



CIVIL SERVICE BOARD MEETING AGENDA

Date: October 19, 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) Approval of Revised Classification Specifications
 - Head Start Facilities Coordinator
 - Head Start Education Coordinator
 - Latent Print Examiner II
- b) Approval of Employee Requests for Leave of Absence

3) OLD BUSINESS:

- a) Approval of September 21, 2017 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
 - Port's Use of Temporary Employees
 - Resubmission of Port Classification Specifications Revision – Senior Survey Mapping Technician & Analysis
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

4) NEW BUSINESS:

- a) Approval of New Job Classification Specifications ACTION
- Head Start School Readiness Coordinator
 - Head Start Coach Coordinator
 - Head Start Mental Health & Disabilities Coordinator
 - Head Start Family & Community Engagement Coordinator
- b) Quarterly Report per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specification Revisions Currently Under Review INFORMATION

5) ADJOURNMENT:

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 20, 2017. All materials related to agenda items must be submitted by Thursday, July 6, 2017. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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



CITY OF OAKLAND

MEMORANDUM

DATE: October 19, 2017

TO: The Honorable Civil Service Board **FROM:** Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of Revised Classification Specifications for the Head Start Facilities
Coordinator and the Head Start Education Coordinator

Based upon a classification review at the request of the Human Services Department, staff has proposed revisions to the **Head Start Facilities Coordinator** and the **Head Start Education Coordinator** classification specifications.

Last year, the Head Start Program was subject to a re-competition process for its grant award. As a result, the entire program had to be re-envisioned and substantial changes were incorporated as part of the grant proposal and basis for subsequent grant award. Further, to comply with revisions to the Head Start Program Performance Standards (HSPPS), many of the existing content areas and coordinator roles were either consolidated or discontinued as the program had to adapt to and account for new areas of emphasis.

The **Head Start Facilities Coordinator** classification has additional responsibilities related to safety and code compliance, which had to be captured in the specification. Additionally, under a previous incumbent the position had evolved to be supervisory, but that had not been documented. Other changes in the proposed revisions are recommended to bring the specification into format and structural alignment with the City's current template. The new specification will be used to conduct a recruitment in the coming months.

The existing Child Education Coordinator classification is recommended to be retitled to **Head Start Education Coordinator** to align it with other classifications in the Head Start series. Most of the proposed changes are to update the specification from the existing 1995 version. Additionally, the education requirements have been modified to align with the new federal regulations.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specifications revisions. City staff and union representatives met on several occasions to discuss the classifications. At the last follow-up meetings on September 22 and 25, 2017, the union confirmed that they have no objections to the proposed revisions.

The Port does not operate any social services programs so classifications specifically designed for children's services have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Head Start Facilities Coordinator** and the **Head Start Education Coordinator** classification specifications.

CIVIL SERVICE BOARD

Subject: Head Start Coordinator Classification Specifications

Date: October 19, 2017

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Attachments: Revised draft Head Start Facilities Coordinator and Head Start Education Coordinator classification specifications.



HEAD START FACILITIES COORDINATOR

DRAFT
09/21/17

Class Code: SC250 FTE

Civil Service Classified

DEFINITION

Under direction ~~of in~~ the ~~Department of~~ Human Services ~~Department~~, performs coordination of Head Start facilities maintenance and use; ensures facility safety and licensing requirements and regulations are met; maintains and tracks facility inventory; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~This Head Start Facilities Coordinator~~ is a journey level maintenance position in the Head Start program series. This classification is distinguished from other Head Start Coordinators in that the latter performs programming for clientele and the former attends to facilities needs to match programming needs.

~~Receives supervision from the Early Childhood and Family Services Manager. Exercises direct supervision over Head Start Driver Couriers.~~

The incumbent receives supervision from a Head Start Supervisor and exercises supervision over a variety of facilities and maintenance staff, including Head Start Driver Couriers.

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

Provides oversight and maintenance of and maintain of Head Start facilities and contractors providing facilities work.

Work with contractors and city departments to ensure implementation of required maintenance and safety of facilities.

Order, inventory and distribute office, program -and maintenance supplies for facilities.

Coordinate facility programming with users, coordinators and management staff.

Ensure federal, state and local regulations for child care facilities are met.

Identify facility maintenance needs; assist in the preparation of the budget; recommend allocation of funds for resources needed.

~~Identify facility maintenance needs; provide budget input to address facility maintenance needs~~

Maintain accurate logs, records and reports to track facility data such as costs, inventory, codes and related information.

Evaluate facility safety and works with Fire Inspectors to ensure local, state and federal fire codes are enforced and attained.

Present and facilitate trainings for staff

Participate in facility and safety reviews of program and contractor facilities and equipment for maintenance and safety.

Maintain fleet inventory, coordinate scheduled maintenance and care of all city vehicles assigned

to the Head Start program.

Supervise, train and evaluate assigned staff.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard policies and procedures for safety and maintenance in a human services environment.
- Local, State and Federal regulations and requirements for building maintenance and child care facilities.
- Child care licensing and child care food program regulations.
- The principles of management, supervision and training.
- Head Start Performance Standards.
- Standard records and data management.
- Report writing and report generation.
- Public contact and community relations.

Ability to:

- Interpret Federal, State and Local standards regarding facility requirements in a child care setting.
- Work with diverse populations including special needs families.
- Analyze and solve problems.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start Performance Standards.
- Work with a diverse client base.
- Work independently and set priorities.
- Write reports of a technical or evaluative nature.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

~~education and experience~~ MINIMUM QUALIFICATIONS

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

Education:

~~Equivalent to completion of the twelfth grade~~ High school diploma or equivalent. An Associate's of Arts degree from an accredited college or university in public health, education, public administration or a closely related field from an accredited college or university is desirable.

Experience:

Two years of progressively responsible work experience in facility maintenance. Work experience with social service, public health, or educational programs is desirable.

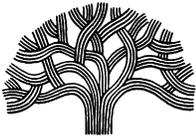
LICENSE OR CERTIFICATE

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

Depending on nature of assignment ~~Incumbent in this position~~ candidates who receive offers of employment will be required to submit fingerprints, ~~and~~ undergo a criminal record clearance, and have a physical examination including a TB screening.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	05/13/2004	CSB Resolution #:	44423
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	Salary Ordinance #:
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



CHILD-HEAD START EDUCATION COORDINATOR

DRAFT
9/22/17

Class Code: PP108 FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, ~~to~~ supervises and trains teaching personnel for the Head Start Program in compliance with federal and local regulations; develops curricula; ~~and to~~ provides educational resources to implement the educational objectives and performance standards for the Head Start program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Head Start Education Coordinator is a journey-level classification. The incumbent is responsible for the full range of duties associated with providing instructional tools and methodologies to Early Childhood Center Directors and Early Childhood Instructors in the Head Start Program. The incumbent also assists with preparation of the budget and recommends funds allocation for equipment and supplies. It is distinguished from the higher-level Head Start Supervisor, which has responsibility for an entire domain.

