



CIVIL SERVICE BOARD MEETING AGENDA

Date: August 17, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Kip Walsh, HRM Manager/Staff to the Board
Michelle Meyers, Deputy City Attorney
Tabitha Pulliam, HR Technician/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointments
 - Health & Human Services Program Planner
 - Urban Economic Analyst IV, Projects, PPT
- b) Approval of Revised Classification Specifications
 - Assistant Fire Marshall (Sworn)
- c) Approval of Employee Requests for Leave of Absence

3) OLD BUSINESS:

- a) Approval of July 20, 2017 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
 - a. No New Items
- 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 INFORMATION

Accordance with the Memorandum of Understanding Between the
City and Local 21

4) NEW BUSINESS:

- a) Informational Report Regarding the Exemption of Classifications from the Competitive Civil Service INFORMATION
- b) Approval of a New Classification Specification for Fire Communications Manager and Approval of the Exemption of the Classification from Provisions of Civil Service Pursuant to Charter Section 902(f) ACTION

5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 21, 2017. All materials related to agenda items must be submitted by Thursday, September 7, 2017. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: August 17, 2017

TO: The Honorable Civil Service Board

FROM: Mary Ann Gonzales
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 Urban Economic Analyst IV, Projects – PPT to be ratified at Civil Service Board Meeting of August 17, 2017

Attached is a request from the Economic & Workforce Development Department to make a provisional appointment to an Urban Economic Analyst IV, Projects – PPT vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Urban Economic Analyst IV, Projects – PPT position will serve as project lead for public-private development activities including planning, selecting developers, negotiating, implementing and monitoring projects, preparing for request for proposals, and monitoring fiscal activities.

The minimum qualifications for The Urban Economic Analyst IV, Projects – PPT are: possession of a Bachelor's degree from an accredited college or university in Economics, Business Administration, or related field and two (2) years of experience comparable to Urban Economic Analyst II in the City of Oakland.

The selected candidate meets the minimum qualifications of the Urban Economic Analyst IV, Projects – PPT classification with a Master's degree in Planning and has ten years of responsible work experience as an Urban Economic Analyst III with the City of Oakland. 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 on August 14, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Health & Human Services Program Planner position in the Human Services Department beginning on August 12, 2017 and ending on or before December 10, 2017.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: August 17, 2017

AREA REQUESTED

POSITION: Urban Economic Analyst IV, Projects – PPT

DEPARTMENT: Economic & Workforce Development

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION RECEIVED: 8/4/17

CURRENT STATUS OF EXAMINATION: Job announcement scheduled to open approximately August 14, 2017.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Urban Economic Analyst IV, Projects – PPT position is needed to support public-private development activities within Economic & Workforce Development.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department’s ability to support public-private development activities including planning, selecting developers, and implementing and monitoring projects within the Economic & Workforce Development.

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 *Current Temporary Contract Services Employee*



CITY OF OAKLAND

MEMORANDUM

DATE: August 17, 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 Health & Human Services Program Planner to be ratified at Civil Service Board Meeting of August 17, 2017

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

The Health & Human Services Program Planner position performs complex policy and program planning, research, analysis and development; prepares reports and drafts proposed policy including statistical information, and provides administrative direction and supervision to assigned staff.

The minimum qualifications for Health & Human Services Program Planner are: possession of a Bachelor's degree from an accredited college or university in City and Regional Planning, Public Administration, Public Health, Social Welfare or closely related field with an emphasis on planning and policy development and four (4) years of progressively responsible work experience in strategic or long-range planning, program planning and proposal writing for health and/or human services programs in the public or non-profit sectors.

The selected candidate meets the minimum qualifications of the Health & Human Services Program Planner classification with a Master's degree in Social Work and over eight years of responsible work experience achieving program development and management and community engagement capabilities for the non-profit sector. 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 Health & Human Services Program Planner position in the Human Services Department beginning on August 12, 2017 and ending on or before December 10, 2017.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: August 17, 2017

AREA REQUESTED

POSITION: Health & Human Services Program Planner

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: 9/14/16

CURRENT STATUS OF EXAMINATION: Job announcement scheduled to open approximately August 14, 2017.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Health & Human Services Program Planner position is needed to support grant management, staff development and data collection efforts within Human Services.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to support grant management, staff development and data collection efforts within the Health & Human Services.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



MEMORANDUM

DATE: August 17, 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 Fire Marshal, Assistant (Sworn)

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed revision of the **Fire Marshal, Assistant (Sworn)** classification specification. While the classification already existed, the working draft was never submitted to the Board for approval. The classification specification was officially established in March 2014 and has not been revised since that time.

Due to recent events, OFD is taking steps to reevaluate oversight and administration of the fire protection programs related to vegetation management and commercial inspection management. The programs will become more robust, including an emphasis on public education and outreach and developing innovative strategies to reduce risk.

There is one vacancy, and OFD is eager to initiate the recruitment process following the approval of these proposed revisions. The revised classification specification will be used for the upcoming job posting.

A variety of modifications have been proposed:

- Reporting structures in the Distinguishing Characteristics section have been updated.
- The Examples of Duties section is being revised to more accurately reflect the work that is assigned. This includes more details about the responsibilities related to the vegetation management and commercial inspection management programs.
- The Knowledge and Abilities section has been modified to include knowledge of vegetation management and computer skills. It is also being expanded to include technical and communication skills.
- The Education section of the Minimum Qualifications section now specifies qualifying coursework that is provided by the California Office of the State Fire Marshal and the National Fire Protection Association.
- The License or Certificate section has been revised to include the exact references to all qualifying certifications that satisfy the requirement to become certified as a level-I fire inspector.

