



CIVIL SERVICE BOARD MEETING AGENDA

Date: September 21, 2017

OPEN SESSION 5:30 p.m.

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALENDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Public Information Officer II
- b) Approval of Revised Classification Specifications
 - Aviation Supervising Properties Representative (Port)
 - Senior Surveying and Mapping Technician (Port)
- c) Approval of Employee Request for Leave of Absence

3) OLD BUSINESS:

- a) Approval of August 17, 2017 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
 - a. Port of Oakland Report on Use of Temporary Employees
- 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. Request for Appointment of Hearing Officer for Civil Service Board Appeal of Probationary Release – OFD-2017-AP01 ACTION
- b. Approval of Revised Classification Specifications (Non-Consent)
- Police Property Specialist
 - Veterinary Technician

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, October 19, 2017. All materials related to agenda items must be submitted by Thursday, October 5, 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:

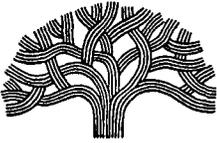
City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



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 29, 2017

TO: The Honorable Civil Service Board

FROM: Cynthia Ng
HR Analyst

THROUGH: Ian Appleyard, HRMD Director
Secretary to the Board

THROUGH: Kip Walsh, HR Manager, Recruitment & Classification

SUBJECT: Request for Provisional Appointment in Classification of Public Information Officer II to be ratified at Civil Service Board Meeting of September 21, 2017.

Attached is a request from the Public Works Department to make a provisional appointment to a Public Information Officer II vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Public Information Officer II (PIO II) position will perform a broad range of communication duties, with core responsibilities in media relations, strategic communications planning, digital content development (web and social media), employee communications, and crisis communications. The PIO II is responsible for planning, developing, and implementing media relations and communications strategies to engage and inform the media, the public, and City employees about City programs, initiatives and services.

The minimum qualifications for a Public Information Officer II are: education equivalent to a Bachelor's degree from an accredited college or university in mass/strategic communications, journalism, or a related field and three years of progressively responsible experience in the media or as a communications/public relations representative including two years as a supervisor or lead staff.

The selected candidate meets the minimum qualifications of the Public Information Officer II classification with a Bachelor's degree in Journalism and experience which includes 4+ years of experience as a Staff Writer/reporter and 5 years of experience as a Communications Director/Outreach Manager. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement was opened on August 7, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Public Information Officer II position in the Public Works Department beginning on September 11, 2017 and ending on or before January 9, 2018.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: September 21, 2017

AREA REQUESTED

POSITION: Public Information Officer II
DEPARTMENT: Public Works 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: 06/02/17
STATUS OF EXAMINATION: Job Announcement opened on August 7, 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 Public Information Officer II is required to establish relationships with the local media and to develop promotional materials for departmental programs.

Other Alternatives Explored and Eliminated:

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 severely impact relationships with the community and the media. The department has been without a media liaison since November 2016 due to an employee retirement.

ATTACHMENTS

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications
- Current Residency Status: *Not An Oakland Resident*
- Current Employment Status: *A permanent City of Oakland employee*



PORT OF OAKLAND

MEMO

To: City of Oakland Civil Service Board

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

Date: September 7, 2017

Subject: Approval of Title change and Amendments to the Following Classification Specification:
Aviation Supervising Properties Representative
Senior Surveying Mapping Technician

Creating, amending and editing classification specifications is critical as the Port endeavors to ensure the organization is positioned to operate efficiently and effectively. In an effort to continuously refine the Port's organizational structure to meet strategic goals and objectives, the Aviation Supervising Properties Representative and Senior Surveying and Mapping Technician classification specifications were amended to better align with our operational needs.

The Aviation Supervising Properties Representative classification plays a critical role in maintaining the utilization of Oakland International Airport ("OAK") facilities and terminal space management. The most significant components of this classification's role at OAK are negotiating concessionaire agreements, managing airline space assignments and providing a high quality terminal experience to the traveling public. This classification reviews and recommends standards of construction involving alterations and modernization projects at OAK to ensure compliance with Federal Aviation Administration (FAA) regulations. This classification may impact OAK's ability to meet FAA Part 139 and the requirements cited in the Airport Certification Manual. Compliance with FAA Part 139 directly impacts OAK's ability to operate as a certified airport.

The Senior Surveying and Mapping Technician classification provides surveying and mapping support through managing and maintaining the Port Geographic Information System ("GIS"). This classification directs the modeling and maintenance of the Port's Land Information System ("LIS") as well as the Computer Assisted Drafting ("CAD") process. The classification directly impacts the Engineering Division's ability to support of the Port's Capitol Improvement Projects.

The International Federation of Professional and Technical Engineers ("IFPTE"), Local 21, was notified of the proposed amendments to the following classification specification:

- Aviation Supervising Properties Representative

IFPTE Local 21 did not have any objections to the proposed amendments.

The Service Employee International Union ("SEIU") Local 1021 was notified of the proposed amendments to the following classification specification:

- Senior Surveying and Mapping Technician



MEMO

The Port recommends that the Civil Service Board approve the proposed amendments to the Aviation Supervising Properties Representative and Senior Surveying and Mapping Technician classifications.

Attachments: Aviation Supervising Properties Representative - Track Changes Version
Senior Surveying and Mapping Technician - Track Changes Version

AVIATION SUPERVISING PROPERTIES REPRESENTATIVE

A. CLASS DEFINITION

Under general direction, performs complex work in the administration of Oakland International Airport's property management program, including coordination of all activities during the lease and concession negotiations, direction of the development of airport properties and the utilization of facilities to ensure maximum revenue generation. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory professional property management classification responsible for the planning, development and coordination of the property management program for leased concessions, buildings and the providing of related public services at Oakland International Airport. Incumbents of this class are responsible for developing and implementing a program for the leasing and rental of terminal space, retail concessions, space for retail merchandisers and other tenants. This class is distinguished from the next higher class of Aviation Senior Supervising Properties Representative in that the latter acts as assistant department manager.

