



CIVIL SERVICE BOARD MEETING AGENDA

Date: May 10, 2012

CLOSED SESSION – 5:30 p.m.

OPEN SESSION - 6:00 p.m. (or as soon as reasonably practicable thereafter)

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; 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, Recruitment & Classification Manager/Staff to the Board; Jennie Lim, HR Technician/Staff to the Board

OPEN SESSION AGENDA

The Civil Service Board will convene in Open Session prior to adjourning to Closed Session and will report out any final decisions during the Open Session Meeting Agenda.

ROLL CALL

1) CLOSED SESSION AGENDA – Personnel Matter for Public Employees

Pursuant to California Government Code Section 54957

An appellant must notify the Civil Service Board in writing if she/he wishes to have a matter heard in open session

Public Employee's Appeal of Termination (OPD-2012-AP001) – Review of Hearing Officer's Recommendations

OPEN SESSION AGENDA

1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

2) OPEN FORUM: 3 minutes

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OFFICE OF THE CITY CLERK
OAKLAND
2012 MAY - 7 PM 3:01

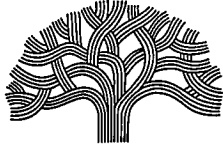
- 3) CONSENT CALENDAR** **ACTION**
- a) Approval of Classification Specifications
 - Human Resource Analyst, Principal
 - b) Approval of Provisional Appointment
 - Program Analyst III – CAO-2012-PA01
 - Graphic Delineator – DPBNP-2012-PA01
- 4) OLD BUSINESS:**
- a) Approval of April 12, 2012 Civil Service Board Meeting Minutes **ACTION**
And April 12, 2012 Civil Service Board Special Meeting Minutes
 - b) Determination of Schedule of Outstanding Board Items
 - Civil Service Board Appeals & Hearings Calendar **ACTION**
 - c) Informational Report on the Status of Temporary Assignments for **INFORMATION**
Temporary Contract Service Employees (TCSEs) and Exempt
Limited Duration Employees (ELDEs) Including a Report of the
Names, Hire Dates, and Departments of all ELDEs and TCSEs in
Accordance with the Memorandum of Understanding Between the
City and Local 21
- 5) NEW BUSINESS:**
- a) Approval of Classification Specifications **ACTION**
 - Fire Prevention Bureau Inspector, Civilian
 - b) To Discuss the Meaning of and Determine Actions Required by the **ACTION**
Trial Court and Appellate Decision for *Kheven LaGrone v. City of*
Oakland, et al., Alameda County Superior Court, Case No.
RG09477713
 - c) Review and Determination of Backpay and Benefits owed to **ACTION**
Plaintiff/Petitioner, LaGrone in Accordance with Writ of Mandate
Issued on January 24, 2011 (*Kheven LaGrone v. City of Oakland,*
et al., Alameda County Superior Court, Case No. RG09477713)
 - d) Consideration of the Request to Issue an Administrative Subpoena **ACTION**
to Kheven LaGrone in the *Kheven LaGrone v. City of Oakland*
Case

- e) An Ordinance Amending Ordinance No. 8979 C.M.S. Which Is Codified At Oakland Municipal Code Chapter 2.08 To Clarify The Authority Of The Port Board Commissioners And The Oakland Civil Service Board With Regard To The Establishment, Modification, And Elimination Of Classifications Included In The City's Civil Service System and Related Documents INFORMATION
- f) Director's Report: Department Reorganizations INFORMATION

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

DATE: May 10, 2012

TO: The Honorable Civil Service Board
THROUGH: Andrea R. Gourdine, DHRM Director
Secretary to the Board

FROM: Kip Walsh
Recruitment & Classification Mgr

SUBJECT: Approval of Classification Specification for the Classification of Human Resource Analyst, Principal

Based upon a classification review requested by the City Administrator's Office, the Department of Human Resources Management (DHRM) has proposed that a classification specification for the **Human Resource Analyst, Principal** classification be revised. The proposed changes address the need for inclusion of another specialty area: equal employment opportunity (EEO) programs. The classification is broad enough and has been used in the past to fill vacancies related to EEO programs. The formal revision of this classification specification will ensure that it accurately reflects all specialty areas in which incumbents may be required to possess knowledge and expertise along with how it is utilized in different City departments.

