authority and the City Attorney; a copy of the answer of the appointing authority to the appellant or her/his attorney or representative.
- vii. Hearings on appeals may be open to the public. However, upon motion of a directly interested party, the Chairperson of the Board may exclude from the hearing room any witnesses not at the time under examination; except that a party to the proceeding and/or her/his counsel, or other persons conducting her/his case cannot be excluded.
- viii. The technical rules of evidence shall not apply. However, all testimony and exhibits offered must be relevant and bear upon the act of removal. Any testimony or exhibits that do not meet these criteria may be excluded. The Board shall consider the objection of either side to the introduction of evidence.
- ix. Hearings may be continued beyond the period originally scheduled or recessed until a future date agreeable to the Board and the parties for good reason. Provided, however, that if such request is made by the appellant or her/his attorney of record and the Board sustains the appeal, the Board may rule that the appellant shall receive no pay for the period of time during which such continuance was granted.
- x. Based on the evidence presented at the hearing, the Board shall render its decision which may be:

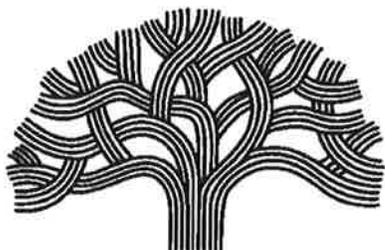
Personnel Manual – Adopted Civil Service Board March 14, 2013

- a. to sustain the action of the appointing authority concerned;
 - b. to sustain the appeal and reinstate the appellant in accordance with subsection xi below.
 - xi. The words “probationary period” as defined in section 6.01 of these rules shall be construed to mean a period of probation consistent with the letter and spirit of these rules; if an appeal is sustained hereunder, the Board may determine that there has been an interruption in the probationary period from the date of the cause giving rise to the appeal hereunder, to the date of the decision by the Board, and the probationary period of the appellant may be extended by the length of such interruption.
- (b) Burden Of Proof: In any appeal under this section, the burden of proof shall be upon the appellant, and the evidence in support of the allegations made in such appeal must be clear and convincing.

EXHIBIT M

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF OAKLAND
AND
INTERNATIONAL FEDERATION OF
PROFESSIONAL & TECHNICAL ENGINEERS,
LOCAL NO. 21
(IFPTE/AFL-CIO)

UNITS: TA1, TF1, TM1, TM2, TW1,
U41, UH1, UM1 AND UM2



CITY OF OAKLAND



July 1, 2015 through June 30, 2017

14.10 Eligibility Lists During A Hiring Freeze

Section 14.10 shall not apply to Units TM1 or U41.

14.10.1 Extension

In the event the City declares a hiring freeze while any Civil Service eligible list is active, the duration of the eligible list shall be extended for a period equivalent to the length of the hiring freeze.

14.10.2 Notification

When the City declares a hiring freeze, the City Administrator or designee shall notify the Union in writing of the beginning and ending dates of the City-declared freeze.

14.11 Contracting Out

Section 14.11 shall not apply to Units TM1 or U41.

In accordance with Section 902(e) of the City Charter, the City shall not contract out for service if contracting out results in the loss of employment or salary by any person having permanent status in the competitive service.

14.11.1 Review of Proposed Contracts

In the event the City issues a Request for Proposals (RFP), Request for Qualifications (RFQ) or otherwise initiates the solicitation or negotiation of bids for a professional services contract that may reasonably be expected to exceed one hundred thousand dollars (\$100,000) over a period of one year or less, the City shall simultaneously provide the Union with a copy of such RFP, RFQ or solicitation. If the Union notifies the City within ten (10) working days of receipt of such materials, the City and Union shall meet and discuss the ability of represented employees, including those on a Reinstatement List, to perform such work.

14.12 Discipline/Just Cause

This section shall not apply to Units TM1 and U41. This subject matter for employees in Unit TM1 is addressed in Article 18.

No represented employee in Units TA1, TF1, TM2, TW1, UH1, and UM2 will be subject to disciplinary action except for just cause. Situations in violation of Section 218 of the City Charter shall not be considered Just Cause. Reassignment or position downgrades as a consequence of a Reduction in Force shall not be considered disciplinary action.

