



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: July 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; 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

### CLOSED SESSION AGENDA

#### ROLL CALL

*The Civil Service Board will now Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:*

#### 1) Motion to Dismiss Appeal of Probationary Release (OFD-2016-AP01)

### OPEN SESSION AGENDA

#### 2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

#### ADJOURNMENT

### OPEN SESSION AGENDA

#### ROLL CALL

#### 3) OPEN FORUM

#### 4) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
  - Human Resources Analyst
  - Outreach Developer
- b) Approval of Revised Classification Specifications
  - Contract Compliance Officer
  - Contract Compliance Officer, Senior

- Cable TV Operations Chief Engineer

c) Approval of Employee Requests for Leave of Absence

## 5) OLD BUSINESS:

- a) Approval of June 15, 2017 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items ACTION
- a. Appeal of Discipline PORT-2017-AP01
- 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 ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

## 6) NEW BUSINESS:

- a) Supplemental Report – Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specifications Revisions Currently Under Review INFORMATION

## 7) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 17, 2017. All materials related to agenda items must be submitted by Thursday, August 3, 2017. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

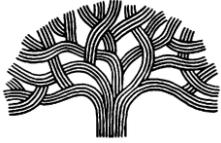
City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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

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

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



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** July 20, 2017

**TO:** The Honorable Civil Service Board

**FROM:** Angelina DeMaria  
HR Analyst

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

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

**SUBJECT:** Request for Provisional Appointment in Classification of Outreach Developer to be ratified at Civil Service Board Meeting of July 20, 2017

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Attached is a request from the Human Services Department to make a provisional appointment to an Outreach Developer vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Outreach Developer position assesses the eligibility, skills, and employability of participants; provides case management as needed; coordinates and presents orientation programs; monitors participants throughout the program; resolves problems between participants and training sites; and performs related duties as assigned.

The minimum qualifications for Outreach Developer are: possession of a Bachelor's degree from an accredited college or university in the social sciences, public administration, gerontology, or related field and three (3) years of progressively responsible experience working with the elderly or high risk individuals with multiple needs, particularly in the area of employment.

The selected candidate meets the minimum qualifications of the Outreach Developer classification with a Bachelor's degree in Communications and four years of responsible work experience managing the workforce programs of the ASSETS Senior Employment Opportunities Program. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open soon.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Outreach Developer position in the Human Services Department beginning on July 1, 2017 and ending on or before October 29, 2017.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION: July 20, 2017**

**AREA REQUESTED**

POSITION: Outreach Developer  
DEPARTMENT: Human Services Department  
APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a  
DATE PERSONNEL REQUISITION RECEIVED: 6/30/17  
CURRENT STATUS OF EXAMINATION: Job announcement scheduled to open approximately July 31, 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 Outreach Developer position is needed to support senior employment training programs within Human Services.

Other Alternatives Explored and Eliminated:  
None.

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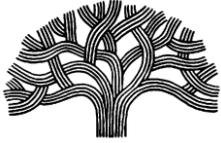
**IMPACT IF REQUESTS ARE NOT APPROVED** (i.e., services, fiscal, other):

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to support senior employment training programs.

**ADDITIONAL INFORMATION**

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Oakland Resident*
- Current Employment Status *Current Employee*



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** June 29, 2017

**TO:** The Honorable Civil Service Board

**FROM:** Suzie Lawson  
Principal 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 Human Resource Analyst to be ratified at Civil Service Board Meeting of July 20, 2017

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Attached is a request from the Human Resources Department to make a provisional appointment to a Human Resource Analyst vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Human Resource Analyst develops recruitment plans; administers the examination process; conducts research into Human Resources operational problems; conducts classification studies including job analysis and job audits; provides information concerning personnel policies, procedures wage rates and provisions of labor contracts to departmental personnel, employees, and the public; and performs related duties as assigned.

The minimum qualifications for a Human Resource Analyst are: possession of a Bachelor's degree in public or business administration, human resource management, industrial organizational psychology or a related field from an accredited college or university and two (2) years of professional work experience in a public human resources environment at the Analyst level in either recruitment, selection and employment testing, classification and compensation, employee development and training or other closely related human resources functional areas.

The selected candidate meets the minimum qualifications of the Human Resource Analyst classification with over nine years of responsible work experience in the functional areas of recruitment and classification and compensation. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled to open on July 10, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Human Resource Analyst position in the Human Resources Department beginning on July 3, 2017 and ending on or before October 31, 2017.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION: July 20, 2017**

**AREA REQUESTED**

POSITION: Human Resource Analyst  
DEPARTMENT: Human Resources Department  
APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: June 8, 2017  
DATE PERSONNEL REQUISITION RECEIVED: 6/13/17  
CURRENT STATUS OF EXAMINATION: Job Announcement scheduled to open July 10, 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 Human Resource Analyst is needed to support departments with recruitments, classification work, and other related HR functions.

Other Alternatives Explored and Eliminated:  
Eligible list exhausted.

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

The negative impact of not having this vacancy filled while an eligibility list is established would result in an increasing backlog of recruitment requests from other City of Oakland departments.

**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: *Provisional Appointment*



# MEMORANDUM

**DATE:** July 20, 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 Specifications for Contract Compliance Officer and  
Contract Compliance Officer, Senior

Based upon a classification review at the request of the City Administrator's Office (CAO), staff has proposed revision of the **Contract Compliance Officer** and **Contract Compliance Officer, Senior** classification specifications. The classification specifications for Contract Compliance Officer and Contract Compliance Officer, Senior were approved in July 1993 and December 1999, respectively, and have not been revised.

During a recent recruitment process, it became clear that the Contract Compliance Officer classification was outdated. While there are no vacant positions and no upcoming recruitments at the present time, it is necessary to update and modernize the classification specifications for Contract Compliance Officer and Contract Compliance Officer, Senior. This will ensure that the descriptions are more accurate reflections of the positions. The revised classification specifications will be used for any future job postings, as they become available.

A variety of modifications have been proposed:

- Outdated program titles and references have been updated throughout each classification specification.
- The Distinguishing Characteristics section has been added to differentiate between the levels of Contract Compliance Officer classifications on both classifications.
- The Knowledge and Abilities sections have been amended to solidify computer usage and reflect communication skills.
- The Minimum Qualifications sections have been revised to include more appropriate types of college degrees under the Education section and better describe qualifying kinds of work experience under the Experience section.
- For Contract Compliance Officer, Senior, only, lead or supervisory experience has been added as desirable under the Experience section.
- 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 specifications. Union representatives and City staff met intermittently since December 2016 to discuss the proposed revisions and any

**CIVIL SERVICE BOARD**

Subject: Contract Compliance Officer and Contract Compliance Officer, Senior Classification Specifications

Date: July 20, 2017

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potential member concerns. Minor revisions were agreed to during the bargaining process, which recently concluded. The union sent an email on June 8, 2017 to confirm that they do not have any objections to the proposed revisions.

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 classification specifications for Contract Compliance Officer and Contract Compliance Officer, Senior as amended.