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

1. Administers the Oakland International Airport property lease management program, including the development of marketing strategies and an active tenant outreach recruitment program.
2. Negotiates, prepares and oversees administration of complex lease agreements to ensure tenant compliance with lease terms within the parameters of market conditions, Port policy and legal review and approval of the Port Attorney.
3. Develops Request for Proposals (RFPs) and related documents; administers RFP procedures in accordance with Port policies and applicable laws; evaluates, recommends and – if qualified – awards contracts to the successful proposer, after Board approval, if required.
~~2.~~
4. Reviews and evaluates applications for operations of Airport concessions, and occupancy of Airport buildings and hangers and other public service facilities; prepares reports for Airport management on findings.
5. Prepares detailed reports for the Board's review and approval of concession and occupancy agreements for operations and properties at the Airport.
~~3.~~
- 4-6. Implements retail merchandising programs for all terminal space at the Airport, including market research activities, product surveys, feasibility studies and market testing.
7. Recommends standards of construction; directs and coordinates activities involving all tenant alterations and modernization projects relating to Airport property; coordinates and integrates property management activities with construction and renovation of Airport facilities, including assessment and identification of major maintenance and capital improvement projects.
8. Prepares detailed annual revenue budgets and future-year forecasts on a line-item basis for all revenue-generating contracts (leases, licenses, permits, concession agreements, etc.) under incumbent's management.
~~5.~~
- 6-9. Plans, directs and manages customer service activities to establish and maintain cooperative tenant relationships.
- 7-10. Reviews, investigates and responds to complaints or difficult issues.

11. Supervises professional and support staff through the planning, assigning, monitoring and coordination of work assignments and responsibilities and related performance appraisals.

12. Oversees the work of consultants, appraisers, contract workers, outside vendors, etc. for adherence to and successful completion of third-party contracts.

~~9-13.~~ Answers inquiries from the public and interested parties regarding the leasing and rental of Airport properties.

~~10-14.~~ Performs other related duties as required.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of

- The laws and procedures related to Airport property management, leases, licenses, permits and concession agreements.
- Retail concession management and retail marketing.
- Design and construction techniques, materials and build out of facilities.
- General and corporate aviation, including fixed based operators.
- The principles and practices of modern supervision.
- Personal computer word processing, data base and spreadsheet applications.

Ability to:

- ~~Administer~~ Administer a revenue-producing airport property management program.
- Negotiate terms of leases and concession agreements.
- Plan, supervise and evaluate the work of others, including training of staff.
- Communicate effectively, orally and in writing, in a variety of formats.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Set priorities, make decisions and exercise independence in managing programs.
- Exercise sound judgment.
- Work independently.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

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

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree with major course work in business, real estate, economics, airport administration or closely related fields PLUS five years of progressively responsible experience in airport property management, mall management or commercial property development or leasing including at least one year of lead or supervisory responsibility.

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.
2. This Airport specific classification requires each incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the airport.
3. Real Property Administrator (R.P.A.) or Certified Property Manager (C.P.M.) designations from the State of California preferred.

CLASS CODE:	10625
STANDARD HOURS-DAY/WEEK:	7.5/Day – 37.5/Week
CS STATUS/UNIT:	Unclassified/E
FLSA:	Exempt
Classification Created: (Port Ordinance)	March 11, 1963 (1220)
Retitled Commercial Representative V: (Port Ordinance)	July 6, 1977 (2090)
Retitled: Aviation Supervising Properties Representative	May 20, 2003 (3745)

SENIOR SURVEYING AND MAPPING TECHNICIAN

A. CLASS DEFINITION

Under direction, the Senior Surveying and Mapping Technician assists in and performs work relating to field surveying or mapping and computer-aided drafting. Incumbent assists in the planning and organizing the work of those involved in survey-related work and will participate in the field performance of a wide variety of survey and survey-related assignments. In addition, incumbents help direct and assist in the development, modeling and maintenance of the Port's mapping systems and programs including but not limited to the Geographic Information Systems (GIS), Land Information Systems (LIS) and computer-assisted drafting (CAD) processes. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey or lead-level class in the surveying and mapping area. Employees at this level are distinguished from other levels within this classification by the performance of the full range of duties as assigned. The majority of assignments in this class are varied and complex in nature and require independent judgment in the performance of all duties. This class is distinguished from the next higher class of Principal Engineering Assistant in that the latter is the first supervisory level while the former may provide lead direction and training over assigned lower level staff.

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

Surveying Focus

1. Assists the Chief of Field Party to develop methods and procedures for conducting field surveys.
2. Participates as an active member of a land survey and mapping crew as directed by the Chief of Field Party.
3. With direction from the Chief of Field Party, performs a variety of types of surveys such as: photo control surveys, state plane coordinate surveys, boundary surveys, topographic surveys, GPS surveys, construction surveys and as built surveys.
4. Operates checks and performs basic field adjustments on the following equipment, but not limited to: rods, tribrachs, tripods, levels, theodolites, total stations, robotic total stations, data collectors and GPS equipment.
5. Performs horizontal and vertical traverse adjustments.
6. Researches national, state and local control records; recovers and establishes control points; establishes and measures to reference marks and prepares control point recovery diagrams.
7. Creates, reduces and checks orderly field notes for standard surveying operations such as, but not limited to: leveling, traversing, topographic mapping, construction layout, as-built surveys, boundary surveys, profile and cross-section surveys.
8. Reads, interprets and gathers information from various types of plans including, but not limited to: site plans, records of survey, parcel maps, right-of-way record maps, profiles and cross-sections, horizontal and vertical curves, utility plans, foundations plans, grading plans and other improvement plans.