The revised classification specification for **Human Resource Analyst, Principal** includes a new task statement and minor changes to several knowledge, skills and abilities statements to specify relevant equal employment duties. No changes were proposed to the minimum qualifications. The proposed classification specification, when adopted, will be used to clearly convey the expectations and requirements for the position via job postings for future vacancies including any necessary selective certifications.

The Confidential Management Employees Association (CMEA) was notified and given the opportunity to review the proposed classification specification. Representatives notified DHRM that the union has no objections. DHRM staff recommends that the Civil Service Board approve the proposed **Human Resource Analyst, Principal** classification specification for the Department of Human Resources Management and City Administrator's Office as part of the maintenance of the City's classification plan.

Attachment: Proposed classification specification – track changes
Revised classification specification – clean copy



HUMAN RESOURCE ANALYST, PRINCIPAL

Class Code: MA127 FTE
MA124 PPT

Civil Service Classified

DEFINITION

Under direction in the ~~Office of Personnel~~ Department of Human Resources Management or the City Administrator's Office, performs the most difficult and complex professional personnel duties in the administration of recruitment and examination, classification and compensation, employee relations, employee training and organizational development, and equal employment opportunity (EEO) programs; serves as a technical consultant and/or supervisor in one or more specialized personnel activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the expert level in the Human Resource Analyst series. Employees at this level possess the most advanced credentials or expertise in their specialty, functioning as consultants to other personnel professionals or management in any City department. Additionally, this position may plan, organize and supervise the work of a personnel unit such as examinations, classification, training, employee relations, organizational development, or equal employment. A high degree of administrative independence is utilized in carrying out departmental goals and objectives. The incumbent is expected to carry out assignments without direction except as new or unusual circumstances require. This position is distinguished from the Senior Human Resource Analyst which is an advanced journey level.

The incumbent receives direction from senior supervisors and managers and exercises supervision over professional, technical and clerical support staff.

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

Represent management in difficult and complex labor negotiations in order to establish wages, benefits, and working conditions; coordinate the development and presentation of positions and strategies for labor negotiations, including preparation of cost estimates for management and labor proposals.

Provide consultation to managers on disciplinary procedures, contract interpretation, grievances, personnel rules, labor law and related personnel issues; resolve grievances through formal and informal procedures between employee organizations and management; provide consultation to executive level managers on complex organizational and personnel performance issues and problems.

Provide consultation to the City Attorney, City ~~Manager~~ Administrator, other management staff, and direct subordinate staff, in regard to the conduct of recruitment campaigns and examination processes, departmental and individual classification and compensation issues and the development and administration of assessment procedures for high level or sensitive positions, including those under Court scrutiny, the subject of probable litigation and settlement

HUMAN RESOURCE ANALYST, PRINCIPAL

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agreements.

Provide consultation to the City Attorney, City Administrator, other management staff, and direct subordinate staff, in regard to the investigation, response and settlement of employment discrimination and sexual harassment complaints; monitor the City for compliance with laws, regulations and guidelines; develop and amend EEO policies and procedures; interpret and explain policies; assist with workforce utilization analysis.

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

Prepare, analyze and maintain a variety of records, reports, studies, documents and statistical findings; prepare Memoranda of Understanding (MOU); prepare ordinances, resolution, policy statements, and administrative instruction to implement terms of the MOU's.

Negotiate, develop and monitor professional service contracts; assist in the preparation of divisional budget; develop and prepare financial reports.

QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public personnel administration at an expert level in one or several of the following areas: recruitment, selection, classification, compensation, employee training, equal employment and affirmative action, organizational development and labor relations.
- Principles of organization and management with extensive knowledge in local government organizational structure; mediation and conflict management; supervision and staff development.
- And expertise regarding legal standards and guidelines governing employee relations activities and civil service employment; legal and professional standards and procedures for the development, administration and validation of assessment instruments.
- Principles and practices for analyzing and interpreting statistical, organizational and classification data.
- Legal standards and guidelines for investigating, researching and resolving discrimination and sexual harassment complaints; laws governing Federal and State equal employment opportunity programs.
- English language mechanics, syntax, grammar and spelling.
- Budget development and administration; professional services contract development and administration.
- Computer systems and software applications including spreadsheet database and word-processing applications.

Ability to:

HUMAN RESOURCE ANALYST, PRINCIPAL

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- Supervise and direct subordinate professional and support staff; interpret and enforce administrative /operational polices, practices and procedures; analyze and solve problems of a complex nature; maintain departmental standards and procedures.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; prepare and analyze comprehensive reports.
- Collect, analyze and interpret a wide variety of employment related information and data; prepare and execute detailed and comprehensive work plans in a timely and competent manner; exercise sound judgment in stressful and difficult situations.
- Negotiate and administer labor contracts; resolve conflicts and utilize effective communication techniques.
- Identify and define illegal discrimination through systematic fact-finding or investigation; and to apply equal opportunity principles when identifying and resolving problems.
- Analyze complex and difficult personnel problems and make appropriate recommendations; interpret and apply regulations, policies, and guidelines.
- Utilize computer systems and related software programs.

EDUCATION AND EXPERIENCE MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree in public or business administration, social science or a closely related field. A Master's degree is highly desirable.

Experience:

Five years of progressively responsible experience in public personnel administration and management.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Special qualifications for individual positions may be established including specialized knowledge, abilities, education and experience.

This position may require the ability to serve on-call, 24 hours a day in response to potentially threatening situations.

HUMAN RESOURCE ANALYST, PRINCIPAL

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DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 6/8/1995 CSB Resolution #: 44337 Salary Ordinance
#:

Exempted: Y N Exemption Resolution #:

Revision Date: 5/14/1998 CSB Resolution #: 44376c Salary Ordinance
Re-titled Date: CSB Resolution #: #:

/ /

(Previous title(s):)



HUMAN RESOURCE ANALYST, PRINCIPAL

Class Code: MA127 FTE
MA124 PPT

Civil Service Classified

DEFINITION

Under direction in the Department of Human Resources Management or the City Administrator's Office, performs the most difficult and complex professional personnel duties in the administration of recruitment and examination, classification and compensation, employee relations, employee training and organizational development, and equal employment opportunity (EEO) programs; serves as a technical consultant and/or supervisor in one or more specialized personnel activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the expert level in the Human Resource Analyst series. Employees at this level possess the most advanced credentials or expertise in their specialty, functioning as consultants to other personnel professionals or management in any City department. Additionally, this position may plan, organize and supervise the work of a personnel unit such as examinations, classification, training, employee relations, organizational development, or equal employment. A high degree of administrative independence is utilized in carrying out departmental goals and objectives. The incumbent is expected to carry out assignments without direction except as new or unusual circumstances require. This position is distinguished from the Senior Human Resource Analyst which is an advanced journey level.

The incumbent receives direction from senior supervisors and managers and exercises supervision over professional, technical and clerical support staff.

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

Represent management in difficult and complex labor negotiations in order to establish wages, benefits, and working conditions; coordinate the development and presentation of positions and strategies for labor negotiations, including preparation of cost estimates for management and labor proposals.

Provide consultation to managers on disciplinary procedures, contract interpretation, grievances, personnel rules, labor law and related personnel issues; resolve grievances through formal and informal procedures between employee organizations and management; provide consultation to executive level managers on complex organizational and personnel performance issues and problems.

