CITY OF OAKLAND

CIVIL SERVICE BOARD MEETING AGENDA-AMENDED 9-2-2011

Date: September 8, 2011

OPEN SESSION- 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

BOARD MEMBERS: **Chairperson, Wendall Mitchell; Vice-Chairperson, Winnie Anderson; Judith Bodenhausen; Dee Dee Brantley; Alex Drexel; Michelle Hatchell; Michael Siegel**

STAFF TO THE BOARD: **Andrea R. Gourdine, Director of Human Resources Management/Secretary to the Board; Tracy Chriss, Deputy City Attorney; Kip Walsh, Human Resources Manager/Staff to the Board; Kenneth Tramiel, Human Resources Technician/Staff to the Board**

OPEN SESSION AGENDA

ROLL CALL

1) CONSENT CALENDER ACTION

a) Approval of Classification Specification: Tax Auditor III

b) Approval of Classification Specifications: Treasury Analyst I; Treasury Analyst II; Treasury Analyst III (Formerly Treasury Analyst)

c) Approval of Classification Specification: Firefighter Paramedic

d) Approval of Classification Specification: Deputy Chief of Police

2) OLD BUSINESS:

a) Approval of August 11, 2011 Civil Service Board Meeting Minutes ACTION

b) Civil Service Board Meeting Date for November 2011 ACTION

c) Determination of Schedule of Outstanding Board Items ACTION
- Civil Service Board Appeals & Hearings Calendar

3) NEW BUSINESS:

a) Report of Temporary Employees (TCSE/ELDE) to Civil Service Board ACTION

b) Discussion to determine if the Civil Service Board will refer the Appeal of Probationary Release of Communications Dispatcher, Allen McFarland, to an outside hearing officer ACTION

c) Discussion to determine if the Civil Service Board will refer the Appeal of Medical Separation of Construction Inspector, Paul Crum, to an outside hearing officer — ACTION

d) Discussion to determine the Board's jurisdiction in the Appeal of Discipline of Firefighter, Ronald Curtis — ACTION

e) Director's Report: Update of Port Issues — ACTION

OPEN FORUM: 3 minutes

ADJOURNMENT

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call the Civil Service Board staff at (510) 238-3412 or TDD (510) 238-3254 at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who experience chemical sensitivities may attend.

CITY OF OAKLAND
Memorandum

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
Andrea R. Gourdine, Director

DATE:	September 8, 2011
TO:	The Honorable Civil Service Board
THROUGH:	Andrea R. Gourdine, Director Department of Human Resources Management
THROUGH:	Kip Walsh, Human Resources Manager
FROM:	Alicia Gonzales, Human Resource Analyst
SUBJECT:	Civil Service Approval of Classification Specification

Based upon a classification review requested by the Finance & Management Agency, the Department of Human Resources Management (DHRM) has proposed that a classification specification be created for the existing **Tax Auditor III** classification.

> **Tax Auditor III** – There is no approved class spec on file for this classification. It was determined that a class specification should be drafted to: (1) enable the department to encompass higher level auditing duties and special audits such as the Real Estate Transfer Tax, Bay Bridge Transfer Tax, and Cannabis Tax, as well as any other special projects; (2) address the amount of increasingly prevalent interaction with and reliance on automated financial accounting systems and related manual processes; and (3) establish a clear career path from the Tax Auditor I and Tax Auditor II classifications. Approving the proposed specification will allow the Finance & Management Agency to capture the evolving duties performed by the Tax Auditor series and ensure that promotional and competitive opportunities attract the most qualified individuals for these positions.

The International Federation of Professional & Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions and has no objections. DHRM staff recommend that the Civil Service Board approve the proposed class specification as part of the City's classification plan.

Attachment: Revised class specification – clean copy

CITY OF OAKLAND

TAX AUDITOR III - DRAFT

Class Code: AF051 FTE **Civil Service Classified**

DEFINITION

Under direction in the Finance & Management Agency, plans, assigns and supervises various audits to ensure compliance with the City of Oakland business tax, transient occupancy tax, property transfer tax, utility users tax, sales tax, parking fee, mandatory garbage accounts, Landscape Lighting District and other Special Assessment District accounts, and other applicable taxes and fees; maintains critical financial business systems; trains, evaluates and supervises assigned staff and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-level supervisory classification in the Tax Auditor series. This position provides lead direction or supervision to assigned staff in the performance of complex audit functions and is responsible for the evaluation and completion of specific audit tasks. It is distinguished from the Revenue Audit Supervisor in that the latter plans, organizes and supervises the operations of the entire section.

This position reports to the Revenue Audit Supervisor, Revenue Collection Supervisor, Revenue Operations Supervisor or assigned management staff and may supervise the work of Tax Auditor I's or II's, Tax Representative II's, Tax Enforcement Officer II's, Revenue Assistants, and clerical staff assigned to the section.

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

Perform complex audits with respect to the City of Oakland's ordinances governing businesses, real property transfers, transient occupancy, utility users, parking fees, mandatory garbage accounts, Landscape Lighting and Assessment District (LLAD) accounts, and sales and use taxes.

Participate and coordinate in the development, design, testing, implementation and evaluation of automated and manual financial accounting systems; troubleshoot technical issues and applications; coordinate systems solutions for operational problems. Prepare revenue reports, statistical reports and management reports. Design and write audit programs and procedures that conform with generally accepted auditing standards. Provide a lead role in the formulation of plans and objectives for the section.

Serve as liaison between Finance & Management Agency staff and Department of Information Technology staff; answer technical questions from department end users; and assist with and make recommendations regarding staff training. Serve as liaison to agency and departmental representatives, external auditors, other agencies, and the public.

Supervise, train and evaluate assigned audit staff. Prepare or review tax collection cases. Provide technical interpretation of the City of Oakland's tax ordinances. Represent the City at the Board of Review hearings. Appear as a witness in court cases.

KNOWLEDGE AND ABILITIES

Knowledge of: the principles and practices of governmental auditing including procedures, systems, financial statements and methods of reporting; tax laws and legal terminology; principles and practices of auditing; legal and procedural guidelines for accounting and financial transactions, recordkeeping and interpretation of tax code provisions; principles of supervision and development; computerized accounting systems, software applications; and quality customer service practices.

Ability to: work independently within established guidelines; prepare audit programs and procedures; evaluate financial statements, accounts and reports to ensure accurate reconciliation of data; apply recognized auditing quality assurance standards to each auditing project; interpret and explain City tax codes; prepare, maintain and reconcile various fiscal, accounting and numerical records; implement standards and guidelines for computer applications; test computer applications programs and interact with vendors; perform comparative analyses of financial data and reports to present conclusions and recommendations; utilize and maintain software applications; supervise, train and evaluate assigned staff; communicate effectively in both oral and written form; conduct field audits in accordance with generally accepted auditing standards; write comprehensive audit reports; solve complex auditing problems; demonstrate proficiency in a variety of software applications; manage time effectively; and 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:

Bachelor's degree from accredited college or university in accounting, finance, economics, business administration or a related field.

Experience:

Two (2) years of experience equivalent to a Tax Auditor II, Tax Enforcement Officer II or Tax Representative II in the City of Oakland, or three (3) years of professional auditing experience, including experience in financial investigations, collections, enforcement and record keeping. Public contact and lead or supervisory experience is desirable.

LICENSE OR CERTIFICATE

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.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

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

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

(Previous title(s): n/a)

CITY OF OAKLAND
Memorandum

CITY OF OAKLAND

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
Andrea R. Gourdine, Director

DATE:	September 8, 2011
TO:	The Honorable Civil Service Board
THROUGH:	Andrea R. Gourdine, Director Department of Human Resources Management
THROUGH:	Kip Walsh, Human Resources Manager
FROM:	Jaime Pritchett, Principal Human Resource Analyst
SUBJECT:	Civil Service Approval of Classification Specifications

Based upon a classification review requested by the Finance & Management Agency, the Department of Human Resources Management (DHRM) has proposed the following regarding the proposed **Treasury Analyst** series.

Treasury Analyst I and II – The proposed classifications are new and there are no incumbents. Treasury Analyst I will be entry level and Treasury Analyst II will be journey level. The creation of these classes will result in a Treasury Analyst series and an enhanced career progression for individuals working in the Treasury field. Treasury Analyst I and II will be placed in rep unit TWI and the salary rates will be as follows: $4,452.01 to $5,466.14 per month and $5,154.09 to $6,328.35 per month, respectively.

Treasury Analyst III – This classification has been revised to re-title and convert it to the III level to accommodate the creation of two levels (I and II) beneath. It will continue to be an advanced journey level classification that may provide lead direction to subordinate staff. There are two current incumbents. Substantive changes have been proposed to the "Examples of Duties" section including several new duty statements. There are minor changes to the "Knowledge and Abilities" statements and the experience required in the "Minimum Qualifications" section. DHRM is proposing a slight salary increase: $6,325.27 to $7,765.62 per month; the old salary was $5,965.67 to $7,324.68 per month. The rep unit will remain unchanged (UM2).

Additionally, the classifications in the series will be eligible for flexible staffing in accordance with established City policy. This will give the department the flexibility to promote employees meeting all relevant criteria from Treasury Analyst I to II and Treasury Analyst II to III without competing in a civil service examination process.

The International Federation of Professional & Technical Engineers (IFPTE, Local 21) was notified of the proposed new classifications (Treasury Analyst I and II) and spec revisions and re-title of the existing Treasury Analyst (III) class and has no objections. DHRM staff recommends that the Civil Service Board approve the proposed new Treasury Analyst I and II classifications and revise and re-title the existing Treasury Analyst class specification to the III level as part of the City's classification plan.

Attachments: Revised class specification – track changes and clean copy
New class specifications – clean copies

CITY OF OAKLAND

TREASURY ANALYST I - DRAFT

Class Code: ____ FTE **Civil Service Classified**

DEFINITION

Under direction, performs routine accounting and auditing tasks related to daily banking transactions; resolves issues related to treasury (banking) operations; analyzes, examines, interprets, and reconciles City accounting records; interfaces with departmental representatives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Treasury Analyst I is an entry-level classification. Incumbents perform technical banking functions for the City on a daily basis.

Treasury Analyst I receives direction from the Principal Financial Analyst, Treasury Analyst II or Treasury Manager and may provide lead direction to administrative or clerical staff.

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

Customize and prepare complex treasury (banking) operations for all City agencies and including the Redevelopment Agency; prepare wire transfers for all agencies and departments including the Redevelopment Agency; transmit payroll files for active employees and retirees to the bank for processing. Perform daily banking related operations for the City including the Redevelopment Agency (i.e. bank exception items, notifications of changes, stop payments for payroll and vendor checks, account analysis, etc.).

Perform routine auditing of banking activity by monitoring the Bank Exception Report for fraud daily; oversee daily cash handling within the Treasury Division and verify the resetting of the batches of the Point of Sale System before it is exported to the general ledger; review bank deposit reports and ensure that all departments submit their deposits according to protocol. Prepare special financial reports as mandated by Federal, State, and City laws, regulations, and ordinances.

Process vendor payments for Treasury including the Payroll unit in accordance with deadlines. Research and follow through to resolve any suspensions and/or discrepancies. Reconcile Point of Sale deposits to the City's general ledger; prepare adjustments when applicable. Provide support to agency and departmental representatives. Interpret policies and procedures. Review and update forms and procedure manuals as needed. Interface with agency and departmental representatives, external auditors, agencies, and the public in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of: banking and cashiering procedures; cash reconciliation procedures; customer service and public contact skills; general accounting practices and procedures; and purchasing policies and procedures.

Ability to: complete various routine time-sensitive tasks daily; balance and reconcile large volumes of cash deposits; verify disbursements for accuracy and proper documentation and authorization; interpret and apply rules and regulations; work independently and set priorities; communicate effectively in both oral and written form; develop and maintain cooperative relations with representatives in other departments; maintain accurate records; prepare clear, concise reports; and establish and maintain effective work relationships with those contacted in the performance of assigned 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 finance, accounting, business administration, or a related field.

Experience:

One year of professional treasury experience with a government or private institution.