-79-

MEMORANDUM OF UNDERSTANDING between CITY OF OAKLAND and I.F.P.T.E. LOCAL 21

Prior to imposing any serious disciplinary action (fine, suspension, demotion, termination) against a permanent represented employee, the City shall adhere to the following procedures:

- The City will provide the employee prior written notice of the proposed action to be taken that states the reason(s) for which the action will be taken; provide a copy of the charges and materials upon which the action is based; and provide the employee the right to respond orally or in writing or both to a Skelly Officer who has the authority to effectively recommend whether the proposed action should be sustained, modified or revoked. The City will provide a copy of the Skelly Notice of Intent letter to the Union at the same time it is served on the represented employee.
- In order to allow the employee time to seek advice and to prepare any oral or written response he/she may wish to make, the date set for his/her response shall be no less than five (5) work days from the date the letter is sent.
- In the event the employee or his/her representative requests to reschedule the date set and by mutual agreement the parties reschedule, the administrative Skelly meeting shall occur no later than ten (10) working days from the date the notice was sent.
- Any further extension shall be granted only when the parties mutually agree that such extension is required by due process principles.
- The employee will be notified in writing of the decision. The City will send a copy of the decision along with a copy of the Skelly Officer recommendation to the Union.

14.13 Sexual Harassment And Violence In The Workplace

Any represented employee found to have engaged in workplace activity in violation of the City's policy on sexual harassment or violence in the workplace shall be subject to discipline.

14.14 Reassignment

Section 14.14 shall not apply to Units TM1 or U41.

The City will notify represented employees and the Union in writing at least five (5) working days prior to reassignment and ten (10) working days if the reassignment requires reporting to a new work location.

14.15 Child Safety and Endangerment



CITY OF OAKLAND

STAFF REPORT

DATE: June 15, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Ian Appleyard, Director of Human Resources Management

SUBJECT: Report Regarding the Status and the Appropriate Jurisdiction for the Appeal of a Non-Disciplinary Grievance Originally Submitted and Processed under the SEIU, Local 1021 MOU Grievance Procedures

At the April 20, 2017, Civil Service Board meeting during open forum, Al Marshall, who identified himself as a labor activist, asked the Board to consider an appeal that he had submitted to the Secretary of the Board where the request for appeal was denied. The Board asked staff to review the item and bring it back with a report and recommendation regarding the status of the appeal request.

BACKGROUND

On March 24, 2017, Al Marshall filed an appeal under section 2.07 of the Personnel Manual, titled, “RE: Class Action Grievance – Construction Inspector/Senior – Step 3 response,” (*Attachment A*). Mr. Marshall was asked to clarify his appeal as the Personnel Manual requires a “specific reason for the appeal request.” The reason provided was the appeal was “amended to reflect appeal of a 3rd Step grievance.” The grievance to which the appeal document referred was about the City’s hiring practices related to certain positions in Oakland Public Works (OPW).

The Human Resources Management Department had opened a restricted competitive civil service recruitment for Construction Inspector from May 2 to 13, 2016. On May 25, 2016, an eligible list was established. The eligible list was certified to the hiring department on two occasions, May 26, 2016 and July 1, 2016. Candidates were considered and selected for the vacancies. On October 12, 2016, two candidates were informed that they were not selected. On October 19, 2016, a Class Action grievance was filed alleging violation of “MOU - Article 2, Section 2.1 Discrimination and any other rule or law that may apply.”

Since the alleged violation cited discrimination, the case was referred to the Equal Opportunity Program Division (EOPD) in the City Administrator’s Office on November 1, 2016. While the case was under review by the EOPD office, the City’s Acting Employee Relations Officer, Kip Walsh, heard the grievance at Step 3 and, on March 20, 2017, denied the grievance (attached).

The Human Resources Director conducted an analysis of Mr. Marshall’s request for appeal to the Civil Service Board, which heavily considered the applicable provisions of the Memorandum of Understanding (MOU) between the City of Oakland and the Service Employees International Union, Local 1021 (SEIU, Local 1021). On March 31, 2017, the appeal was denied by the Human Resources Director based on MOU Section 15.2.4, which states, “In the case of a grievance concerning discharge or disciplinary action against a unit member, the Union may elect to submit the grievance to the Civil Service Board, instead of to an arbitrator.” The MOU

does not provide the ability for a non-disciplinary grievance to be advanced to the Civil Service Board.