**Attachments:** Revised classification specifications for Contract Compliance Officer and Contract Compliance Officer, Senior



# CONTRACT COMPLIANCE OFFICER

Class Code: AP153

Civil Service Classified

**DRAFT to  
CSB  
7-5-17**

## DEFINITION

Under general direction in the City Administrator's Office, To implement and monitor various social equality/justice affirmative action and employment programs such as: Local, Small Local, Very Small Local, Minority, Women, Disadvantaged Construction Programs (LBE/SLBE/VSLBE/MBE/M/W/DBE/SLBE), Local Affirmative Action Construction Employment Programs (LCEP)-(AAE), Professional Services Contract Program (PSCP), and prevailing wage requirements under Federal, State and local laws for Public Works projects and tenant assistance; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a journey level classification in the Contract Compliance officer series. This classification is distinguished from the higher level Senior Contract Compliance Officer in that -Incumbent of the latter implement assume more complex, sensitive or political assignments and monitor professional service projects. It is further distinguished from the lower level Assistant Contract Compliance Officer in that the latter is an entry level classification.

## SUPERVISION RECEIVED AND EXERCISED

This classification differs from Contract Compliance Supervisor in that incumbents in the latter act as first line supervisors.

Receives general supervision management staff. The incumbent receives direct supervision from a Senior Contract Compliance Officer and may provide lead direction to Assistant Contract Compliance Officer, Assistant staffs. May provide lead direction to Assistant Contract Compliance Office

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

Review Project Specifications and Request for Proposal to ensure incorporation of the City's social equity/justice affirmative action program requirements.

Schedule and conduct pre-bid meetings to inform developers and contractors of the City's various programs and requirements.

Conduct pre-award meetings to ensure that the low bidder has complied with the City's program.

Conduct pre-construction meetings to ensure that the contractor and all of their subcontractors are familiar with all program requirements.

Meet with developers, contractors, subcontractors, and tenants to explain the City's and Redevelopment Agency's various social equity/justice affirmative action programs and policies; encourage and assist developers, contractors, and subcontractors in achieving the City's and Redevelopment Agency's goals for program participation, and the employment and training of Oakland residents minorities and women.

Monitor ~~the City and Redevelopment Agency~~ projects to ensure that compliance with the various

AP153 – CONTRACT COMPLIANCE OFFICER

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programs from the beginning of the project to its completion.

Perform on-site compliance reviews to confirm that contractors listed for the project are performing the work, that contractors and subcontractors are employing Oakland residents minorities and women in accordance ~~with~~ with LCEP AACE program, and prevailing wages are being paid to all employees.

Investigate formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.

Confer with contractors to ensure timely submittal of weekly payroll reports; monitor payroll reports for payment of prevailing wages and the employment ~~of~~ of Oakland residents. minorities and women.

Prepare monthly reports and letters of non-compliance and/or labor violations to developers and contractors.

Certify Local, Small Local and Very Small Local ~~minorities, women and disadvantaged~~ firms; review documents submitted by company and conduct on-site review of company to determine program eligibility.

Maintain liaison with the public, non-profit organizations, labor unions, Federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.

Provide technical assistance to current and prospective LBE/SLBE/VSLBEM/W/DBE contractors. ~~Perform related duties as assigned.~~

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Federal, state and local laws, ordinances and regulations relating to Labor Standards, Local Minority and Women Business Enterprises, and Equal Employment Opportunity.
- Federal, state and local training programs.
- Construction industry and trade unions.
- Principles and techniques of contract administration.
- Negotiating techniques.
- Computer systems and software applications.
- Public contact skills.

Ability to:

- Demonstrate community relations skills.
- ~~E~~; explain and interpret City policies and practices to diverse public and private organizations and individuals.
- Prepare reports of an analytical and evaluative nature.
- Write business correspondence and develop/generate/prepare statistical reports.
- Organize work in an effective manner; assume responsibility for multiple projects.
- Communicate effectively orally and in writing.
- Utilize computer systems and software applications.

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- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

MINIMUM QUALIFICATIONS

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

**Education:**

A Bachelor's degree from an accredited college or university in ~~engineering, social justice, equity studies, public policy,~~ public administration, business administration, sociology, ~~engineering~~ or a related field.

**Experience:**

Three years of ~~progressively responsible~~ experience in contract compliance ~~social equity/justice program administration, manpower planning,~~ personnel or a related field ~~performing work such as including...enforcement of prevailing wage or minimum wage laws and regulations, compliance enforcement involving equal opportunity and nondiscrimination, community and stakeholder engagement activities, and research and analysis. Experience may have involved non-profit agencies, the business community, contractors and vendors or the public.~~

**LICENSE OR CERTIFICATE**

Possession of a valid California Driver's License. ~~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 throughout the tenure of employment.~~

OTHER REQUIREMENTS

None required.

|   |   |                         |       |
|---|---|-------------------------|-------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |   |                         |       |
| Established:  | 07/22/1993  | CSB Resolution #:       | 44287 |
| 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):                                 | )   |                         |       |

**DRAFT to  
CSB  
7-5-17**



## CONTRACT COMPLIANCE OFFICER, SENIOR

**Class Code: AP369**

**Civil Service Classified**

### DEFINITION

Under general direction in the City Administrator's Office, ~~A To~~ administers, implements, and monitors various social equity/justice affirmative action and employment programs such as: Local, Small Local, Very Small Local-Minority, Women, Disadvantaged Construction Programs (LBE/SLBE/VSLBE/MBE/M/W/DBE/SLBE), Local Affirmative Action Construction Employment Programs (LCEPAACE), Professional Services Contract Program (PSCP), and prevailing wage requirements under Federal, State and local laws for Public Works projects ~~and tenant assistance; to~~ trains and supervises assigned staff, and ~~to~~ performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class in the Contract Compliance Officer series. ~~ification. This classification is distinguished from the lower level Contract Compliance Officer in that the latter is a journey level classification. Senior Contract Compliance Officers assume more complex, sensitive or political assignments and administer, implement, and monitor professional service projects.~~

The incumbent receives general direction from ~~the Administrative Services Manager I or other management staff, and may supervise the Contract Compliance Officers, Assistant Contract Compliance Officer, Assistants, and other professional staff. The incumbent has lead responsibility over other professional staff, and assumes more complex, sensitive or political assignments. Incumbent administers, implements, and monitors professional service projects. This classification differs from the Contract Compliance Officer in that the latter is a journey-level classification.~~

### SUPERVISION RECEIVED AND EXERCISED

Receives direction From the Administrative Services Manager I or other management staff

Exercises general supervision over Contract Compliance Officers, Assistant Contract Compliance Officer, and assigned clerical staff.

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

Plans, organizes, directs, and reviews the day-to-day work assigned to Contract Compliance

Officers and clerical staff.

Reviews Project Specifications and Request for Proposals to ensure incorporation of the City's social equity/justice ~~affirmative action~~ program requirements.

Schedules and conducts pre-bid meetings to inform developers and contractors of the City's various programs and requirements.

Conducts pre-award meetings to ensure that the low bidder has complied with the City's program.