SUPERVISION RECEIVED AND EXERCISED

The incumbent ~~R~~receives general supervision from the Head Start Supervisor; ~~and E~~exercises direct supervision over the Home Based Early Head Start and Head Start Instructors.

Early Childhood Center Directors, Early Childhood Instructors, Permanent Part-time Teachers and other assigned staff.

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

Develop the annual education plan to carry out goals and objectives as determined by the Director and in accordance with the program requirements and needs assessment; meet with the policy council, parents and center staff to solicit feedback and viability of the plan.

Supervise, review and evaluate teaching staff.

Conduct site visits; monitor program progress to ensure program goals, objectives, health and safety standards are met; utilize a motor vehicle in the conduct of site visits.

Coordinate educational plan with other program components; meet with other coordinators to share information and coordinate efforts to implement performance standards.

Develop and continuously update all Head Start family files; maintain confidentiality of files; close and purge files of former Head Start families.

Facilitate and present workshops for instructors of children in the Head Start program; perform in-service training.

Identify and report child abuse cases; provide for supportive services in such cases.

Assist in the preparation of the budget; recommend allocation of funds for supplies and equipment.

Conduct needs assessments for education; assess equipment and supply needs.

Contact families regarding children's specific needs when a need is referred from education, health or nutrition staff; conduct parent conferences; contact the family and care-providers regarding unexplained or frequent absences.

Plan, develop, and participate in parent involvement programs with parents and teaching staff; coordinate parent meetings; ensure staff support of parent committee officers; solicit parent involvement in the classroom, with fund raising projects and other parent involvement programs.

Attend a variety of meetings, conferences, workshops, and training sessions mandated by federal or city regulations.

~~Perform related duties as assigned.~~

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard policies and procedures for health and social service agencies.
- State and Federal regulations on community action and social service programs.
- Program planning and implementation techniques.
- Teaching methods, terminology, and educational theory.
- Childcare licensing and child care food program regulations.
- Principles of personnel management including supervision, training, monitoring and evaluation of staff.
- Standard records management methods.
- Report writing and report generation.
- Public contact and community relations.

Ability to:

- Work with diverse populations including special needs families.
- Design and implement an education plan in accordance with federal regulations and program goals and objectives.
- Lead and facilitate training for staff and parent volunteers.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start performance standards; met critical deadlines.
- Write reports of a technical or evaluative nature.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE 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:

PP108 – HEAD START EDUCATION COORDINATOR

~~An Associate of Arts degree in public health, education, public administration or a related field from an accredited college or university~~
A Bachelor's or advanced degree from an accredited college or university in early childhood education ~~OR~~ a Bachelor's or advanced degree and equivalent coursework in early childhood education
~~achelor's degree is desirable.~~

Experience:

Two years of progressively responsible work experience in early education teaching.
~~working in social service, public health, or educational programs.~~

LICENSE OR CERTIFICATE

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective 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 or transport equipment in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

Depending on nature of assignment candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB (tuberculosis) screening.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 10/27/1995 CSB Resolution #: 44346 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

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

(Previous title(s): Child Education Coordinator)



CITY OF OAKLAND

MEMORANDUM

DATE: October 19, 2017

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of Revised Classification Specification for Latent Print Examiner II

Based upon a classification review at the request of the Oakland Police Department, staff has proposed revisions to the **Latent Print Examiner II** classification specification.

The proposed revisions mirror the changes as conveyed to the union on the job posting from June 2017. These updates will more accurately represent the assigned work and communicate the knowledge, skills and abilities that are required to successfully perform the job.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specifications revisions. City staff and union representatives communicated via email in June and July 2017. At a meeting on September 22, 2017, the union confirmed that they have no objections to the proposed revisions.

The Port does not operate any latent prints programs so classifications specifically designed for that program have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Latent Print Examiner II** classification specification.

Attachments: Revised draft Latent Print Examiner II classification specification.



LATENT PRINT EXAMINER II

Class Code: PS187 FTE

Civil Service Classified

DEFINITION

Under direction in the Oakland Police Department, performs the ~~identification,~~ development, ~~analysis, and comparison, evaluation, and verification~~ of ~~known records and~~ latent print evidence ~~from items found at crime scenes or submitted to the laboratory for examination/comparison;~~ documents the collection and comparison of evidence via standard documentation, photographic/digital imaging or other methods; writes reports based on the processing of prints; operates latent print and 10-print systems associated with automated fingerprint ~~and palm print~~ identification systems; testifies in court; trains and mentors Latent Print Examiner I ~~and Forensic Technician staff~~; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, non-sworn professional classification in the Latent Print series. Incumbents are responsible for conducting fully independent latent print casework, automated latent print searches, ~~assisting at responding to~~ crime scenes, all aspects of documentation, and testifying in court as an expert witness. This class differs from Latent Print Examiner I in that incumbents of the latter perform less independent casework while working on less complex assignments. The Latent Print Examiner II performs more complex duties and trains/mentors the Latent Print Examiner I.

The incumbent receives general supervision from a Latent Print Examiner III or a Criminalist III and may receive direction from a Criminalist II. The incumbent may provide lead direction to Latent Print Examiner I.

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

~~Compare-Analyze known and~~ latent fingerprints for ~~identification-comparison~~ purposes.

Operate all computers and computer-related equipment associated with automated fingerprint identification systems.

~~Perform d~~Development of latent prints on objects using a variety of ~~physical,~~ chemical and/or ~~powder-optical~~ methods.

Collect, ~~develop and compare~~ latent fingerprints or other impression evidence found at crime scenes or submitted to the laboratory.

~~Maintain accurate observations regarding examinations and generate comprehensive Prepare field and laboratory notes and~~ analytical reports ~~regarding findings~~; maintain all necessary laboratory records.

~~Present fair and impartial testimony concerning findings, as established by laboratory analyses and interpret findings Testify in legal proceedings~~ regarding all aspects of assigned duties.

~~Conduct administrative and technical r~~Review of casework from colleagues.

Respond to and search for evidence at crime scenes that may contain certain hazards; document

all work performed at scenes and issue subsequent reports.