Provide consultation to the City Attorney, City Administrator, other management staff, and direct subordinate staff, in regard to the conduct of recruitment campaigns and examination processes, departmental and individual classification and compensation issues and the development and administration of assessment procedures for high level or sensitive positions,

HUMAN RESOURCE ANALYST, PRINCIPAL

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including those under Court scrutiny, the subject of probable litigation and settlement agreements.

Provide consultation to the City Attorney, City Administrator, other management staff, and direct subordinate staff, in regard to the investigation, response and settlement of employment discrimination and sexual harassment complaints; monitor the City for compliance with laws, regulations and guidelines; develop and amend EEO policies and procedures; interpret and explain policies; assist with workforce utilization analysis.

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

Prepare, analyze and maintain a variety of records, reports, studies, documents and statistical findings; prepare Memoranda of Understanding (MOU); prepare ordinances, resolution, policy statements, and administrative instruction to implement terms of the MOU's.

Negotiate, develop and monitor professional service contracts; assist in the preparation of divisional budget; develop and prepare financial reports.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public personnel administration at an expert level in one or several of the following areas: recruitment, selection, classification, compensation, employee training, equal employment and affirmative action, organizational development and labor relations.
- Principles of organization and management with extensive knowledge in local government organizational structure; mediation and conflict management; supervision and staff development.
- And expertise regarding legal standards and guidelines governing employee relations activities and civil service employment; legal and professional standards and procedures for the development, administration and validation of assessment instruments.
- Principles and practices for analyzing and interpreting statistical, organizational and classification data.
- Legal standards and guidelines for investigating, researching and resolving discrimination and sexual harassment complaints; laws governing Federal and State equal employment opportunity programs.
- English language mechanics, syntax, grammar and spelling.
- Budget development and administration; professional services contract development and administration.
- Computer systems and software applications including spreadsheet database and word-processing applications.

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Ability to:

- Supervise and direct subordinate professional and support staff; interpret and enforce administrative /operational polices, practices and procedures; analyze and solve problems of a complex nature; maintain departmental standards and procedures.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; prepare and analyze comprehensive reports.
- Collect, analyze and interpret a wide variety of employment related information and data; prepare and execute detailed and comprehensive work plans in a timely and competent manner; exercise sound judgment in stressful and difficult situations.
- Negotiate and administer labor contracts; resolve conflicts and utilize effective communication techniques.
- Identify and define illegal discrimination through systematic fact-finding or investigation; and to apply equal opportunity principles when identifying and resolving problems.
- Analyze complex and difficult personnel problems and make appropriate recommendations; interpret and apply regulations, policies, and guidelines.
- Utilize computer systems and related software programs.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree in public or business administration, social science or a closely related field. A Master's degree is highly desirable.

Experience:

Five years of progressively responsible experience in public personnel administration and management.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Special qualifications for individual positions may be established including specialized knowledge, abilities, education and experience.

This position may require the ability to serve on-call, 24 hours a day in response to potentially threatening situations.

HUMAN RESOURCE ANALYST, PRINCIPAL

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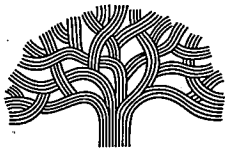
Established: 6/8/1995 CSB Resolution #: 44337 Salary Ordinance
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Exempted: Y N Exemption Resolution #:

Revision Date: 5/14/1998 CSB Resolution #: 44376c
Re-titled Date: CSB Resolution #: Salary Ordinance
#:

/ /

(Previous title(s):)




CITY OF OAKLAND

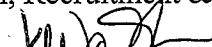
MEMORANDUM

DATE: May 10, 2012

TO: The Honorable Civil Service Board

FROM: Daryl Look 
Principal Human Resource Analyst

THROUGH: Andrea R. Gourdine, DHRM Director 
Secretary to the Board

THROUGH: Kip Walsh, Recruitment & Classification
Manager 

SUBJECT: Request for Provisional Appointment in Classification of Program Analyst III to be ratified at Civil Service Board Meeting of May 10, 2012 (CAO-2012-PA01)

Attached is a request from the City Administrator's Office to make a provisional appointment to a Program Analyst III vacancy. The basis for this request is detailed in the attached Provisional Appointment Form. This appointment will terminate an Exempt Limited Duration Employee (ELDE) assignment prior to expiration.