Conducts pre-construction meetings to ensure that the contractor and all of their subcontractors are familiar with all program requirements.

Meets with developers, contractors, subcontractors, and tenants to explain the City's ~~and Redevelopment Agency's~~ various social equity/justice ~~affirmative action~~ programs and policies; encourages and assists developers, contractors, and subcontractors in achieving the City's ~~and Redevelopment Agency's~~ goals for program participation, and the employment and training of ~~minorities and women~~ Oakland residents.

Monitors ~~the City and Redevelopment Agency~~ projects to ensure that compliance with the various programs from the beginning of the project to its completion.

Performs on-site compliance reviews with contractors.

Investigates formal and informal complaints of non-compliance with City programs, discrimination, sexual harassment, and labor and/or prevailing wage violations.

Confer with contractors to ensure timely submittal of weekly payroll reports; monitors payroll reports for payment of prevailing wages and the employment of ~~minorities and women~~ Oakland residents.

Prepares monthly reports and letters of non-compliance and/or labor violations to developers and contractors.

Certify Local, Small Local and Very Small Local ~~minorities, women and disadvantaged~~ firms; reviews documents submitted by company and conducts on-site review of company to determine program eligibility.

Maintains liaison with the public, non-profit organizations, labor unions, federal, State and local government agencies that can provide services or assistance to developers and contractors in achieving the goals of the City's programs.

Provides technical assistance to current and prospective LBE/SLBE/VSLBE-M/W/DBE contractors.

Prepares complex reports; negotiates and administers difficult issues and contracts.

Supervise, train, and evaluate assigned staff; assign and review work.

## QUALIFICATIONS

## KNOWLEDGE AND ABILITIES

Knowledge of:

- ~~Considerable knowledge of F~~federal, State and local laws, ordinances and regulations relating to ~~L~~labor ~~S~~standards, ~~Local Minority and Women~~ Business Enterprises, and Equal Employment Opportunity.
- ~~Considerable knowledge of F~~federal, State and local training programs.
- ~~Working knowledge of the C~~onstruction industry and trade unions.
- ~~Working knowledge of the P~~principles and techniques of contract administration.  
~~Working knowledge of N~~egotiating techniques.
- ~~Working knowledge of C~~omputer systems and software applications.
- ~~Working knowledge of the P~~principles of supervision and employee development.
- Public contact skills.

Ability to:

- Demonstrate community relations skills.
- ~~;~~~~e~~Explain and interpret City policies and practices to diverse public and private organizations and individuals.
- Prepare responses of an analytical and evaluative nature.
- Write business correspondence and ~~develop-generate/prepare~~ statistical ~~responses~~reports.
- Organize work in an effective manner; assume responsibility for multiple projects.
- Supervise, train, and evaluate assigned staff.
- Communicate effectively orally and in writing.
- Utilize computer systems and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATIONS

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

### Education:

A Bachelor's degree from an accredited college or university in ~~engineering, social justice, equity studies, public policy,~~ public administration, business administration, sociology, engineering or a closely related field.

### Experience:

Four years of progressively responsible experience in contract compliance, social equity/justice program administration, manpower planning, personnel or a related field performing work such

as including enforcement of prevailing wage or minimum wage laws and regulations, compliance enforcement involving equal opportunity and nondiscrimination, community and stakeholder engagement activities, and research and analysis. Experience may have involved non-profit agencies, the business community, contractors and vendors or the public. Lead or supervisor experience is highly desirable.

**LICENSE OR CERTIFICATE**

~~Successful incumbents in this job are expected to operate automobile vehicles in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.~~

Possession of a valid California Driver's License. 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 throughout the tenure of employment.

**OTHER REQUIREMENTS**

None required.

|   |   |                         |       |
|---|---|-------------------------|-------|
| <b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b> |   |                         |       |
| Established:  | 12/99/1999  | CSB Resolution #:       | 44402 |
| Exempted:   | Y <input type="checkbox"/> N <input type="checkbox"/> | Exemption Resolution #: |       |
| Revision Date:                                      | / /   | CSB Resolution #:       |       |
| Re-titled Date:                                     | / /   | CSB Resolution #:       |       |
| (Previous title(s):                                 | )   |                         |       |





# MEMORANDUM

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**DATE:** July 20, 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 Cable Television Operations Chief Engineer

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Based upon a classification review at the request of the City Clerk's Office, staff has proposed the revision of the **Cable Television Operations Chief Engineer** classification specification. The classification specification was initially adopted in January 2000 and has not been revised since that time.

There is one position, which will become vacant once the long-term employee retires in the next few weeks. As soon as the incumbent informed the department of his retirement, they began working to revise the classification specification. Following adoption, the revised classification specification will be used for the job posting in the very near future.

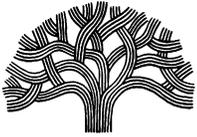
Most the changes are necessary to correct the department name and reporting structure. Other refinements are proposed to better describe the assigned duties or align with the current classification template. There are no substantive changes.

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 June 28, 2017, to discuss the proposed revisions. The union requested more time for review. The union followed up via email on July 6, 2017 to confirm that they were not aware of any objections to the proposed revisions.

The Port does not operate any cable television operations. 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 Cable Television Operations Chief Engineer as amended.

**Attachments:** Revised classification specification for Cable Television Operations Chief Engineer



## CABLE TELEVISION OPERATIONS CHIEF ENGINEER

Class Code: TC137 FTE      Civil Service

### DEFINITION

Under general direction in the City ~~Manager's-Clerk's~~ Office ~~of Communications and Mass Media~~, operates and maintains all KTOP technical facilities, including studio, hearing rooms, remote and master control equipment and systems, as well as signal delivery to the Comcast TCI/AT&T cable head end; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This single position classification is the chief operator of microwave transmission equipment used in remote productions. This classification is distinguished from the KTOP Station Operations Manager who has the responsibility for the overall administration of the cable television station and ~~from the Cable Television Production Coordinator who~~ has responsibility for the day-to-day supervision of the production staff.

~~The incumbent This position~~ reports to the Cable TV Production & Operations KTOP Station Operations Manager and supervises assigned professional, technical, and clerical staff.

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

Supervise and schedule work activities of all engineering staff.

Acquire and maintain FCC licenses for transmission frequencies.

Maintain all technical equipment, hardware, and software and facilities; utilize HD/SD-SDI Video Server technology, HD/SD video program switcher technology, and HD/SD-SDI video routers.

Ensure that all productions and operations meet industry quality standards.

Train and provide professional development for the engineering staff.

Recommend and procure capital equipment purchases and budgets.

Work in collaboration with the ~~Television Production Coordinator~~ Cable TV Production & Operations Operations Manager to maintain consistently high professional standards for lighting, video, sound and staging for all KTOP productions.

Work in collaboration with the ~~Television Production Coordinator~~ Cable TV Production & Operations Operations Manager ~~and KTOP management~~ to achieve most productive use of KTOP resources.

Implement and adhere to station policies and procedures.