Utilize ~~all available a variety methods~~ of photographic and/or digital ~~documentation preservation methods~~.

~~Assist with the~~ Provide technical training, guidance, and advice to less experienced laboratory personnel of new examiners and other law-enforcement or other users of laboratory personnel services.

Maintain laboratory equipment, instruments, supplies, and work areas.

Maintain chain of custody and integrity of evidence under his/her control.

~~Roll prints~~ Obtain friction ridge skin impressions from both living and deceased subjects.

~~Complete evidence photo tags and fingerprint cards.~~

Handle loaded firearms and/or ammunition safely.

Operate a motor vehicle in the performance of assigned duties.

May be subject to extended or additional work hours for crime scene duties or other time sensitive work.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Fingerprint classification systems and theories, principles and scientific basis for fingerprint ~~identification comparisons~~.
- ~~Processes for the development of~~ Latent prints development techniques for ~~from surfaces and objects in the~~ field and laboratory settings.
- Automated fingerprint identification systems.
- Correct English usage, spelling, punctuation, grammar, note-taking and report-writing.
- ~~Cameras or other devices to document findings~~ Photography and other preservation methods.
- Safe work practices in a laboratory setting and at crime scenes.
- The criminal justice system.
- Computer systems and software applications.

Ability to:

- Recognize and distinguish patterns that are ~~necessary~~ relied upon for latent print comparison processes.
- Accurately cCompare known and latent prints for ~~identification comparison~~ purposes.
- Select and uUtilize appropriate ~~methodology methods and sequences~~ for developing latent fingerprints.
- Locate, develop, and preserve ~~collect and develop~~ latent fingerprints or other impression evidence at crime scenes and in a laboratory setting.
- Prepare and maintain all necessary laboratory records and technical reports.
- Prepare and analyze complex reports of a general and technical nature.
- Provide expert testimony and prepare suitable court exhibits.
- Maintain and make minor adjustments and repairs to equipment routinely utilized.
- Attend autopsies for further crime scene processing.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Communicate effectively orally and in writing.
- Follow oral and written directions.
- Work effectively in a highly structured, rank-organized environment.
- Operate a motor vehicle in the performance of duties.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's Degree from an accredited college or university in a related field including some college science courses.

Experience:

Three years of progressively responsible experience in latent print comparison and identification including at least two years conducting independent latent print comparison and identification casework.

Note:

Other acceptable combinations of education and experience are: (1) Associate Degree in a related field with some college science courses and six years of experience in latent print comparison and identification, five years of which must have been spent conducting independent latent print comparison and identification casework or (2) High School Diploma or G.E.D. and seven years of experience in latent print comparison and identification and related matters, six years of which must have been spent conducting independent latent print comparison and identification casework.

LICENSE OR CERTIFICATE

Possession of a current Latent Print Examiner Certification from the International Association for Identification (IAI) is required; must recertify as necessary.

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

OTHER REQUIREMENTS

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

Must pass a pattern-recognition examination.

Must pass a thorough background investigation.

FLEXIBLE STAFFING

Incumbents in the Latent Print Examiner I classification are eligible to promote to the Latent Print Examiner II classification in accordance with established City policy related to flexible staffing.



DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 1/04/2007 CSB Resolution #: 44479 Salary Ordinance #:
Exempted: Y N Exemption Resolution #:

Revision Date: 4/14/2011 CSB Resolution #: 44390
Revision Date: 5/09/2013 CSB Resolution #: 44626
Re-titled Date: n/a CSB Resolution #: Salary Ordinance #:

(Previous title(s): n/a)



MEMORANDUM

DATE: October 19, 2017

TO: The Honorable Civil Service Board

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

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of two (2) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Weindorf, Christi	Librarian I	Library	November 28, 2017 – May 28, 2017	CSR 8.07 (c)(iii) Personal Business
Ramirez, Estela	Office Assistant II	Planning & Building	September 21, 2017 – November 21, 2017	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Christi Weindorf Employee's ID 22975 Today's Date 7/26/17

Department/Division Library Employee Job Title Librarian I

I Request: 129 Days Hours From Nov 28, 2017 To May 28, 2018
No. of Days or Hours Select Days or Hours

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

Christi Weindorf 7/26/2017
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 9/27/17
 Department Head Approval Date

 City Manager Approval Date

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

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

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 Estela Ramirez Employee's ID 23036 Today's Date 9/21/17

Department/Division Planning and Building Employee Job Title Office Assistant II

Request: 60 Days Hours From 9/21/17 To 11/21/17
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)

RECEIVED DEPT OF HUMAN RESOURCES MANAGEMENT 17 SEP 27 AM 10:03

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.

[Signature] 9/21/2017
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 9/26/2017
 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.

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



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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 (Arrived 5:42); Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:36); Jeffrey Levin (Arrived 5:37); Beverly A. Williams

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

Board member Jeff Levin commented during open forum regarding item 4a from the August 17, 2017 Civil Service Board meeting agenda, "Informational Report Regarding the Exemption of Classifications from Civil Service." He commented that the report focused on the needs of Oakland City management to have the flexibility to dismiss exempt employees "at will," but neglected to acknowledge that it also means that the hiring process does not include a test for fitness and thereby may not always serve the needs and interests of the residents of Oakland.

2) CONSENT CALENDAR:

- a) Ratification of Provisional Appointment
 - Public Information Officer II

44866 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the Ratification of Provisional Appointment. The motion passed unanimously.

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

- b) Approval of Revised Classification Specifications
- Aviation Supervising Properties Representative (Port)
 - Senior Surveying and Mapping Technician (Port)

44867 A motion was made by Board Member Levin and seconded by Board Member Hudson-Harmon to approve the revision of the class specification for Aviation Supervising Properties Representative; and to pull and reschedule to the next agenda the revision of Senior Surveying Mapping Technician with a report providing an analysis of the comparability to the City of Oakland specification “Senior Survey Technician,” as part of the common class analysis currently underway. The motion passed unanimously.

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

- c) Approval of Employee Requests for Leave of Absence

44868 A motion was made by Board Member Levin and seconded by Board Member Jones to grant the leave of absence for 120 days, the duration of the provisional appointment, with the stipulation that the employee could request without prejudice an additional Leave of Absence at the end of the 120 days should the circumstances support it. The motion passed unanimously.

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

3) OLD BUSINESS:

- a) Approval August 17, 2017 Civil Service Board Meeting Minutes

44869 A motion was made by Board Member Johnson and seconded by Board Member Levin to amend the August 17th meeting minutes to remove the votes of Chairperson Gourdine and Board Member Levin, both who were absent at last month’s meeting; and to approve the minutes as amended. The motion passed.