LICENSE OR CERTIFICATE

None required.

FLEXIBLE STAFFING

Incumbents in the Treasury Analyst I classification are eligible to promote to the Treasury Analyst II classification without examination via the procedure established by Administrative Instruction 592 "Flexible Staffing."

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s):)

CITY OF OAKLAND

TREASURY ANALYST II - DRAFT

Class Code: ____ FTE **Civil Service Classified**

DEFINITION

Under direction, resolves moderately difficult treasury (banking) and auditing problems; assists with the development and maintenance of treasury (banking) systems; prepares financial statements and reports; interfaces with departmental representatives; train and provide lead direction to assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Treasury Analyst II is a journey-level classification. Incumbents perform moderately difficult treasury (banking) and auditing functions.

Treasury Analyst II receives direction from Treasury Analyst III, Principal Financial Analyst, and Treasury Manager and may provide lead direction to Treasury Analyst I and administrative and clerical staff.

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

Analyze and reconcile bank statement transactions daily to ensure the proper accounting treatment of City and Port of Oakland revenues; prepare paperwork for entry of revenues into the Point of Sale System; process and track major revenues such as property tax receipts; and prepare audit schedules for internal and external auditors. Perform financial reporting, accounting, and auditing for City agencies and departments including the Redevelopment Agency; audit the City's financial system on a regular basis to ensure that the revenues have been applied properly to the General Ledger; and prepare drawdown requests on specific bond and other related funds.

Track negative fund balances for the City and Redevelopment Agency funds; process receipts of sinking fund payments made to the City; administer and maintain accounting records; analyze and reconcile revenue accounts, asset and liability accounts, expenditures, appropriations, encumbrances, and bank accounts; prepare financial statements; prepare revenue reports and statistical reports; generate specific financial reports for the City's bond and note financings; and generate complex financial reports used to analyze budget projections.

Support staff with the transmission of payroll files for active employees and retirees to the bank for processing; back-up staff with the processing of Point of Sale transactions and petty cash reimbursements. Provide technical support to agency and departmental representatives; explain accounting policies and procedures; and interface with agency and departmental representatives, external auditors, agencies, and the public in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of: banking, bank statements, and cash reconciliation procedures; treasury (banking) operations; principles and practices of general, fund and governmental accounting; municipal

government accounting and budgetary procedures; and computerized accounting systems and applications; and budget preparation and control.

Ability to: develop and maintain treasury systems and procedures; solve complex treasury and auditing problems; perform complex cash, banking and fund reconciliations; interpret and apply federal and state rules and regulations pertaining to municipal governments; work independently and set priorities; communicate effectively in both oral and written form.

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 finance, accounting, business administration, or a related field.

Experience:

One year of experience comparable to a Treasury Analyst I or two years of professional treasury experience with a government or private institution. Governmental accounting experience is desirable.

LICENSE OR CERTIFICATE

None required.

FLEXIBLE STAFFING

Incumbents in the Treasury Analyst II classification are eligible to promote to the Treasury Analyst III classification without examination via the procedure established by Administrative Instruction 592 "Flexible Staffing."

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s):)

CITY OF OAKLAND

TREASURY ANALYST III - DRAFT

Class Code: AF035 FTE **Civil Service Classified**

DEFINITION

Under direction, **prepares and reconciles drawdowns to reimburse project expenditures and minimize negative cash balances for the City's General Fund; prepares all debt service payments and monitors compliance request to trustees, auditors and investors; researches and evaluates various bond issues during refunding; records investments and updates portfolios daily; analyzes and provides data; and performs related duties as assigned.** ~~develops cash flow models to aid in investment decision making, analyzes daily cash requirements, evaluates financial managment software, establishes on-line links with trustees, records investments and updates portfolios daily, settles trades, executes over night investments, and analyzes financial data.~~

DISTINGUISHING CHARACTERISTICS

Treasury Analyst III is an advanced journey level classification. **The incumbents perform complex analytical work including research and documentation. They are expected to work independently and use professional judgment and skill in the performance of assignments with a high consequence of error.**

~~The incumbent performs complex analytical work and is expected to use professional judgement and skill in the performance of assigments. Errors in calculation or interpretation of data could result in monetary losses to the City or undue exposure to risk. This classification differs from Treasury Supervisor in that the latter directly invests funds, formulates policies and procedures to issue and maintain municipal bonds, and supervises professional and clerical staff.~~

Treasury Analyst III receives direction from the Treasury ~~m~~Manager, Principal Financial Analyst or other management staff on a project by project basis and provides lead direction to Treasury Analyst I and II and other professional or clerical staff. ~~Treasury Analyst receives direction from the Treasury Manager and may provide lead direction to staff on a project by project basis.~~

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

~~Extrapolate information from the City's financial systems to prepare drawdowns to reimburse the City for project expenditures to minimize negative cash balance in the General Fund. Investigate techniques to communicate with the City's trustees on-line; develop profiles of trustees' systems including hours of access and downtime; make recommendations on how to interface with trustees based on the City's hardware and software; install software to establish direct linkages with trustees. Provide compliance requests to trustees and the investor community and gather information for outside auditors during the Comprehensive Annual Financial Report (CAFR) preparation.~~

Process all bond requisition payments from departments and verify compliance with bond

documents and proper documentation; monitor and track expenditures of bond funds. Perform financial administrative functions for the City's property-based business improvement districts. Perform administration over the City's Purchasing Card program. Oversee citywide petty cash operations. Investigate techniques to communicate with the City's trustees on-line; provide compliance requests to trustees and the investor community and gather information for outside auditors during the Comprehensive Annual Financial Report (CAFR) preparation.

Monitor and process debt service payments for all bonds issued for the City and Redevelopment Agency. ~~Maintain accurate records of all loan receivables within the Division as well as invoicing respective vendors for payment.~~ Prepares source documents for arbitrage/rebate calculations; sends documents to service providers. Reconcile trustee bank statements with City's investment tracking software monthly. Redevelopment Agency funds; estimates receipt and disbursement for funds to provide adequate financial cash flows for making investment decisions. Analyzes daily cash requirements using account information; ensure that all the City, Port of Oakland and Redevelopment Agency bank accounts are funded and executes overnight investments Settles all trades in a timely and accurate fashion; interfaces with brokers, bank custodians and trustees to ensure trades are settled. Updates City and Redevelopment Agency Portfolios with any purchases and redemptions; ensures the investment portfolio is in compliance with government code; reconciles the portfolio on a monthly basis. ~~Record investments and update portfolios daily for City and Oakland Redevelopment Agency operating funds; average cash balance position and portfolio yields; update the restricted funds portfolio.~~

~~Develops reliable cash flow models for City and Port operating funds, Oakland Redevelopment Agency funds, and capital funds; extrapolates information from the Financial Management System and Budget Development System; estimates receipt and disbursement of funds; consolidates financial information for use in making investment decisions.~~

~~Analyzes daily cash requirements using banking information, cash receipts, and cash disbursements; makes a daily cash forecast; coordinates cash requirements with the accounts payable section, retirement division, and the Port of Oakland.~~

~~Gathers information on customized cash and debt management software; evaluates software in relation to the City's needs; recommends acquisition of suitable programs; installs software by implementation date; maintains and supports financial software on a continuous basis.~~

~~Investigates techniques to communicate with trustees on-line; develops profiles of trustees' systems, including hours of access and downtime; makes recommendations on how to interface with trustees based on the City's hardware and software; installs software to establish direct linkages with trustees.~~

~~Settles all trades in a timely and accurate fashion; interfaces with brokers, dealers, bank custodians, and other custodians to settle trades.~~

~~Solicits bids and executes over night investments of surplus funds based on a cash flow analysis.~~

~~Gathers financial information from various trade publications and financial news services; provides financial research and yield curve analysis to assist in both cash management and debt issuance.~~

~~Records investments and updates portfolios daily of City and Oakland Redevelopment Agency operating funds; averages cash (?) position and portfolio yields; updates the restricted funds portfolio.~~

~~Prepares source documents for arbitrage/rebate calculations; sends documents to service providers.~~

~~Performs related duties as assigned.~~

KNOWLEDGE AND ABILITIES

~~Considerable k~~Knowledge of: laws, regulations, and procedures governing municipal investment operations; **accounting principles and cash management; computer systems and software applications; investment instruments and opportunities; and** ~~Working knowledge of~~ financial markets and credit ratings of issuers.

Ability to: interpret federal and state regulations pertaining to municipal investments;~~.Ability to~~ make complex cash flow analyses using financial software~~.;Ability to~~ establish cooperative relationships with financial institutions and bondholders~~.;Ability to~~ communicate effectively in both oral and written form~~.~~; **and** ~~Ability to~~ 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:

Bachelor's degree from an accredited college or university in finance, accounting, business administration, or a related field.

Experience:

Two~~hree~~ years **of experience comparable to a Treasury Analyst II or three years** of professional treasury ~~or investment~~ experience in a financial institution or municipal government. **Investment experience is desirable.**

LICENSE OR CERTIFICATE

None required.

FLEXIBLE STAFFING

Incumbents in the Treasury Analyst II classification are eligible to promote to the Treasury Analyst III classification without examination via the procedure established by Administrative Instruction 592, "Flexible Staffing."

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 2/22/1996 CSB Resolution #: 44352 Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s): **Treasury Analyst**———)

CITY OF OAKLAND

TREASURY ANALYST III

Class Code: AF035 FTE **Civil Service Classified**

DEFINITION

Under direction, prepares and reconciles drawdowns to reimburse project expenditures and minimize negative cash balances for the City's General Fund; prepares all debt service payments and monitors compliance request to trustees, auditors and investors; researches and evaluates various bond issues during refunding; records investments and updates portfolios daily; analyzes and provides data; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Treasury Analyst III is an advanced journey level classification. The incumbents perform complex analytical work including research and documentation. They are expected to work independently and use professional judgment and skill in the performance of assignments with a high consequence of error.

Treasury Analyst III receives direction from the Treasury Manager, Principal Financial Analyst or other management staff on a project by project basis and provides lead direction to Treasury Analyst I and II and other professional or clerical staff.

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

Process all bond requisition payments from departments and verify compliance with bond documents and proper documentation; monitor and track expenditures of bond funds. Perform financial administrative functions for the City's property-based business improvement districts. Perform administration over the City's Purchasing Card program. Oversee citywide petty cash operations. Investigate techniques to communicate with the City's trustees on-line; provide compliance requests to trustees and the investor community and gather information for outside auditors during the Comprehensive Annual Financial Report (CAFR) preparation.

Monitor and process debt service payments for all bonds issued for the City and Redevelopment Agency. Prepares source documents for arbitrage/rebate calculations; sends documents to service providers. Reconcile trustee bank statements with City's investment tracking software monthly. Redevelopment Agency funds; estimates receipt and disbursement for funds to provide adequate financial cash flows for making investment decisions. Analyzes daily cash requirements using account information; ensure that all the City, Port of Oakland and Redevelopment Agency bank accounts are funded and executes overnight investments Settles all trades in a timely and accurate fashion; interfaces with brokers, bank custodians and trustees to ensure trades are settled. Updates City and Redevelopment Agency Portfolios with any purchases and redemptions; ensures the investment portfolio is in compliance with government code; reconciles the portfolio on a monthly basis.

KNOWLEDGE AND ABILITIES

Knowledge of: laws, regulations, and procedures governing municipal investment operations;

accounting principles and cash management; computer systems and software applications; investment instruments and opportunities; and financial markets and credit ratings of issuers.

Ability to: interpret federal and state regulations pertaining to municipal investments; make complex cash flow analyses using financial software; establish cooperative relationships with financial institutions and bondholders; communicate effectively in both oral and written form; and 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:

Bachelor's degree from an accredited college or university in finance, accounting, business administration, or a related field.

Experience:

Two years of experience comparable to a Treasury Analyst II or three years of professional treasury experience in a financial institution or municipal government. Investment experience is desirable.

LICENSE OR CERTIFICATE

None required.

FLEXIBLE STAFFING

Incumbents in the Treasury Analyst II classification are eligible to promote to the Treasury Analyst III classification without examination via the procedure established by Administrative Instruction 592, "Flexible Staffing."