**CABLE TELEVISION OPERATIONS CHIEF ENGINEER - DRAFT****Page 2****QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- ~~Extensive knowledge of~~ state-of-the-art digital television productions, editing and operating equipment and systems.
- ~~Extensive knowledge of~~ broadcast quality production standards.
- ~~Extensive knowledge of~~ television and video production techniques
- Transmission frequencies.
- ~~Considerable knowledge of~~ management and administrative practices and procedures.
- ~~Considerable knowledge of~~ supervisory practices and procedures.
- ~~Knowledge of~~ standard office and networking hardware/software.

Ability to:

- ~~Ability to~~ organize, manage, maintain and repair sophisticated digital television equipment and systems.
- ~~Ability to~~ prepare and administer engineering and operating budgets.
- ~~Ability to~~ supervise engineering and operations staff.
- ~~Ability to~~ prepare and present clear and concise written and oral reports and related materials. Exercise sound independent judgment within general policy guidelines.
- ~~Ability to~~ establish and maintain effective work relationships with those contacted in the performance of required duties.
- ~~Ability to~~ use microcomputer and standard software and networking systems.

**EDUCATION AND EXPERIENCE MINIMUM QUALIFICATIONS**

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

**Education:**

Bachelor's degree from an accredited college or university in electrical engineering or other discipline closely related to position requirements.

**Experience:**

Two (2) years successful experience in a progressively responsible position managing the engineering and operations functions and staff of a professional television production and operations facility.

**CABLE TELEVISION OPERATIONS CHIEF ENGINEER - DRAFT**

**Page 3**

**LICENSE OR CERTIFICATION**

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Society of Broadcast Engineers (SBE) Television Broadcast Engineer certification is required.

**OTHER REQUIREMENTS**

None listed.

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

Established:     /   /           CSB Resolution #:                   Salary Ordinance #:  
 Exempted:    Y  N     Exemption Resolution #:

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

(Previous title(s):     )

Analyst Initials:  
 RE/10/29/99  
 Civil Service Board: #44402  
 Date Approved: 1/13/00  
 Date Revised:  
 R:\JSpec-Working\NewSpecs\A - H\Cable TV Op Chief Engineer.doc



# MEMORANDUM

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**DATE:** July 20, 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 two (2) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

| <b>Employee Name</b> | <b>Classification</b>      | <b>Department</b>         | <b>Leave Duration</b>            | <b>Category</b>                        |
|----------------------|----------------------------|---------------------------|----------------------------------|--|
| Chu, Hanh            | Early Child Instructor     | Early Head Start Program  | June 5, 2017 – June 30, 2017     | CSR 8.07 (c)(iii)<br>Personal Business |
| White, Tenisha       | Parking Control Technician | Oakland Police Department | June 26, 2017 – February 5, 2019 | CSR 8.07 (c)(iii)<br>Personal Business |

**RECOMMENDATION:**

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

Print Form



# Unpaid Leave of Absence

**Leave Type:**

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

Employee's Name HANH CHU      Employee's ID 19982      Today's Date 6/4/17

Department/Division HEAD START / EARLY HEAD START      Employee Job Title ECI

Request: 20       Days     Hours    From 06/05/2017    To 06/30/2017  
No. of Days or Hours      Select Days or Hours

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

| Comparison of Different Leave Types |                  |                         |                   |                       |                                     |
|-------------------------------------|------------------|-------------------------|-------------------|-----------------------|-------------------------------------|
| Leave Type                          | Maximum Duration | Keep Accrued Seniority? | Accrue Seniority? | Keep Health Benefits? | Other                               |
| FCL                                 | 4 mos*           | Yes                     | No                | Depends*              | Comb. of paid & unpaid leave        |
| FDN                                 | 5 days           | Yes                     | No                | Yes                   | Family death leave (paid) exhausted |
| MNP                                 | 1 year           | Yes                     | Yes               | For 5 mos*            | For military training and service   |
| SLV                                 | 1 year           | Yes                     | No                | No*                   | Sick leave (paid) exhausted         |
| 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]      6/5/17  
 Employee's Signature      Date

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

[Signature]      6/24/17  
 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:** June 29, 2017

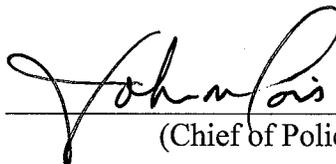
**RE: Leave without Pay Request**

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Attached, please find a second request from Parking Control Technician (PCT) Tenisha White to extend her leave without pay. The timeframe for her original request was May 10, 2017 through May 19, 2017, for a total of eight (8) working days. The first extension was for an additional 23 working days from May 22, 2017 through June 21, 2017. This second request is from June 26, 2017 through February 5, 2019, for a total of 160 days. 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)

29 Jun 17  
Date



Date: 6/13/2017

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

To: Chief Kirkpatrick

From: Tenisha White

I am requesting the following time off:

- 1. From 6/26/17 Through 12/31/17
- 2. From 1/1/18 Through 2/5/18

**Comments/Reasons:**

I am requesting an extension on my leave of absence until February 5, 2018. Due to the unfortunate circumstances during my personal family leave for this duration was not enough time to accomplish matters. I am still on leave and matters are still urgent. This cannot be taken care of by someone else.

Thank you in advance for your consideration.

---

---

Tenisha White

6/13/17

Employee Signature

Date

---

OPD Signature

Date



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**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 (Arrived 5:50); Vice Chair, David Jones (Absent); Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:40); Jeffrey Levin (Arrived 5:37); 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

Note: Vice Chair, David Jones was absent. New Board Member, Beverly A. Williams, was introduced.

#### 1) OPEN FORUM

- No Speaker

#### 2) CONSENT CALENDAR:

- 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

Note: Board Member Levin requested that Requests for Leave of Absence forms be updated to reflect "Paternity Leave" instead of "Maternity Leave."

**44852 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: 5 - Baranco, Hudson-Harmon, Williams, Johnson, Levin  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: 1 – Jones, Gourdine

**3) OLD BUSINESS:**

- a) Approval of CSB Minutes April 20, 2017 Civil Service Board Meeting Minutes

**44853 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the CSB Minutes for April 20, 2017. The motion passed.**

**Votes:** Board Member Ayes: 4 - Hudson-Harmon, Johnson, Levin, Baranco, Jones, Johnson  
Board Member Noes: None  
Board Member Abstentions: Williams  
Board Members Absent: 1 – Jones, Gourdine

- 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

*Report Accepted*

Note: Board Member Johnson requested that the date each position became non-compliant be added to the TCSE/ELDE report. Chairperson Gourdine requested that each noncompliant item include a date by which the next step toward compliance would be taken. Additionally, The Chair requested that the Port provide a report detailing its use of Temporary Employees.

- c) Approval of New Classification Specifications (Port):
- Legal Assistant I – Records management
  - Workforce Development Manager

Note: Board Member Johnson requested a separate vote for each Classification.