ANALYSIS

The appeal filed by Mr. Marshall stated clearly that it was an appeal of a Step 3 grievance. The grievance procedure is controlled by the MOU between the City of Oakland and SEIU, Local 1021. If there is a conflict between the MOU and the Personnel Manual, the MOU shall be the controlling document (Introduction of Personnel Manual). However, there is no conflict in this case because the original complaint was filed under the MOU. Further, no rules of the Personnel Manual were alleged to be violated and the City appropriately investigated and processed the complaint and grievance.

This appeal is a classic attempt at “venue shopping.” The original grievance alleged a violation of the MOU, Article 2.1 – Discrimination. The grievance went through the grievance process but, when it was denied at Step 3, Mr. Marshall advanced it to the Civil Service Board appeal process. This is not permitted under the MOU, which clearly states only disciplinary actions can be either submitted to the Civil Service Board or an arbitrator. While only one venue can be chosen for disciplinary actions, alleged MOU violations may only be submitted to an arbitrator since that is related to contract application and interpretation.

Another reason this appeal should not be in front of the Civil Service Board is there are no alleged violations of the competitive civil service process or the Personnel Manual. The alleged violation took place five months after the competitive civil service process concluded.

The City appropriately processed the discrimination complaint by referring it to EOPD for investigation. The Step Three response informed Mr. Marshall that the moving party had 20 working days to move the matter to arbitration.

Finally, the Board should keep in mind that Mr. Marshall is the moving party and carries the burden to make the case that this appeal is subject to the Board’s jurisdiction.

RECOMMENDATIONS

Staff recommends that the Civil Service uphold the Personnel Director’s decision regarding the status of the appeal and confirm that it has no jurisdiction over this appeal because the MOU provision governs the appellant’s rights and the Personnel Manual does not authorize non-disciplinary grievances to come before them.

For questions regarding this report, please contact Kip Walsh, HR Manager, Recruitment & Classification at (510) 238-7334 or kwalsh@oaklandnet.com

Attachments

- A. Appeal Request Form
- B. City’s response to request via email dated 3/31/17
- C. Original grievance submission
- D. Step 3 grievance response dated 3/20/17



HEARING REQUEST FORM – CIVIL SERVICE BOARD

Request must state the specific reason for the appeal request and the section or provision of the Rules under which the appeal is being submitted.

Today's Date 3/24/17

Appellant Information

Appellant Full Name Class Action

Address 250 FOP 4th Fl. Suite 4314
Last Street Address First M.I.
Apartment/Unit #

City State ZIP Code

Primary Phone (510) 238 4930 Alternate Phone (510) 774 0556

E-mail Address AMARSHALL@OAKLANDNET.COM

Basis of Appeal (Please cite Civil Service Rules section.): 2.07 - General Appeal

Procedure. (Rule 2- Organization, Rules & Procedures) - Pg. 7

of CBR's. *Amended to reflect appeal of 3rd step grievance

RE: Class Action Grievance - Construction Inspector/Senior - Step 3 response.

Date of Alleged Rules Violation 10/19/16 City Department PWA

Representative Information

Representative Name AL. MARSHALL

Address 250 FOP 4 Fl Suite 4314
Street Address Apartment/Unit #

City State ZIP Code

Primary Phone (510) 238 4930 Alternate Phone (510) 774 0556

E-mail Address AMARSHALL@OAKLANDNET.COM

Representative Type: Union Attorney Other Labor Activist

I am available the following third Thursdays of the month over the next three months to present the appeal:

① April, May or June, 2017

Estimated Number of Hours to Present: 45 min. - 1 hr.

From: Walsh, Kip
To: [Marshall, Al](#)
Cc: [Tim Glasper](#); [Belinda](#); [Pulliam, Tabitha](#); [Appleyard, Ian](#); [Cook, Allyson E](#)
Subject: RE: Request for Civil Service Board Appeal
Date: Friday, March 31, 2017 1:59:00 PM

Al,

Please be assured that this is not a matter of a personal decision on my part. The Personnel (HR) Director is the Secretary to the Civil Service Board and my communication was made to you on his behalf.