The International Association of Fire Fighters (IAFF, Local 55) was notified of the proposed revisions to the classification specification. Union representatives and City staff met on May 11,

CIVIL SERVICE BOARD

Subject: Fire Marshal, Assistant (Sworn) Classification Specifications

Date: August 17, 2017

Page 2

2017 to discuss the proposed revisions and any potential member concerns. Minor revisions were discussed at and incorporated following that meeting. Additional concerns were also discussed during the bargaining process; those concerns pertained more to the recruitment and examination process and were later bifurcated from the classification specification discussion. Residual concerns about the testing process and potential applicants will be addressed at a future meeting between the City and Local 55. The classification specification is being allowed to advance as modified. The union sent an email on August 2, 2017 to confirm that they are aware of the next steps regarding the classification revision process and continued discussion regarding their recruitment and examination concerns.

The Port of Oakland does not operate any fire service programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the classification specification for Fire Marshal, Assistant (Sworn) classification as amended.

Attachments: Revised classification specification for Fire Marshal, Assistant (Sworn)



FIRE MARSHAL, ASSISTANT (Sworn)

DRAFT
REV 7/7/17

Class Code: PS140 (Sworn)

Civil Service Classified

DEFINITION

Under general direction in the Oakland Fire Department, plan, organize, assist and direct day-to-day activities within the Fire Prevention Division, which is responsible for fire prevention, investigation, and commercial inspections. The Sworn Assistant Fire Marshal performs a variety of administrative, technical and supervisory tasks related to vegetation management, environmental hazards, fire code inspection, fire investigation, engineering services, and fire suppression; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory-level classification in public safety. The Sworn Assistant Fire Marshal is a supervisor who exercises independent judgment in interpreting complex code requirements and conducting fire investigations. The Assistant Fire Marshal receives direction from the Fire Marshal and provides supervision to the Vegetation Management Supervisor, Fire Prevention Bureau Inspectors, Fire Investigators, Fire Protection Engineers and other professional, technical and support staff as assigned. The Sworn Assistant Fire Marshal is distinguished from the Non-Sworn Assistant Fire Marshal in that the Sworn Assistant Fire Marshal is trained and expected to participate in emergency fire suppression activities when needed.

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

Plan, develop, implement, and direct a wild land urban interface fire protection program within the Wildfire District.

Oversee and manage the vegetation management and commercial inspection programs;

Develop training, and SOP's standard operating procedures, and educational materials for the vegetation management and commercial inspection programs.

Plan, organize, assist and direct day-to-day activities in a division within the Fire Prevention Division; responsible for formulating and interpreting policies and procedures; assist with developing goals and objectives; supervise and train staff and sworn fire personnel; provide data for developing and administering a division budget; develop and review reports; represent the department in public forums.

Oversee Fire Department commercial and vegetation inspection programs; inspect existing structures for vegetation and fire code standards; participate in the review and evaluation of construction plans for code compliance; inspect construction and remodel sites for compliance with fire codes; confer with property and business owners, contractors and appropriate staff to resolve compliance problems.

Prepare written reports citing code violations and fire hazards; recommend corrective actions; conduct follow-up inspections to determine if corrective actions have been taken; issue warnings

notice of violations and citations for fire code violations; issue burn permits; renew fire code permits.

~~Oversee and manage the commercial and vegetation management inspection programs (move up)~~

Coordinate fire related code review and approval of occupancy permits and business licenses with building officials.

Conduct the inspection of hydrants, sprinkler systems and other fire extinguishing and protection tools/systems.

Oversee the investigation of major fires, fires of suspicious origin or those which involve loss of life; search fire scene for physical evidence.

Plan, schedule, support, provide and participate in providing a broad range of public education to groups and individuals in and fire prevention, suppression, and training; and fuel reduction and vegetation management, training in fire safety and emergency planning including talks, demonstrations and presentations before community groups, schools and other organizations or institutions.

Provide information to the public and promote goals and objectives related to wild land fire prevention.

Plan and implement public education programs designed for groups such as neighborhoods, schools, churches, and homeowner associations.

Plan, develop, and coordinate a vegetation recycling program to assist homeowners in reducing the fuel load on their property, including curbside chipping and fuel reduction.

Assist in the development of the division budget; make recommendations that affect allocation of resources; make expenditures decisions once the budget has been approved; monitor and track the budget; data collection and organization of budget material.

Provide data regarding fire inspection or prevention activities; assist in preparing a variety of reports regarding fire inspection and prevention.

Assist in the development of fire prevention policies, procedures, and codes.

Assign, review, participate in, and coordinate the work of subordinate staff; supervise and train subordinate staff; conduct performance evaluations and carry out disciplinary action as necessary; participate in the selection of new employees.

Investigate citizen complaints as they relate to division personnel and code enforcement activities.

Respond to major emergency events performing in an overhead capacity.

Operate a vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, and techniques of public administration, organization, operations, and fiscal management.

Fire Marshal, Assistant (Sworn)

- Laws, ordinances, and regulations relating to the management of service delivery and support programs.
- Administrative principles and methods, including goal setting, program development, and implementation.
- Principles and practices of budget development and administration.
- Contract negotiation and administration.
- Federal, state and local funding sources and grant application procedures.
- Principles, practices, and techniques of human resource management including supervision and personnel development.
- Principles, practices, and techniques of fire prevention and suppression, vegetation management, code enforcement, commercial and residential inspection, hazardous materials use, handling, storage, and disposal.
- Principles and techniques of promotion, marketing, customer service, education, and public relations.
- Computer systems, applications, mobile devices, and emergency communications
- Safety procedures and techniques.