**44854 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the New Classification Specification of Legal Assistant I – Records Management. The motion passed.**

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

**44855 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the New Classification of Workforce Development Manager with the stipulation that it be compared to the Project Manager III**

**position in Economic & Workforce Development as part of the Common Classifications study and analysis. The motion passed.**

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

**4) NEW BUSINESS:**

- a) Approval of 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)

**44856 A motion was made by Board Member Levin and seconded by Board Member Johnson to approve the new Classification Specification and Exemption. The motion passed.**

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

- b) Approval of 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)

**44857 A motion was made by Board Member Williams and seconded by Board Member Hudson-Harmon to approve the new Classification Specification and Exemption from Civil Service Board. The motion passed.**

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

Note: Board Member Levin requested a report be presented at a future date, outlining criteria for the Board to consider in informing its approval of requests to exempt positions.

- 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 Classifications Specification Revisions Currently Under Review

*Report received and filed.*

- 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

**44858 A motion was made by Board Member Johnson and seconded by Board Member Williams to deny the request to cancel the referral of the Appeal to an external hearing officer and to have the case presented directly to the Civil Service Board. The motion passed.**

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

- 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

**44859 A motion was made by Board Member Johnson and seconded by Board Member Williams to deny the request for the Civil Service Board to hear the Appeal of a non-disciplinary grievance on the grounds that the grievance process in the Memorandum of Understanding with the Service Employees International Union, Local 1021 defines Step 4 as Arbitration; a grievance may only be advanced to the Civil Service Board in lieu of arbitration for grievances concerning “discharge or disciplinary action.” The motion passed.**

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

- f) Report from the Personnel Director Providing a Review of the Process for City Employees in Common Classifications Requesting Transfer to the Port

Report Accepted.

## 5) ADJOURNMENT

7:45 PM

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 06, 2017. For any materials over 100 pages, please also submit an electronic copy of all materials.

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, 1<sup>st</sup> Floor. Materials are also available on the City's website at: <http://www2.oaklandnet.com/Government/o/HumanResources/s/CivilServiceBoard>.

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

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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

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

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



**CIVIL SERVICE BOARD  
APPEALS & HEARINGS CALENDAR  
PENDING LIST – July 20, 2017**

**1. OPEN**

| Case Number    | Classification                           | Dept.                         | Action Pending                               | Date Received | Notes  |
|----------------|--|-------------------------------|--|---------------|--|
| OPD-2015-AP03  | Complaint Investigator II (Urbi)         | Citizens' Police Review Board | 6.05 Appeal of Probationary Removal/Demotion | Oct 26, 2015  | Date of hearing with external officer in negotiation with Union and City Attorney                                    |
| OFD-2016-AP01  | Firefighter (Kefer)                      | Fire                          | 6.05 Appeal of Probationary Removal/Demotion | Jan. 25, 2016 | Motion to Dismiss to be heard at CSB meeting July 20, 2017   |
| OPD-2016-AP01  | Police Service Technician II (Calvin)    | Police                        | 10.03 Appeal of Discipline                   | Dec 15, 2016  | Appt. with external hearing officer scheduled for August 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> . |
| PORT-2017-AP01 | Port Utilities Supervisor (Zabb-Parmley) | Port of Oakland               | 10.03 Appeal of Discipline                   | June 7, 2017  | Appeal to be heard at CSB meeting September 21, 2017   |
| OFD-2017-AP01  | Firefighter (Mendoza)                    | Fire                          | 6.05 Appeal of Probationary Removal/Demotion | 7/13/2017     | Sent to City Attorney for review   |

**2. OTHER PENDING ITEMS**

| Date Requested | Subject  | Report From      | Date Due                          |
|----------------|--|------------------|-----------------------------------|
| March 16, 2017 | Report regarding the transfer process between the City and the Port for Common Classifications.  | HR Director      | Completed CSB Meeting 5/18/17     |
| June 15, 2017  | Report detailing the Port's use of Temporary Employees   | Port HR Director | August or September's CSB Meeting |
| June 15, 2017  | Report outlining criteria for the Board to consider in approval of requests to exempt positions. | HR Director      | August or September's CSB Meeting |
| June 15, 2017  | Request for Leave of Absence forms to be updated to reflect "Paternity" instead of "Maternity"   | HR Director      | Completed                         |



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

**3. CLOSED**

| <b>Case Number</b> | <b>Classification</b> | <b>Dept.</b> | <b>Action Pending</b> | <b>Date Received</b> | <b>Notes</b> |
|--------------------|-----------------------|--------------|-----------------------|----------------------|--------------|
|                    |                       |              |                       |                      |              |
|                    |                       |              |                       |                      |              |



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** July 20, 2017

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Kip Walsh, HR Manager, Staff to the Board

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

**SUBJECT:** TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City And Local 21

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the June 15, 2017 meeting that referenced data as of May 19, 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 June 27, 2017, there are a total of sixty-five (65) employees in the TCSE (14), TCSE/Annuitant (38), and ELDE (13) categories. Four (4) assignments were closed, and seven (7) 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.”

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: July 20, 2017

Page 2

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total sixty-five (65) 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 June 27, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of June 27, 2017

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

| DEPT                          | LAST_NAME         | FIRST_NAME | ORG  | JOB_DATE  | TYPE      | NOTES  | STATUS    | Notes                |
|-------------------------------|-------------------|------------|--|-----------|-----------|--|-----------|----------------------|
| <b>CLOSED THIS PERIOD (4)</b> |                   |            |  |           |           |  |           |                      |
| PARKS & RECREATION            | Lewis             | Theda      | 504320 - Malonga Casquelourd Center              | 7/2/2016  | ELDE      | Temporary oversight of SROs at the Malonga Casquelourd Center for the                            | SEPARATED |                      |
| PUBLIC ETHICS                 | Brown             | Kelcie     | 65111 - Public Ethics Commission                 | 11/7/2016 | TCSE      | Temporary operational support  | SEPARATED |                      |
| CITY CLERK                    | Abney             | Michelle   | 03121 - City Clerk Unit                          | 8/1/2016  | Annuitant | Providing training to new staff.   | SEPARATED |                      |
| FIRE                          | Hutchens          | Gail       | 20711 - Emergency Services Program Unit          | 7/29/2016 | TCSE      | Temporary operational support as revised class spec under further                                | SEPARATED |                      |
| <b>NEW THIS PERIOD (7)</b>    |                   |            |  |           |           |  |           |                      |
| ECON & WORKFORCE              | Kidder            | Sarah      | 85511 - Cultural Arts & Marketing                | 6/5/2017  | TCSE      | Temporary assistance to stabilize current operations   |           |                      |
| FINANCE                       | Lecky             | Hassan     | 08243 - Purchasing                               | 6/5/2017  | TCSE      | Temporary assignment - recruitment process initiated   |           |                      |
| FINANCE                       | Nguyen            | Frank      | 08211 - Accounting Administration Unit           | 5/30/2017 | TCSE      | Temporary assignment to implement new Oracle R12 Financial system                                |           |                      |
| INFORMATION TECHNOLOGY        | Salisbury         | Janet      | 46521 - Public Safety Maintenance & Installation | 6/12/2017 | ELDE      | Temporary assignment - oversight of budget & financial operations                                |           |                      |
| PLANNING & BUILDING           | Lenoir            | Brittany   | 84211 - Bureau of Planning & Zoning              | 6/5/2017  | ELDE      | Temporary assistance with backlog of telecommunication cases                                     |           |                      |
| PLANNING & BUILDING           | Wilson            | Isaac      | 84454 - Inspections: Neighborhood Preservation   | 3/16/2017 | Annuitant | Temporary assignment - recruitment process initiated   |           |                      |
| PUBLIC WORKS                  | Vargas            | Erika      | 30112 - Human Resources                          | 6/5/2017  | TCSE      | Temporary assignment to backfill for staff out on temporary leave                                |           |                      |
| <b>COMPLIANT (51)</b>         |                   |            |  |           |           |  |           |                      |
| CITY ADMINISTRATOR            | Zenoni            | William    | 02811 - Budget Division                          | 2/16/2017 | Annuitant | Temporary operational support for preparation of the bi-annual budget.                           | 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 |                      |
| FINANCE                       | Cherkis           | Helen      | 08211 - Accounting Administration                | 4/17/2017 | ELDE      | Temporary assignment to help implement business processes in Oracle R-12                         | 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 |                      |
| HUMAN RESOURCES               | Estevez           | Richard    | 05211 - Human Resource Management                | 3/27/2017 | Annuitant | Temporary assignment to support critical labor relations, classification, and recruitment needs. | COMPLIANT |                      |
| HUMAN RESOURCES               | McKinney-Linderme | Kimberley  | 05211 - Employment and Classification Unit       | 11/7/2016 | Annuitant | Temporary analyst support to address recruitment backlog.  | COMPLIANT |                      |
| HUMAN SERVICES                | Shah              | Mona       | 78311 - Policy & Planning                        | 8/15/2016 | ELDE      | Temporary project and planning support   | COMPLIANT | Recruitment underway |