My communication is based on the SEIU 1021 MOU governing grievances, because at the time the issue surfaced, you made a decision to grieve it under the MOU. Having exhausted steps 1-3, the grievance is at Step 4. For a grievance other than discipline, the only option for Step 4 is arbitration. Here's the specific language of the MOU – note in particular the language of the paragraph that starts, "In the case of a grievance concerning discharge or disciplinary action against a unit member..." That section clearly articulates that only disciplinary grievances may be heard by the Civil Service Board at Step 4.

15.2.4 Step 4: Civil Service Board - Arbitration

Should the grievance remain unresolved, within twenty (20) working days of the meeting described in Section 15.2.3, the Union may advance the grievance to Step 4 by notifying Employee Relations, for example, in writing via email with a copy either by fax or US Mail. If the request to advance the grievance to Step 4 is not made within twenty (20) working days, it **shall** be considered withdrawn.

In any Grievance referred to arbitration, including before the Civil Service Board, the parties shall select the arbitrator using a rotational alphabetical process of the Panel List noted below for the life of this Agreement.

1. Margie Brogan
2. Nancy Hutt
3. John Kagel
4. John LaRocco
5. Michael Rappaport
6. Robert Steinberg
7. Phillip Tamoush
8. Barry Winograd

In the event an arbitrator is unavailable for arbitration, the next name on the panel list will be selected as the arbitrator.

In the case of a grievance concerning discharge or disciplinary action against a unit member, the Union may elect to submit the grievance to the Civil Service Board, instead of to an arbitrator. The Civil Service Board may elect to use a Hearing Officer for such appeals as described in Appendix

A, Grievance Procedure. In the event that the Union elects to submit the grievance to the Civil Service Board, the filing of the written grievance in accordance with the provisions of Step 1, Section 15.2.2 above shall satisfy the requirement of the Personnel Ordinance that the unit member gave notice of intent to appeal a discharge or disciplinary action.

If arbitration is selected, it is agreed that the arbitrator's decision shall be final and binding on all parties and the arbitrator's fees shall be borne equally by the parties. The arbitrator shall have no power to add to or subtract from the provisions of this Agreement or of the Personnel Rules.

The Civil Service Board has no jurisdiction over a matter of dispute concerning the MOU.

Sincerely,
Kip

KIP WALSH | Human Resources Manager
Recruitment & Classification Division
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612
(510) 238-7334
(510) 867-0742 cell

This communication constitutes an electronic communication within the meaning of the Electronic Communications Privacy Act, 18 USC 2510, and its disclosure is strictly limited to the recipient intended by the sender of this message. This communication may contain confidential and privileged material for the sole use of the intended recipient and receipt by anyone other than the intended recipient does not constitute a loss of the confidential or privileged nature of the communications. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender by return electronic mail and delete all copies of this communication.

From: Marshall, Al
Sent: Friday, March 31, 2017 12:58 PM
To: Walsh, Kip
Cc: Tim Gasper; Belinda; Pulliam, Tabitha; Appleyard, Ian; Cook, Allyson E
Subject: Re: Request for Civil Service Board Appeal

Good day Kip,

I'm sorry to hear this is the position you are taking regarding the grievance in question and given the fact that you denied it also raises a concern about conflict of interest.

It's not a surprise that you would try to block any efforts from the CSB being privy to some very important information their entitled too.

Please provide me the written documentation that supports your position and allow you sole discretion with denying my appeal rights to the CSB. I will need this information at least one week before the next CSB HEARING.

Thanks in advance!

Al. Marshall
Construction Inspector
Labor Activist
X4930

Sent from my iPhone

On Mar 31, 2017, at 12:34 PM, Walsh, Kip <KWalsh@oaklandnet.com> wrote:

Greetings, Al.

I have reviewed this item with the Personnel Director. Based on the information you have provided, I am writing to let you know that the request for appeal is denied. The issue you are trying to appeal was a grievance that was submitted and reviewed at steps 1-3. The MOU provision governing grievances allows that for matters involving discipline, the union may either submit the grievance at Step 4 to arbitration, or may submit an appeal of discipline to the Civil Service Board. Since the issues raised in this grievance do not involve discipline, the Civil Service Board has no jurisdiction to hear the matter. Accordingly, the item is not being forwarded to the Civil Service Board for consideration.