Ability to:

- Implement and apply goals, objectives, policies, procedures, complex rules, regulations, laws, and ordinances.
- Enforce the Uniform Fire Code and Building Code.
- Utilize instruction manuals and maps.
- Read and interpret building plans.
- Accurately and effectively enforce laws, ordinances, and regulations relating to arson and hazardous materials incidents.
- Evaluate programmatic, administrative, and operational systems.
- Prepare and analyze complex reports, correspondence and other written materials.
- Use computers applications, software programs and other electronic devices.
- Analyze complex situations, problems, and data and use sound judgment in drawing conclusions and making decisions.
- Safely operate automotive vehicles in the performance of the assigned duties.
- Supervise and direct subordinate professional and support staff.
- Interpret and enforce administrative/operational policies, practices, and procedures.
- Maintain departmental standards and procedures.
- Work an irregular schedule including early mornings, evenings, and weekends.
- Oversee ~~Manage~~ teams and manage multiple projects.
- Establish effective working relationships with individuals, organizations, City Council, Mayor, City Administrator, boards and commissions, staff, city agencies, departments and offices.
- Communicate effectively and persuasively in both oral and in written forms.
- Prepare complex reports, correspondence, and other written materials, including official reports.
- ~~Write official reports, Ce~~onduct training sessions and make verbal presentations to small groups.
- Determine and establish priorities, set standards, and provide guidelines.
- Provide strong leadership, initiative, and drive and creative and flexible problem-solving

Fire Marshal, Assistant (Sworn)

skills.

- Negotiate and administer a variety of contracts.
- Work effectively with ethnically diverse constituencies; be sensitive to political and cultural issues and concerns.
- Provide staff training and conduct performance appraisals.
- Correctly apply technology as required on the job.

MINIMUM QUALIFICATIONS

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

Education:

~~Graduation from an accredited college with an~~ Associate's degree in fire science, public or business administration or closely related field. Successful completion of California State Fire Training (SFT) Fire Prevention Officer 1A, 1B, and 1C courses (by December 31, 2014) or Fire Inspector 1A, 1B, 1C, and 1D courses (effective August 1, 2013) is highly desirable.

Experience:

Three years of ~~progressively responsible~~ professional experience in fire prevention, inspection, personnel, and training. Lead or supervisory experience is highly desirable.

LICENSE AND CERTIFICATE

Possession of a valid California Class "C" or higher driver's license issued by the Department of Motor Vehicle (DMV). Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

Must ~~possess obtain~~ a valid Fire Inspector I certification through one of the following:

California International Code Council (I-C-C) Fire Inspector I Certification

OR

California Office of the State Fire Marshal (OSFM)

OR

National Fire Protection Association (NFPA)

OR

or equivalent as defined by the California Office of the State Fire Marshal

Must be able to obtain a valid Certification by the completion of probation.

upon appointment within six (6) months of employment or hire and maintain possession by renewing the certification every three (3) years upon on or before the expiration date.

Fire Marshal, Assistant (Sworn)

Fire Prevention Officer I, II, III Certifications are desirable.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation that complies with the background clearance of California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

May be required to pass an employment physical examination.

Must be a U.S. citizen or legally authorized to work in the United States.

Must have an acceptable driving record.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	03/20/2014	CSB Resolution #:	44709
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s):			

**MEMORANDUM**

DATE: August 17, 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 five (5) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Allison, Darren	Deputy Chief of Police	Oakland Police Department	June 3, 2017 – Open	CSR 8.07 (b)(v) Appointment to Exempt Position
Armstrong, LeRonne	Lieutenant of Police	Oakland Police Department	July 15, 2017 – Open	CSR 8.07 (b)(v) Appointment to Exempt Position
McCord, Brent	Police Officer	Oakland Police Department	July 11, 2017 – October 11, 2017	CSR 8.03 Parental Leave
Thomas, Christy	Librarian II	Oakland Library	8/3/2017 – 8/11/2017	CSR 8.07 (c)(iii) Personal Business
White, Tenisha	Parking Control Technician	Department of Transportation	June 26, 2017 – February 5, 2018	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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

CITY OF OAKLAND

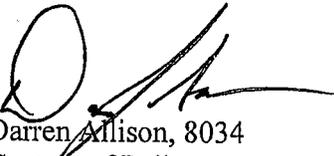
Memorandum

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

RE: Request for Leave of Absence from Civil Service

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

Thank you for your consideration in this matter.



Darren Allison, 8034
Captain of Police
Oakland Police Department

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Allison, Darren Employee's ID 8986 Today's Date 5/31/17

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

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

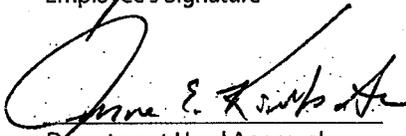
Unpaid Leave Taken This Year? Yes No If yes, what type of leave N/A
(Write appropriate code)

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

*** Additional Information**

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

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

 _____ Date 5/31/17
 Employee's Signature Date Civil Service Board Approval Date
 _____ Date 5-31-2017
 Department Head Approval Date City Manager Approval Date

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

CITY OF OAKLAND

Memorandum

To: Department of Human Resources Management
Attn: Ian Appleyard, Director of Human Resources
From: LeRonne Armstrong, Lieutenant of Police
Date: July 14, 2017

Re: Request for Leave of Absence from Civil Service

Pursuant to Civil Service Rule 8.07(c)(5), I am requesting a leave of absence from my Civil Service classified position of Lieutenant of Police to accept an appointment to the exempted position of Deputy Chief of Police with an effective date of July 15, 2017.

Thank you for your consideration in this matter.



LeRonne Armstrong, 8280
Lieutenant of Police
Oakland Police Department



Unpaid Leave of Absence

Leave Type:

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

Employee's Name LeRonne Armstrong Employee's ID 8537 Today's Date 7-14-17

Department/Division OPD Employee Job Title Lieutenant of Police

Request: UNKNOWN Days Hours From 7-15-17 To _____
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?	Seniority?	Keep Health Benefits?	Other
FCL	5 mos	Yes	No	Depends	Comb of paid & unpaid leave
FDN	3 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	Year	Yes	Yes	Depends	For military training and service
SLV	Year	Yes	No	No	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No	Miscellaneous leave (no pay)
P	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.