9. Employs safety measures and equipment for survey operations in the vicinity of freight trains, commercial aircraft, trucks and heavy equipment, including but not limited to the Airport Operations Area (AOA) and the Maritime Security Area (container terminals).
10. Maintains and catalogs field books, survey records, transmittal sheets and other field survey-related records.
11. Assists in reading and interpreting maps and construction documents that will be used in any related construction or topographical survey activity performed by the survey crew.
12. Provides technical direction and training to an Engineering Assistant or equivalent classification, if one is assigned to the survey crew, or to support staff if so directed by the Chief of Field Party.
13. Identify, create, maintain, catalog, and archive project design plans and record drawings via paper and/or electronic databases. Assists Engineering staff in various project procurement and closeout processes such as, but not limited to: printing, scanning, and drafting.

~~13.14.~~ Assists other members of the Port staff as required.

~~14.15.~~ Performs other related duties as assigned.

Mapping Focus

1. Assists ~~in, perform and/or manage~~ the development, modeling and maintenance of the Port's mapping systems including, but not limited to, Geographic Information Systems (GIS), Land Information Systems (LIS) ~~and~~, Computer-Assisted Drafting (CAD) ~~and other related systems.~~
2. Maintain, manage, and update existing Port GIS system with ongoing new project data/assets and any task(s) related to the GIS system to ensure accuracy of existing data.
- ~~2.3.~~ Plans map content, format and design and compiles required data from survey notes, records, reports and other maps.
- ~~3.4.~~ Generates other maps and related graphs and charts using digital mapping techniques, computer interactive graphics, computer-assisted design and drafting hardware, traditional drafting methods and computer or traditional scribing tools.
- ~~4.5.~~ Operates specialized computer hardware and software and peripheral equipment to model, manage, analyze and display geospatial data.
- ~~5.6.~~ Develops specialized computer software routines, internet-based GIS, database and office productivity applications to customize geographic information.
- ~~6.7.~~ Works with external organizations on data transfer and systems compatibility issues.
- ~~7.8.~~ Performs data entry and editing activities and maintenance operations to systems following pre-determined calibration procedures.
- ~~8.9.~~ Integrates external software such as spreadsheets and statistical packages with GIS software.
- ~~9.10.~~ Trains and provides technical support for GIS users.
- ~~10.11.~~ Assists other members of the Port staff as required.
- ~~11.12.~~ Performs other related duties assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES

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

Depending on the Focus of the position, some of the following will be more beneficial than others.

Knowledge of:

- Geographic Information Systems (GIS) and related systems; Surveying principles, practices and procedures applying to construction, property and topographic surveys.
- Digital mapping and map preparation.
- Operation and maintenance of various surveying instruments.
- Basic civil engineering terminology.
- Construction plans and maps.
- Principles and practices of research and report preparation.
- Structure and practices of the California Coordinate System.
- Pertinent federal, state and local laws, codes and regulations.
- Computer aided drafting methods and techniques, including Civil Engineering design applications, image editing applications, GIS systems and applications and plotting and printing methods, procedures and processes.
- Personal computer operating systems and hardware peripherals.
- Network administration and internet protocols.
- Relational databases.
- Mathematical calculations, including geometry and trigonometry.
- General office and field procedures as they relate to the work performed.
- Technical standards and requirements established by professional groups and associations.
- Traffic control and safety procedures for field operations including Occupations Safety and Health Administration (OSHA) Standards.
- Basic first aid for treatment of medical emergencies.

Ability to:

- Organize and develop a working field plan to met and adjust to changing site conditions.
- Manage, coordinate and supervise subordinate staff.
- Create and maintain relational databases used in Port computer systems.
- Perform basic computer programming work.

- Operate a variety of computer hardware and software applications.
- Enter field data to produce positional information.
- Perform computer aided drafting work.
- Participate in surveying work and make accurate field observations.
- Make accurate calculations and reduction of field survey notes.
- Read and interpret maps, drawings, plans and sketches.
- Prepare a variety of technical reports and correspondence.
- Analyze problems, identify alternative solutions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Work independently within established guidelines.
- Use a variety of hand and power tools to set various kinds of survey points.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Work under deadlines and coordinate several concurrent assignments.
- Work with minimum supervision.

D. PHYSICAL DEMANDS

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

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, documents and blueprints; hear instructions and alarms; have fine motor control to manipulate manual drafting tools and other documents. The incumbent must be able to swim and be able to lift and carry equipment weighing up to 40 pounds for some distance over potentially steep and rugged terrain. The incumbent must be able to use large sledge hammers, posthole diggers, breaker bars, manhole hooks and mechanized hammers. The incumbent must have eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

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

The incumbent may work indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels. The incumbent may also work outdoors in a variety of weather conditions. In the field, the employee is required to walk, stand, and stoop to inspect sites; climb or balance, at times at great heights. Outside noise levels around the airport, railroads, maritime

areas can often exceed 90 decibels. The incumbent must be able to function in these conditions with the aid of standard earplugs.

F. EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities.

A typical combination would include graduation from a college or community college with major coursework in engineering, surveying, computer-assisted drafting and drawing or a related field or three years of progressively responsible work in GIS, surveying or mapping. ~~Possession of a Land Surveyor in Training (LSIT) certificate issued by any state that administers an NCSS examination is required.~~

G. OTHER CHARACTERISTICS

1. Must possess a valid California Class C driver license at the time and for the duration of appointment.
2. Incumbents in this classification may perform work in either the Airport or Harbor locations. In order to comply with the security requirements of the Transportation Security Administration/Federal Aviation Administration (TSA/FAA) for incumbents assigned to perform work at the airport and U.S. Customs for individuals who have unescorted access to secured areas of the harbor, each incumbent is required to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position.
3. In addition, the incumbent who performs work at the airport may be required to complete and pass a U.S. Customs Airport Security Program Check (19CFR122.182). This status must be maintained for the duration of employment at the Port.
4. The Department of Homeland security requires all employees who must have unescorted access to regulated marine terminal facilities to be in possession of a Transportation Worker Identification Credential (TWIC). Employees will need to undergo a background check before being issued a TWIC card. This status must be maintained for the duration of employment at the Port in this classification.

CLASS CODE:	10667
STANDARD HOURS-DAY/WEEK:	8.0/Day - 40.0/Week
CS STATUS/UNIT:	Classified/B
FLSA:	Non-exempt
Classification Created: (Port Ordinance)	May 16, 2006 (3910)
Job Spec revised:	April 19, 2017



MEMORANDUM

DATE: September 21, 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 one (1) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Quesada, William	Planner IV	Planning & Building	September 5, 2017 – Open	CSR 8.07 (c)(vi) Retain Promotional and Seniority Rights

RECOMMENDATION:

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name William Quesada Employee's ID 5074 Today's Date 9/5/17

Department/Division PBD - Bureau of Building Employee Job Title Planner IV

Request: 365 Days Hours From _____ 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	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.

William Quesada 9/5/17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 9/8/17
 Department Head Approval Date

[Signature] 9/11/17
 City Manager Approval Date

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



INTER OFFICE MEMORANDUM

DATE: September 7, 2017

TO: Darin Ranelletti
Acting Director
Planning and Building Department

FROM: David Harlan 
Engineering Manager
Bureau of Building

SUBJECT: Request for Unpaid Leave of Absence – Bill Quesada

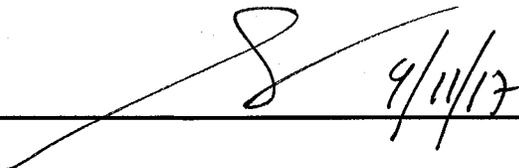
Darin,

I have reviewed the subject request (attached) and recommend approval.

Because the Bureau will be implementing a minor restructuring, the requested leave will have no adverse impacts on operations or customer service. Under the current structure, Mr. Quesada supervises 1-FTE and 1-ELDE (50%). The principal duties of the unit include: 1) support of development permitting with review of zoning conditions applicable to construction, 2) support of permit inspections with review of zoning compliance prior to final inspection; and, 3) zoning code enforcement City-wide. The first item (review of zoning conditions) will be reassigned to a new unit, Development Permitting, which will include the Permit Counter and the Process Coordinator unit. The second item (zoning inspections) will be reassigned to the Inspections unit. The third item (zoning code enforcement) will be reassigned to the Code Enforcement unit.

In a separate action, the Bureau is recommending Mr. Quesada as a provisional appointment of Project Manager II to supervise the new Development Permitting unit. In that capacity, his role and responsibilities will expand considerably.

Please contact me if you have any questions or need additional information to review this request.


9/11/17



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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 (Absent); Vice Chair, David Jones; Lauren Baranco (Arrived 5:35); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:40); Jeffrey Levin (Absent); 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: Chairwoman Andrea Gourdine was absent. Vice Chairman David Jones chaired the meeting.

1) OPEN FORUM:

- No Speakers

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - 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

44863 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the items on the Consent Calendar. The motion passed.

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

Board Members Absent: Gourdine, Levin, Johnson

3) OLD BUSINESS:

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

44864 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the CSB Minutes for July 20, 2017. The motion passed.

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

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

Report received and filed

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

Report received and filed

4) NEW BUSINESS:

- a) Informational Report Regarding the Exemptions of Classifications from the Competitive Civil Service

Report received and filed

- 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)

44865 A motion was made by Board Member Johnson and seconded by Board Member Williams to approve the Classification Specification and its Exemption from the Provisions of Civil Service. The motion passed.

Votes: Board Member Ayes: 5 – Gourdine, Jones, Baranco, Hudson-Harmon, Williams, Johnson, Levin

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Gourdine, Levin

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



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – September 21, 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	Tentative hearing date 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 to be continued October 18-19 th .
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	IBEW Local 1245 and Port Attorney in Settlement Discussions
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	Request for Appointment of Hearing Officer to CSB 9/21/2017
CAU-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	7/12/2017	Under Review with City Attorney
OCA-2017-AP01	Legal Administrative Assistant (Kayhan)	City Attorney	6.06 Appeal of Probationary Removal/Demotion 6.06(c) Discrimination based on Protected Activity	9/8/2017	Sent to City Attorney for review

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due
June 15, 2017	Report detailing the Port's use of Temporary Employees	Port HR Director	Report to Board at September 21, 2017 meeting
July 20, 2017	Add date to TCSE/ELDE report showing the date item became non-compliant. Non-compliant items include a date by which next steps toward compliance will be taken.	HR Director	Pending



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – September 21, 2017**

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
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PORT OF OAKLAND

MEMO

To: The Honorable City of Oakland Civil Service Board

Through: Ian Appleyard, Director, HRM and Secretary to the Board

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

Date: September 13, 2017

RE: **Port of Oakland's Use of Temporary Services**

At the request of the Civil Service Board ("CSB"), the Port of Oakland ("Port") respectfully provides the following informational report on the Port's use of temporary services. Specifically, the CSB inquired as to whether the Port hires temporary employees in a similar fashion to the Temporary Contract Service Employees ("TCSEs") and Exempt Limited Duration Employees ("ELDEs") classifications at the City of Oakland.