Let me know if you have any questions regarding the Board's procedures.

Thank you.

Kip

KIP WALSH | Human Resources Manager
Recruitment & Classification Division
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612
(510) 238-7334
(510) 867-0742 cell

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From: Marshall, Al

Sent: Tuesday, March 28, 2017 3:39 PM
To: Pulliam, Tabitha
Cc: Walsh, Kip; Tim Gasper; Belinda
Subject: FW: Send data from MFP11219013 03/28/2017 14:16
Importance: High

Hi Tabitha,

We can agree to disagree on your position below as the document doesn't state anywhere **"a specific reason for the appeal request"** must be included but to clarify, this is an appeal of a decision made by Kip regarding a Class Action Grievance dated March 20, 2017 which I've hereby requested it to be heard by the CSB.

Hopefully this addresses your email below. If you have any question please don't hesitate to call.

Al. Marshall
Construction Inspector
Labor Activist
X4930

From: Pulliam, Tabitha
Sent: Tuesday, March 28, 2017 8:49 AM
To: Marshall, Al
Cc: Walsh, Kip
Subject: Class Action Request

Hello Al,

The City of Oakland, Human Resources Department, received your request for a hearing before the Civil Service Board. The request form states that **"a specific reason for the appeal request"** must be included. Your form states "General Appeal Procedure" but it is not sufficient as a clear and specific reason. At this point, we ask you to re-submit your request with the required information, so that we can review it and process it accordingly.

Please feel free to contact me with any questions or concerns.

My regards,

Tabitha P.
Tabitha Pulliam
Human Resources Management, Recruitment & Classification
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612

Phone - 510-238-6619
Email - TPulliam@Oaklandnet.com

<http://www2.oaklandnet.com/>

Retention Period: Indefinite

Received By:

Date: CSB Meeting Thursday, June 15, 2017

CITY OF OAKLAND
GRIEVANCE FORM

Immediate Supervisor
Department Head
City Manager
Civil Service Board/Arbitration

10/19/16

Employee's Name: Class - Action Classification: Construction Inspector / Senior Engineering Tech

Department: PWA Division: ROWM Phone: 238-7165

Immediate Supervisor: Fred Loeser & Kevin Kashi Classification: Const. Sup. I / Sup. Civil Engineer

Statement of Grievance See attachment;

Specific Section of MOU or Personnel Rule Violated; or Disciplinary Action MOU - Article 2 section 2.1 Discrimination and any other rule or law that may apply.

Requested Solution That both gentlemen be offered / hired in the position they have the desire to promote into and their seniority in said class be the date when the eligibility list was posted. And in addition both employees be made whole in all ways relating to any lost in pay or other.

Employee's Signature Al. Marshall - Steward Date 10/19/16

Supervisor's Response _____

Supervisor's Signature _____ Date _____

See Instructions on Back

By filing this grievance, the Union does not intend to waive, nor does it waive, any additional procedural or substantive rights or causes of action which an employee may have pursuant to any federal law, state law or other rule or regulation.

- Copy 1 - Orig.
- Copy 2 - Employee Relations
- Copy 3 - Supervisor
- Copy 4 - Employee

400-260
(1/86)



Public Works Agency • Bureau of Engineering & Construction • Right of Way Management

Sewer & Sidewalk Division • 250 Frank H. Ogawa Plaza, Suite # 4344 • Oakland, California 94612 • (510) 238-3651

October 12, 2016

Mr. Joe Watson
132 West 8th Street
Pittsburg, Cal.
94565

Re: Reassignment status into Right of Way Management

Mr. Watson,

We interviewed a number of candidates for the available positions of Field Inspector in Right of Way Management.

Three of the positions have been filled with candidates who were determined to be very well qualified. You were not selected for one of these three positions. However, there are still other positions yet to be filled. At this time, your application and interview result status is still on the list for consideration.

When the filling of the other position (s) is authorized, your status on the available list will be reevaluated, along with the other candidates to determine the best qualified for the position.

Thank you for your patience and perserverance.

