

DEPARTMENTAL
GENERAL
ORDER
D-6

Rev.
16 Jun 98

Index as:
Representation Units
Union Representation
Units

REPRESENTATION UNITS

The purpose of this order is to set forth sworn and civilian positions in the Department by personnel relations units, to state whether or not each unit is represented or unrepresented, and to indicate where members and employees may find records of their benefits.

I. UNREPRESENTED SWORN UNIT Unit N (Management)

Director of Police Services
(Chief of Police)

II. REPRESENTED SWORN UNITS Represented by OPOA

Unit P (Police)
Police Officer
Sergeant
Lieutenant

Captain
Deputy Chief

Unit T (Trainee)

Police Officer Trainee

III. REPRESENTED CIVILIAN UNITS

Represented by United Public Employees Local 790

Unit B (Crafts)

Jail Cook	Jail Utility Worker
Jail Cook's Assistant	

Unit C (Field and Operations)

Animal Control Officer	Police Property Specialist
Correctional Officer	Police Services Technician I
Crossing Guard (PPT)	Police Services Technician II
Police Communications Dispatcher	Ranger
Police Evidence Technician	Storekeeper

Unit D (Office and Technical)

Account Clerk II	Office Assistant II
Accountant I	Police Records Specialist
Administrative Assistant I	Reproduction Offset Operator
Criminalist, Assistant	

Unit I (Part-Time)

Criminalist Aide (PT)*	Ranger (PT)
Crossing Guard (PT)	

* Budgeted as Police Cadets until a new classification is established.

Represented by Professional & Technical Engineers Local 21

Unit W (Professional and Technical)

Administrative Analyst I Coordinator	Neighborhood Services
Administrative Analyst II	Police Drug Abatement Program Coordinator
Administrative Assistant II	Technical Communications Specialist
Criminalist II	

IV. UNREPRESENTED CIVILIAN UNITS

Unit G (Part-Time)

Police Cadet (PT)	Student Trainee
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Unit H (Supervisory)

Accountant III	Police Identification Unit
Account Clerk III	Supervisor
Animal Control & Shelter Manager	Police Personnel Operations
Cook III	Specialist
Criminalist III	Police Records Supervisor
Jailer III	Reprographics Shop Supervisor
Police Communications Supervisor	

Unit M (Management)

Administrative Services Manager I	Manager, Crime Laboratory
Agency Administrative Manager	Manager, Information Systems
Executive Assistant	Manager, Police Records
Management Assistant	

V. RECORD OF BENEFITS

- A. Agreements negotiated between the City and the Oakland Police Officers Association are set forth in a Memorandum of Understanding, which is distributed to each member in Units P and T.

NOTE: Clarification of Police Officer Trainee benefits can be obtained from the Personnel Section commander.

- B. Agreements negotiated between the City and Local 790 are set forth in a Memorandum of Understanding, which is distributed to each employee in Units B, C, D, and I.
- C. Agreements negotiated between the City and Local 21 are set forth in a Memorandum of Understanding, which is distributed to each employee in Unit W.

- D. Information regarding unrepresented personnel is set forth in City Administrative Instructions and Administrative Bulletins.
1. The benefits of employees in Units H and M are set forth in a Management Benefits Handbook, which is distributed to each person in these units.
 2. Pursuant to City Administrative Instruction No. 501, "Procedure for Determining the Salaries and Benefits of Unrepresented Employees," the Chief of Police will conduct salary negotiations for all unrepresented classifications as requested by the unrepresented employees.
- E. Copies of the above documents shall be maintained by the Personnel and Training Division, the Planning and Fiscal Division, and the offices of the deputy chiefs.

By order of