A Program Analyst III is primarily responsible for directing or developing programs, finding sources of funds, administering programs and contracts, and evaluating results. Incumbents receive general instructions regarding the scope of and approach to the assigned program. In this particular case, the position is located within the Administration Unit of the City Administrator's Office and the program will focus on marketing and communications for the City with a particular emphasis on online marketing. This is an evolving function within the City and will require the incumbent to be knowledgeable and experienced in online marketing and communications techniques, customer service, and social media, and web-based marketing tools. The minimum qualifications for Program Analyst III are the equivalent to:

Education: Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university. A Master's degree is desirable.

Experience: Four years or relevant experience in the particular area of program administration, including one year of lead direction or supervisory experience.

The selected candidate meets the minimum qualifications of a Program Analyst III. His/Her experience includes over 12 years of experience in marketing and communication services and project management as they relate to website production and design. In addition, the individual is familiar with the City of Oakland and has experience working as a temporary employee in the Marketing Unit (Cultural Funding) of the Redevelopment Division of the former Community and Economic Development Agency.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is anticipated to open in late May or early June, 2012. DHRM recommends that the Civil Service Board ratify the provisional appointment to this Program Analyst III vacancy in the City Administrator's Office beginning on May 12, 2012, and ending on or before September 12, 2012.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 10, 2012

AREA REQUESTED

POSITION: Program Analyst III (Marketing and Communications)

DEPARTMENT: City Administrator's Office

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A

DATE PERSONNEL REQUISITION RECEIVED: May 2, 2012

CURRENT STATUS OF EXAMINATION: An examination has not yet been scheduled. However, it is anticipated that a job announcement will be posted in late May or early June, 2012 as we go through the planning process. When all applicants have been assessed, exam development will begin. Upon completion, DHRM will move forward with the examination and selection process to fill the position.

JUSTIFICATION:

Reason Needed: It is vital to the operation of the Administration Unit within the City Administrator's Office to have this position occupied while the recruitment is in process. In recent years, new and evolving technologies have impacted the public information environment. For the City, this means it is now necessary to manage the public interface of the City's website from a marketing and communications perspective. Filling the position on a provisional basis will allow the City to continue to coordinate and maintain a social media presence.

The requisition requesting a provisional appointment was approved on May 4, 2012. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated: Filling the vacancy utilizing a new classification or an exempt classification were alternatives that were considered.

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

The functions to be performed are critical to City operations include maintaining a presence in the social media community, monitoring traffic, and staying current on the public perceptions of the City Council and City Administrator's policies and decision. If this request is not approved, critical information would not be available to the Communications Director and City Administrator on the use of technology to streamline city service delivery and on communications through social media. In addition, emergency communications and support to the communications team would not be available during a period without a provisional appointment.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



PROGRAM ANALYST III

Class Code:
SC204

Bargaining Unit: Local 21 Management
Employees (Civil Service)

CITY OF OAKLAND
Revision Date: Jul 12, 2011

SALARY RANGE

\$5,965.67 - \$7,324.67 Monthly
\$71,588.04 - \$87,896.04 Annually

DEFINITION:

Under direction, directs or performs program planning, research, analysis and development; negotiates and administers contracts; writes grant proposals and submits applications; implements and monitors programs; prepares reports and drafts proposed programs; performs needs assessment; provides assistance to community organizations, district boards and citizen advisory bodies; supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level classification in the series. The incumbent directs or develops programs, finds sources of funds, administers programs and contracts, and evaluates results. The incumbent receives general instructions regarding the scope of and approach to programs, but procedures and techniques are left to the discretion of the incumbent. Program Analyst II differs from Program Analyst III in that the latter supervises professional staff or acts a team leader on complex projects.