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 2/22/1996 CSB Resolution #: 44352 Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s): Treasury Analyst)

CITY OF OAKLAND
Memorandum

CITY OF OAKLAND

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
Andrea R. Gourdine, Director

DATE:	September 8, 2011
TO:	The Honorable Civil Service Board
THROUGH:	Andrea R. Gourdine, Director Department of Human Resources Management
THROUGH:	Kip Walsh, Human Resources Manager
FROM:	Tricia Hailey, Human Resource Analyst
SUBJECT:	Civil Service Approval of Classification Specification

Based upon a classification review requested by the Oakland Fire Department, the Department of Human Resources Management (DHRM) has proposed the following revisions to the **Firefighter Paramedic** class specification.

Firefighter Paramedic – This classification was originally approved at the April 22, 2010 Civil Service Board meeting. Since that time, the department has reevaluated its needs and determined that a revised class spec is necessary. There are substantive changes to the "Examples of Duties" section that include several new duty statements. The "Knowledge and Abilities" statements have been re-ordered and revised. The "Experience" section of the "Minimum Qualifications" now specifies how much experience is required depending on the type of applicant: internal recruit, external lateral recruit or external entry-level recruit. In the "License and Certificate" section, certification in CPR has been added. Lastly, recent changes to state law resulted in a different license requirement for Firefighters. The City will be recruiting for vacancies in the immediate future and the revised specification is necessary to ensure the new details and requirements of the classification are included in the job announcement.

The International Association of Fire Fighters (IAFF, Local 55) was notified of the proposed revisions and has no objections. DHRM staff recommends that the Civil Service Board approve the proposed revisions to the Firefighter Paramedic classification as part of the City's classification plan.

Attachments: Revised class specification – track changes
Revised class specifications – clean copy

CITY OF OAKLAND

FIREFIGHTER PARAMEDIC - DRAFT

Class Code: PS183 FTE **Civil Service Classified**
PS184 FTE

DEFINITION

Under ~~general~~ supervision in the Fire Department, performs a variety of duties related to the protection of life and property under emergency and hazardous conditions. Responsible for ~~The incumbent will respond to emergency calls that require medical or~~ fire suppression, fire prevention, rescue, Basic and Advanced Life Support and Emergency care, public education, salvage and overhaul. Responds to emergency calls that require advanced emergency medical services ~~or other assistance as required. Provide emergency patient care; communicate with other healthcare providers regarding the delivery of services~~; ~~and~~ performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Firefighter Paramedic~~This is a journey-level classification in the sworn public safety officer series. The Firefighter Paramedic is required to provide ~~that is responsible for a variety of task which include providing~~ advanced life support medical care and treatment; fire suppression or other assistance as required. ~~and rescue; salvage; and comprehensive emergency management functions and administrative functions. Duties are usually performed under emergency and hazardous conditions~~. ~~The Firefighter Paramedic~~ This class is distinguished from the higher level officer class of Lieutenant of Fire and Captain of Fire in that incumbents of the latter ~~are front-line~~ first and second-line supervisors. This class is distinguished from the lower level class of Firefighter in that the Firefighter Paramedic ~~former, as a condition of employment,~~ is licensed for and required to provide Advanced ~~medical care~~ Life Support and Emergency medical services as a condition of employment. This class receives supervision from ~~a~~ Lieutenant of Fire, Captain of Fire, and Emergency Medical Services (EMS) Coordinator.

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

Perform duties related to the protection of life and property under emergency and hazardous conditions; respond to emergency calls and provide advanced emergency medical services, fire suppression, prevention, rescue, salvage and overhaul.

Locate fire and extinguish; respond to and mitigate hazardous materials incidents and emergencies; assist other company members in providing the best suppression techniques for fire incidents, rapid intervention crew, and technical rescues; examine fire structure for signs of fire extension; recognize conditions that may lead to back draft or flashover; select appropriate equipment for various firefighting scenarios; receive and follow orders and oral instructions at fire scenes under conditions of stress, noise, heat and distractions; understand and utilize ICS and NIMS; wear full protective clothing equipment including self contained breathing apparatus; and stabilize the scene of an emergency to ensure the safety of victims and rescuers.

Provide EMT-P level of advanced emergency medical care and treatment; perform defibrillation and/or synchronized cardioversion to correct any life threatening arrhythmia occurring with the

patient's heart; institute intravenous (IV) catheters, intraosseous (IO), saline locks, needles, or other cannualae (IV/IO lines), in peripheral veins and/or intraosseous; administer and monitor approved medications and dosage by intravenous, intraosseous, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, oral or topical means; assess and clear oral and nasal airways to administer oxygen in proper quantity as per protocol in order to facilitate patient's breathing; inspect the airway by the use of laryngoscope and remove foreign bodies with forceps; operate bag valve mask; perform pulmonary ventilation by use of approved Alameda County and EMS agency advanced basic and/or advanced procedure and adjunct; ~~obtain venous blood samples~~ and use a glucose-measuring device; and perform Valsalva maneuver, percutaneous trans tracheal jet ventilation, and pleural decompression.

Don appropriate protective equipment according to medical protocols; check vital signs of patient to determine whether circulations and respiration are functional; apply cervical collar or splints to stabilize patient; position patient on stretcher, stair chair for transport; and apply bandages or sterile dressing, pressure and elevation in order to control bleeding.

Coordinate efforts with other emergency responders and/or healthcare providers on the scene regarding the delivery of services to patient; communicate with physician and base hospital, by radio or by phone, in order to report patient status and to ensure that EMS procedures are conducted according to the standards of care adhering to Alameda County EMS and/or Oakland Fire Department protocols.

~~Perform defibrillation and synchronized cardioversion to monitor the activity of patient's heart to correct any life threatening arrhythmia occurring with the patient's heart.~~

~~Institute intravenous (IV) catheters, intraosseous (IO), saline locks, needles, or other cannualae (IV lines), in peripheral veins and/or intraosseous; and monitor and administer medications through pre-existing vascular access.~~

~~Administer approved medications and dosage by intravenous, intraosseous, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, oral or topical means.~~

~~Coordinate efforts with other emergency responders on the scene.~~

~~Communicate with physician and base hospital, by radio or by phone, in order to report patient status and to ensure that EMS procedures are conducted according to the standards of care adhering to Alameda County EMS and/or Oakland Fire Department protocols.~~

~~Communicate with other healthcare providers regarding the delivery of services to patient~~.

~~Inspect the airway by the use of laryngoscope and remove foreign bodies with forceps~~

~~Perform pulmonary ventilation by use of Alameda County advanced basic and/or advanced procedure and adjunct~~.

~~Administer intravenous glucose solutions or isotonic balanced salt solutions, including Ringer's lactate solution.~~

~~Obtain venous blood samples and use a glucose-measuring device.~~

~~Perform Valsalva maneuver, percutaneous trans tracheal jet ventilation, and pleural decompression.~~

~~Monitor and adjust IV solutions.~~

Drive apparatus, as needed, according to state, local and department regulations governing operations of emergency vehicles; signals to driver to assist maneuvering apparatus at scene of emergency to occupy best firefighting position and to avoid interfering with other companies; assist in operating apparatus controls; stabilize apparatus using wheel chocks; and operate radio and other communication equipment.

Open and close hydrant using hydrant wrench; pull hose, nozzle and fittings from apparatus; make and unmake hose connection to water sources (hydrant and standpipes) to pumps, nozzles, appliance and to other hose sections; lay or secure hose line from hydrant to scene of fire for reverse lay; carry or drag charged or empty hose lines to fire scene, around obstacles, or up ladder; and manipulate nozzle for application of water stream to extinguish fire.

Select appropriate ladder based on the type and height of building; remove, carry, maneuver, raise, and lower straight, extension, roof, pole, attic and A-frame ladders; assist driver in extending, raising, lowering, rotating and mounting operating streams apparatus on aerial ladder; elevate, rotate and extend aerial ladder bed and fly sections for supported or unsupported operation; and climb, work from and descend ladder carrying people or equipment using appropriate safety equipment and procedures.

Listen to sounds to determine if roof is safe; create ventilation openings by opening or forcing doors and windows, by cutting or breaking walls and roofs using minimum necessary force; determine appropriate place to cut ventilation hole, type of ventilation (e.g. horizontal, vertical) and plan direction in which cuts will be made; and use, start and operate axe and chain saw to cut hole.

Enter structures to determine if a rescue situation exists by systematically searching room to room for occupants who are not accounted for; enter, walk, and crawl through smoke filled areas providing little or no visibility sometimes with uncharged hose in hand; carry equipment from emergency scene; cut, lift or pry open vehicles using machinery to free person trapped or pinned inside using appropriate extrication tools; locate and rescue victims trapped in burning, smoke-filled buildings; and remove people from life threatening situations and place them in a safe area.

Inspect interior of burned buildings after fire to check for signs of rekindling; locate hidden fire by feeling walls and ceiling or by smelling fire; protect and salvage property from theft and fire department equipment damage; and remove water and debris after fire is extinguished and investigated using water vacuum, portable pump, shovel, debris bag, mop, bucket, broom and squeegee.

Locate, inspect, and maintain firefighting tools and equipment (breathing apparatus, oxygen, nozzles, rescue equipment, hoses and hand tools) for readiness on apparatus; place personal

safety gear on apparatus; clean, dry, inspect, and perform daily, weekly, monthly, quarterly, and annual equipment checks and inventories; and properly secure medical equipment including Advanced Life Support and resuscitator equipment, and drugs, and replace emergency medical supplies per OFD policy.

Document patient care, drug inventories, company records, journals, training records and other Oakland Fire Department administrative and documentation procedures using computers, the internet, email, department forms, and various software tools provided by the Oakland Fire Department.

Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials and related subjects; and study maps, diagrams, direct routes, locations of streets, water mains, structural components of building, purpose for all equipment and safety precautions.

Present public education programs to the community on safety, medical, disaster preparedness and fire prevention topics; promote fire prevention programs by conducting vegetation management, building, structural and other fire and life safety inspections; and use patience, tact, and courtesy when dealing with the public in order maintain good community relations.

Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of fire services to citizens; promote a positive image of the department to the public by adhering to department code of conduct; and document incidents, complete reports and records, and maintain other applicable logs and records.

Coordinate and rapidly perform a series of complex operations involving the use of arms, hands and legs; use physical strength to manipulate heavy hose for drafting; employ upper body to lift and leg strength to move an adult of average weight; and use sense of sight, touch, hearing and smell to monitor operation of equipment.

~~Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, various fireground hose and ladder evolutions, fire suppression operations such as salvage and overhaul, and removing water and debris.~~

~~Promote fire prevention programs by conducting vegetation management, building, structural and other fire and life safety inspections.~~

~~Present programs to the community on safety, medical, disaster preparedness and fire prevention topics.~~

~~Respond to and mitigate hazardous materials emergencies.~~

~~Maintain tools, apparatus and living quarters in keeping with department regulations and as directed by company officers.~~

~~*Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials, and related subjects.*~~

~~Operate radio and other communication equipment.~~

KNOWLEDGE AND ABILITIES

~~Knowledge of fire suppression and fire prevention and occupational safety.~~

~~Knowledge of the use of cardiac monitors and respiratory therapy.~~

~~Knowledge of various medications and their appropriate dosage, implications and administration.~~

~~Knowledge of proper aseptic techniques in order to initiate, secure, and monitor IV/IO.~~

~~Knowledge of patient transport procedures.~~

~~Knowledge of Cardio-Pulmonary Resuscitation (CPR).~~

~~Knowledge of patient moving procedures.~~

~~Knowledge of emergency vehicle communication equipment.~~

~~Knowledge of local geography and the use of maps.~~

~~Knowledge of Basic and Advanced Life Support Emergency Care.~~

Knowledge of:
Modern fire suppression, fire prevention, occupational safety and advanced emergency medical services principles, procedures, techniques and equipment.

Applicable laws, ordinances, departmental standard operating procedures, regulations, hazardous materials, rapid intervention crew, technical rescue, and ICS.

Emergency vehicle communication equipment.