Note: Board Member Levin requested that the Civil Service Board website “Meeting Minutes” section be updated with the approved meeting minutes for each month.

Votes: Board Member Ayes: 5 – Jones, Baranco, Hudson-Harmon, Johnson, Williams
Board Member Noes: None
Board Member Abstentions: 2 (Gourdine, Levin)

Board Members Absent: None

- b) Determination of Schedule of Outstanding Board Items
a) Port of Oakland Report on the Use of Temporary Employees

Report received and more information requested for the following meeting.

Note: Chairperson Gourdine and Board Member Levin requested more information regarding the Port's use of temporary employees, specifically, statistical information showing that the Port is following a Civil Service process in its usage of temp employees, including the hiring process and statistical information on temp employees who are not covered by Local SEIU.

- 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) Request for Appointing of Hearing Officer for Civil Service Board Appeal of Probationary Release – OFD-2007-AP01

44870 A motion was made by Board Member Levin and seconded by Board Member Johnson to grant the request to refer the appeal to an external Hearing Officer, and asking that future requests include a cover memo confirming independent verification by HR staff that the representatives for both sides of the appeal agree to the referral. The motion passed unanimously.

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

- b) Approval of Revised Classification Specifications (Non-Consent)
- Police Property Specialist
 - Veterinary Technician

Note: Kip Walsh commented that the Union requested that both non-consent items be withdrawn from the agenda pending a discussion scheduled for October 6, 2017. The items will be presented at a future meeting. There were no objections; the items are withdrawn.

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



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – October 19, 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	Hearing date with external officer scheduled for October 16, 2017
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 – Request granted
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
September 21, 2017	Report detailing the Port's use of Temporary Employees – The Board Requested more information regarding the Port's use of temp employees.	Port HR Director	Report to Board at November meeting
September 21, 2017	The Board requested that the revision of the class spec, Senior Surveying Mapping Technician, be pulled and rescheduled to October's meeting to include a report providing an analysis of the comparability to the City of Oakland specification.	Port HR Director	Report to Board at November meeting



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – October 19, 2017**

3. CLOSED

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

STAFF REPORT

DATE: October 19, 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 September 21, 2017 meeting that referenced data as of September 12, 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 October 08, 2017, there are a total of seventy (70) employees in the TCSE (21), TCSE/Annuitant (36), and ELDE (13) categories. Two (2) assignments were closed, and thirteen (13) new assignments were added. Of the total, four (4) are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: October 19, 2017

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STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total seventy (70) temporary assignments, we are reporting four (4) in this period as out of compliance with Rule 5.06.

- Four (4) 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 October 8, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of October 8, 2017

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
CLOSED THIS PERIOD (2)								
PLANNING & BUILDING	McGowan	Patricia	84111 - Admin: Planning, Building & Neighborhood Preservation	8/15/2016	ELDE	Dept filled permanent position.	CLOSED	
INFORMATION TECHNOLOGY	Cox	Amber	46461 - Project Coordination	11/21/2016	ELDE	Employee released from assignment.	SEPARATED	
NEW THIS PERIOD (13)								
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Datta	Shantanu	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Krishnamurthi	Niranjan	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Horton	Scott	02111 - Communications Unit	10/2/2017	TCSE	Temporary assignment to support for City Administrator's communications team	COMPLIANT	
CITY ATTORNEY	Johnson	Kenneth	04311 - City Attorney Advisory	9/27/2017	ELDE	Temporary, time sensitive project assistance in the Real Estate & Redevelopment Unit	COMPLIANT	
DEPARTMENT OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE	Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT	
FIRE	Fontaine	Annette	20241 - Fire Communications Unit	9/5/2017	Annuitant	Exempt position; temp assignment pending recruitment	COMPLIANT	
FIRE	Fairley	Helen	20251 - Fire Communications Unit	9/18/2017	Annuitant	Temporary Senior Dispatcher; recruitment underway; est. completion 11/10/17	COMPLIANT	
HUMAN SERVICES	Hernandez	Thea	78231 - Head Start Program	9/25/2017	ELDE	Pending Salary Ordinance amendment; December 2017	COMPLIANT	
INFORMATION TECHNOLOGY	Sharma	Saurabh	46111 - Information Technology Department	10/9/2017	TCSE	Temporary project management of the implementation of Oracle EBS/R12 Phase II and other projects	COMPLIANT	
POLICE	Wong	Scott	106610 - Background & Recruiting	9/11/2017	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
COMPLIANT (53)								
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	Filling in for Council staff out on leave	COMPLIANT	
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Spec under revision for Marketing Program Coordinator series; duties not yet fully defined.	COMPLIANT	
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary project 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	