A Program Analyst III receives direction from a supervisor, manager, or other management staff and supervises Program Analyst II, clerical staff, interns, and other assigned staff.

EXAMPLES OF DUTIES:

- Directs the translation of ideas and concepts into fundable programs or projects; develops strategies to locate funds for programs; coordinates funding requests and contract implementation with public service agencies; arranges supplemental funds and program revisions when needed.
- Designs, negotiates, and administers contracts with consultants and service providers; monitors contracts to ensure compliance; conducts site visits; reviews invoices and recommends payments to contractors and consultants.
- Writes grant proposals and applications; reviews and evaluates grant documents to ensure compliance with grantor and City standards; administers grant programs; develops and monitors required grant procedures.
- Acts as program leader, including the planning and implementation of programs, preparing budgets, identifying sources of funds, developing and negotiating contracts, resolving problems and communicating with participants.
- Provides staff assistance to citizen advisory bodies, committees and commissions; facilitates meetings of community organizations, district boards, and neighborhood groups relating to the development and implementation of programs;
- Supervises, trains and evaluates assigned staff; prepares and monitors a unit budget.
- Writes reports, letters, agendas, and minutes; researches, prepares, and analyzes complex reports.
- Makes public presentations relating to assigned programs; prepares written material for public distribution.

- Reviews and prepares City Council agenda materials; prepares staff reports.

MINIMUM QUALIFICATIONS:

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

Education:

Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university. A Master's degree is desirable.

Experience:

Four years or relevant experience in the particular area of program administration, including one year of lead direction or supervisory experience.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of program management.
- Contract negotiation, grant writing and reporting procedures.
- Public contact and community relations techniques.
- Research and analysis techniques.
- Computer applications, including word processing, spreadsheets, databases, and project management.
- Community resources and organizations.
- Budget development and administration.

Ability to:

- Plan, organize, direct and evaluate programs.
- Analyze professional reports and implement individualized education plans.
- Communicate effectively in writing and orally with the public, including City departments and State agencies.
- Interpret federal and state regulations pertaining to blocks grants.
- Work independently and set priorities.
- Maintain accurate records; prepare clear, concise reports.
- Prepare and administer grants.
- Perform project management and supervision.
- Conceptualize programs in response to constituent needs and request for proposal requirements; develop appropriate budget, organizational and staffing structures.
- Prepare, analyze and interpret complex reports of a general or technical nature.
- Establish and maintain positive relationships with both governmental and non-profit agencies, community leaders and program constituents.
- Communicate effectively and persuasively in both oral and written form with a diverse group.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

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.

CLASS HISTORY:

Established: 5-14-1998; CSB Reso#: 44376



MEMORANDUM

DATE: May 10, 2012

TO: The Honorable Civil Service Board

THROUGH: Andrea R. Gourdine, DHRM Director
Secretary to the Board

THROUGH: Kip Walsh, Recruitment & Classification
Manager

FROM: Verilyn Bellamy
Human Resources Analyst

SUBJECT: Request for Provisional Appointment in Classification of Graphic Delineator to be ratified at Civil Service Board Meeting of May 10, 2012 (DPBNP-2012-PA01)

Attached is a request from the Department of Planning, Building and Neighborhood Preservation (DPBNP) to make a provisional appointment to a Graphic Delineator vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation. This appointment will terminate an Exempt Limited Duration Employee (ELDE) assignment prior to expiration.

A Graphic Delineator is primarily responsible for providing design and graphic work for development of maps, charts, exhibits, printed reports and other graphic material. This position coordinates the production of printed materials and performs related duties as assigned.

The minimum qualifications for Graphic Delineator are the equivalent of an Associate's degree in graphic arts, mapping or a closely related field. Training may include a certificate or equivalent of completion of course work in graphic design or mapping software and techniques; and three years of experience and/or training in graphic arts or mapping.