Local geography and the use of maps.

Basic and Advanced Life Support Emergency Care.

Cardio-Pulmonary Resuscitation (CPR).

Patient moving procedures.

Cardiac monitors and respiratory therapy.

Various medications and their appropriate dosage, implications and administration.

Proper aseptic techniques in order to initiate, secure and monitor IV/IO.

Basic math and grammar.

How to conduct field assessment.

Extrication procedures and techniques

How to apply pre-fire planning, building inspection, the relay of information to company members, and appropriate response to emergencies.

Reports and forms designed to maintain company operations.

~~Ability to read and write the English language.~~

~~Ability to perform physical and strenuous fire fighting work requiring physical strength, coordination, endurance, and flexibility.~~

~~Ability to drag 160lbs.~~

~~Ability to work irregular hours as required by assigned work shift.~~

~~Ability to work with others as a team.~~

~~Ability to live harmoniously in a community living situation.~~

~~Ability to treat all persons with dignity and respect.~~

~~Ability to express thoughts in a clear, understandable and respectful manner.~~

~~Ability to wear self-contained breathing apparatus.~~

~~Ability to read and interpret building plans.~~

~~Ability to draw diagrams and maps.~~

~~Ability to read gauges.~~

~~Ability to administer medication.~~

~~Ability to assess a patient's physical condition.~~

~~Ability to administer and monitor IV treatment.~~

~~Ability to test and use glucometer.~~

~~Ability to draw medications from ampules and vials.~~

~~Ability to set up IV drips.~~

~~Ability to establish intravenous line.~~

~~Ability to intubate patient.~~

~~Ability to use laryngoscope and Magill Forceps.~~

~~Ability to use cardiac monitor.~~

Ability to:

Work under dangerous and stressful conditions.

Apply principles and procedures to solve practical problems.

Recognize relevant information, and to make informed decisions by analyzing information in a timely and appropriate manner.

Consider the consequences of decisions and to involve a supervisor in the decision making process when appropriate.

Exercise sound independent judgment within general policy guidelines.

Operate emergency vehicle and equipment in a safe manner.

Read and write the English language.

Perform physical and strenuous fire fighting work requiring physical strength, coordination, endurance, and flexibility.

Drag 160lbs.

Work irregular hours as required by assigned work shift.

Work with others as a team; work effectively as a team with company members and interact appropriately with the public in emergency and non-emergency situations; live harmoniously in a community living situation; treat all persons with dignity and respect.

Follow orders.

Coordinate efforts with other emergency responders on scene.

Express thoughts in a clear, understandable and respectful manner.

Don and operate self-contained breathing apparatus (SCBA).

Read and interpret operating procedures, materials dealing with the technical aspect of

firefighting, building plans; draw diagrams and maps.

Read gauges.

Administer advanced emergency medical services at the Emergency Medical Technician Paramedic (EMT-P) level and CPR.

Assess a patient's physical condition.

Administer and draw medication from ampules and vials.

Administer and monitor IV treatment.

Test and use glucometer.

Set up IV drips; establish intravenous line.

Intubate patient.

Use laryngoscope, Magill Forceps and cardiac monitor.

Prepare clear and concise reports, records and other written materials.

Use computer systems and software applications.

MINIMUM QUALIFICATIONS

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

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

Education:

Equivalent to the completion of the twelfth grade. *Firefighter I certification and/or graduation from an accredited college with an Associate of Arts/Science Degree or higher is desirable.*

Experience:

Internal recruits: one (1) year of experience as a Firefighter with the City including successful completion of the probationary period.
OR
External lateral recruits: one (1) year of experience as a Firefighter Paramedic who has not been out of service as a Firefighter Paramedic for more than eighteen (18) months.
OR
External recruits: one (1) year of experience as an Advanced Life Support (ALS) Paramedic first responder.

LICENSE AND ~~OR~~ CERTIFICATE

~~Possession of a valid California Class B "Firefighter Exempt" or better driver's license, with tank endorsement and without an air brake restriction is required through the tenure of employment.~~

~~Possession and maintenance of Emergency Medical Technician Paramedic certification (EMT-P) issued by the State of California.~~

~~Ability to obtain accreditation in Alameda County as a Paramedic.~~

Possession of a valid California Class "C" or higher driver's license with Firefighter Endorsement issued by DMV, including medical clearance, and ability to pass department certification (within first twelve (12) months of probation) throughout the tenure of employment.

Possession of a current Emergency Medical Technician Paramedic (EMT-P) license/certification that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

Possession of a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (CPR) throughout the tenure of employment.

Successful completion of a certified Candidate Physical Ability Test (CPAT). *(Effective January 1, 2012)*

OTHER REQUIREMENTS

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

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

Successful completion of the fire academy.

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

Must have an acceptable driving record.

FLEXIBLE STAFFING

Incumbents in the Firefighter classification are eligible to promote to the Firefighter Paramedic classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 4/22/2010 CSB Resolution #: 44341 Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: CSB Resolution #:

/ /

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

/ /

(Previous title(s):

CITY OF OAKLAND

FIREFIGHTER PARAMEDIC

Class Code: PS183 FTE
PS184 FTE

Civil Service Classified

DEFINITION

Under supervision in the Fire Department, perform a variety of duties related to the protection of life and property under emergency and hazardous conditions. Responsible for fire suppression, fire prevention, rescue, Basic and Advanced Life Support and Emergency care, public education, salvage and overhaul. Responds to emergency calls that require advanced emergency medical services; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the sworn public safety officer series. The Firefighter Paramedic is required to provide advanced life support medical care and treatment; fire suppression or other assistance as required. This class is distinguished from the higher level officer class of Lieutenant of Fire and Captain of Fire in that the incumbents of the latter first and second-line supervisors. This class is distinguished from the lower level class of Firefighter in that the Firefighter Paramedic is licensed for and required to provide Advanced Life Support and Emergency medical services as a condition of employment. This class receives supervision from Lieutenant of Fire, Captain of Fire, and Emergency Medical Services (EMS) Coordinator.

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

Perform duties related to the protection of life and property under emergency and hazardous conditions; respond to emergency calls and provide advanced emergency medical services, fire suppression, prevention, rescue, salvage and overhaul.

Locate fire and extinguish; respond to and mitigate hazardous materials incidents and emergencies; assist other company members in providing the best suppression techniques for fire incidents, rapid intervention crew, and technical rescues; examine fire structure for signs of fire extension; recognize conditions that may lead to back draft or flashover; select appropriate equipment for various firefighting scenarios; receive and follow orders and oral instructions at fire scenes under conditions of stress, noise, heat and distractions; understand and utilize ICS and NIMS; wear full protective clothing equipment including self contained breathing apparatus; and stabilize the scene of an emergency to ensure the safety of victims and rescuers.

Provide EMT-P level of advanced emergency medical care and treatment; perform defibrillation and/or synchronized cardioversion to correct any life threatening arrhythmia occurring with the patient's heart; institute intravenous (IV) catheters, intraosseous (IO), saline locks, needles, or other cannualae (IV/IO lines), in peripheral veins and/or intraosseous; administer and monitor approved medications and dosage by intravenous, intraosseous, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, oral or topical means; assess and clear oral and nasal airways to administer oxygen in proper quantity as per protocol in order to facilitate patient's breathing; inspect the airway by the use of laryngoscope and remove foreign bodies with forceps; operate bag valve mask; perform pulmonary ventilation by use of approved

Alameda County and EMS agency advanced basic and/or advanced procedure and adjunct; and use a glucose-measuring device; and perform Valsalva maneuver, percutaneous trans tracheal jet ventilation, and pleural decompression.

Don appropriate protective equipment according to medical protocols; check vital signs of patient to determine whether circulations and respiration are functional; apply cervical collar or splints to stabilize patient; position patient on stretcher, stair chair for transport; and apply bandages or sterile dressing, pressure and elevation in order to control bleeding.

Coordinate efforts with other emergency responders and/or healthcare providers on the scene regarding the delivery of services to patient; communicate with physician and base hospital, by radio or by phone, in order to report patient status and to ensure that EMS procedures are conducted according to the standards of care adhering to Alameda County EMS and/or Oakland Fire Department protocols.

Drive apparatus, as needed, according to state, local and department regulations governing operations of emergency vehicles; signals to driver to assist maneuvering apparatus at scene of emergency to occupy best firefighting position and to avoid interfering with other companies; assist in operating apparatus controls; stabilize apparatus using wheel chocks; and operate radio and other communication equipment.

Open and close hydrant using hydrant wrench; pull hose, nozzle and fittings from apparatus; make and unmake hose connection to water sources (hydrant and standpipes) to pumps, nozzles, appliance and to other hose sections; lay or secure hose line from hydrant to scene of fire for reverse lay; carry or drag charged or empty hose lines to fire scene, around obstacles, or up ladder; and manipulate nozzle for application of water stream to extinguish fire.

Select appropriate ladder based on the type and height of building; remove, carry, maneuver, raise, and lower straight, extension, roof, pole, attic and A-frame ladders; assist driver in extending, raising, lowering, rotating and mounting operating streams apparatus on aerial ladder; elevate, rotate and extend aerial ladder bed and fly sections for supported or unsupported operation; and climb, work from and descend ladder carrying people or equipment using appropriate safety equipment and procedures.

Listen to sounds to determine if roof is safe; create ventilation openings by opening or forcing doors and windows, by cutting or breaking walls and roofs using minimum necessary force; determine appropriate place to cut ventilation hole, type of ventilation (e.g. horizontal, vertical) and plan direction in which cuts will be made; and use, start and operate axe and chain saw to cut hole.

Enter structures to determine if a rescue situation exists by systematically searching room to room for occupants who are not accounted for; enter, walk, and crawl through smoke filled areas providing little or no visibility sometimes with uncharged hose in hand; carry equipment from emergency scene; cut, lift or pry open vehicles using machinery to free person trapped or pinned inside using appropriate extrication tools; locate and rescue victims trapped in burning, smoke-filled buildings; and remove people from life threatening situations and place them in a safe area.

Inspect interior of burned buildings after fire to check for signs of rekindling; locate hidden fire by feeling walls and ceiling or by smelling fire; protect and salvage property from theft and fire department equipment damage; and remove water and debris after fire is extinguished and investigated using water vacuum, portable pump, shovel, debris bag, mop, bucket, broom and squeegee.

Locate, inspect, and maintain firefighting tools and equipment (breathing apparatus, oxygen, nozzles, rescue equipment, hoses and hand tools) for readiness on apparatus; place personal safety gear on apparatus; clean, dry, inspect, and perform daily, weekly, monthly, quarterly, and annual equipment checks and inventories; and properly secure medical equipment including Advanced Life Support and resuscitator equipment, and drugs, and replace emergency medical supplies per OFD policy.

Document patient care, drug inventories, company records, journals, training records and other Oakland Fire Department administrative and documentation procedures using computers, the internet, email, department forms, and various software tools provided by the Oakland Fire Department.

Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials and related subjects; and study maps, diagrams, direct routes, locations of streets, water mains, structural components of building, purpose for all equipment and safety precautions.

Present public education programs to the community on safety, medical, disaster preparedness and fire prevention topics; promote fire prevention programs by conducting vegetation management, building, structural and other fire and life safety inspections; and use patience, tact, and courtesy when dealing with the public in order maintain good community relations.

Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of fire services to citizens; promote a positive image of the department to the public by adhering to department code of conduct; and document incidents, complete reports and records, and maintain other applicable logs and records.

Coordinate and rapidly perform a series of complex operations involving the use of arms, hands and legs; use physical strength to manipulate heavy hose for drafting; employ upper body to lift and leg strength to move an adult of average weight; and use sense of sight, touch, hearing and smell to monitor operation of equipment.

KNOWLEDGE AND ABILITIES

Knowledge of:
Modern fire suppression, fire prevention, occupational safety and advanced emergency medical services principles, procedures, techniques and equipment.

Applicable laws, ordinances, departmental standard operating procedures, regulations, hazardous materials, rapid intervention crew, technical rescue, and ICS.

Emergency vehicle communication equipment.

Local geography and the use of maps.