In short, the Port utilizes temporary staffing services on an as-needed basis to bridge personnel shortages for budgeted positions due to short-term and long-term leaves, including, but not limited to: medical leaves, workers' compensation leaves, and other various statutory-protected leaves. The source of labor is provided through the various temporary staffing agencies ("agencies") who have been awarded a professional services agreement by the Port, and these agencies hire individuals¹ to provide the Port with the requested source of labor in the aforementioned instances. The Port's use of agencies is governed by Article IX, Section 902(e) of the City Charter. Partnering with temporary staffing agencies to provide services to the Port, primarily at the Oakland International Airport and at the Port's Maritime facilities, is critical to the Port's ongoing operations.

Additionally, the duration of temporary staffing services at the Port are limited by section 5.06(c)/(e) of the City of Oakland Personnel Manual (similar provisions can be found in section 5.06(c)/(e) of the Port's Personnel Rules), and is further governed by the applicable memoranda of understanding with the Port's bargaining units. For example, under the Port's memorandum of understanding with Service Employees International Union, Local 1021, Article 2.1 (Contracting Out) limits the duration of temporary services to 120 calendar days by expressly stating as follows: "The Port shall not retain any temporary employees, consultants, contract or agency employees who perform bargaining unit work for longer than one hundred and twenty (120) calendar days." As such, the Port adheres to the MOU provision as referenced above, and terminates the use of the temporary services at the end of the 120 calendar day timeline (or earlier if the employee returns from leave prior to the 120 calendar day period).

The Port appreciates the opportunity to provide this report to the Civil Service Board.

¹ It should be noted that the individuals hired by the temporary staffing services agencies are not statutory employees of the Port, but rather, they are either W-2 or 1099 employees of the agencies. As such, they do not hold a Port classification because the use of these services are temporary in nature.



CITY OF OAKLAND

STAFF REPORT

DATE: September 21, 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 August 17, 2017 meeting that referenced data as of July 28, 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 September 12, 2017, there are a total of fifty-nine (59) employees in the TCSE (14), TCSE/Annuitant (33), and ELDE (12) categories. Five (5) assignments were closed, and three (3) 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: September 21, 2017

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STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total fifty-nine (59) 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 September 12, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of September 12, 2017

CIVIL SERVICE BOARD
September 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
CLOSED THIS PERIOD (5)								
ECON & WORKFORCE	Saxe	Joseph	85521 - Public Art	5/2/2016	TCSE	Temporary assignment supporting Public Art - has not reached max hrs	SEPARATED	
FIRE	Diaz	Luis	20241 - Fire Communications Unit	1/14/2017	ELDE	Temporary pending creation of Fire Comm Mgr in the Salary Schedule. (in Council)	SEPARATED	
HUMAN RESOURCES	McKinney-Linderme	Kimberley	05211 - Employment and Classification Unit	11/7/2016	Annuitant	Temporary analyst support to address recruitment backlog.	SEPARATED	
MAYOR	O'Doherty	Keara	01111 - Mayor - Administration Unit	2/14/2017	ELDE	Temporary administrative support pending new budget	SEPARATED	
PLANNING & BUILDING	Chaney-Williamson	Sylvia	84229 - Zoning	2/29/2016	Annuitant	Assisting with peak work demands pending budget action.	SEPARATED	
NEW THIS PERIOD (3)								
HUMAN RESOURCES	Topp	Bruce	05311 - Employee Relations	7/31/2017	TCSE	Temporary assignment to assist with training of new and current HR Staff	COMPLIANT	
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT	
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
COMPLIANT (51)								
CITY ADMINISTRATOR	Glickman	Kathryn	02111 - Communications	7/3/2017	TCSE	Temporary support on a project to update the City's website.	COMPLIANT	
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	Annuitant	Project: conflict of interest code and reporting.	COMPLIANT	
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Temporary project coordinating the Marketing program. New Position classification under development.	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	
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	
FINANCE	Nguyen	Frank	08211 - Accounting Administration Unit	5/30/2017	TCSE	Temporary assignment to implement new Oracle R12 Financial system	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	

CIVIL SERVICE BOARD
September 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