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

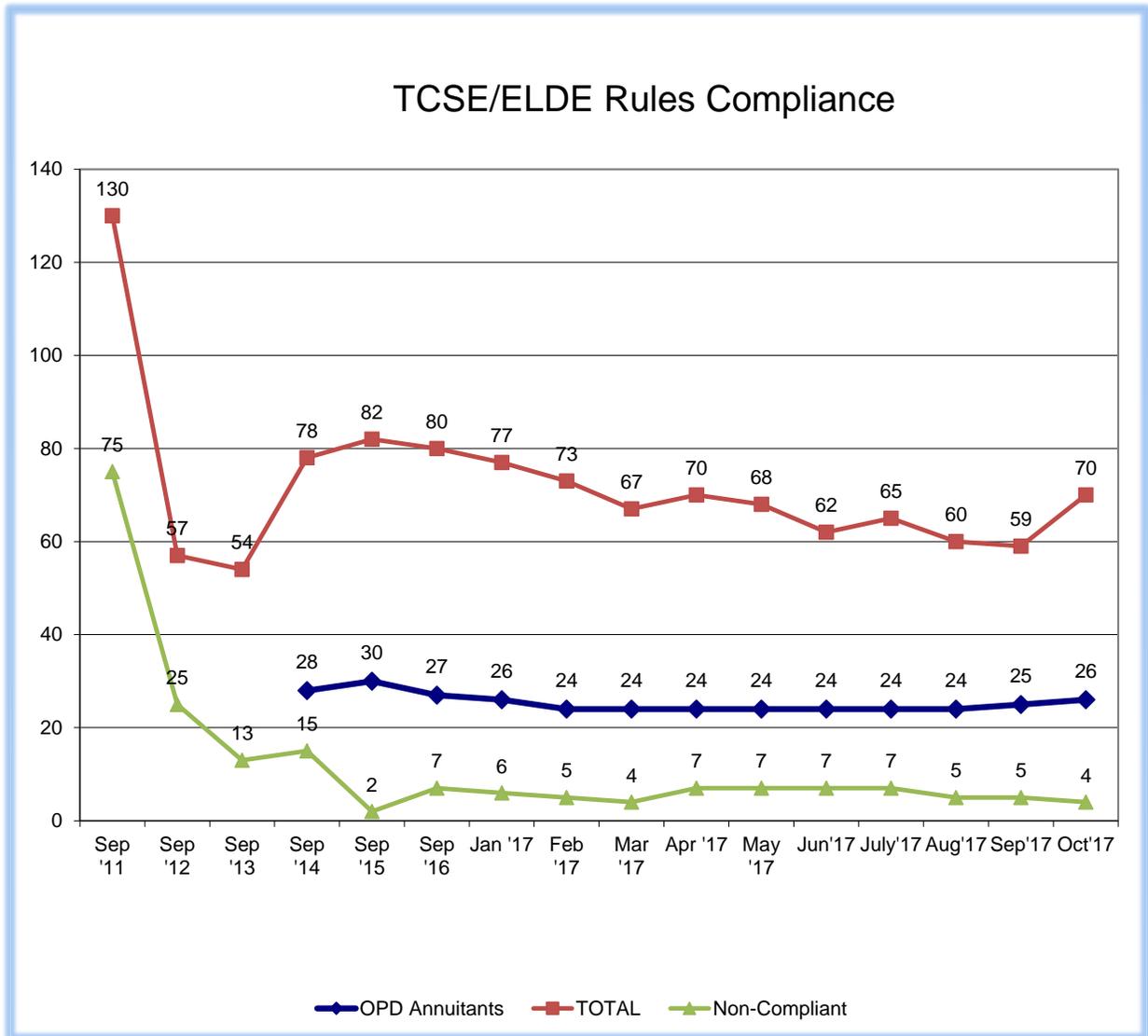
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
FINANCE	Lecky	Hassan	08243 - Purchasing	6/5/2017	TCSE	Temporary assignment - recruitment process initiated	COMPLIANT	
FINANCE	Nguyen	Frank	08211 - Accounting Administration Unit	5/30/2017	TCSE	Temporary assignment to implement new Oracle 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	
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	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	PT Food Program Coordinator; intermittent, pending creation of PT class	COMPLIANT	
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	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	Time-limited project; temp assistance with backlog of telecommunication cases	COMPLIANT	
PLANNING & BUILDING	Poon	Sammi	84421 - Engineering: Permit Center	2/14/2017	TCSE	Time-limited project; temp assistance with backlog of permits	COMPLIANT	
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	Annuitant	Time-limited project; temp assistance with backlog of permits	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	Time-limited project; temp assistance with backlog of inspections	COMPLIANT	
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Spec under development for Courier classification; duties not yet fully defined.	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	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE	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	

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Notes
POLICE	Fisher	James	106610 - Background & Recruiting	10/12/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Pressnell	Edward	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT	
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Christmas	Ernest	106610 - Background & Recruiting	9/23/2013	Annuitant	Per MOU Agreement; Annuitant supporting OPD backgrounding.	COMPLIANT	
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 Call Center reorg.	COMPLIANT	
PUBLIC WORKS	Winston	Cotys	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending Call Center reorg.	COMPLIANT	
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	Annuitant	Temporary backfill of hard-to-fill vacancy.	COMPLIANT	
PUBLIC WORKS	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	Annuitant	Temporary backfill of hard-to-fill vacancy.	COMPLIANT	
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	Time-limited project; temp assistance with backlog of accounting tasks	COMPLIANT	

NON-COMPLIANT (4)

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.





CITY OF OAKLAND

MEMORANDUM

DATE: October 19, 2017

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of New Classification Specifications for the Head Start Program

Based upon a classification review at the request of the Human Services Department, staff has proposed the creation of four new classifications:

- **Head Start School Readiness Coordinator;**
- **Head Start Coach Coordinator;**
- **Head Start Mental Health & Disabilities Coordinator; and**
- **Head Start Family & Community Engagement Coordinator**

Last year, the Head Start Program was subject to a re-competition process for its grant award. As a result, the entire program had to be re-envisioned and substantial changes were incorporated as part of the grant proposal and basis for subsequent grant award. In light of changes at the Federal level regarding service delivery, fewer children will now be served as the program switched from half-day, double sessions to full-day sessions. Further, to comply with revisions to the Head Start Program Performance Standards (HSPPS), many of the existing content areas and coordinator roles were either consolidated or discontinued as the program had to adapt to and account for new areas of emphasis.

In response to the changes described above, the City of Oakland is establishing four new classifications. The primary duties of the positions are as follows (taken from the “Definition” section of the specifications):

Head Start School Readiness Coordinator

Under direction of the program supervisor in the Human Services Department, the School Readiness Coordinator (SRC) is responsible for supporting Early Childhood Center Directors in their role as supervisors of teaching staff in the classrooms. Working closely with the Head Start Education Coordinator, the SRC ensures that an intentional plan of operations is established at each site to achieve the program’s goals and objectives. The SRC ensures that each site is well-managed, that staffing needs are met, and that individualized plans for children’s development are based on observations and assessment of data to plan outcomes based on the goals and objectives of the School Readiness plan. The SRC performs related duties as assigned.

Head Start Coach Coordinator

Under direction in the Human Services Department, coaches and supports Early Childhood Center Directors and teaching staff in the Head Start/Early Head Start (HS/EHS) Program classrooms to increase the quality of teaching and child outcomes related to the program’s school readiness goals, including mentor coaching; presents supportive and non-judgmental feedback using a consistent,

CIVIL SERVICE BOARD

Subject: Head Start Coordinator Classification Specifications

Date: October 19, 2017

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systematic, and guided approach; engages teachers and promotes high-quality school readiness skills and family engagement; develops procedures and oversees implementation; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

Head Start Mental Health & Disabilities Coordinator

Under direction in the Human Services Department, supports a program-wide culture that promotes children's mental health, social and emotional well-being; plans, develops, oversees and coordinates disabilities and mental health services for the Head Start programs; recruits, enrolls and arranges for delivery of services for children with special needs; and performs related duties as assigned.