Basic and Advanced Life Support Emergency Care.

Cardio-Pulmonary Resuscitation (CPR).

Patient moving procedures.

Cardiac monitors and respiratory therapy.

Various medications and their appropriate dosage, implications and administration.

Proper aseptic techniques in order to initiate, secure and monitor IV/IO.

Basic math and grammar.

How to conduct field assessment.

Extrication procedures and techniques

How to apply pre-fire planning, building inspection, the relay of information to company members, and appropriate response to emergencies.

Reports and forms designed to maintain company operations.

Ability to:
Work under dangerous and stressful conditions.

Apply principles and procedures to solve practical problems.

Recognize relevant information, and to make informed decisions by analyzing information in a timely and appropriate manner.

Consider the consequences of decisions and to involve a supervisor in the decision making process when appropriate.

Exercise sound independent judgment within general policy guidelines.

Operate emergency vehicle and equipment in a safe manner.

Read and write the English language.

Perform physical and strenuous fire fighting work requiring physical strength, coordination, endurance, and flexibility.

Drag 160lbs.

Work irregular hours as required by assigned work shift.

Work with others as a team; work effectively as a team with company members and interact appropriately with the public in emergency and non-emergency situations; live harmoniously in a community living situation; treat all persons with dignity and respect.

Follow orders.

Coordinate efforts with other emergency responders on scene.

Express thoughts in a clear, understandable and respectful manner.

Don and operate self-contained breathing apparatus (SCBA).

Read and interpret operating procedures, materials dealing with the technical aspect of firefighting, building plans; draw diagrams and maps.

Read gauges.

Administer advanced emergency medical services at the Emergency Medical Technician Paramedic (EMT-P) level and CPR.

Assess a patient's physical condition.

Administer and draw medication from ampules and vials.

Administer and monitor IV treatment.

Test and use glucometer.

Set up IV drips; establish intravenous line.

Intubate patient.

Use laryngoscope, Magill Forceps and cardiac monitor.

Prepare clear and concise reports, records and other written materials.

Use computer systems and software applications.

MINIMUM QUALIFICATIONS

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

Education:

Equivalent to the completion of the twelfth grade. Firefighter I certification and/or graduation from an accredited college with an Associate of Arts/Science Degree or higher is desirable.

Experience:

Internal recruits: one (1) year of experience as a Firefighter with the City including successful completion of the probationary period.
OR
External lateral recruits: one (1) year of experience as a Firefighter Paramedic who has not been out of service as a Firefighter Paramedic for more than eighteen (18) months.
OR
External recruits: one (1) year of experience as an Advanced Life Support (ALS) Paramedic first responder.

LICENSE AND CERTIFICATE

Possession of a valid California Class "C" or higher driver's license with Firefighter Endorsement issued by DMV, including medical clearance, and ability to pass department certification (within first twelve (12) months of probation) throughout the tenure of employment.

Possession of a current Emergency Medical Technician Paramedic (EMT-P) license/certification that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

Possession of a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (CPR) throughout the tenure of employment.

Successful completion of a certified Candidate Physical Ability Test (CPAT). (*Effective January 1, 2012)*

OTHER REQUIREMENTS

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

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

Successful completion of the fire academy.

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

Must have an acceptable driving record.

FLEXIBLE STAFFING

Incumbents in the Firefighter classification are eligible to promote to the Firefighter Paramedic classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 4/22/2010 CSB Resolution #: 44341 Salary Ordinance #:
Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: CSB Resolution #:

/ /

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

/ /

(Previous title(s):

CITY OF OAKLAND
Memorandum

CITY OF OAKLAND

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
Andrea R. Gourdine, Director

DATE:	**September 8, 2011**
TO:	**The Honorable Civil Service Board**
THROUGH:	**Andrea R. Gourdine, Director** **Department of Human Resources Management**
THROUGH:	**Kip Walsh, Human Resources Manager**
FROM:	**Jaime Pritchett, Principal Human Resource Analyst**
SUBJECT:	**Civil Service Approval of Classification Specification**

Based upon a classification review requested by the Oakland Police Department, the Department of Human Resources Management (DHRM) has proposed that a classification specification be created for the existing **Deputy Chief of Police** classification.

The Oakland City Charter in Title IX, Section 902, subsections a-f, provide for the exemption from Civil Service of certain positions based on specific criteria. The **Deputy Chief of Police** classification is exempt by virtue of the Oakland City Charter Article IX, Section 902(b) and Oakland Municipal Code Chapter 2.29.010. Charter Article IX, Section 902(b) states the following criteria for exempt status "...the heads of such other departments and an assistant to each as may be provided for by ordinance." Chapter 2.29.010 of the Oakland Municipal Code states that a "Director and any agency department or division [head] shall serve as "department head" within the meaning of Article IX of the City Charter." The expanded meaning of "department head" is important because it results in exempting division managers from the protections of Civil Service. For the purpose of determining whether a position is a division head, incumbents in the classification must 1) report to an agency or department director; and 2) have the responsibility of overseeing an agency or department division as indicated in the organizational chart for the department or agency.

> **Deputy Chief of Police** – There is no approved class spec on file for this classification. It was determined that a class specification should be drafted to encompass the duties and responsibilities of the position. The spec will be used to clearly convey the expectations and requirements for the position via exempt job postings for future vacancies.

The Oakland Police Officers' Association (OPOA) was notified of the proposed spec. The meet and confer was held on September 2, 2011, and OPOA has no objections. DHRM staff recommend that the Civil Service Board approve the proposed class specification as part of the City's classification plan.

Attachment: Proposed new class specification

CITY OF OAKLAND

DEPUTY CHIEF OF POLICE – DRAFT

Class Code: EM134 FTE **Exempt**

DEFINITION

Under administrative direction in the Oakland Police Department, uses operational decision making in the direction and coordination of work. Plans, organizes, manages and directs the review and implementation of the Police Department's major departmental bureaus and/or divisions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Chief of Police is a division head classification with responsibility for the overall administration of major departmental bureaus and/or divisions within the Police Department. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the Chief of Police, which is a department head with overall responsibility for the entire agency, and the Chief of Police, Assistant, which is responsible for providing highly responsible and complex administrative support to the Chief of Police.

The incumbent receives administrative direction from the Chief of Police and Chief of Police, Assistant, and exercises direction over sworn and non-sworn professional, technical and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*
Plan, organize, coordinate, administer and direct the work of a departmental bureau and/or division of the Police Department including patrol, in-depth investigation of crimes, pursuit of criminal activity, and various operational and support services including evidence, warrants, records, property, incidents and criminal investigations. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for a departmental bureau and/or division.

Develop and implement management systems, major projects and programs. Prepare or direct the preparation of a variety of studies and reports related to current issues and long range City needs; develop specific proposals to meet proposed goals. Direct the preparation and administration of the division budget including report generation, budget plans and recommendations for rotations and purchases. Plan, delegate and oversee execution of division programs and procedures.

Direct the selection, supervision and work evaluation of division staff and provide for their training and development. Prepare or review reports and make presentations to City Administration, City Council, boards, commissions, community groups and other organizations. Ensure compliance of departmental bureau and/or division activities with pertinent codes, regulations and guidelines. Monitor developments related to division activities, evaluate their impact and implement policy and procedure improvements.

KNOWLEDGE AND ABILITIES

Knowledge of:
Principles, practices, procedures and methods of police science, police administration and personnel management.
Federal, state and local laws, regulations and ordinances affecting programs and functions of the department.
Principles of modern law enforcement management including Community Oriented Policing and Problem Solving and the Code of Ethics.
Principles and practices of budget development and administration.
Principles, practices and methods of law enforcement including patrol, enforcement procedures, crime investigation techniques and prevention, information systems, and equipment.
Court legal and administrative processes.
Program development and implementation.
Cultural diversity and philosophy and strategies of community policing; social and economic factors that contribute to crime; juvenile welfare and rehabilitation.
Delegation and employee supervision.

Ability to:
Plan, organize, and manage the operations of a large and complex law enforcement agency.
Analyze reports and statistics regarding crime, trends, juvenile delinquency, and other subjects.
Effectively budget, allocate, and utilize agency resources.
Recognize and be sensitive to the political environment and related issues.
Work effectively with a diverse population including executive managers, elected officials, labor organizations, members of boards and commissions, Department and City staff, neighborhood and community groups, and the general public to build consensus and foster cooperation.
Identify issues and concerns, develop alternatives, and achieve consensus among diverse interests.
Develop and implement goals, objectives, policies, and priorities.
Work in a collaborative and cooperative team environment.
Understand, interpret, and apply laws, administrative policies, rules, and procedures.
Prepare clear and concise records, reports, correspondence and other written materials
Communicate clearly, concisely, and persuasively both orally and in writing including presentations at meetings.
Lead, select, supervise, motivate, and evaluate staff.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:
Equivalent to the completion of the twelfth grade. Bachelor's degree from an accredited college or university in police science, criminology, psychology, business administration or a related field is highly desirable.

Experience:
Six (6) years of responsible supervisory/management experience in a municipal police force, including at least three (3) years of command-level (Lieutenant or higher rank) experience in an organization comparable to Oakland or larger. Completion of a post-graduate degree in an applicable field is desirable.

LICENSE OR CERTIFICATE

Must be able to meet physical, psychological and background standards.

Must be willing to work evening, night, weekend and holiday call ins.

Must be able to maintain firearms qualification.

Must possess P.O.S.T. advanced certificate. Possession of P.O.S.T. management certificate is 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.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:

Exempted: Y ☐ N ☐ Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s):)

CITY OF OAKLAND

CIVIL SERVICE BOARD MEETING MINUTES

Date: **August 11, 2011**

OPEN SESSION- 5:30 p.m.

City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

BOARD MEMBERS PRESENT: 5 – Chairperson, Wendall Mitchell
Vice-Chairperson, Winnie Anderson
Board Member, Dee Dee Brantley
Board Member, Alex Drexel
Board Member, Michelle Hatchell

BOARD MEMBERS ABSENT: 2 – Board Member, Judith Bodenhausen
Board Member, Michael Siegel

STAFF PRESENT: Andrea R. Gourdine, DHRM Director, Secretary to the Board
Tracy Chriss, City Attorney
Kip Walsh, HR Manager, Staff to the Board

The meeting commenced at 5:35 p.m. with five members present.

OPEN SESSION AGENDA

ROLL CALL

1) CONSENT CALENDAR

a) Approval of Classification Specification: Forensic Technician

b) Approval of classification Specification: Outreach Developer

c) Ratification of Provisional Appointments of Animal Control Officers

A motion was made by Member Hatchell and seconded by Member Drexel to approve the classification specifications for Forensic Technician, Outreach Developer; and the ratification of provisional appointments of Animal Control Officers. The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 –Member Bodenhausen, Member Siegel

2) OLD BUSINESS

a) Approval of June 9, 2011 Civil Service Board Meeting Minutes

- **A motion was made by Member Brantley and seconded by Vice-chairperson Anderson to approve the June 9, 2011 Civil Service Board Minutes. The motion carried by the following vote:**

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

b) Determination of Schedule of Outstanding Board Items

A motion was made by Member Brantley and seconded by Vice-Chairperson Anderson to approve the following Schedule of Outstanding Board Items.