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

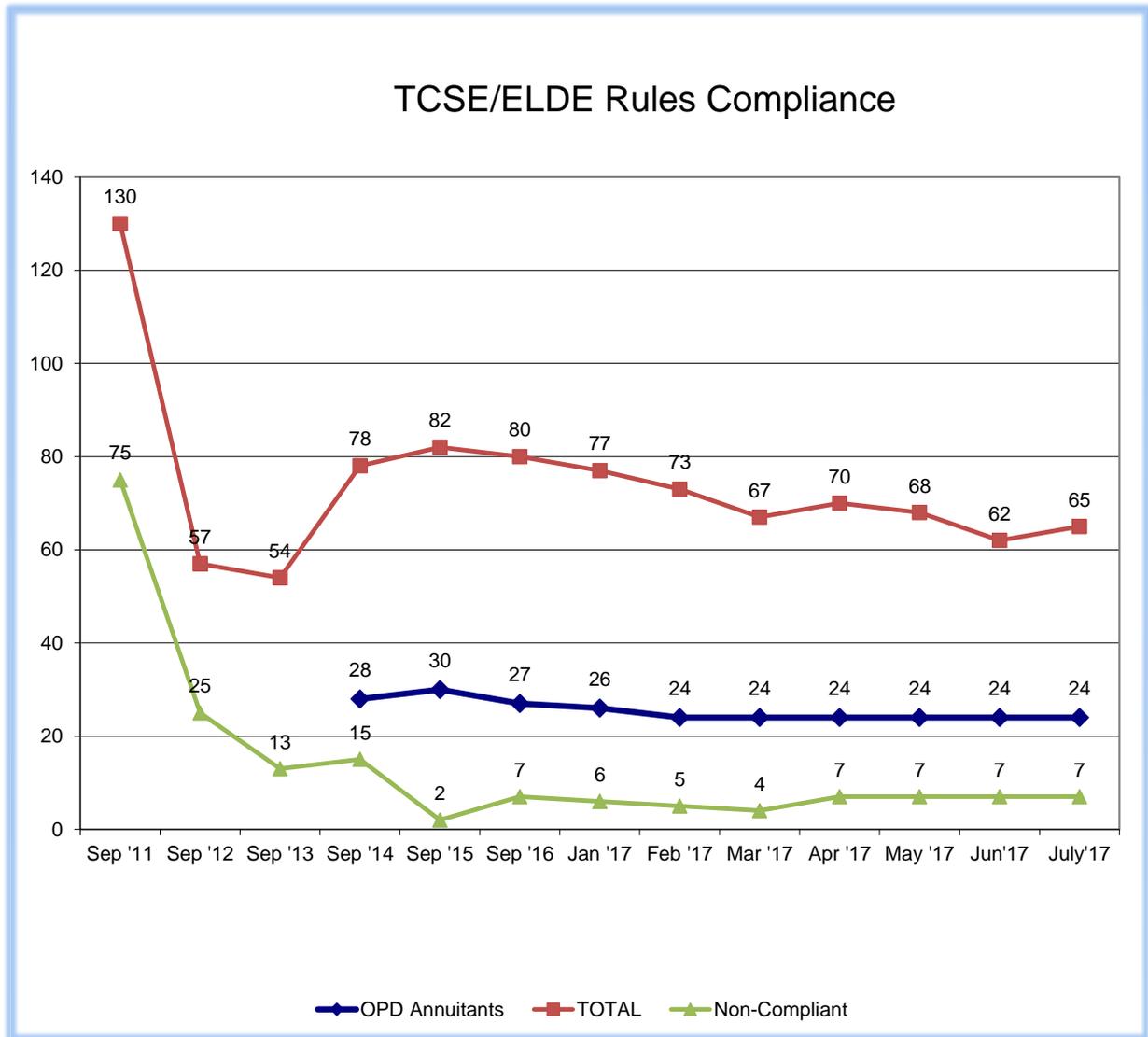
| DEPT                   | LAST_NAME | FIRST_NAME | ORG   | JOB_DATE   | TYPE      | NOTES  | STATUS    | Notes                         |
|------------------------|-----------|------------|---|------------|-----------|--|-----------|-------------------------------|
| HUMAN SERVICES         | Decuir    | 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 | Slated for separation 7/14/17 |
| 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 Accela platform.             | COMPLIANT |                               |
| MAYOR                  | O'Doherty | Keara      | 01111 - Mayor - Administration Unit                           | 2/14/2017  | ELDE      | Temporary administrative support pending new budget                                    | 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 Project | COMPLIANT | Dept reminded of expiration   |
| POLICE                 | Ibrahim   | Mamadou    | 106410 - Police Information Technology                        | 2/27/2017  | TCSE      | Temporary assignment to migrate and verify new PRIME system                            | 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 |                               |
| 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 |                               |