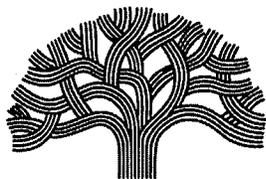
Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an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

Employee's Signature [Signature] Date 7/14/17
 Department Head Approval [Signature] Date 7-21-2017

Civil Service Board Approval _____ Date _____
 City Manager Approval _____ Date _____

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

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



CITY OF OAKLAND

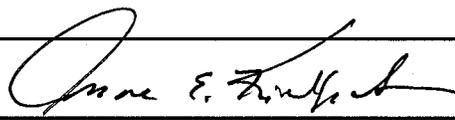
INTER OFFICE MEMORANDUM

TO: Chief Anne E. Kirkpatrick
Office of Chief of Police

FROM: Personnel Section
Oakland Police Department

SUBJECT: Leave without Pay Request

DATE: July 10, 2017

Approval  Date 7-12-2017

Attached, please find a request from Police Officer Brent McCord for leave without pay during the period of July 11, 2017 through October 11, 2017, for a total of three months. Officer McCord is currently on Family Medical Leave Act/California Family Rights Act (FMLA/CFRA) leave so that he can bond with his newborn, which began April 15, 2017. He was expected to return to duty July 11, 2017, which will have exhausted his FMLA. He is now requesting additional time off in the form of leave without pay for a three-month period of time to continue bonding with his newborn. Upon your approval, this request will be forwarded to the Civil Service Board for final consideration.



Kiona Suttle
Personnel Manager

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Brent A. McCord Employee's ID 22381 Today's Date 6/29/17

Department/Division BFO 2 / Patrol Dist 4 Employee Job Title PS 168 Police Officer

I Request: Days Hours From 7/11/17 To 10/11/17 (3 mos.)
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave FMLA
(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]
 Employee's Signature 6/29/17
 Date

 Civil Service Board Approval Date

[Signature]
 Department Head Approval 7-5-2017
 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.

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Christy Thomas

Employee's ID 14457

Today's Date 7/18/17

Department/Division Library

Employee Job Title Librarian II

I Request: 7 Days Hours From 8/3/17 To 8/11/17
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] 7/18/17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 7/19/17
 Department Head Approval Date
(per 666)

 City Manager Approval Date

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

CITY OF OAKLAND

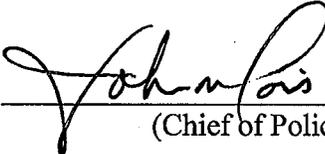
Memorandum

TO: Office of Chief of Police
ATTN: Chief Anne E. Kirkpatrick
FROM: Personnel Section
DATE: June 29, 2017

RE: Leave without Pay Request

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, 2018, 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: July 20, 2017

CLOSED SESSION 5:30 p.m.

OPEN SESSION 6:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine (Arrived 5:45); Vice Chair, David Jones; Lauren Baranco (Arrived 6:00); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:40); 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

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

ADJOURNMENT OF CLOSED SESSION

OPEN SESSION AGENDA

2) Report of Actions Taken in Closed Session

44860 A motion was made by Board Chair Gourdine and seconded by Board Member Johnson to approve the City’s Motion to Dismiss the Appeal of Probationary Release. The motion passed unanimously.

Votes: Board Member Ayes: 7 – Gourdine, Jones, Baranco, Hudson-Harmon, Williams, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

ROLL CALL

3) OPEN FORUM:

- **No Speakers**

4) CONSENT CALENDAR:

- 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

44861 A motion was made by Board Member Hudson and seconded by Board Member Jones to approve the items on the Consent Calendar. The motion passed.

Votes: Board Member Ayes: 7 – Gourdine, Jones, Baranco, Hudson-Harmon, Williams, Johnson, Levin
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

5) OLD BUSINESS:

- a) Approval of June 15, 2017 Civil Service Board Meeting Minutes

44862 A motion was made by Board Member Johnson and seconded by Board Member Baranco to approve the CSB Minutes for June 15, 2017 with an amendment to correct the Leave of Absence Form to reflect “Parental” Leave. The motion passed as amended.

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

- b) Determination of Schedule of Outstanding Board Items
 - a) No New Items

Note: Kip Walsh, HR Manager, informed the Civil Service Board that the Port’s representatives had requested a preliminary review of the Board’s jurisdiction on appeal request PORT-2017-AP01. Ms. Walsh recommended that the Board schedule the review of jurisdiction to its September 21, 2017 meeting, and if the appeal continues forward, to schedule the appeal to its October 19, 2017 meeting. The Board agreed to hear the review of its jurisdiction of the appeal in September and the Appeal of Discipline (PORT-2017-AP01) in October.

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

Report received and filed

Note: Board Member Johnson reminded staff that he requested in last month's CSB meeting that the date each position became non-compliant be added to the TCSE/ELDE report. Chairperson Gourdine also reminded staff that she requested that each noncompliant item include a date by which the next step toward compliance would be taken. Board Member Williams requested a definition of terms of temporary employees.

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.

Report received and filed

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



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

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

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



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	Tentative hearing with external officer scheduled for October 7 th .
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 th , 10 th , and 11 th .
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	Review of Jurisdiction on appeal to be heard at CSB meeting Sept. 21, 2017
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	Sent to City Attorney for review
CAO-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	7/12/2017	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	Present at Aug. 17, 2017 Meeting
June 15, 2017	Request for Leave of Absence forms to be updated to reflect "Parental" instead of "Maternity Leave"	HR Director	Completed Aug 17, 2017
July 20, 2017	Request for Definitions of TCSE/ELDE's and the process of appointment	HR Director	Completed Aug 17, 2017



July 20, 2017	Add date to TCSE/ELDE report showing the date it became non-compliant. Non-compliant items include a date by which next steps toward compliance will be taken.	HR Director	Pending
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3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OFD-2016-AP01	Firefighter (Keefer)	Fire	6.05 Appeal of Probationary Removal/Demotion	Jan. 25, 2016	Closed Appeal Denied

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name _____ Employee's ID _____ Today's Date _____

Department/Division _____ Employee Job Title _____

I Request: _____
No. of Days or Hours Days Hours From _____ To _____
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?	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 *	Parental Leave

* Additional Information

Employees on ANP, MNP, SLV or Parental 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 parental, an employee may take up to a maximum of 5 months leave.