- **Schedule to discuss at the September 8, 2011 Civil Service Board Meeting, to Determine if the Civil Service Board will refer the Appeal of Medical Separation of Construction Inspector, Paul Crum, to an outside hearing officer and;**

- **Schedule to discuss at the September 8, 2011 Civil Service Board Meeting, to Determine if the Civil Service Board will refer the Appeal of Probationary Release of Communications Dispatcher, Allen McFarland, to an outside hearing officer and;**

- **Schedule to discuss at the September 8, 2011 Civil Service Board Meeting, the determination of jurisdiction of the Civil Service Board in the Appeal of Discipline of Firefighter, Ronald Curtis and;**

- **To approve the Hearings & Appeals Calendar.**

The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

3) NEW BUSINESS:

a) Election of Civil Service Board Officers (Pursuant to Civil Service Rule 2.05)

Vice-Chairperson, Anderson nominated Chairperson Wendall Mitchell for another one-year term as the Civil Service Board Chairperson. Member Brantley nominated Vice-Chairperson Anderson for another one-year term as the Civil Service Board Vice-Chairperson. A motion was made by Member Brantley and seconded by Member Hatchell to approve the slate of nominations for Chairperson Wendall Mitchell to continue as the Chairperson and for Vice-

Chairperson Winnie Anderson to continue as the Vice-Chairperson for the Civil Service Board for another one-year term: The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel, Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

b) Quarterly Report of Outstanding Classification Studies

Principal Human Resources Analyst, Jamie Pritchett provided an updated quarterly report of outstanding classification studies.

c) Discussion to Determine Whether to Refer the Disciplinary Appeal of Emergency Service Coordinator

A motion was made by Member Drexel and seconded by Member Brantley to refer the Disciplinary Appeal of Emergency Service Coordinator Sheehan (Sean) Gillis to an outside hearing officer. The motion carried by the following vote:

Votes: Board Member Ayes: 5 – Chairperson Mitchell, Vice-Chairperson Anderson, Member Brantley, Member Drexel. Member Hatchell
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: 2 – Member Bodenhausen, Member Siegel

Speaker(s): Madelyn G. Jordan-Davis- City of Oakland Attorney

d) Director's Report: Letter of Agreement with the Port Regarding Personnel Practices Related to Common Classes

Chairperson Mitchell requested that the DHRM Director provide an update on items under the jurisdiction of the Board that are related to the relationship between the City and the Port at the September 8, 2011 Civil Service Board Meeting .

OPEN FORUM:
Speaker(s)– NONE

ADJOURNMENT:
There being no further business, and upon the motion made by Vice-Chairperson Anderson and seconded by Member Drexel, the Civil Service Board adjourned the meeting at 6:08 p.m.

NEXT MEETING

September 8, 2011 – 5:30 p.m.
City Hall, One Frank H. Ogawa Plaza, Hearing Room 2

CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
Pending List

Name of Appellant	Classification	Dept.	Action Pending	Calendared Date	Notes for Scheduling
Sgt. Thurston Slade	Police Officer	OPD	The Civil Service Board's review of the hearing officer's findings and recommendation of the Appeal of Discipline for Sgt. Thurston Slade	TBD	Staff recommends scheduling as a Closed Session item for the November 2011 Civil Service Board Meeting or for a later date

Staff Report

CITY OF OAKLAND

TO: HONORABLE CIVIL SERVICE BOARD

FROM: Kip Walsh
HR Manager, Recruitment & Classification

THROUGH: Andrea R. Gourdine
Secretary to the Civil Service Board

SUBJECT: TEMPORARY EMPLOYEES **DATE:** September 8, 2011

SUMMARY

Staff has prepared this report to provide the Civil Service Board with information about the use of temporary employees in the City and compliance with the Civil Service Rules related to temporary employees. There are temporary employees in the categories of Exempt Limited Duration Employees, and Temporary Contract Service Employees, who are currently employed in the City of Oakland, but are not in compliance with the Civil Service Rules and other City policies. The Department of Human Resources Management (DHRM) has been working with departments to develop and implement strategies to resolve issues of non-compliance. In developing those strategies, DHRM has positioned itself to manage the process going forward to ensure citywide compliance.

This report provides information about all of the current temporary employees in the categories of Exempt Limited Duration Employees and Temporary Contract Service Employees, identifies those that are out of compliance, and recommends actions to be taken to bring the City's practices into alignment with established policy.

BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) out of a 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. The categories of temporary appointments allowed under the Rules include: Provisional Appointments, Limited Duration Appointments, Temporary Contract Service Employees, Exempt Limited Duration Employees, Temporary Agency Assignments, and Grand-Funded Limited Duration Appointments. This report focuses exclusively on Exempt Limited Duration Employees (ELDEs), and Temporary Contract Service Employees (TCSEs). There is also some discussion of the use of annuitants, which is a sub-category of TCSEs.

As of August 5, 2011, there were a total of 130 employees in these categories – 26 ELDEs and 104 TCSEs, of which, 31 are TCSE/Annuitants.

Civil Service Rules Provisions for TCSEs and ELDEs

TCSEs – Civil Service Rule 5.06(b) states that this category may be used for "a maximum of 960 hours per fiscal year for one of two (2) types of assignments. Employees may be assigned to a division or a project on a regular basis up to the maximum 960 hours; or, assignments may be on an occasional or short-term (less than 30 days) basis. These assignments usually require specialized skills such as performance arts, short-term project management and transcription services. This classification may not be used for ongoing or repetitive use."

ELDEs – Civil Service Rule 5.06(c) states that this category may only be used for assignments: "(1) limited funding cycles of one year or less; (2) special projects that are longer than 6 months in duration, yet still short-term; or, (3) positions where the duties and responsibilities have not been fully defined. Exempt limited duration appointments may not exceed one year."

Compliance Issues

Non-compliance with the Rules governing TCSEs and ELDEs is usually related to the time limits associated with the different categories. For TCSEs, although the Rule makes reference to the category being used for a maximum of 960 hours *per fiscal year* (emphasis added), it also says, "This classification may not be used for ongoing or repetitive use." For the purpose of this report, all TCSEs whose assignments extend across more than one fiscal year and for longer than one calendar year are being categorized as assignments that are "ongoing or repetitive." Assignments for sixty-nine (69) of the total one hundred and four (104) TCSEs currently employed by the City have been in ongoing or repetitive assignments. Four (4) of the employees serving in TCSE assignments have been in those assignments for more than ten years, another twelve (12) have been in their assignments for more than five years. ELDE appointments are limited in duration to one year. Of the twenty-six (26) ELDEs, six (6) have been in their assignments for more than one year. Two of those assignments have lasted more than four years.

Salary Ordinance Process

One of the simplest and most direct ways to bring temporary assignments into alignment with the Rules and other City policies is to classify the assignments within the City's classification plan. There are twenty (20) temporary assignments out of compliance that could be brought into compliance if an appropriate part-time classification was in the City's Salary Ordinance and available for the assignment. There are two other temporary assignments that could be brought into compliance if the appropriate full time classification was in the City's Salary Ordinance and a recruitment and selection process could be initiated.

In May 2011, DHRM brought forward a Salary Ordinance amendment item to the Rules & Legislation Committee of the City Council for scheduling. The item included the addition of five (5) Temporary Part Time (TPT), five (5) Permanent Part Time (PPT), and five (5) Full Time (FT) classifications to be added to the Salary Ordinance – a total of fifteen (15) new items for the Salary Ordinance. All but one of the items were brought forward because they would resolve outstanding non-compliance for temporary assignments. The Committee did not agreed to put the proposed Salary Ordinance amendment on the Council's agenda. In denying the scheduling request, committee members expressed concern over the number of part time classifications in the City's classification plan. DHRM is now working to share information about the need for the

proposed Salary Ordinance amendment so that it is better understood by the City's administration and the Council members. DHRM is hopeful that the item will be heard and approved in October of this year.

ANALYSIS

The Department of Human Resources Management (DHRM) has worked to analyze the underlying issues that cause temporary assignment to be out of compliance and has found that in many cases, appropriate solutions have been difficult to implement. Of the City's thirteen operating departments, eleven have ELDE and/or TCSE assignments currently, and only the Public Works Agency has none that are out of compliance. For the purpose of this report, we have chosen to focus on the temporary employees in the Office of Parks and Recreation in detail. The compliance issues in that department are illustrative of the challenges departments face in trying to bring temporary assignments into alignment with policy.

Case Study

The Office of Parks and Recreation (OPR) has twenty-seven (27) TCSEs in the department; of those, twenty-four (24) have been used repetitively over time. More than half of the non-compliant TCSEs in OPR could be resolved if there was an appropriate part-time position to which they could be appointed. Since at least 2002, OPR staff have worked with DHRM to create a specialized recreation classification and appropriate pay scale for the people who teach specialized recreation programs (e.g. figure painting, Tae Kwan Do, ballet, etc.) and for which the employees are required to have demonstrated mastery of the specialty. At that time in DHRM, a classification specification was not finalized and presented to the Civil Service Board, until after Council approval to add the title to the City's Salary Ordinance. Over the years, several attempts have been made to bring specialized recreation classifications forward to City Council for inclusion in the Salary Ordinance, but for different reasons at each attempt, the effort has not been successful.

In November 2010, DHRM presented a new classification of Recreation Specialist III to the Civil Service Board which was approved by the Board. As discussed in the Background section above, DHRM prepared an amendment to the Salary Ordinance to present to City Council in May 2011. Adoption of the proposed Salary Ordinance amendment would have completed the process of making the Recreation Specialist III classification available (in addition to others) for use in appointments. DHRM is hopeful that the item will be heard and approved in October of this year. If the Salary Ordinance amendment adding the Recreation Specialist III classification is adopted, fourteen (14) of the non-compliant TCSEs in OPR will be resolved when appointments are made to temporary part-time assignments in the appropriate classification.

In addition to the OPR employees who provide specialized recreation programs, there is sometimes a need to offer recreation programs on a contract basis. It is common in public sector recreation departments to hire specialists who offer a class or program for a limited time, charge a fee, and split the proceeds with the sponsoring agency. Under these contracts, the contractor is usually responsible for a portion of the promotion of the program, supplies, registration, and documentation. The contracting agency provides the space, supports promotions and registration,

and manages any coordination. Although OPR has been working to develop a simple contract process to engage contractors for this purpose, the City's contracting requirements have proven to be a difficult hurdle. OPR has reported recently that they have made progress on this process and hope to be able to bring something forward for Council approval some time in the current fiscal year. If they are successful in creating a specialized contract process, another six (6) of their non-compliant TCSEs will be resolved.

The last four non-compliant TCSEs in OPR are TCSE/Annuitants. Each of them has a long history with OPR – more than 30 years – and their continued service has been to act as mentors to new staff, to continue to offer their particular program on a part time basis, and one annuitant has been serving as the City's caretaker at Feather River Camp in Plumas County, California (in the Sierra Mountains). DHRM will be working with OPR in the coming months to develop solutions to bring these assignments into compliance with the Civil Service Rules.

Citywide Compliance

DHRM has been working with departments to bring temporary assignments into alignment with the Rules for several years, but a more concerted effort has been underway since the beginning of the current calendar year. Since April 30, 2011, twenty-three (23) non-compliant temporary assignments have been resolved – either by releasing the temporary employee, or by making appropriate appointments to the correct classification.

Of the one hundred and thirty (130) TCSE and ELDE appointments currently in the City, seventy-five (75) have been identified as being out of compliance with the Civil Service Rules. Following is a list of the reasons for non-compliance and the strategies to be used in resolving them.

	Qty.	Type	Strategy for Compliance	Next Step Responsible Party
1.	22	2 ELDE; 20 TCSE	Submit Salary Ordinance Amendment for adoption by City Council to create appropriate classifications	DHRM
2.	11	3 TCSE; 8 TCSE/Annuitant	Department instructed to release temporary employees	Departments, if no action, DHRM
3.	11	TCSE	Make appointments to existing TPT classifications	Departments, if no action, DHRM to release
4.	6	3 ELDE; 2 TCSE; 1 TCSE/Annuitant	Recruitment into appropriate existing classification.	DHRM with Departments
5.	6	6 TCSE	Work with City Administration and City Attorney to develop simplified contracts	Department
6.	1	TCSE	Convert to Professional Services Contract	Department
7.	1	ELDE	Class study initiated to determine appropriate classification	DHRM
8.	17	2 ELDE; 9 TCSE; 6 TCSE/Annuitant	Requires further analysis with departments	DHRM

DHRM has communicated to departments about the need to bring all temporary assignments into alignment with the Civil Service Rules. Staff will be working very closely with departments in the coming weeks and months to implement the strategies identified above and to ensure compliance. The Civil Service Board will receive reports monthly regarding temporary employees and compliance with the Rules.