Sincerely,

Fred Loeser
Supervisor, Right of Way Management

CC: Personnel File,
Yolanda Lopez

CITY OF OAKLAND



150 FRANK H. OGAWA PLAZA 2nd FLR OAKLAND, CALIFORNIA 94612-2021

HUMAN RESOURCES MANAGEMENT
Recruitment & Classification Division

(510) 238-3112
FAX (510) 238-4482
TDD (510) 839-6451

March 20, 2017

Sent Via Electronic Mail and U.S. Mail

Mr. Dana MacPherson
Service Employees International Union, Local 1021
100 Oak Street
Oakland, CA 94607

RE: Class Action Grievance – Construction Inspector/Senior - Step 3 Response

Dear Mr. MacPherson:

This communication serves as the Step 3 response to the Class Action Grievance submitted by Al Marshall on behalf of Patrick Taylor, Engineering Technician II, and Joe Watson Jr., Engineering Technician II, both of whom applied for positions in the Construction Inspector classification and were not selected. The grievance alleges that the two men, both of whom are African American, were not selected due to racial discrimination in the hiring process.

Background

Patrick Taylor was hired into City of Oakland employment as an Engineering Technician II on April 18, 2011; Joe Watson Jr. was hired into City of Oakland employment as an Engineering Technician II on November 8, 2004. Both men submitted applications for the job announcement for Construction Inspector (Restricted) that was posted May 2, 2016 – May 13, 2016. Mr. Taylor and Mr. Watson were the only employees who submitted applications. When Human Resources reviewed the applications, they were found to demonstrate that the employees met the Minimum Qualifications for the classification. Because the pool was so small, Human Resources did not assemble an examination and instead created an eligible list solely on the basis of MQs.

The eligible list for Construction Inspector (Restricted) was established May 25, 2016 and Mr. Taylor and Mr. Watson were referred on May 26, 2016 to OPW to be interviewed, in conformance with section 14.7D of the SEIU MOU which requires that candidates on Restricted eligible lists be certified to the department and considered before candidates on Open eligible lists are referred. They were interviewed on May 31, 2016 and neither was selected to be hired. OPW submitted another requisition in the classification and Mr. Taylor and Mr. Watson were referred on July 1, 2016 to OPW to be interviewed. They were interviewed on August 26, 2016 and again, neither was selected to be hired. Mr. Taylor and Mr. Watson were notified on October 12, 2016, that they were not selected. On October 19, 2016, SEIU Steward, Al Marshall, submitted the grievance. Because the grievance alleged

racial discrimination, it was forwarded to the City's Equal Employment Opportunities Program Division (EOPD) on November 1, 2016, for follow up. That office is responsible for investigating AI 71 complaints (Administrative Instruction 71 governs the City's anti-discrimination policy). It was communicated to Mr. Marshall on November 8, 2016, that the grievance would be held in abeyance pending the outcome of the EOPD investigation. Mr. Marshall objected to holding the process in abeyance and so the City agreed to meet with the grievants to hear the specifics of the complaint.

Step 3 Meeting

On December 20, 2016 a Step 3 Meeting was held. In attendance were the grievants, Patrick Taylor and Joe Watson, Jr.; SEIU Steward, Al Marshall; SEIU Steward, Tim Glasper; and Kip Walsh, Acting ER Manager for the City.

At the meeting, the union presented its position that hiring for positions is discriminatory, "on the 4th floor," meaning hiring for positions in several workgroups in OPW, which are housed on the 4th floor of the Dalziel Building. More specifically, the union asserted that the discrimination extended to African Americans males only. Cited as examples were the recent promotions of two non-African American women from Assistant Engineer II to Civil Engineer (one on September 12, 2016 and one on October 24, 2016), another non-African American woman from Program Analyst II to Watershed Program Supervisor (February 16, 2016), a non-African American man from Environmental Specialist to Program Analyst II (October 10, 2016), a non-African American man from Assistant Engineer II to Civil Engineer (September 12, 2016), and a non-African American man from Construction Inspection Supervisor I to Construction Inspection Supervisor II (October 24, 2016). Additionally, the two Construction Inspectors who were hired were external candidates who were not African American.