Head Start Family & Community Engagement Coordinator

Under direction in the Human Services Department, plans, develops, oversees and coordinates family services for the Head Start/Early Head Start program, including coordination with program managers and other coordinators to design plans for inclusion of parents in all aspects of the program; assists with the design of plans for program governance, child development and education, health and nutrition, and community advocacy; assists in the development of agreements with a variety of agencies to assure access and increased quality of services for Head Start families; participates in agency planning processes to translate planning decisions into workable implementation for recruitment and enrollment, family service plans and other activities that support quality services for families; and performs related duties as assigned.

The new specifications will be used to conduct recruitments and to define the work of the positions as they are filled.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specifications. City staff and union representatives met on several occasions to discuss the classifications. At the last follow-up meetings on September 22 and 25, 2017, the union confirmed that they have no objections to the proposed new classifications.

Staff is developing an amendment to the Salary Ordinance to add the new classifications to the City's Salary Schedule, tentatively scheduled to be presented to the Finance and Management Committee on November 14, 2017, with two readings scheduled for City Council in November and December 2017.

Additionally, the Port does not operate any social services programs so classifications specifically designed for children's services have no corresponding classification at the Port.

Staff recommends that the Civil Service Board approve the classification specifications as proposed for the following classifications:

- Head Start School Readiness Coordinator;
- Head Start Coach Coordinator;
- Head Start Mental Health & Disabilities Coordinator; and
- Head Start Family & Community Engagement Coordinator.

CIVIL SERVICE BOARD

Subject: Head Start Coordinator Classification Specifications

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Attachments: New classification specifications for Head Start School Readiness Coordinator; Head Start Coach Coordinator; Head Start Mental Health & Disabilities Coordinator; and Head Start Family & Community Engagement Coordinator.



HEAD START SCHOOL READINESS COORDINATOR

DRAFT
9/21/17

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, is responsible for supporting Center Directors in their role as supervisors of teaching staff in the classrooms. Working closely with the Education Coordinator, ensures that an intentional plan of operations is established at each site to achieve the program's goals and objectives; ensures that each site is well managed; that staffing needs are met, and that individualized plans are based on observations and assessment of data to plan outcomes based on the goals and objectives of the School Readiness plan; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Head Start School Readiness Coordinator is a coordinator level in the HS/EHS program that is responsible for supporting Center Directors in ensuring program goals and objectives at each site are met. It is distinguished from the higher-level Head Start Supervisor, which has responsibility for an entire domain.

The incumbent receives general supervision from Program Supervisor and supervises a group of Center Directors.

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

Provide onsite guidance at each assigned site on an ongoing basis and supervise all classroom practices (curriculum, room arrangement based on ITERS/ECRES, lesson plans, daily schedules, routines, and transitions, etc.)

Provide guidance and support to Center Directors on Head Start Performance Standards, State CDE regulations, Child Care Licensing regulations and City of Oakland Policies and Procedures, to ensure compliance with and implementation of all program requirements.

Support and provide guidance to Center Directors in their supervision and coaching of teachers to support and implement the adopted curriculum and other program expectations.

Ensure each supervised site implements planned, organized, and data-driven activities to support each child's individual learning, family engagement, and preparation for school.

Review and assess the program's content data for each assigned center prior to conducting on-site visits and provide feedback on results to support Center Directors' development of strategies to assist teachers in using data for individualizing services to children.

Work in collaboration with the School Readiness Coaches and Education Coordinator to ensure ongoing continuous improvement in the area of education (e.g., CLASS scores).

Analyze quarterly child outcomes reports for consideration by the School Readiness Leadership team

XXXXX - HEAD START SCHOOL READINESS COORDINATOR

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and share strategies adopted/implemented to address issues and identify progress.

Serve as first point of contact for any unusual incidents and CPS reporting, worker compensation injuries and ensure reporting practices are followed by Center Directors.

In coordination with Center Directors, Content Coordinators and supervisor, develop a plan for training, coaching and supporting teaching staff at each center to ensure a high quality program that meets or exceeds the requirements of funding agencies and the program's goals and objectives.

Develop monthly reports based on review and analysis of date.

Plan recruitment methods and procedures; assign and perform recruitment activities and enroll students in Head Start.

Present and facilitate workshops for parents and other care-providers of children in the Head Start program.

Develop and maintain Head Start family files in a confidential manner; close and purge files of former Head Start families.

Identify and report child abuse cases; provide for supportive services in such cases.

Assist in the preparation of the budget; recommend allocation of funds for resources needed.

Attend a variety of meetings, conferences, workshops, and training sessions.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- State and federal regulations on services to children and social service programs.
- Basic principles of program planning and implementation.
- Head Start Performance Standards, Child Care Licensing and USDA Child and Adult Care Food Program regulations.
- Standard records management methods.
- Public contact and community relations.
- Principles of training and development.

Ability to:

- Plan, organize, direct and evaluate Head Start and Early Head Start programs in accordance with federal and state regulations as well as program goals and objectives.
- Work with diverse populations including special needs families. Ensure Individualized Family Service Plans and Individual Education plans are in place before and during the enrollment of the child into the program.
- Coordinate functions and activities between departments and outside agencies to ensure compliance with timelines for mental health and disability performance standards on an on-going basis.
- Write reports of a technical or evaluative nature. Use all program data to inform program goals and provide high quality outcomes for all children.

- Communicate effectively orally and in writing.
- Establish and maintain effective work relationships with families, staff and contracted partners.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in early childhood education, special education, public health, psychology, or closely related field is required

Experience:

Two years of progressively responsible work experience in mental health, disability or public health including services to children, birth to 6 years of age.

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.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB (tuberculosis) screening.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
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(Previous title(s):)			

DRAFT 9/22/17



HEAD START COACH COORDINATOR

Class Code: XXXXX

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, coaches and supports Early Childhood Center Directors and teaching staff in the Head Start/Early Head Start (HS/EHS) Program classrooms to increase the quality of teaching and child outcomes related to the program's school readiness goals, including mentor coaching; presents supportive and non-judgmental feedback using a consistent, systematic, and guided approach; engages teachers and promotes high-quality school readiness skills and family engagement; develops procedures and oversees implementation; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is the coordinator level in the HS/EHS program that is responsible for coaching and supporting teaching staff in the classrooms. It is distinguished from the higher level Head Start Supervisor, which has responsibility for an entire domain. It is further distinguished from the lower level classification Early Childhood Center Director, which supervises the Head Start Instructors and Early Head Start Instructors in the classroom.

Incumbents receive general supervision from the Head Start Program Supervisor and may provide supervision to assigned professional, technical, and clerical staff.

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

Work with all units (program services, continuous improvement, and education) and contracted services programs (partners and delegate) to assist in the development, implementation and ongoing assessment of quality child development and education practices leading to school readiness outcomes for all children.