Respectfully submitted,

KIP WALSH
Human Resources Manager
Recruitment & Classification

Attachments
1. TCSE/ELDE Report as of August 5, 2011

TCSE-ELDE REPORT
September 2011

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
1	ELDE	ATTY	Newmark, Jesse M	07-17-2009	08-31-2009	No, over 1 yr	TM1	Previous agreement with DCA I-IV group to allow 2-year assignment for this specialized community service program. Need compliant solution.
2	ELDE	ATTY	Stern, Maggie W	09-20-2010	09-20-2010	YES	TM1	Previous agreement with DCA I-IV group to allow 2-year assignment for this specialized community service program. Need compliant solution.
3	ELDE	ATTY	Stern, Tivonna Denise	03-22-2010	03-22-2010	No, over 1 yr	TM1	Previous agreement with DCA I-IV group to allow 2-year assignment for this specialized community service program. Need compliant solution.
4	TCSE	AUDITOR	Isherwood, Michelle Denise	03-14-2011	03-14-2011	YES	TW1	More info requested from department 8/31/11.
5	TCSE/Annuitant	CAO	Dempsey, Kathy A.	03-07-2005	03-07-2005	No, repetitive		Department has been instructed to release employee.
6	TCSE	CAO	Huang, Be Tao	03-01-2010	03-01-2010	No, repetitive		Department has been instructed to release employee.
7	TCSE/Annuitant	CAO	Killey, Barbara B	01-11-2010	01-11-2010	No, repetitive	UH1	More info requested from department 8/31/11.
8	ELDE	CAO	Lindheim, Daniel	01-08-2007	03-28-2011	YES		Former City Administrator being retained for various projects assisgned by Mayor. Contract current.
9	TCSE	CAO	Llamas Jr., Pelayo A.	02-22-2011	02-22-2011	YES		More info requested from department 8/31/11.
10	ELDE	CAO	Neditch, Nicole Germaine	09-02-2010	05-09-2011	YES	UM2	Class Study: Permanent position established in FY11/12 budget. Appropriate class may not exist; dept. provided with PDQ 8/29/11.
11	ELDE	CAO	Soares, Michelle Renee	04-06-2009	01-20-2010	No, over 1 yr	TW1	Recruitment: Dept. conducting interviews from eligible list week of Aug. 29; appointment in September 2011.

Data Date: 08-08-11

TCSE-ELDE REPORT
September 2011

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
12	TCSE	CAO	Starling, Lane Foster	02-26-2001	07-01-2003	No, repetitive	TW1	Salary Ordinance: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
13	ELDE	CEDA	Cha, Kyungho	08-18-2009	05-17-2011	YES	SD1	Recruitment: pending certification of eligible list.
14	ELDE	CEDA	Chin, Lin A	12-21-2009	03-07-2011	YES	UM2	Grants end March 2013; position is needed until grant period ends. Revise to a 3-year grant-funded limited duration position.
15	TCSE	CEDA	Fripp, Nateanah E	02-22-2011	02-22-2011	YES	TW1	Note from dept.: employee released 8/23/11.
16	TCSE	CEDA	Ha, Francis	11-17-2008	11-17-2008	No, repetitive	TW1	Need to determine whether professional service contract or PT classification is more appropriate.
17	TCSE	CEDA	Lang, Janice S	08-11-2008	08-11-2008	No, repetitive	TW1	Recruitment: Pending establishement of eligible list for UEA IV.
18	TCSE	CEDA	Miller, Barry J.	05-29-2007	05-29-2007	No, repetitive		GIS mapping project is expected to be complete by the end of the current calendar year. Incumbent will be released at end of project.
19	TCSE	CEDA	Moroz, Linda M.	02-25-2008	02-25-2008	No, repetitive		
20	TCSE	CEDA	Quan, Stephanie A	01-10-2011	01-10-2011	YES		Incumbent will be released once new system is fully implemented and PTS is no longer needed.
21	ELDE	CEDA	Rodrigues, David J	11-01-2010	11-01-2010	YES		Incumbent will be released once new system is fully implemented and PTS is no longer needed.
22	ELDE	CEDA	Toommaly, Bouapha	01-08-2007	12-24-2010	YES	UM2	Class Study: PDQ submitted by incumbent. In review by HR; desk audit to be scheduled for week of 9/12/11.

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
23	ELDE	DHS	Argueta, Jennifer	01-24-2011	01-24-2011	YES		More info requested from department 8/31/11.
24	TCSE	DHS	Barraza, Miriam B.	02-07-2011	02-07-2011	YES		Recruitment: appointment pending establishement of eligible list for Nurse Case Manager (List established 8/30/11)
25	TCSE	DHS	Capello, Leslie-Ann Kehaulani	05-24-2010	05-24-2010	No, repetitive		Grant-funded temp - ARRA through Sept. 2011; separation at expiration of grant.
26	ELDE	DHS	Christie, Dyanna E	10-01-2007	10-01-2007	No, over 1 yr		Class Study: Recurring extensions of grant-funding. Desk audit required. Dept. provided with forms 8/29/11.
27	ELDE	DHS	Conant, Isadora Lea	12-13-2010	12-13-2010	YES	TL1	Salary Ordinance: Head Start Program Coord, PT; to FMC 10/11/11
28	TCSE	DHS	Cureaux, Norma Jean	08-22-2001	08-22-2001	No, repetitive	SI1	Recommended to dept. 4/29/11: exempt TPT appointment to PT Crossing Guard
29	TCSE	DHS	Dimacali, Romeo Ocampo	07-27-2000	07-27-2000	No, repetitive	SI1	Recommended to dept. 8/31/11: exempt TPT appointment to PT Maintenance Mechanic.
30	TCSE	DHS	Dryver, William L	08-25-2003	08-25-2003	No, repetitive	SI1	Recommended to dept. 4/29/11: exempt TPT appointment to PT Crossing Guard
31	ELDE	DHS	Edwards, Antoinette Rosa	05-03-2010	02-14-2011	YES	TL1	Salary Ordinance: Head Start Program Coord, PT; to FMC 10/11/11
32	TCSE	DHS	Glosson, Virginia Yvonne	09-05-2007	09-05-2007	No, repetitive	SI1	Recommended to dept. 4/29/11: exempt TPT appointment to PT Crossing Guard
33	TCSE/Annuitant	DHS	Goodall, Brendalynn R.	10-01-2009	10-01-2009	No, repetitive	UM1	Permanent appointment made July 2011. Annuitant currently providing training.

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
34	TCSE	DHS	Gordon, Teresita Gayon	06-07-2010	06-07-2010	No, repetitive		
35	ELDE	DHS	Haynes, Ursula Rene	12-07-2009	12-07-2009	No, over 1 yr	TW1	Recruitment: appointment pending establishement of eligible list for Nurse Case Manager (List established 8/30/11)
36	ELDE	DHS	Hernandez, Marissa Baloy	09-10-2009	09-18-2010	YES		Note from dept: scheduled for separation 9/16/11
37	ELDE	DHS	Jackson, Valerie Diane	05-23-2011	05-23-2011	YES		Note from dept: scheduled for separation 9/16/11
38	TCSE/Annuitant	DHS	Lemon, Norman	01-18-2008	01-18-2008	No, repetitive	TL1	Salary Ordinance: Head Start Program Coord, PT; to FMC 10/11/11
39	TCSE	DHS	Lin, Sarah	11-20-2006	11-20-2006	No, repetitive	TL1	Salary Ordinance: Sr. Svcs. Program Asst, PT to FMC 10/11/11
40	ELDE	DHS	Loza, Alejandra Briseno	03-17-2003	04-18-2011	YES	SD1	Recruitment: Eligilbe list exists, received requisition 8/29/11
41	TCSE	DHS	Mahan, Snjezana	10-25-2010	10-25-2010	YES	SD1	Recruitment: Eligilbe list exists, received requisition 8/29/11
42	ELDE	DHS	Mena, Emilio	09-21-2009	01-03-2011	YES	TW1	Salary Ordinance: FT Outreach Coordinator; to FMC 10/11/11.
43	ELDE	DHS	Muhammad, Ellen R	03-09-2009	05-02-2011	YES	TW1	Recruitment: not yet initiated.
44	TCSE	DHS	Okoh, Raelene	03-30-2009	03-30-2009	No, repetitive	SD1	Recruitment: Eligilbe list exists, received requisition 8/29/11

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
45	TCSE	DHS	Pajao, Edgardo	05-30-2008	03-29-2010	No, repetitive	TL1	Salary Ordinance: Sr. Svcs. Program Asst, PT to FMC 10/11/11
46	TCSE	DHS	Pollock, Shuxuan Fang	04-25-2011	04-25-2011	YES	TW1	Recruitment: appointment pending establishement of eligible list for Nurse Case Manager (List established 8/30/11)
47	TCSE/Annuitant	DHS	Rabb, Terry	11-01-2010	04-25-2011	YES		Grant-funded temporary assignment to 10/31/11; release annuitant at end of grant.
48	TCSE	DHS	Ramos, Luzon S	02-23-1998	02-23-1998	No, repetitive	SI1	Recommended to dept. 8/31/11: exempt TPT appointment to PT Maintenance Mechanic.
49	TCSE	DHS	Rivera, Mary Lou	08-25-2003	08-25-2003	No, repetitive	SI1	Recommended to dept. 4/29/11: exempt TPT appointment to PT Crossing Guard
50	TCSE	DHS	Rodriguez, Sharon A.	11-15-2004	11-15-2004	No, repetitive		Dept. drafting Prof. Services Contract
51	TCSE	DHS	Rogers, Sandra Yvonne	12-06-2010	07-05-2011	YES		More info requested from department 8/31/11.
52	ELDE	DHS	Salaam, Faheem	06-15-2006	12-24-2007	No, over 1 yr	TW1	Recruitment: not yet initiated.
53	TCSE	DHS	Salone, Lavette Lorraine	07-12-2010	07-12-2010	No, repetitive		Salary Ordinance: exempt TPT appointment to Case Mgr II, PT pending update of salary ordinance in Oracle - request submitted to Payroll 8/30/11.
54	TCSE	FIRE	Bates, Trunece Anette	10-18-2010	10-18-2010	YES		Grant-funded; support for federal and state reimbursement of emergency activities.
55	ELDE	FIRE	Campbell-Washington, Anne C.	12-02-2010	12-02-2010	YES		Recruitment: public posting scheduled for 9/6/11.

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
56	TCSE	FIRE	Giles-Flores, Rocio	08-11-2008	08-11-2008	No, repetitive	TW1	Salary Ordinance?: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
57	TCSE	FIRE	Hutchens, Gail Lee	03-15-2006	03-15-2006	No, repetitive	TW1	Salary Ordinance?: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
58	TCSE/Annuitant	FIRE	Kelly, Michael M.	01-24-2005	01-24-2005	No, repetitive		Salary Ordinance?: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
59	TCSE	FIRE	King-Williams, Bridget Denise	10-04-2010	10-04-2010	YES		Grant-funded; support for federal and state reimbursement of emergency activities.
60	TCSE	FIRE	Leeper, James Ernest	04-04-2011	04-04-2011	YES	TW1	Salary Ordinance?: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
61	TCSE/Annuitant	FIRE	Markham, Daphne	11-29-2010	11-29-2010	YES	TW1	More info requested from department 8/31/11.
62	TCSE	FIRE	Morelli, Jeffrey E	04-04-2011	04-04-2011	YES	TW1	Salary Ordinance?: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
63	TCSE	FIRE	Myers, Christine R	04-04-2011	04-04-2011	YES	TW1	CORE Instructor
64	TCSE/Annuitant	FIRE	Splithoff, Alan A	10-17-2005	10-17-2005	No, repetitive	FQ1	
65	TCSE	FIRE	Williams, James Alvin	08-18-2008	08-18-2008	No, repetitive	TW1	
66	TCSE/Annuitant	FIRE	Witt, Lalita	04-04-2011	04-04-2011	YES	TW1	More info requested from department 8/31/11.