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

| DEPT         | LAST_NAME   | FIRST_NAME  | ORG                                       | JOB_DATE   | TYPE      | NOTES  | STATUS    | Notes                         |
|--------------|-------------|-------------|---|------------|-----------|--|-----------|-------------------------------|
| 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 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 | Slated for separation 7/14/17 |
| 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 | Class/comp issues difficult to resolve.             |
| 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 | Class/comp issues difficult to resolve.             |
| ECON & WORKFORCE    | Lang              | Janice  | 85221 - Project Implementation:Staffing | 8/3/2015  | TCSE      | Temporary operational support pending budget action.                   | NON-COMPLIANT | Recruitment underway                                |
| FIRE                | Kaplan            | Joshua  | 20711 - Emergency Services Program Unit | 3/12/2016 | TCSE      | CORE PT instructor; class spec in development                          | NON-COMPLIANT | Class development delayed. Mtg w dept 7/21/17       |
| FIRE                | Kelly             | Michael | 20815 - U.S.A.R                         | 1/24/2005 | Annuitant | USAR Cache Mgr - highly specialized intermittent assignment.           | NON-COMPLIANT | System solution under discussion.                   |
| PLANNING & BUILDING | Chaney-Williamson | Sylvia  | 84229 - Zoning                          | 2/29/2016 | Annuitant | Assisting with peak work demands pending budget action.                | NON-COMPLIANT | System solution under discussion.                   |
| PLANNING & BUILDING | Smart             | Gloria  | 84421 - Engineering: Permit Center      | 3/16/2015 | TCSE      | Assisting with peak work demands pending budget action.                | NON-COMPLIANT | Recommended PT class, follow up w dept week of 7/24 |





# *STAFF REPORT*

**DATE:** July 20, 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 June 2017 (for quarter end March 31, 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 June 30, 2017. During this reporting period, six (6) studies were completed, one (1) study was canceled, and six (6) new studies were received. Two (2) studies rolled overdue but were completed prior to the end of the quarter. There are now thirteen (13) active classification studies.

### **EXPLANATION OF DELAYS**

The studies that have passed the one-year mark include:

- Administrative Analyst II – ITD (one incumbent)
- Library Assistant – OPL (one incumbent)

Both the Administrative Analyst II and Library Assistant studies were pending in the queue for several months, primarily because of staffing shortages in HR. The Recruitment & Classification Division (R&C) has been struggling to fill vacancies following steep attrition in the Division since the beginning of 2016 – 9 out of 21 positions, or 43%, turned over in 15 months. It has taken several recruitment efforts but we are now nearly at full staffing; only two Human Resource Technician vacancies remain. Interviewing is underway with the intent to fill both vacancies as soon as suitable candidates can be identified from the eligible list and offered the positions.

In an effort to prevent the delay of additional class studies, all HR Analysts are being trained on the process over the next three months and each has been assigned a study. Additionally, since there are several staff new to the City organization, we are using this opportunity to shift the culture among analysts to be more flexible for all types of R&C assignments. It is our goal to create increased responsiveness to desk audit requests and to fulfill them much more promptly.

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: July 20, 2017

Page 2

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2017, showing a total of ninety-eight (98) classifications: during this reporting period there were five (5) classification revisions or creations completed and approved by the Civil Service Board; there are three (3) classifications being advanced by HRM to the Board for the July 20, 2017, meeting; an additional sixteen (16) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-nine (59) 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. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

| <b>Status</b>  | <b>Qty</b> |
|--|------------|
| Approved by CSB or Closed During Quarter                               | 5          |
| Scheduled to CSB for Approval  | 3          |
| Under Review for Scheduling of Meet & Confer with Representative Union | 16         |
| Assigned to Analyst for Review   | 59         |
| Pending for Assignment   | 15         |
| <b>TOTAL</b>   | <b>98</b>  |

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

Attachment A – Classification Studies (Desk Audits) as of June 30, 2017

Attachment B – Classification Specifications under review as of June 30, 2017

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

|    | Department | Classification                      | Date Received | Date Complete | Days Elapsed | Pending 1+ yr? | Status   |
|----|------------|-------------------------------------|---------------|---------------|--------------|----------------|--|
| 1  | ITD        | Administrative Analyst II           | 4/4/2016      | 5/25/2017     | 416          | Yes            | Rolled overdue on 4/4/2017; completed in May 2017. |
| 2  | PBD        | Public Service Representative       | 4/25/2016     | 4/24/2017     | 364          | No             | Completed.   |
| 3  | LIBRARY    | Library Assistant                   | 5/4/2016      | 5/5/2017      | 366          | Yes            | Rolled overdue on 5/4/2017; completed in May 2017. |
| 4  | FINANCE    | Payroll Personnel Clerk II          | 6/15/2016     | 6/14/2017     | 364          | No             | Completed.   |
| 5  | OPW        | Program Analyst I                   | 7/28/2016     | 6/26/2017     | 333          | No             | Completed.   |
| 6  | FINANCE    | Treasury Analyst II                 | 10/3/2016     | 5/5/2017      | 214          | No             | Completed.   |
| 7  | FINANCE    | City Administrator Analyst          | 11/4/2016     |               |              | No             | In progress.                                       |
| 8  | CAO        | Contract Compliance Officer         | 11/7/2016     |               |              | No             | In progress.                                       |
| 9  | OPW        | Administrative Assistant II         | 11/28/2016    |               |              | No             | In progress.                                       |
| 10 | EWD        | Urban Economic Analyst II           | 12/5/2016     | 5/13/2017     | n/a          | No             | Canceled; employee resigned.                       |
| 11 | OPW        | Administrative Assistant II         | 3/1/2017      |               |              | No             | In progress.                                       |
| 12 | LIBRARY    | Librarian II                        | 3/7/2017      |               |              | No             | In progress.                                       |
| 13 | CAO        | Contract Compliance Officer, Senior | 3/16/2017     |               |              | No             | In progress.                                       |
| 14 | CAO        | Administrative Assistant II         | 3/28/2017     |               |              | No             | In progress.                                       |
| 15 | OPR        | Recreation Program Director         | 4/7/2017      |               |              | No             | New assignment.                                    |
| 16 | OPR        | Recreation Program Director         | 4/7/2017      |               |              | No             | New assignment.                                    |
| 17 | OPR        | Recreation Program Director         | 4/7/2017      |               |              | No             | New assignment.                                    |
| 18 | OFD        | Program Analyst I                   | 5/9/2017      |               |              | No             | New assignment.                                    |
| 19 | OFD        | Management Assistant                | 6/8/2017      |               |              | No             | New assignment.                                    |
| 20 | HRM        | Human Resource Clerk                | 6/19/2017     |               |              | No             | New assignment.                                    |