Employee's Signature Date

Civil Service Board Approval Date

Department Head Approval Date

City Manager Approval Date

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

CITY OF OAKLAND

TYPES OF TEMPORARY ASSIGNMENTS

Pursuant to Appendix A of the City of Oakland Personnel Manual (Civil Service Rules), "Guidelines for Filling Vacancies," when a temporary vacancy of a regular position occurs, departments are required to first consider the civil service options of Acting Assignments, Provisional Appointment, Limited Duration Appointment, or Grant-Funded Limited Duration Appointment before an exempt temporary appointment (TCSE, ELDE, or Annuitant) may be considered or approved.

ACTING ASSIGNMENTS (MOUs)

Departments may temporarily (for six months or less), designate employees to "Act" in the role of a vacant position. Acting Assignments require that the employee is assigned in writing to assume and perform all of the ordinary day-to-day duties and responsibilities of a position in a higher classification for which the employee is qualified. The employee may, by virtue of that assignment, be entitled to Acting Higher Class pay and the assignments must be rotated in accordance with the governing MOU. Acting assignments for less than 30 days require department head approval, acting assignments for more than 30 days require approval of the City Administrator's Office.

PROVISIONAL APPOINTMENTS (Charter, Civil Service Rules 5.06, AI 562)

Provisional appointments may be made in the absence of an eligible list for any civil service position in which a vacancy may occur. No such provisional appointment may continue after regular appointment from an eligible list and provisional appointments may not continue for more than 120 calendar days.

INTERIM APPOINTMENT TO EXEMPT POSITIONS (AI 562)

A temporary appointment to a regular position that is exempt from the provisions of civil service may be made by Interim Appointment when it is anticipated that a recruitment process is likely to take longer than a few months or there is an operational need to ensure appropriate oversight in the absence of a permanent manager.

LIMITED DURATION APPOINTMENT or LDA (Civil Service Rules 5.06, AI 562)

Temporary appointment made from an appropriate eligible list for the duration of the work, not to exceed one year. Limited duration appointments may also be made to cover the work of a permanent employee who is off duty without pay.

GRANT FUNDED LIMITED DURATION APPOINTMENTS (Civil Service Rules 5.06)

To meet the City's need to fill classified positions that are funded by grants or other time-limited sources of funding (special bond measures or other legislation) lasting up to three (3) years. Grant funded limited duration appointments shall come from an appropriate eligible list, and shall not exceed three (3) years.

TEMPORARY CONTRACT SERVICE EMPLOYEE or TCSE (Civil Service Rules 5.06, AI 553)

Employees who serve a maximum of 960 hours per fiscal year and may be assigned to a division or a project on a regular basis up to the maximum 960 hours; or, assignments may be on an occasional or short-term (less than 30 days) basis.

EXEMPT LIMITED DURATION EMPLOYEE or ELDE (Civil Service Rules 5.06)

The Exempt Limited Duration Employee classification was created to meet the City's need to fill positions with: (a) limited funding cycles of one year or less; (b) special projects that are longer than 6 months in duration, yet still short-term; or, (c) positions where the duties and responsibilities have not been fully defined. May not exceed one year.

ANNUITANTS (AI 553 re: TCSEs, CalPERS Regulations)

Annuitants are individuals who have retired from a PERS-eligible position in public service. Annuitants may be employed, "either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration." May work a maximum of 960 hours in a fiscal year.

TEMPORARY AGENCY ASSIGNMENTS (Civil Service Rules 5.06, AI 562)

The Human Resources Management Department contracts with temporary agencies to provide temporary services in the event of an emergency, a special project or under unusual circumstances when help is needed immediately and for short duration. Temporary agency assignments may not exceed 120 days.



CITY OF OAKLAND

STAFF REPORT

DATE: August 17, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

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

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the July 20, 2017 meeting that referenced data as of June 27, 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 July 28, 2017, there are a total of sixty (60) employees in the TCSE (10), TCSE/Annuitant (35), and ELDE (11) categories. Eight (8) assignments were closed, and four (4) new assignments were added. Of the total, five (5) are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: August 17, 2017

Page 2

STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total sixty (60) temporary assignments, we are reporting five (5) in this period as out of compliance with Rule 5.06.

- Five (5) of the non-compliant assignments (Animal Services, Planning & Building, and the Fire Department) are for TCSE assignments where Human Resources Management (HRM) staff is working with the departments to resolve outstanding classification and compensation issues.

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 July 28, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of July 28, 2017

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
CLOSED THIS PERIOD (8)								
CITY ADMINISTRATOR	Zenoni	William	02811 - Budget Division	2/16/2017	Annuitant	Temporary operational support for preparation of the bi-annual budget.	ASSIGNMENT ENDED - SEPARATION IN PROGRESS	
ECON & WORKFORCE	Lang	Janice	85221 - Project Implementation:Staffing	8/3/2015	TCSE	Temporary operational support pending budget action.	RECRUITMENT UNDERWAY - PROVISIONAL APPOINTMENT IN ACTION	
HUMAN SERVICES	Gilmore	Andrea	75621 - Oakland Paratransit for the Elderly and Disabled Unit	7/18/2016	ELDE	Temporary operational support during Cityspan/OPED transition	SEPERATED	
HUMAN SERVICES	Shah	Mona	78311 - Policy & Planning	8/15/2016	ELDE	Temporary project and planning support	NEW POSITON CREATED 7/1 - PROVISIONAL APPOINTMENT IN ACTION	
INFORMATION TECHNOLOGY	Salisbury	Janet	46521 - Public Safety Maintenance & Installation	6/12/2017	ELDE	Temporary assignment - oversight of budget & financial operations	ASSIGNMENT ENDED - SEPARATION IN PROGRESS	
PLANNING & BUILDING	Smart	Gloria	84421 - Engineering: Permit Center	3/16/2015	TCSE	Assisting with peak work demands pending budget action.	APPOINTED TO PT CLASSIFIED - OFFICE ASSISTANT II, PT AS OF 7/28	
PUBLIC WORKS	Hernandez	Carlos	30275 - IPPD Plans and Programming	7/18/2016	ELDE	Temporary assignment providing support to East Bay Bike Sharing Project.	SEPERATED	
PUBLIC WORKS	Obgamichael	Letterbrhan	30121 - PWA Fiscal Services	11/7/2016	Annuitant	Temporary operational support for budget preparation.	SEPERATED	
NEW THIS PERIOD (4)								
CITY ADMINISTRATOR	Glickman	Kathryn	02111 - Communications	7/3/2017	TCSE	Temporary support on a project to update the City's website.	COMPLIANT	
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Temporary project coordinating the Marketing program. New Position classification under development.	COMPLIANT	
PLANNING & BUILDING	Wells	Laurissa	84229 - Stratigic Planning	7/1/2017	ELDE	Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations.	COMPLIANT	
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Temporary project and administrative support	COMPLIANT	
COMPLIANT (51)								
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	Annuitant	Project: conflict of interest code and reporting.	COMPLIANT	
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary Admin support in the Film Office.	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	
FINANCE	Lecky	Hassan	08243 - Purchasing	6/5/2017	TCSE	Temporary assignment - recruitment process initiated	COMPLIANT	