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
67	ELDE	FMA	Chin, Jennifer X	08-29-2005	05-02-2011	YES	TW1	Salary Ordinance: Treaury Analyst series; spec to CSB 9/8/11; Ordinance Amendment to FMC 10/13/11
68	TCSE	FMA	Kuang, Tule Ly	03-28-2011	03-28-2011	YES	SD1	Recruitement: posted for redeployment 8/8/11; public posting scheduled for 9/6/11.
69	TCSE/Annuitant	FMA	Obligacion, Teresita O	08-24-2009	08-24-2009	No, repetitive		Department has been instructed to release employee.
70	TCSE/Annuitant	FMA	Torres, Norma O	11-01-2010	11-01-2010	No, repetitive	UH1	Department has been instructed to release employee.
71	ELDE	FMA	Wells, Nedra J.	03-27-2000	01-10-2011	YES	TW1	Recruitment: not yet initiated.
72	TCSE/Annuitant	FMA	Zapanta, Perla A.	08-24-2009	08-24-2009	No, repetitive		Department has been instructed to release employee.
73	TCSE/Annuitant	LIBRARY	Singh, Surinder P.	11-28-2009	11-28-2009	No, repetitive	SD1	Have incumbent provide training, then make TPT appointment to Library Assistant, PT
74	TCSE/Annuitant	LIBRARY	Weinstein, Mary R.	12-25-2009	08-07-2010	No, repetitive	SI1	Have incumbent provide training, then make TPT appointment to Senior Librarian, PT
75	TCSE	OPR	Abdur-Rasheed, Tauheedah	12-27-1997	11-17-2007	No, repetitive		Recreation Contract Classes - need new contracting process. More info requested from department 8/31/11.
76	TCSE	OPR	Ackley, Phoebe A	05-01-2010	05-01-2010	YES	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
77	TCSE	OPR	Aswad, Asual Kwahuumba	08-13-2005	06-03-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
78	TCSE	OPR	Atkins, Deitra Raylene Moore	06-03-2006	06-03-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
79	TCSE	OPR	Belcher Jr., Michael Benjamin	07-23-2011	07-23-2011	YES		More info requested from department 8/31/11.
80	TCSE	OPR	Calderon, Douglas G	06-22-2002	06-17-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
81	TCSE	OPR	Ferguson, Dorothy L	07-19-2003	06-03-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
82	TCSE	OPR	Goodman, Diana R.	12-27-1997	07-14-2007	No, repetitive		Recreation Contract Classes - need new contracting process. More info requested from department 8/31/11.
83	TCSE	OPR	Heidhues, Elizabeth Ann	08-01-2011	08-01-2011	YES		More info requested from department 8/31/11.
84	TCSE	OPR	Her, Robert Lue	06-23-2008	06-23-2008	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
85	TCSE	OPR	Hill, Taji Maalik	05-19-2007	05-19-2007	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
86	TCSE/Annuitant	OPR	Howze, Ethel	06-30-2007	06-30-2007	No, repetitive	TW1	Salary Ordinance?: More info requested from department 8/31/11. May require addition of PT class to Salary Ordinance.
87	TCSE	OPR	Hunter, Patricia A	02-02-1991	07-14-2007	No, repetitive		Recreation Contract Classes - need new contracting process. More info requested from department 8/31/11.
88	TCSE	OPR	Hurlow, Traci Renee	05-29-2010	05-29-2010	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
89	TCSE	OPR	Jefferson, Miss Portsha T.	11-22-1999	07-29-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
90	ELDE	OPR	Johnson, Alexander Merrill	07-24-2010	04-11-2011	YES	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
91	TCSE	OPR	Kaplan, Rosie	08-01-2011	08-01-2011	YES	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
92	TCSE	OPR	Latimer, George L	06-09-2001	07-14-2007	No, repetitive		Recreation Contract Classes - need new contracting process. More info requested from department 8/31/11.
93	TCSE/Annuitant	OPR	Lewis, Lloyd	05-10-1980	07-15-2006	No, repetitive	SB1	
94	TCSE	OPR	Lynch Jr., Derick Lamar	05-01-2010	05-01-2010	No, repetitive	SI1	Recommended to dept. 8/31/11: exempt TPT appointment to Rec Specialist II, PT
95	TCSE/Annuitant	OPR	Maxam, Blake Edward	06-27-2009	06-27-2009	No, repetitive	SI1	Recommended to dept. 8/31/11: release annuitant; exempt TPT appointment to Rec Specialist II, PT
96	TCSE/Annuitant	OPR	Morgan, Wilkie Roy	03-05-2011	03-05-2011	YES	SI1	More info requested from department 8/31/11.
97	TCSE	OPR	Nakazato, Tomoko	07-09-2011	07-09-2011	YES	SI1	Recommended to dept. 8/31/11: exempt TPT appointment to Rec Specialist II, PT
98	TCSE	OPR	Noble, Marilyn Beatrice	08-01-2011	08-01-2011	YES		More info requested from department 8/31/11.
99	TCSE	OPR	Ogawa, Deanne Aiko	03-15-2003	03-22-2008	No, repetitive		Recreation Contract Classes - need new contracting process. More info requested from department 8/31/11.

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
100	TCSE	OPR	Oppenheimer, Ellen	06-17-2006	06-17-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
101	TCSE	OPR	Patton, Annie Yolanda	06-03-2006	06-03-2006	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
102	TCSE/Annuitant	OPR	Rhine, Rosalind A	11-21-1968	07-29-2006	No, repetitive	SI1	Recommended to dept. 8/31/11: release annuitant; exempt TPT appointment to Rec Specialist II, PT
103	TCSE	OPR	Riga, Carol Tarzier	05-29-2010	05-29-2010	No, repetitive	SC1	Salary Ordinance: Recreation Specialist III, PT; new class created and approved by CSB 11/18/10; to FMC 10/11/11
104	TCSE	OPR	Scales, Tommy J	06-14-2008	06-14-2008	No, repetitive	SI1	Recommended to dept. 8/31/11: exempt TPT appointment to Rec Specialist II, PT
105	TCSE	OPR	Skillern, Rufus Earl	04-07-2007	04-07-2007	No, repetitive	SI1	Recommended to dept. 8/31/11: exempt TPT appointment to Rec Specialist II, PT
106	TCSE	OPR	Turetsky, Ann	08-01-2011	08-01-2011	YES		More info requested from department 8/31/11.
107	TCSE	OPR	Wright, Gerald Wayne	07-10-2010	07-10-2010	No, repetitive		Recreation Contract Classes - need new contracting process. More info requested from department 8/31/11.
108	TCSE/Annuitant	POLICE	Babka-Kurzrock, Julia Bess	05-17-2010	05-17-2010	No, repetitive	SC1	Note from dept: separated 8/26/11
109	TCSE	POLICE	Bryant, Scott	10-19-2009	10-19-2009	No, repetitive		
110	TCSE	POLICE	Cline, Martha V	03-10-2008	03-10-2008	No, repetitive	SD1	Note from dept: scheduled for separation 9/16/11

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
111	TCSE/Annuitant	POLICE	Crawford, Jay Edwin	01-10-2011	01-10-2011	YES		#1 of seven annuitants agreed to in recent OPOA negotiations. Audits under NSA to ensure agency compliance.
112	TCSE/Annuitant	POLICE	De Nardi, Gino F	04-04-2011	04-04-2011	YES		#4 of seven annuitants agreed to in recent OPOA negotiations. Audits under NSA to ensure agency compliance.
113	TCSE/Annuitant	POLICE	Hannon-Orozco, Mercedes	01-30-2006	01-30-2006	No, repetitive	SC1	Department has been instructed to release employee.
114	TCSE/Annuitant	POLICE	Johnson, Carmen Annette	05-17-2010	05-17-2010	No, repetitive	SC1	Note from dept: scheduled for separation 9/16/11
115	TCSE/Annuitant	POLICE	Lee, Lansing J	01-15-2007	01-15-2007	No, repetitive	TW1	Recruitment: Requisition rec'd 9/2/11. Department has requested continued assignment until recruitment complete.
116	TCSE	POLICE	Maria, Gary E.	12-17-2005	12-17-2005	No, repetitive	SD1	Note from dept: scheduled for separation 9/16/11
117	TCSE/Annuitant	POLICE	Melara, Patricia Anne	04-04-2011	04-04-2011	YES		#2 of seven annuitants agreed to in recent OPOA negotiations. Audits under NSA to ensure agency compliance.
118	TCSE	POLICE	Robertson, Jyothi V	04-09-2007	04-09-2007	No, repetitive	UM2	Salary Ordinance?: Need to do analysis of pay scale, may be too low; and PT classification does not exist.
119	TCSE/Annuitant	POLICE	Rodriguez, Glen A	05-02-2011	05-02-2011	YES		#5 of seven annuitants agreed to in recent OPOA negotiations. Audits under NSA to ensure agency compliance.
120	TCSE/Annuitant	POLICE	Rodriguez, Sylvia	11-15-2010	11-15-2010	No, repetitive		#3 of seven annuitants agreed to in recent OPOA negotiations. Audits under NSA to ensure agency compliance.
121	TCSE/Annuitant	POLICE	Shipley, Kevin Franklin	05-17-2010	05-17-2010	No, repetitive	SC1	Note from dept: separated 8/26/11

	TCSE/ELDE	DEPT	FULL_NAME	HIRE_DATE	TEMP CLASS DATE	Currently Compliant w/CSR Time Limits?	REP UNIT	NOTES
122	TCSE	POLICE	Singer, Carl E.	02-03-2001	02-03-2001	No, repetitive	UM2	Salary Ordinance?: Need to do analysis of pay scale, may be too low; and PT classification does not exist.
123	ELDE	POLICE	Wong, Helena	04-04-2011	04-04-2011	YES	SD1	Salary Ordinance: new class of Forensic Technician created & approved by CSB 8/11/11; Ordinance Amendment to FMC 10/13/11
124	TCSE	POLICE	Woolf, Jennifer A.	05-21-2007	05-21-2007	No, repetitive	UM2	Salary Ordinance?: Need to do analysis of pay scale, may be too low; and PT classification does not exist.
125	TCSE/Annuitant	POLICE	Yoell, Michael Glenn	04-25-2011	04-25-2011	YES		#6 of seven annuitants agreed to in recent OPOA negotiations. Audits under NSA to ensure agency compliance.
126	TCSE	PWA	DeBolt, Linda T	11-15-2010	11-15-2010	YES	TF1	Recruitment: pending certification of eligible list.
127	TCSE/Annuitant	PWA	Oehler, Lyle B.	04-18-2011	04-18-2011	YES	UM2	Recruitment: Annuitant providing transitional support on grant-funded project pending interviews of CIP Coordinator on eligible list. Interviews scheduled for week of 9/12/11.
128	TCSE	PWA	Patel, Mahendra N	12-13-2010	12-13-2010	YES	TF1	Recruitment: eligible list certified to department 8/30/11
129	TCSE	PWA	Siu, Edmond	10-18-2010	10-18-2010	YES	TF1	Recruitment: pending certification of eligible list.
130	TCSE	PWA	Tran, Paul Binh Van	01-10-2011	01-10-2011	YES	TF1	Recruitment: pending certification of eligible list.

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• Also admitted in Arizona
•• Admitted in Hawaii
••• Also admitted in Nevada
•••• Also admitted in Illinois
••••• Also admitted in Missouri
•••••• Also admitted in New York

August 29, 2011

VIA E-MAIL ATTACHMENT

Kip Walsh
Human Resources Manager
Staff to the Civil Service Board
City of Oakland
Email: KWalsh@oaklandnet.com

Re: City of Oakland
Service Employees International Union, Local 1021
Appeals of Allan McFarland and Paul Crum, Items 3(c) and (d) on Sept. 8, 2011 calendar

Dear Ms. Walsh:

I write this letter on behalf of our client the Service Employees International Union, Local 1021 ("SEIU Local 1021").

I have conferred with Deborah Bialosky, representative for the City of Oakland, regarding the two above-referenced appeals. SEIU Local 1021 agrees that the two appeals should be referred to an outside hearing officer.

Please contact me if you have questions.

Sincerely,

Kerianne R. Steele

KRS/not
cc: Deborah Bialosky, Attorney representing City of Oakland, Email: dbappeals@yahoo.com
Sequonite Buggs, SEIU Local 1021, Email: Sequonite.Buggs@seiu1021.org
125797/634644