Mentor and coach Early Childhood Center Directors and teaching staff; develop strategies with Early Childhood Center Directors and other Coordinator staff to plan, organize, and deliver developmentally appropriate practices based on the individual and collective developmental abilities and potential of children; provide Early Childhood Center Directors with training and the capacity to foster coaching and mentoring relationships among teaching staff.

Assess education staff to identify strengths and areas needed for support, consistent with federally mandated classroom evaluation systems.

Observe interactions between Early Childhood Center Directors and teaching staff to assist in supporting the direction needed to successfully teach and implement the assigned curriculum and practices.

Provide and/or facilitate expert information, evidence-based practice techniques, guidance, material, and training for teaching staff.

XXXXX – HEAD START COACH COORDINATOR

Page 2

Coach teaching staff in developing a system, which offers parents opportunities for enhancing their skills as the first and most valuable educator for their children.

Provide support to center directors and teachers on the use of effective teaching practices that lead to high quality learning communities and an increase in CLASS scores.

Develop individual coaching plans with specific goals in identified areas for growth, which are based on classroom and teacher observations.

Review and assess coaching plans and progress with other coordinators and supervisory staff; propose improvements when indicated.

Document coaching plans, progress goals, and follow up with written reports on results.

Promote best practices in early childhood development based on Head Start Performance Standards, Head Start Birth to Five Early Learning Framework, Creative Curriculum, Environment Rating Scales (ECERS/ITERS), and other materials.

Use reflective practices and additional strategies including modeling to promote positive outcomes for teaching staff.

Provide training and workshops on relevant topics and/or plan strategies with Early Childhood Center Directors and other Coordinator staff based on monitoring and child outcomes data.

Assist in identifying program design and revision of program options based on family and community needs.

Assist with program budget preparation; recommend allocation of funds for necessary resources.

Identify and report child abuse cases; provide for supportive services in such cases.

Attend a variety of meetings, conferences, workshops, and training sessions.

Supervise, train and evaluate assigned staff.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard policies and procedures for health and social service agencies including federal and state regulations related to Head Start and California Child Care Licensing.
- Research-based, coordinated coaching strategies.
- Federally mandated classroom evaluation systems such as Classroom Assessment Scoring System (CLASS).
- Principles of coaching adults including training, modeling, assessment, observation and monitoring, and evaluation of staff.
- Methods of reflective coaching.
- Data and records management.
- Basic budget principles.
- Basic principles of program planning and implementation.
- Report writing and report generation.
- Public contact and community relations.
- Principles of personnel management including supervision, training, monitoring, and evaluation of staff.

XXXXX – HEAD START COACH COORDINATOR

Page 3

- Computer systems and related software applications, including automated systems and databases related to HS/EHS operations.

Ability to:

- Assess the performance of teaching staff regarding quality child development and education practices leading to school readiness outcomes for all children.
- Obtain reliable ratings in the federally mandated classroom evaluation systems such as Classroom Assessment Scoring System (CLASS).
- Implement research-based, coordinated coaching strategies.
- Perform program planning and carry out objectives.
- Work with diverse populations.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start Program Performance (HSPP) Standards; maintain compliance with program requirements.
- Write reports of a technical or evaluative nature, using available metrics and observation data to help inform program goals and provide high quality outcomes for all teaching staff in the area of classroom instruction and HSPP standards.
- Draft and revise operating procedures.
- Maintain confidential records.
- Assist with program budget planning.
- Train, mentor, and assess staff's adaptation to recommended changes.
- Train, supervise, and evaluate staff.
- Utilize computers and software applications, including automated systems and databases.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's Degree in early childhood education or closely related field.

Experience:

Two (2) years of progressively responsible coaching and mentoring work experience in the areas of adult learning and using assessment data to drive coaching strategies that align with program performance goals. Experience working in Head Start, Early Head Start or other early childhood programs is 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.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be **required** to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
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(Previous title(s):	_____)		



HEAD START MENTAL HEALTH AND DISABILITIES COORDINATOR

DRAFT
9/25/17

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, supports a program-wide culture that promotes children's mental health, social and emotional well-being; plans, develops, oversees and coordinates disabilities and mental health services for the Head Start programs; recruits, enrolls and arranges for delivery of services for children with special needs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Head Start Mental Health and Disabilities Coordinator is a coordinator level in the HS/EHS program that is responsible for disabilities and mental health services for children. It is distinguished from the higher level Head Start Supervisor, which has responsibility for an entire domain.

The incumbent receives general supervision from the Head Start Supervisor.

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

Develop and/or update policies and procedures for implementing the mental health and disabilities special needs program.

Ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA (the Individuals with Disabilities Education Act), and their families receive all applicable program services delivered in the least restrictive environment and that they fully participate in all program activities.

Organize support (with School Readiness, Education and other Coordinators) for: effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns.

Ensure any necessary modifications to the environment are made, including multiple and varied formats for instruction, individualized accommodations and supports as necessary for the full participation of children with disabilities.

Ensure contracts for mental health services provide for a schedule of sufficient and consistent frequency to support staff and families in a timely and effective manner.

Coordinate with the local agency responsible for implementing IDEA, the family, and other services partners, as appropriate, to ensure services are planned and delivered as required by their IFSP (Individualized Family Service Plan) or IEP (Individualized Education Plan) and that children are working towards the goals identified. Ensure elements of the IEP or IFSP not covered by the IDEA agency are provided by other agencies or related service providers.

Organize and coordinate the mental health and disability services effort to ensure: recruitment and

enrollment are appropriate to identify eligible children and families; screening, diagnosis and provisions of services occur as planned; coordination and monitoring of contractual and donated services occur. Ensure procedures require parental consent for mental health consultation services at enrollment.

Build community partnerships and develop written agreements to facilitate access to additional mental health resources and services.

Consult regularly with parents and staff on progress of the mental health and disabilities program and the individual children enrolled in the program; counsel parents of special needs children; provide referrals for additional services; meet monthly with the Multi-Disciplinary Team and consultants to review issues, resolve problems and establish ongoing assessment of services.

Determine training and technical assistance needs (with Center Directors and School Readiness Coordinators) of program staff relative to children's special needs and disabilities.

Ensure the individual health records of all children with special needs are entered and maintained in agency data bases; review, evaluate and interpret records in coordination with program management team and staff. Develop monthly reports based on review and analysis of date.

Plan recruitment methods and procedures; assign and perform recruitment activities and enroll students in Head Start.

Present and facilitate workshops for parents and other care-providers of children in the Head Start program.