The selected candidate meets the minimum qualifications of Graphic Delineator. His/her experience includes serving as an Exempt Limited Duration Employee with the City of Oakland providing design and graphic work for development of maps, charts, exhibits, printed reports and other graphic material. He/she also coordinates the production of printed materials. Additionally, the selected candidate served as a Strategic Planning Intern with the City of Oakland, assisting with spatial analysis and the creation of maps for planning projects including the Citywide Zoning Project.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is tentatively scheduled to open on May 21, 2012.

I recommend that the Civil Service Board ratify the provisional appointment to this Graphic Delineator vacancy in the Department of Planning, Building and Neighborhood Preservation beginning on May 14, 2012 and ending on or before September 14, 2012.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: May 10, 2012

AREA REQUESTED

POSITION: Graphic Delineator

DEPARTMENT: Department of Planning, Building and Neighborhood Preservation (DPBNP)

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A

DATE PERSONNEL REQUISITION RECEIVED: April 17, 2012

CURRENT STATUS OF EXAMINATION: Recruitment is tentatively scheduled to OPEN on May 21, 2012. When all applicants have been assessed, exam development will begin. Upon completion, DHRM will move forward with the examination and selection process.

JUSTIFICATION:

Reason Needed: It is vital to the operation of the Department of Planning, Building and Neighborhood Preservation to have this critical position occupied while the recruitment is in process.

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting a provisional appointment was approved on March 19, 2012. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

A recruitment to fill this vacant position is tentatively scheduled open on May 21, 2012 with the Department of Human Resources Management.

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

The department will not have personnel to perform the necessary duties related to this position. The Graphic Delineator position is critical and supports the Citywide Zoning Update Project. This project is in place to update the City's zoning regulations, the legal standards which govern the development of land in the City. This position will provide design and graphic work for the development of maps, charts, exhibits, printed reports and other graphic materials, and will coordinate the production of printed materials.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

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



GRAPHIC DELINEATOR

Class Code: TC110 FTE

Civil Service Classified

DEFINITION

Under general supervision, uses a full range of technical skills to provide design and graphic work for development of maps, charts, exhibits, printed reports and other graphic material; to coordinate the production of printed materials; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Graphic Delineator is a journey level classification. This class is distinguished from the higher level Planner in that incumbents of the latter gather planning and zoning, data and information to the public. Receives general supervision from a supervisor Planner classification. May provide technical or lead direction and training to planning interns.

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

- Develop graphic and visual materials including maps, charts, exhibits and plans.
- Make printing arrangements with Reproductive Services and vendors.
- Draw maps, exhibits and graphics to specification.
- Work from oral or general written direction to prepare finished products.
- Determine most appropriate graphic media to display concepts, statistical data and information to reach the intended audience.
- Research and respond to City staff, public and media inquiries.
- Design brochures, pamphlets, and other printed materials.
- Develop notification materials for zoning applications; update zoning maps and prepare zoning and subdivision regulations for reprinting.
- Prepare and maintain department maps, map files, and files of graphic materials.
- Inventory, research and order graphic supplies or software with approval of supervisor.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Graphics and printing production techniques.
- Scale drawing techniques.
- Cartography technique.
- Methods and materials in composing layout for pictorial presentations.
- ArcGIS, Adobe Suite (or equivalent) and related software.

Ability to:

- Use computer graphics and word processing software.
- Communicate effectively both orally and in writing with public and other City staff.
- Understand and follow both verbal and written instructions.
- Establish and maintain effective working 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:

An Associate of Applied Art degree in graphic arts, mapping or a closely related field. Training may include a certificate or equivalent evidence of completion of course work in graphic design or mapping software and techniques.

Experience:

Three years of experience and/or training in graphic arts or mapping.

LICENSE OR CERTIFICATE

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY					
Established:	2/9/2012	CSB Resolution #:	44540	Salary Ordinance #:	
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:			
Revision Date:	/ /	CSB Resolution #:			
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:	
(Previous title(s):)				