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

| CLASS                                 | DEPT     | TITLE  | REP | TYPE          | NOTES  |
|---------------------------------------|----------|--|-----|---------------|--|
| <b>CLOSED THIS QUARTER (5)</b>        |          |  |     |               |  |
| SC103                                 | CAO      | Animal Control Supervisor                                    | UH1 | SPEC REVISION | Approved at 6/15/17 CSB Meeting  |
| EM177                                 | FINANCE  | Budget Administrator   | UK2 | SPEC REVISION | Approved at 6/15/17 CSB Meeting  |
| TBD                                   | CAO      | Municipal Code Enforcement Officer                           | TBD | NEW SPEC      | Approved at 4/20/17 CSB Meeting  |
| TBD                                   | ATTORNEY | Special Counsel - Labor and Employment                       | TBD | NEW SPEC      | Approved at 6/15/17 CSB Meeting  |
| SC230                                 | OPW      | Tree Supervisor II   | UH1 | SPEC REVISION | Approved at 4/20/17 CSB Meeting  |
| <b>SCHEDULED (3)</b>                  |          |  |     |               |  |
| TC137                                 | CLERK    | Cable TV Operations Chief Engineer                           | TW1 | SPEC REVISION | Scheduled for 7/20/17 CSB Meeting  |
| AP153                                 | CAO      | Contract Compliance Officer                                  | TW1 | SPEC REVISION | Scheduled for 7/20/17 CSB Meeting  |
| AP369                                 | CAO      | Contract Compliance Officer, Senior                          | TW1 | SPEC REVISION | Scheduled for 7/20/17 CSB Meeting  |
| <b>PENDING MEET &amp; CONFER (16)</b> |          |  |     |               |  |
| PP108                                 | HSD      | Child Education Coordinator                                  | UH1 | SPEC REVISION | Met with Local 21 on 6/28/17; next meeting is tentatively scheduled for 8/3/17   |
| TBD                                   | OFD      | Fire Communications Manager                                  | TBD | NEW SPEC      | Finished meeting with Local 21; pending for 8/17/17 CSB meeting following approval by City Council of exemption resolution on 7/18 |
| TC143                                 | OFD      | Fire Equipment Technician                                    | SB1 | SPEC REVISION | On hold.   |
| MA148                                 | OFD      | Fire Marshal, Assistant (Non-Sworn)                          | UM2 | SPEC REVISION | Preparing meet and confer notice for union   |
| PS140                                 | OFD      | Fire Marshal, Assistant (Sworn)                              | FQ1 | SPEC REVISION | Preparing meet and confer notice for union   |
| TBD                                   | HSD      | Head Start Coach Coordinator                                 | TBD | NEW SPEC      | Met with Local 21 on 6/28/17; next meeting is tentatively scheduled for 8/3/17   |
| SC250                                 | HSD      | Head Start Facilities Coordinator                            | TW1 | SPEC REVISION | Met with Local 21 on 6/28/17; next meeting is tentatively scheduled for 8/3/17   |
| TBD                                   | HSD      | Head Start Family & Community Engagement Program Coordinator | TBD | NEW SPEC      | Met with Local 21 on 6/28/17; next meeting is tentatively scheduled for 8/3/17   |
| TBD                                   | HSD      | Head Start Mental Health & Disabilities Coordinator          | TBD | NEW SPEC      | Met with Local 21 on 6/28/17; next meeting is tentatively scheduled for 8/3/17   |
| TBD                                   | HSD      | Head Start School Readiness Coordinator                      | TBD | NEW SPEC      | Met with Local 21 on 6/28/17; next meeting is tentatively scheduled for 8/3/17   |
| 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 | Seeking to resume meeting with Local 1021  |
| 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  |
| TC144                                 | OPD      | Veterinary Technician  | SD1 | SPEC REVISION | Seeking to resume meeting with Local 1021  |

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

| CLASS                   | DEPT     | TITLE                                 | REP | TYPE          | NOTES  |
|-------------------------|----------|---------------------------------------|-----|---------------|--|
| <b>IN PROGRESS (59)</b> |          |                                       |     |               |  |
| TR203                   | OPD      | Animal Care Attendant                 | SC1 | SPEC REVISION | In the queue for meeting with Local 1021                 |
| PS180                   | OFD      | Battalion Chief                       | FQ1 | SPEC REVISION | Preparing proposed spec revisions for department review  |
| TBD                     | FINANCE  | Budget & Management Analyst           | TBD | NEW SPEC      | Drafting new class spec                                  |
| AF047                   | FINANCE  | Budget & Operations Analyst III       | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review  |
| PS104                   | OFD      | Captain of Fire                       | FQ1 | SPEC REVISION | Preparing proposed spec revisions for department review  |
| 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      |
| TBD                     | CITYWIDE | Courier                               | TBD | NEW SPEC      | Drafting new class spec                                  |
| SC130                   | OPW      | Custodial Services Supervisor I       | UH1 | SPEC REVISION | Finalizing proposed spec revisions with department       |
| 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                                  |
| TBD                     | DOT      | Director of Transportation, Assistant | TBD | NEW SPEC      | Drafting new class spec                                  |
| PS119                   | OFD      | Engineer of Fire                      | FQ1 | SPEC REVISION | Preparing proposed spec revisions for department review  |
| 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       |
| PS139                   | OFD      | Fire Investigator                     | FQ1 | SPEC REVISION | Preparing proposed spec revisions for department review  |
| EM168                   | OFD      | Fire Marshal (Sworn)                  | UU1 | 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   |
|-------|----------|---|-----|---------------|---|
| PS142 | OFD      | Fire Prevention Bureau Inspector (Civilian) | SC1 | 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  |
| TBD   | ITD      | Help Desk Supervisor                        | TBD | NEW SPEC      | Drafting new class spec   |
| 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   |
| PS187 | OPD      | Latent Print Examiner II                    | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review   |
| PS149 | OFD      | Lieutenant of Fire                          | FQ1 | 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   |
| TBD   | DOT      | Manager, Parking & Mobility Services        | TBD | NEW SPEC      | Drafting new class spec   |
| TBD   | DOT      | Manager, Transportation Burea               | TBD | NEW SPEC      | Drafting new class spec   |
| TBD   | EWD      | Marketing Coordinator                       | TBD | NEW SPEC      | Drafting new class spec   |
| 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   |
|--------------------------------|----------|---|-----|---------------|---|
| SC206                          | OPW      | Public Works Supervisor I               | UH1 | SPEC REVISION | Preparing proposed spec revisions for department review                                     |
| SC207                          | OPW      | Public Works Supervisor II              | UH1 | SPEC REVISION | Preparing proposed spec revisions for department review                                     |
| 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   |
| 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                                     |
| TBD                            | DOT      | Transportation Planner                  | TBD | NEW SPEC      | Finalizing proposed draft with department   |
| TBD                            | DOT      | Transportation Planner, Assistant       | TBD | NEW SPEC      | Finalizing proposed draft with department   |
| TR187                          | DOT      | Transportation Planner, Senior          | UM2 | SPEC REVISION | Finalizing proposed spec revisions with department  |
| TBD                            | 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 |
| AP348                          | EWD      | Urban Economic Analyst III              | TW1 | SPEC REVISION | Preparing proposed spec revisions for department review                                     |
| TBD                            | OFD      | US&R Instructor, PT                     | TBD | NEW SPEC      | Drafting new class spec   |
| <b>PENDING ASSIGNMENT (15)</b> |          |   |     |               |   |
| EM118                          | CITYWIDE | Assistant to the Director               | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec  |
| EM127                          | CLERK    | City Clerk, Assistant                   | UM1 | SPEC REVISION | UM1/UM2 follow up; update draft spec  |
| MA113                          | CAO      | Controller                              | UK2 | DRAFT/REVISE  | Pending analyst assignment  |

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

| CLASS | DEPT     | TITLE  | REP | TYPE          | NOTES   |
|-------|----------|--|-----|---------------|---|
| 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  |
| 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  |