Develop and maintain Head Start family files in a confidential manner; close and purge files of former Head Start families.

Identify and report child abuse cases; provide for supportive services in such cases.

Assist in the preparation of the budget; recommend allocation of funds for resources needed.

Attend a variety of meetings, conferences, workshops, and training sessions.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- State and federal regulations for services to children with disabilities and social service programs.
- Basic principles of program planning and implementation.
- Head Start Performance Standards, Child Care Licensing and USDA Child and Adult Care Food Program regulations.
- Standard records management methods.
- Public outreach strategies and community relations.
- Principles of training and development.

Ability to:

- Plan, organize, direct and evaluate a mental health and disability program in accordance with federal and state regulations as well as program goals and objectives.
- Assess mental health and disability needs of children; ensure facilitation of mental health and

disability consultants to meet the individual needs of the children.

- Work with diverse populations including special needs families. Ensure Individualized Family Service Plans and Individual Education plans are in place before and during the enrollment of the child into the program.
- Coordinate functions and activities between departments and outside agencies to ensure compliance with mental health and disability performance standards timelines are met on an on-going basis.
- Write reports of a technical or evaluative nature. Use mental health and disability data to inform program goals and provide high quality outcomes for all children in the area of mental health and disability.
- Communicate effectively orally and in writing.
- Establish and maintain effective work relationships with families, staff and contracted partners.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in Special Education, Public Health, Psychology, or closely related field is required.

Experience:

Two years of progressively responsible work experience in mental health, disability or public health, including services to children 0 - 6 years of age.

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.

OTHER REQUIREMENTS

Depending on nature of assignment candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

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XXXXX - Head Start Mental Health and Disabilities Coordinator

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HEAD START FAMILY & COMMUNITY ENGAGEMENT PROGRAM COORDINATOR

DRAFT
9/25/17

Class Code: XXXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, plans, develops, oversees and coordinates family services for the Head Start/Early Head Start program, including coordination with program managers and other coordinators to design plans for inclusion of parents in all aspects of the program; assists with the design of plans for program governance, child development and education, health and nutrition, and community advocacy; assists in the development of agreements with a variety of agencies to assure access and increased quality of services for Head Start families; participates in agency planning processes to translate planning decisions into workable implementation for recruitment and enrollment, family service plans and other activities that support quality services for families; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Head Start Family & Community Engagement Program Coordinator is a coordinator level in the HS/EHS program that is responsible for coordinating family services for the Head Start/Early Head Start program. It is distinguished from the higher-level Head Start Supervisor, which has responsibility for an entire domain.

The incumbent receives general supervision from the Head Start Supervisor and exercises direct supervision over Family Advocates.

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

Develops the philosophical approach to serving families of children to be enrolled in the Head Start program. Assures each content area is an integral part of the comprehensive approach.

Plans and organizes the family services content for Head Start and Early Head Start that describes the core responsibilities of staff in the development of family partnership processes and agreements.

Provides advice and guidance to all content experts in designing processes for involvement of parents in each program content area.

Designs the integration of services and support for families in Head Start and Early Head Start that ensures their maximum involvement in the development and education of their children.

Proposes the structure for community partnership agreements for all content areas for development of agreements that support and enhance services to children and families.

Establishes and maintains partnerships with a variety of community services agencies that provide family services to facilitate access to additional resources to address identified family needs.

Participates in agency self-assessment and conducts program-wide monitoring of assigned areas and procedures.

Collaborates with enrollment and recruitment coordinator to propose procedures for ERSEA (Enrollment, Recruitment, Selection, Eligibility, and Attendance). Identify processes to support program partners and delegate agency/agencies to ensure targeted populations are recruited and enrolled and that assigned staff are responsible to program partner needs.

Provide training for Head Start staff on requirements for serving families and utilizing established community partnerships.

Ensure data system is used to track and follow up on all assigned program areas, and support staff required to meet established time frames for service delivery and completion.

Design policies and procedures for parent committees in coordination with staff designing Policy Council (PC) procedures to integrate procedures for selection of PC representatives; procedures ensure that Parent Committees have access to information about a variety of activities and resources to address parent and family needs.

Provide support to staff addressing crisis and trauma issues with families including the use of existing partnerships or identifying new partners to respond to family issues.

Assist in the preparation of the budget, recommend funds for resources that support family services.

Attend a variety of meetings, conferences and training sessions and use the information to recommend program quality improvements.

Monitor family support services for the grantee, delegate and partners.

Supervise, train and evaluate Family Advocates.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard policies and procedures for services to families and social service agencies in the community; state and federal regulations, social service programs, and child care licensing.
- Principles of personnel management including supervision, training, evaluation and monitoring of staff performance.
- Methods of recruitment; interviewing and evaluation techniques, standard records management; technical report writing and report generation.
- Basic principles of program planning and implementation.
- Public outreach strategies and community relations.
- Data entry, aggregation and analysis.

Ability to:

- Work with diverse populations including special needs families.
- Design and implement service plans.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start Performance Standards.
- Work collaboratively with peers, subordinates and supervisors.

- Write reports of a technical or evaluative nature.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

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

Education:

A Bachelor’s degree from an accredited college or university in social work, psychology, human development or closely related field.

Experience:

Two years of progressively responsible work experience in social service, public health, or educational programs.

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.

OTHER REQUIREMENTS

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STAFF REPORT

DATE: October 19, 2017
TO: THE HONORABLE CIVIL SERVICE BOARD
FROM: Jaime Pritchett, Principal Human Resource Analyst
THROUGH: Ian Appleyard, Director of Human Resources Management
SUBJECT: Quarterly Update Regarding Pending Classification Studies Pursuant to Rule 3.04(f) of the Personnel Manual (Civil Service Rules)

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a supplemental report in August (for quarter end June 30, 2017). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending September 30, 2017. During this reporting period, zero (0) studies were completed, zero (0) studies were canceled, and zero (0) new studies were received. There are currently thirteen (13) active classification studies.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2017, showing a total of ninety-six (96) classifications: during this reporting period there were five (5) classification revisions or creations completed and approved by the Civil Service Board and one classification revision was canceled; there are seven (7) classifications being advanced by HRM to the Board for the October 19, 2017, meeting; an additional fourteen (14) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-three (53) classification specification reviews assigned and under review by analysts; and there are an additional sixteen (16) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	6
Scheduled to CSB for Approval	7
Under Review for Scheduling of Meet & Confer with Representative Union	14
Assigned to Analyst for Review	53
Pending for Assignment	16
TOTAL	96

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: October 19, 2017

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

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

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