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

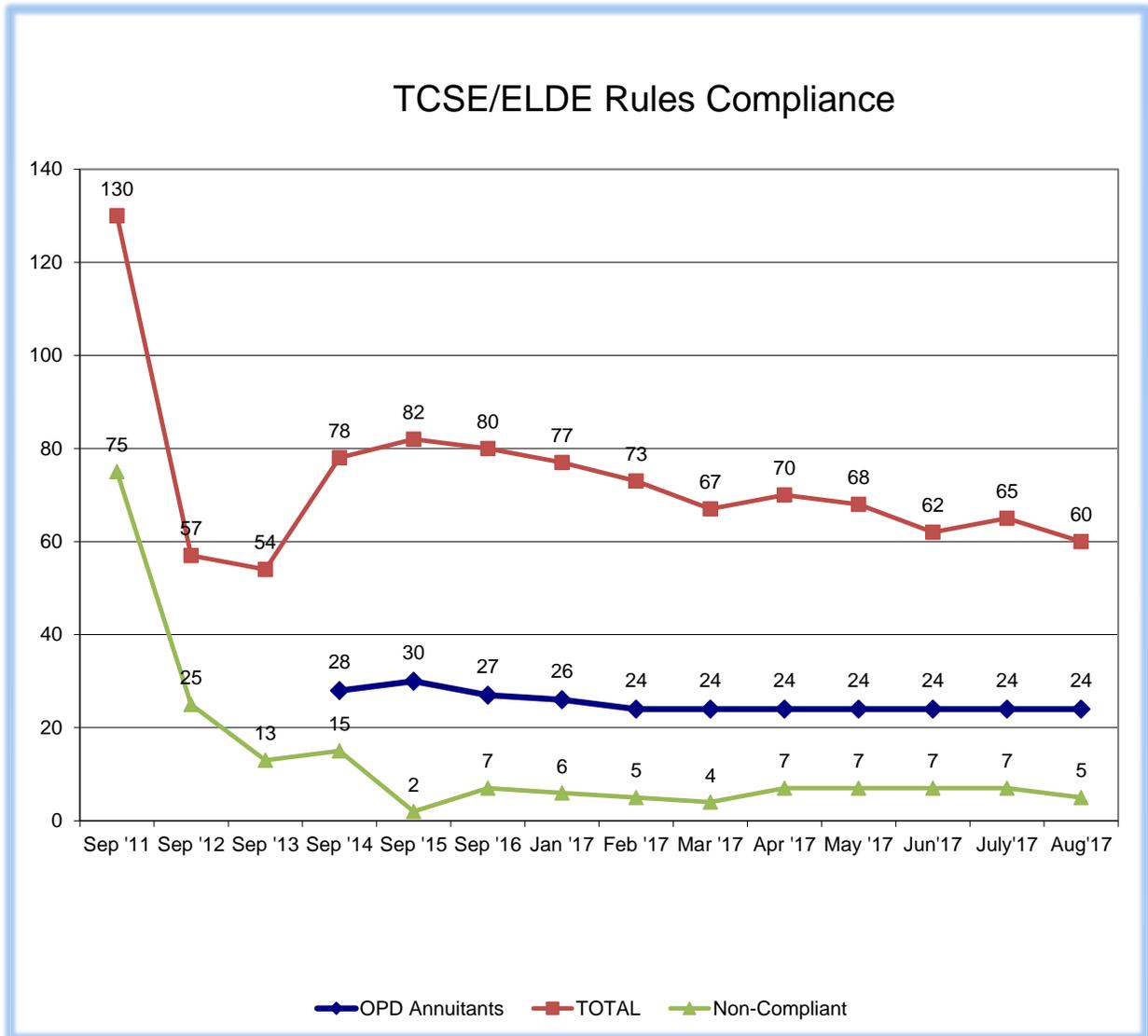
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
FINANCE	Nguyen	Frank	08211 - Accounting Administration Unit	5/30/2017	TCSE	Temporary assignment to implement new Oracle R12 Financial system	COMPLIANT	
FIRE	Diaz	Luis	20241 - Fire Communications Unit	1/14/2017	ELDE	Temporary pending creation 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	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	
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	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE	Temporary assistance with backlog of telecommunication cases	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	DEPT. CURRENTLY SCHEDULED TO INTERVIEW CANDIDATES FROM ELIGIBLE LIST	
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	Wilson	Isaac	84454 - Inspections: Neighborhood Preservation	3/16/2017	Annuitant	Temporary assignment - recruitment process initiated	COMPLIANT	
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	

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
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	
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	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	Annuitant	Backfill of temporarily vacated position.	COMPLIANT	
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	Temporary assignment to backfill for staff out on temporary leave	COMPLIANT	

NON-COMPLIANT (5)

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.
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.