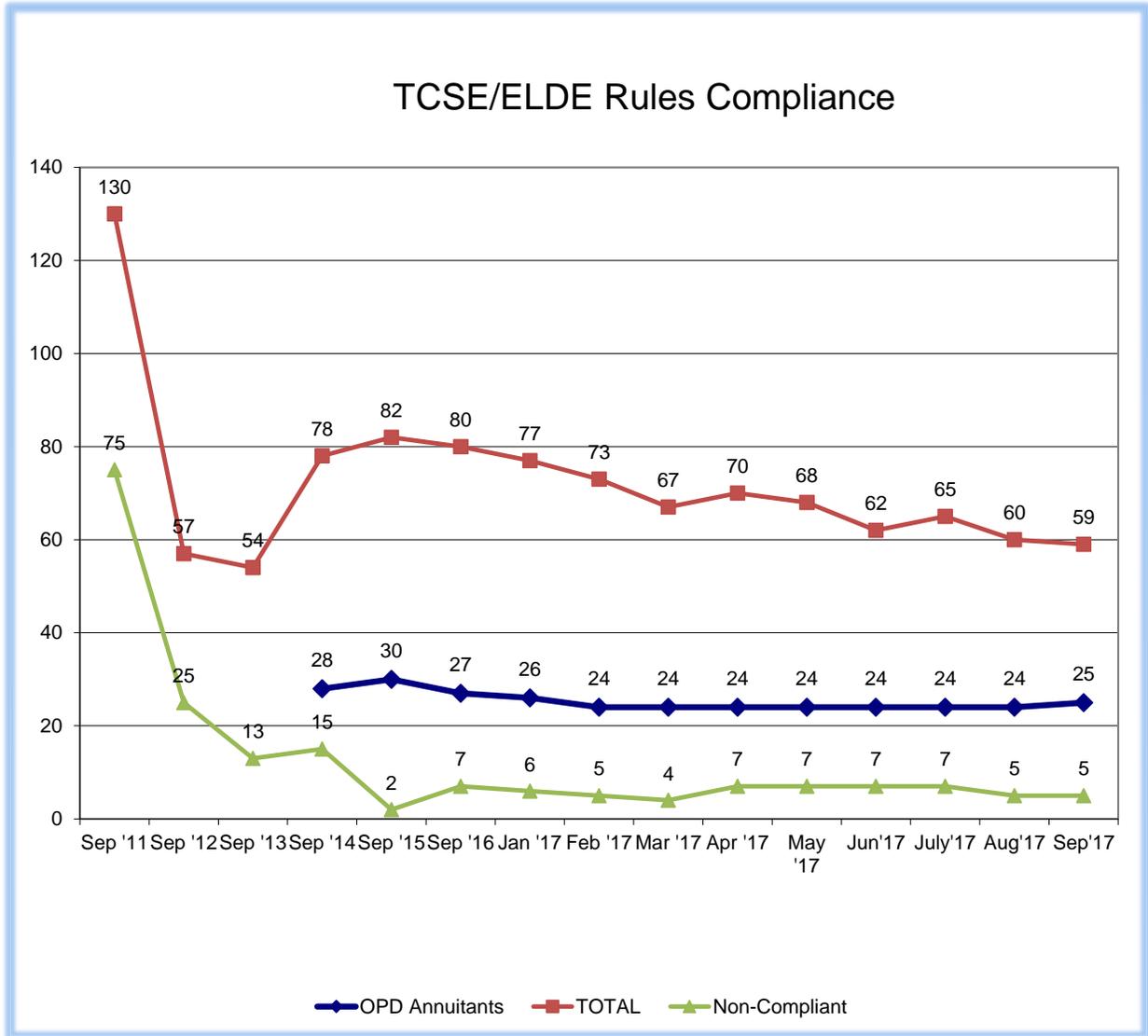
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	Was hired as Temporary Food Program Coordinator for USDA compliance; not working.	COMPLIANT	
INFORMATION TECHNOLOGY	Cox	Amber	46461 - Project Coordination	11/21/2016	ELDE	Temporary operational support	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	
PLANNING & BUILDING	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE	Temporary assistance with backlog of telecommunication cases	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	Wells	Laurissa	84229 - Strategic Planning	7/1/2017	ELDE	Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations.	COMPLIANT	
PLANNING & BUILDING	Wilson	Isaac	84454 - Inspections: Neighborhood Preservation	3/16/2017	Annuitant	Temporary assignment - recruitment process initiated	COMPLIANT	
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Temporary project and administrative support	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	
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Pressnell	Edward	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT	
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	

CIVIL SERVICE BOARD
September 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
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.
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	McGowan	Patricia	84111 - Admin: Planning, Building & Neighborhood Preservation	8/15/2016	ELDE	DEPT. SCHEDULED TO INTERVIEW CANDIDATES FROM ELIGIBLE LIST WEEK OF 9/18/2017	NON-COMPLIANT	



CITY OF OAKLAND



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City Attorney TTY/TDD: (510) 238-3254
Caryl Casden (510) 238-6802

August 31, 2017

BY EMAIL AND U.S. MAIL

Oakland Civil Service Board
Attn: Ian Appleyard
Secretary to the Oakland Civil Service Board
150 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612

**Re: Civil Service Board Appeal of Probationary Release (Jaziel Mendoza)
Request for Appointment of Hearing Officer
For September 21, 2017 Meeting
Our File No.: X04437**

Dear Chairperson Gourdine and Members of the Civil Service Board:

The City requests that the Civil Service Board ("CSB" or "Board") designate an outside hearing officer to conduct a hearing and make recommended findings in the appeal of Jaziel Mendoza, who was a probationary Firefighter in the Fire Department. The City released Mr. Mendoza from employment during his probationary period and Mr. Mendoza filed an appeal of his probationary release pursuant to Rule 6, Section 6.06 of the Personnel Manual.

Based on a review of the file, I anticipate the City will be calling three to four witnesses and will need approximately a half-day to present its case, depending on the length of cross-examination. Mr. Mendoza may also present several witnesses. Therefore, the Board will not have time to hear the entire appeal during its regularly scheduled monthly meeting, and a hearing officer would be the most efficient route by which to conduct the appeal.

I have spoken with counsel for Mr. Mendoza, Ms. Denise Eaton-May, and she agrees that an outside hearing officer should conduct the hearing.

Thank you for your consideration of this matter.

Very truly yours,

BARBARA J. PARKER
City Attorney

By:



CARYL L. CASDEN
Senior Deputy City Attorney

cc: Denise Eaton-May, Esq. (Via email and U.S. Mail) d.may@eaton-maylaw.com
Tabitha Pulliam, Staff to Civil Service Board tpulliam@oaklandnet.com
Kip Walsh, Human Resources Manager kwalsh@oaklandnet.com



CITY OF OAKLAND

MEMORANDUM

DATE: September 21, 2017

TO: The Honorable Civil Service Board

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

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

SUBJECT: Approval of the Revised Classification Specification for Police Property Specialist

At the request of the Oakland Police Department (OPD), the classification specification for Police Property Specialist was reviewed and revised to reflect the duties assigned more clearly and, most significantly, to add a requirement that applicants have a valid California Driver's License at the time of application and if appointed, maintain it throughout their tenure in the classification. The request was based on the operational needs of the Police Department.