The discussion in the December 20, 2016 meeting centered around assertions that Mr. Taylor and Mr. Watson, by virtue of their long tenure in the Engineering Technician II classification were the most qualified candidates for the vacancies, and therefore, the hiring process was flawed if other candidates were selected. Additionally, the grievants complained that the department's hiring process in terms of communicating with the employees was done poorly. They cited having to wait for long periods without receiving any indication of whether the department was going to appoint them or not. The union and the grievants indicated their strongly held view that internal candidates should be promoted before the City invested in external candidates and that failing to promote created greater attrition as employees look elsewhere for new opportunities.

Findings and Conclusions

The grievance asserts that in hiring non-African American external candidates to the classification of Construction Inspector, the City violated the terms of the MOU and committed acts of discrimination. In reviewing the hiring history in OPW over the past two years and in reviewing the hiring documentation related to the specific candidates selected for the Construction Inspector vacancies in 2016, I did not find evidence of discrimination. The City's EOPD office also conducted a separate, more detailed investigation into the complaint and that office has indicated that they too did not find evidence of discrimination.

Regarding the assertion that City acted inappropriately by failing to promote internal candidates, pursuant to the City of Oakland Employer-Employee Relations Ordinance (Ord. No. 55881 CMS), "It is the exclusive responsibility of the City to assign, reassign, and direct its employees, and to determine

March 20, 2017

Page 3

the means, number and kind of personnel by which the City's operations are to be conducted." In other words, the City retains the right to select the candidate that, in its sole discretion, is identified as the most suitable candidate for the available vacancy. The appointment of a specific individual to a position is not, in and of itself, a grievable concern.

However, it is concerning that internal candidates were treated in a way that did not appear to respect their tenure in terms of how the interviews and processing were conducted. The City recognizes that it is important to any candidate to be kept informed promptly of his or her standing in a hiring process. Conducting interviews in August without notifying candidates of the outcome until October does not support positive experiences for candidates.

Step 3 Decision

Based on the facts detailed above, the grievance is denied. There was no evidence found to support a claim of discrimination and there was no evidence provided to support that the City's hiring actions violated any City policy.

Appeal Rights

If the Union finds this grievance to be unresolved, the Union is hereby notified that it has twenty (20) days to advance this grievance to arbitration at Step 3.

Please feel free to contact me if you have any questions.

Sincerely,



Kip Walsh

Human Resources Manager, Recruitment & Classification

Copy: Allyson Cook, Employee Relations Manager
Al Marshall, SEIU



STAFF REPORT

DATE: May 18, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Kip Walsh, Human Resources Manager, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources

SUBJECT: Informational Report Regarding the Transfer Process for City Employees in Appendix B Common Classifications Seeking Transfers to Port Positions

At the March 16, 2017 Civil Service Board Meeting, speakers during Open Forum made comments regarding a recent recruitment for the classification of Painter conducted by the Port of Oakland. Some of the speakers were City of Oakland employees who had applied and had been interviewed for the opportunity to transfer from their current positions in the Painter classification at the City to a position in the classification at the Port and were not selected. The Civil Service Board requested that the Personnel Director review the item and come back with a report that discussed the Port's process on the recent Painter recruitment as well as a review of City-Port transfers processes in general.

BACKGROUND

The classification of Painter is identified as a "Common Classification" between the City of Oakland ("the City") and the Port of Oakland ("the Port") in Appendix B of the Civil Service Rules. As such, employees in the classification may transfer between the City and the Port when vacancies arise in either organization and are authorized to be filled.

The Port of Oakland posted a "Transfer Opportunity" job announcement for the classification of Painter on both the Port's and the City's job opportunities websites on November 2, 2016 for an application period of November 2 through 16, 2016. One City employee applied to the Port's announcement and three others were on the City's transfer list for the classification. The Port interviewed all four employees and considered them for the current vacancy. None of the City employees was selected.

ANALYSIS

When the Port has a vacancy in one of the classifications designated as a Common Classification in Appendix B of the Civil Service Rules, Port human resources staff prepare a Transfer Opportunity announcement for the Port's website and they provide a copy of the flyer to City's Human Resources Department for posting on the City's website (see attached example). Employees interested in transferring are given the opportunity to send an application to the Port for consideration. The Port interviews the applicants and either makes a selection or not, depending on the experience of the applicants as demonstrated in their applications and in their performance during the interview.