MEMORANDUM

DATE: August 17, 2017

TO: The Honorable Civil Service Board

FROM: Kip Walsh
HR Manager, Recruitment & Class

THROUGH: Ian Appleyard, HR Director
Secretary to the Board

SUBJECT: Informational Report Regarding the Exemption of Classifications from the
Competitive Civil Service

The Civil Service Board asked staff to prepare a report and schedule a discussion of the criteria the Board may consider when reviewing a request to exempt a classification from the provisions of civil service, pursuant to Oakland City Charter (the Charter) Section 902(f).

To understand the policy framework in which the Board considers exemptions, it is necessary to review the language of the Oakland City Charter, Section 902, which establishes the City's civil service as the primary operation for City positions and enumerates specific exemptions.

Section 902. The Competitive Service. The Council may establish departments, divisions, offices and positions of employment by ordinance, and may change or abolish the same and prescribe their powers, functions and duties. The Council may by resolution provide for temporary employment of services when required. The competitive Civil Service shall include all offices and employments in the City government except:

- (a) Offices required by this Charter to be filled by election or to be appointed by the Mayor and City Council.
- (b) One secretary and all professional and administrative assistants in the office of the City Administrator, the Mayor's secretary and an assistant and such other staff as authorized by Council; one secretary and one assistant to the City Attorney and the Auditor respectively; and the heads of such other departments and an assistant to each as may be provided for by ordinance. The City Administrator, the Mayor, the City Attorney, and the Auditor shall respectively appoint such exempt personnel.
- (c) Department heads, one secretary to the executive director, the secretary of the board, commercial representatives and freight and cargo handlers and checkers employed by the Port Department; also such others engaged in the handling of ships and shipping as are found by both the Board of Port Commissioners and the action of the Civil Service Board as provided for pursuant to Article VI to hold positions peculiar to the operations of the Port as a commercial enterprise.
- (d) Part-time employees who are regularly employed for less than one-half the established working hours throughout the year; or those who are employed in any seasonal employment for not more than 120 days in any consecutive 12 months.
- (e) Individuals or organizations engaged by contract after a finding by the Council or the Board of Port Commissioners, as the jurisdiction may be, that the service is of a professional, scientific or technical nature and is temporary in nature, or after finding by vote of two-thirds of the members of the Council or said Board that the performance of the service by contract, regardless of nature or term, is in the public interest because of economy or better performance; provided, that no such contract for service shall result in the loss of employment or salary by any person having permanent status in the competitive service.

CIVIL SERVICE BOARD

Subject: Informational Report Regarding the Exemption of Classifications from Civil Service

Date: August 17, 2017

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- (f) Such additional positions as may be excepted upon the recommendation of the Council, approved by the Civil Service Board as provided for pursuant to Article VI.

All classifications in the City of Oakland are deemed civil service positions unless the criteria above apply. Sections (a) through (e) above address specific exemptions that are defined and do not require additional Civil Service Board action. Section (f) above provides a means through which the Board may approve exemptions. Requests for exemption per this section come before the Board after first having been reviewed and discussed with the representative union (if any), recommended by the Personnel Director to the City Council, and approved for forwarding to the Board by way of a resolution recommending exemption.

In determining whether to recommend the classification for exemption from civil service, staff considers the classification's placement in the organization, lines of authority, reporting relationship within the department, duties, pay grade and independence of action. Other items considered include whether the classification:

- is similar to or corresponds with another exempt position in another department;
- regularly and customarily meets with the department head in formulating department policies;
- is part of the department director's management team;
- is responsible for approving policies that govern one or more program areas having major impact on the attainment of the goals of the City;
- is expected to exercise discretionary powers in carrying out major department objectives;
- and is responsible for development and advocacy of one or more legislative programs of the City or department.

Throughout the City organization, almost all division manager classifications are exempt from civil service due to the level of autonomy, authority, accountability, and the high consequence of error. These positions play a critical role in City operations by supervising division staff, directing program development, establishing policies, allocating resources and approving expenditures, developing strategic plans, and performing goal setting for staff.



MEMORANDUM

DATE: August 17, 2017

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Request for Exemption of the Classification of Fire Communications Manager from the Provisions of Civil Service and Approval of Classification Specification for Fire Communications Manager.

The Oakland Fire Department (OFD) requested the creation of a new classification titled **Fire Communications Manager**. The Oakland Police Department created a Police Communications Manager position nearly two years ago, and Human Resources Management has been engaged in a process to create structural alignment across dispatch services for both police and fire operations. The need to create this classification arose from the recommendation to have a manager oversee Fire communications in a similar manner to Police communications.

Regarding the proposed draft of the Fire Communications Manager classification, the City engaged in multiple discussions with International Federation of Professional and Technical Engineers (IFPTE, Local 21) in recent months because they represent the already existing Police Communications Manager classification, which served as the basis for the proposed OFD position. This new classification will focus on planning, organizing, and directing the activities and operations of the Fire Department Communications (FDC) center. This includes: developing, establishing, and implementing goals, objectives, policies, and procedures for the FDC; providing leadership and direction to the supervisory and communications staff; coordinating the assigned activities with other City departments, outside agencies, and concerned citizens; and training, evaluating, and supervising assigned staff.

Like the existing Police Communications Manager position, this new classification is proposed to be at-will and formally exempted from Civil Service by the process required under the Charter Title IX section 9.02(f). The request to exempt this position from Civil Service is based upon the need for this position to have considerable discretion in carrying out the City's mission for which there is a high consequence of error. The individual in this classification must deal with challenging, sensitive, and confidential matters and oversee the completion and resolution of sensitive and complex investigations and complaints.

City Council endorsed the resolution recommending exemption from civil service pursuant to Charter Section 9.02(f) on July 18, 2017. The executed resolution (Resolution No. 86833 CMS) is attached.