The role of a Police Property Specialist is to receive, store and release evidence, and to distribute equipment to Police Officers. Efficient performance of the duties requires incumbents to travel to different locations to transport evidence and property and to attend off-site meetings. Travelling to different locations has long been an activity associated with the classification.

On the attached revised classification specification for Police Property Specialist, the Distinguishing Characteristics section has been updated to reflect current practice and to articulate more clearly the expectations for incumbents of the classification. The Example of Duties section has been updated to include the use of computerized systems, and to include driving a vehicle to pick up and deliver property and evidence. In Knowledge and Abilities, the knowledge of basic law enforcement principles including chain of custody and of computer systems and software applications have been added. Experience as an inventory control clerk has been added as qualifying under the Minimum Qualifications section. As discussed above, the revised classification specification for Police Property Specialist also adds the requirement for applicants to possess a valid California Driver's License and maintain throughout the incumbent's tenure in the classification.

In preparing the classification specification for revision and presentation to the Civil Service Board, the Service Employees International Union, Local 1021, was notified of the proposed changes. The City met with the Union on February 7, 2017 to discuss the changes. There have been subsequent communicates via email in the months since. In an email communication sent on September 11, 2017, the City asked that the Union respond with a date certain at which they wished to meet if they wanted to further discuss the changes before the revised classification specification was submitted to the Civil Service Board for approval. The union did not respond.

Since the Port of Oakland does not operate a Police Department, Police Property Specialist is not a common classification with the Port.

CIVIL SERVICE BOARD

Subject: Request for Approval of Revised Classification Specification for Police Property Specialist

Date: September 21, 2017

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Staff recommends that the Civil Service Board approve the revised classification specification for Police Property Specialist.

Attachment: Proposed new classification specification for Police Property Specialist



POLICE PROPERTY SPECIALIST

2016-12-12

Class Code: PS170

Civil Service Classified

DEFINITION

Under general direction in the Oakland Police Department, To receives, stores, and releases evidence taken pursuant to criminal investigations; and to distribute police equipment to officers preparing for duty property and evidence being held by the Police Department that has been taken pursuant to criminal investigations or as safekeeping for found property; testifies in court to verify the chain of custody of evidence; distributes equipment to Police Officers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification whose incumbents are responsible for receiving, storing and releasing evidence, as well as distributing equipment to Police Officers. This classification is distinguished from the higher level Police Property Supervisor in that the latter is a first line supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives General supervision from the Sergeant of Police assigned to the Property Section Police Property Supervisor.

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

Retrieve and release stored evidence for court presentation according to established procedures.

Receive, package, ~~and store,~~ and transport evidence including biological material; verify property content and/or description.

Preserve miscellaneous physical evidence according to established procedures.

Document property and evidence status.

Receive, count, and release large sums of money.

Conduct investigation on found property to notify property owner.

Receive, handle, store, and transport firearms and other weapons.

Maintain files, reports, records, publications, and documents using automated inventory control procedures.

Testify in legal proceedings.

Store and issue supplies, equipment, and materials including ammunition.

Prepare Type-appropriate reports, indexes, correspondence, catalog cards, billings, and forms; enter data and maintain records in automated computer systems.

PS170 - POLICE PROPERTY SPECIALIST

Page 2

Compile list of property eligible for City sale.

Assign lockers and equipment.

Work irregular days, hours, and rotating shifts.

Drive an automotive vehicle to transport evidence and property and attend off-site meetings.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic mathematics.
- Storage and material handling.
- Storage systems and procedures.
- Record keeping.
- Basic law enforcement principles including chain of custody.
- Computer systems and software applications.

Ability to:

- Follow automated inventory control procedures; ~~type 25 wpm; perform data input on computer terminal.~~
- Understand and apply department policies and procedures as well as state mandated statutes.
- Communicate effectively.
- Interact with hostile and uncooperative people.
- Read and write legibly.
- Verify that weapons are unloaded.
- Follow oral and written directions.
- Work effectively in a highly structured, rank organized environment.
- Type 25 wpm.
- Use computers and software applications; perform data entry and maintain records.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS

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

Education:

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

Experience:

One year of experience as a storekeeper, inventory control clerk or related field.

LICENSE OR CERTIFICATE

None required. Possession of a valid California Driver's License. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment. Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older.

Must pass a background investigation.

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Established: 08/13/1992	CSB Resolution #: 44266	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):)		



MEMORANDUM

DATE: September 21, 2017

TO: The Honorable Civil Service Board

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

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

SUBJECT: Approval of the Revised Classification Specification for Veterinary Technician

At the request of the department, the classification specification for Veterinary Technician was reviewed and revised to reflect the duties assigned more clearly and, most significantly, to add a requirement that a candidate be a Registered Veterinary Technician (RVT) with the State of California at the time of application. The request was based on the operational needs of the animal shelter in the Oakland Animal Services Department (OAS) and to assist in attracting a well-qualified pool of applicants when recruiting for the position.

The need for OAS to have veterinary staff who are well-trained and who can verify that they have maintained their skills to current professional standards is critical. As OAS strives to move toward increased reliance on adoption, there is that much greater a need to have veterinary staff who possess the full range of skills necessary for successful and effective animal care. Although the addition of the RVT requirement will likely make recruitment efforts more challenging, Human Resources Management (HRM) staff is committed to working closely with OAS staff to coordinate targeted and strategic outreach efforts to make recruitments more effective. These efforts will include communicating with veterinary schools, posting to list-serves and online veterinary communities, and outreach to veterinarian offices throughout the Bay Area. Additional strategies will likely include tabling at relevant events and having flyers available at the OAS shelter and any community outreach events they sponsor.