Following the process described above, in November 2016, the Port posted a transfer opportunity for the classification of Painter. One City employee completed a Port application per the Transfer Opportunity announcement. The Port interviewed the employee. Soon thereafter, three other City employees contacted the Port and asked to be interviewed. The Port agreed to interview the additional three employees. None of the four City employees who were considered were selected by the Port to fill the current vacancy. Instead, the Port opted to post an open announcement and recruit more broadly.

The following sections of the City of Oakland Civil Service Rules govern transfers for City employees:

Section 5.08 – Transfer of Employees. The transfer of a classified employee from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority may be made with the consent of the employee and the approval of the Personnel Director and the consent of the appointing authorities concerned, provided the positions are in the same or similar class.

Section 5.09 – Transfer List. Any permanent classified employee may request a transfer from one department to another in her/his current classification, provided the employee meets the qualifications for the position. A transfer list may be maintained and employees may, upon written application to the Personnel Director, have their names made available to department heads for consideration of appointment to vacancies for which they would be eligible as defined by these Rules. Names of employees may also be placed on the transfer list upon request of the department head concerned, with notice to the employee. Vacancies may, with the consent of the department head, be filled from the transfer list.

Although the Rules do not require that transfer opportunities be posted and also do not require that any employee who expresses an interest in a transfer opportunity be interviewed, it has been the Port's practice to post transfer opportunities for Common Classes and to interview any City employee who applies. Below is a list of the transfer opportunities and outcomes for Port positions in the past three years.

Port Transfer Opportunity Announcement	Posted From	Posted To	Was City Employee Appointed?
Administrative Specialist	12/3/14	12/11/14	No
Painter	4/29/14	5/9/14	Selected City employee failed background.
Semi-Skilled Laborer	6/23/14	7/2/14	No
Administrative Specialist	3/9/15	3/18/15	No
Carpenter	10/2/15	10/14/15	No
Custodian	11/2/15	11/23/15	Yes (8 employees)
Semi-Skilled Laborer	9/2/15	9/16/15	Yes (2)
Semi-Skilled Laborer	4/27/16	5/9/16	Yes (1)
Administrative Specialist	4/29/16	5/12/16	Yes (1)
Gardener III	7/20/16	8/2/16	Yes (1)
Painter	11/2/16	11/16/16	No

The Port has selected City employees from transfer lists six of the eleven times the Port has considered transfer candidates. This data does not indicate that there is a distinct pattern of selecting or not selecting City employees for Port vacancies.

RECOMMENDATIONS

Staff recommends that the Civil Service Board accept this informational report regarding the transfer process between the Port and the City for common classifications.

For questions regarding this report, please contact Kip Walsh, HR Manager, Recruitment & Classification at (510) 238-7334 or kw Walsh@oaklandnet.com

- Attachment: Port of Oakland Transfer Opportunity – Painter (November 2016)



CITY OF OAKLAND
invites applications for the position of:
**Port of Oakland Transfer Opportunity-
Painter**

SALARY: \$8,138.00 - \$9,756.00 Monthly

OPENING DATE: 11/02/16

CLOSING DATE: 11/16/16 05:00 PM

THE POSITION:

PORT OF OAKLAND TRANSFER OPPORTUNITY

Candidates must be currently in the classification (full-time, regular) of Painter for transfer purposes. All candidates must be past the probationary period, and in good standing at the Port of Oakland or City of Oakland. The current vacancy is Aviation Facilities.

City of Oakland employees must be on the transfer list with the City of Oakland, before submitting an application.

Link to Transfer Request Form:

<http://oaknetnews/oak/groups/hrm/documents/form/oak029915.pdf>

TO APPLY FOR THIS PORT TRANSFER OPPORTUNITY

If you are interested in this opportunity contact Frankie Johnson in the Personnel and Employee Services Department at (510) 627-1487. Application deadline is Wednesday, November 16, 2016 at 5:00 p.m.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

The City of Oakland is an EEO/ADA Employer.

<http://www2.oaklandnet.com/Government/o/HumanResources/index.htm>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

lwright@oaklandnet.com

Position # 16-TR159-11-PORTTRAN
PORT OF OAKLAND TRANSFER OPPORTUNITY-
PAINTER
TJ