A salary ordinance amendment to the City's Salary Schedule of the Salary Ordinance (Ordinance No. 12187 CMS) is currently scheduled for its second reading by the City Council on September 19, 2017. In the amendment that is pending final approval by City Council, the classification is being added to the Salary Schedule.

CIVIL SERVICE BOARD

Subject: Request for Exemption and Approval of Fire Communications Manager Classification Specification

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There will be one position in the classification. A placeholder was added to OFD's budget during FY 16-17 and will be converted once the new position has been created.

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

Staff recommends that the Civil Service Board approve the request to exempt the classification from the provisions of civil service and accept the proposed new classification specification for Fire Communications Manager into the City's classification plan.

Attachments: Proposed new classification specification for Fire Communications Manager
City Council Resolution 86833 C.M.S. recommending exemption from Civil Service



FIRE COMMUNICATIONS MANAGER

**DRAFT for
CSB as of
06-06-17**

Class Code: MA161

Exempt

DEFINITION

Under general direction in the Oakland Fire Department, plans, organizes, and directs the activities and operations of the Fire Department Communications (FDC) center; develops, establishes, and implements goals, objectives, policies, and procedures for the FDC; provides leadership and direction to the supervisory and communications staff; coordinates the assigned activities with other City departments, outside agencies, and concerned citizens; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING FEATURES

This is a civilian, management level classification that directs the activities of all assigned civilian employees including oversight of all operations while providing managerial support to the Fire Department Communications center. Pursuant to the Oakland Charter 902(f), this position has been exempted from the regulations of the Civil Service Board. The incumbent may provide input regarding strategies and policy for the division and is responsible for supervision, development, training, and evaluation of assigned employees. This classification is distinguished from the lower level Fire Communications Supervisor, which is responsible for daily oversight of staff and operations.

The incumbent receives direction from the Fire Division Manager responsible for Fire Communications and exercises direction over supervisory, technical and clerical staff.

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

Plan, manage, and oversee the activities of the Communications Center of the Oakland Fire Department.

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Communications Center; recommend appropriate service and staffing levels; provide policy updates, audits, and direction to staff and ensure compliance with established policies, procedures, and regulatory ordinances.

Prepare and manage the Communications Center's fiscal operations, including budgeting, payroll, purchasing, and government funding; conduct research and planning for best practices; perform quality assurance reviews and audits.

Act as liaison between the Communications Center, City Attorney, and Oakland Police Dispatch.

Assist in the development of, coordinate, administer, and ensure compliance with established policies and procedures throughout the division.

Manage various on-going projects from conception; develop plans and specifications, analyze data, and gather supporting documentation; prepare comprehensive written reports and memos to include charts, graphs, and statistical reports;

Direct the selection, supervision and work evaluation for FDC staff; provide for staff training and career development; work with employees on performance issues.

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

Serve as administrator of the Computer Aided Dispatch (CAD) system and automated computer systems such as Fire RMS and ePCR; evaluate the efficiency and maintenance of all communications equipment and radio systems; research, plan, and coordinate upgrades or changes to the systems and equipment.

Investigate internal and citizen complaints and prepare investigative reports; represent the Communications Center and make presentations at community meetings.

Access, collect, collate, analyze, and disseminate raw data extracted from numerous data sources and translate into viable information for investigative, preventive, and operational purposes.

Represent the Communications Center in court as the subject matter expert.

Attend all required CAD vendor training and remain current with CAD technology as updates become available.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public safety service delivery.
- Principles of management, supervision, and training.
- The organization, responsibilities, functions, and procedures of the Oakland Fire Department.
- The principles and practices of budget development and administration.
- Research methodology, report writing, and basic statistics, and their application.
- Computer systems and applications and Computer Aided Dispatch (CAD) systems.

Ability to:

- Select, motivate, supervise, and evaluate staff and provide for their training and professional development.
- Analyze technical and administrative management problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Communicate effectively orally and in writing.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Administer a division budget.
- Work effectively in a para-military organization, dealing tactfully and effectively with both sworn and civilian employees.
- Utilize a computer and software applications, including automated systems and Computer Aided Dispatch (CAD) systems.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

High school diploma or equivalent. Bachelor's degree from an accredited college or university in fire science, public or business administration or a related field is highly desirable.

Experience:

Four years of progressively responsible experience in public safety services program administration, including two years in a supervisory capacity in a public agency setting. Experience as a dispatcher (fire, police, medical, ambulance, etc.) is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Must pass a thorough background investigation.

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

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

2017 JUN 28 PM 3:56

RESOLUTION NO. 86893 C.M.S.

Introduced by Councilmember _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF FIRE COMMUNICATIONS MANAGER FROM THE OPERATION OF CIVIL SERVICE

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

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

WHEREAS, the Fire Communications Manager is a division manager with overall responsibility for operations of the Oakland Fire Department's Dispatch Communications center, which involves critical elements of public safety; and the individual in this classification must deal with challenging, sensitive and confidential matters and oversee the completion and resolution of sensitive and complex investigations and complaints; and

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

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

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

JUL 18 2017

IN COUNCIL, OAKLAND, CALIFORNIA, _____

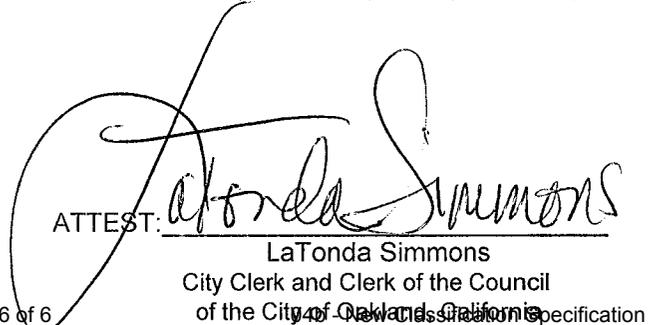
PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
AND PRESIDENT REID 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

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