On the attached revised classification specification for Veterinary Technician, the Distinguishing Characteristics and Examples of Duties have been updated both to reflect current practice and to articulate more clearly the expectations for incumbents of the classification. In Knowledge and Abilities, the knowledge of federal guidelines related to controlled substances is added along with the corresponding ability to properly document, maintain inventory of, and utilize controlled substances in compliance with federal guidelines. Experience with shelter medicine management is also added as a desirable item in the Minimum Qualifications section. As discussed above, the revised classification specification for Veterinary Technician also adds the requirement for applicants to possess an RVT license at the time of application.

In preparing the classification specification for revision and presentation to the Civil Service Board, the Service Employees International Union, Local 1021, was notified of the proposed changes. The City met with the Union on March 8, 2017 to discuss the changes. There have been subsequent communicates via email in the months since. In an email communication sent on September 11, 2017, the City asked that the Union respond with a date certain at which they

CIVIL SERVICE BOARD

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wished to meet if they wanted to further discuss the changes before the revised classification specification was submitted to the Civil Service Board for approval. The union did not respond.

Since the Port of Oakland does not operate an animal shelter or other animal care facility, Veterinary Technician is not a common classification with the Port.

Staff recommends that the Civil Service Board approve the revised classification specification for Veterinary Technician.

Attachment: Proposed new classification specification for Veterinary Technician



2017-03-08

VETERINARY TECHNICIAN

**Class Code: TC144 FTE
TC145 PPT
TC146 PT**

Civil Service Classified

DEFINITION

Under general supervision in the Oakland Animal Services ~~Animal Services Section of the Police Department~~, assists in providing paraprofessional medical care and treatment to the all animals; monitors the general health of the animal population; administers emergency first aid treatment, assists with surgery and medical examinations/treatment and follow-up care to animals in need; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a technical level classification that provides care and treatment to shelter animals. This classification is distinguished from the higher level Veterinarian in that incumbent of the latter is a first line supervisor position. It is further distinguished from the lower level Animal Care Attendant in that the latter is an entry level position that does not examine, administer medical care or provide treatment to impounded animals. ~~classification which provides examination, medical care and treatment to all impounded animals housed at the shelter.~~

The incumbent ~~in this classification~~ receives general supervision from the ~~Veterinarian~~, and may provide training to Animal Care Attendants. Program Analyst III. ~~It is distinguished from Animal Care Attendant in that the latter is responsible for the care and daily feeding of animals.~~

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

Monitor the health of all animals; follow up on health observation report by staff and volunteers; prioritize and advise the Veterinarian regarding animals that need further medical care.

Ensure that all shelter animals are medicated following ~~the~~ strict instructions and that treatments are recorded accurately.

Maintain inventory of all medications, vaccines, medical supplies in accordance with Drug Enforcement Agency (DEA) regulations; reorder supplies as necessary.

Assist with the euthanasia of animals.

Ensure all animals in adoption are properly vaccinated and receive their pre-adoption examination, either directly or by coordinating the protocol with volunteers or other staff.

Assist Veterinarian with surgery, including administering anesthesia and using controlled substances for patient care and prepare autoclave and surgery packs.

Follow-up on all animals sent for emergency medical treatment; assist with selecting shelter animals for transfer to offsite clinics for spay/neuter procedures and other surgeries; perform follow-up for these animals.

Ensure surgery, vet, and grooming rooms are clean and organized.

Assist in the identification of possible disease outbreaks using appropriate diagnostic testing and work with the Veterinarian and other staff to treat the animals and take appropriate preventive action.

Coordinate all veterinary care of foster animals.

Assist with organizing and coordinating medical volunteer staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of veterinary medicine and disease.
- Knowledge of medical treatment for a wide range of animals including domestic, livestock, wildlife, and under aged animals.
- Knowledge of safe work practices.
- Knowledge of federal guidelines related to controlled substances.

Ability to:

- Ability to care for domestic and wild animals.
- Ability to physically handle and examine a wide range of animals including aggressive, wild and under aged animal.
- Ability to learn laws and ordinances pertaining to animal care.
- Ability to follow oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to communicate effectively with individuals from diverse backgrounds.
- Ability to train staff and citizens on the proper care of animal.
- Ability to work in an environment with exposure to infectious animal diseases, animal waste, animal bite, aggressive animals, allergens and various industrial cleaning and disinfecting chemical.
- Ability to assist with the euthanasia of animals.
- Ability to properly document, maintain inventory of, and utilize controlled substances in compliance with federal guidelines.
- Ability to work nights, weekends, holidays and on-call schedules.
- Ability to lift over 50 pounds.

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE

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

Education:

High school diploma or equivalent.

Experience:

Two (2) years of experience working in an animal shelter, clinic, veterinary hospital or kennel under the supervision of a licensed veterinarian. Experience as a volunteer in an animal related industry is highly desirable. Knowledge of shelter medicine and management as well as experience with high quality/high volume spay/neuter procedures are highly desirable.

LICENSE OR CERTIFICATE

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.

Must be a Licensed Registered Veterinary Technician (RVT) in the State of California in good standing.

OTHER REQUIREMENTS

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

Must complete a Personal History Questionnaire (PHQ) and pass a job related background investigation.

May be required to participate in criminal prosecution which may include testifying in court.

Must successfully complete an eight hour course in euthanasia within one year of employment.

Incumbents in this classification will be required to receive all appropriate inoculations and vaccinations.

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Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Salary Ordinance #:
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