



REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

Date: August 18, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Technician/Staff to the Board
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/85272389023?pwd=bFUxRVhiWU9PU3V5SGlxeldTeFIHdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 852 7238 9023 (Note: Password: "Passcode: CSB818" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 841 7238 0932 Passcode: 139382

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
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If you have any questions, please email Ian Appleyard, Human Resources Director at IAppleyard@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

- | | |
|--|--------------------|
| 2) APPROVAL OF THE AUGUST 18, 2022 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of the Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361 | |
| b) Approval of Provisional Appointments (1) | |
| • Housing & Community Development Department | |

c) Approval of Employee Requests for Leave of Absence (1)

- Oakland Public Library (1)

d) Approval of Revised Classification specifications (1)

- Crime Analyst

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of July 28, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes | ACTION |
| b) Approval of July 28, 2022 Civil Service Board Special 5:30 P.M. Meeting Minutes | ACTION |
| c) Determination of Schedule of Outstanding Board Items | INFORMATION |
| d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| e) Update on Common Class Study | ACTION |

6) NEW BUSINESS:

- | | |
|---|-------------|
| a) There is no New Business this month. | INFORMATION |
|---|-------------|

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 15, 2022. All materials related to agenda items must be submitted by Thursday, September 1, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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

civilservice@oaklandca.gov



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY

OAKLAND CIVIL SERVICE BOARD

RESOLUTION NO. _____

ADOPT A RESOLUTION RENEWING AND CONTINUING THE CIVIL SERVICE BOARD'S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE CIVIL SERVICE BOARD WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. *See* <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. *See* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. *See* <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19

symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with COVID-19, including the Omicron variant, can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that are not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

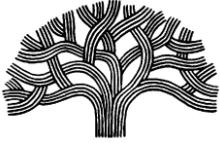
WHEREAS, for the first time on October 20, 2021, and most recently on July 28, 2022, the Civil Service Board adopted a Resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the Civil Service Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the Civil Service Board renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the Civil Service Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the Civil Service Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Civil Service Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.



CITY OF OAKLAND

MEMORANDUM

DATE: August 18, 2022

TO: The Honorable Civil Service Board **FROM:** Christine Doan
Senior Human Resource Analyst

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

THROUGH: Tina Pruett, Human Resources Manager, Recruitment & Classification

SUBJECT: Request for Provisional Appointment in Classification of Project Manager (Selective Certification – Housing & Rent Control) to be ratified at the Civil Service Board Meeting of August 18, 2022

Attached is a request from the Housing & Community Development Department to make a provisional appointment to a Project Manager (Selective Certification – Housing & Rent Control) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Project Manager (Selective Certification – Housing & Rent Control) position manages the implementation of a Rental Registration Database, drafts staff reports for City Council, the appointed Rent Board, identify and recommends amendments to the rent ordinance and related regulations, performs policy analysis related to landlord-tenant and other rent control housing issues; assists with the supervision of housing counselors and assist with responding to difficult questions concerning rent control and other various landlord-tenant issues; and issues administrative decisions related to whether a property is subject to the rent control ordinance.

The minimum qualifications for Project Manager (Selective Certification – Housing & Rent Control) are a Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment and two years of progressively responsible public sector experience in relevant project management, including two years in a supervisory capacity.

The selected candidate meets the minimum qualifications of the Project Manager (Selective Certification – Housing & Rent Control) position with bachelor's and master's degrees and has over two years of experience supervising and working with Housing Counselors and administrative staff for a Rent Stabilization Board at City of Berkeley. Recruitment, Classification & Benefits is in the process of planning for the administration of a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement does not currently have an anticipated posting date.

The Human Resources Management Department recommends that the Civil Service Board ratify the

provisional appointment for this Project Manager (Selective Certification – Housing & Rent Control) position in the Housing & Community Development Department beginning on July 9, 2022 and ending on or before November 6, 2022.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: August 18, 2022

AREA REQUESTED

POSITION: Project Manager (Selective Certification – Housing & Rent Control)

DEPARTMENT: Housing & Community Development Department

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A

DATE PERSONNEL REQUISITION RECEIVED: July 1, 2022

CURRENT STATUS OF EXAMINATION: The job announcement posting date is pending.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the incumbent to be trained and perform the Project Manager (Selective Certification – Housing & Rent Control) duties while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would affect the Rent Adjustment Program (RAP) as it is urgent that the program has a Project Manager in its division to supervise and lead the Program’s housing counselors, outreach and enforcement efforts.

Attachments:

- Employment Application: Yes
- Personnel Requisition: Yes
- Resume: Yes

Recruitment, Classification & Benefits Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Oakland Resident*
- Current Employment Status *A current, ELDE Project Manager (Selective Certification – Housing & Rent Control) of City of Oakland Employee*



MEMORANDUM

DATE: August 18, 2022

TO: The Honorable Civil Service Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of one (1) Unpaid Leave of Absence request pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Vo, Librarian I Oakland Public September 12, 2022 – CSR 8.07 (c)
Minh Library October 14, 2022

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Minh Vo Employee's ID 23920 Today's Date 7/26/22

Department/Division Library Employee Job Title Librarian I

Request: 45 No. of Days or Hours Days Hours Select Days or Hours From 9/12/22 To 10/14/22

Unpaid Leave Taken This Year? Yes No If yes, what type of leave ANP - 45 hours max
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

[Signature] 7/26/22
Employee's Signature Date Civil Service Board Approval Date

[Signature] 7/27/22
Department Head Approval Date City Manager Approval Date

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



MEMORANDUM

DATE: August 18, 2022

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of Revised Classification Specification for Crime Analyst

Based upon a classification review at the request of the Oakland Police Department (OPD), staff has proposed revision of the **Crime Analyst** classification specification. The classification was established in October 2015 and has not been revised since that time.

OPD realized that the Crime Analyst certifications needed to be revised given changes in the field that have occurred in recent years. In particular, the California Department of Justice (DOJ) no longer offers certification as a Crime Analyst, and the titles of the courses offered by the Peace Officers Standards and Training (POST) have been changed. While none of the certifications are required for the position, it is important to accurately reflect the titles and institutions that offer them.

A few revisions have been proposed to alter the description, including minor punctuation and grammar changes:

- Update the Distinguishing Characteristics sections to omit language that is no longer applicable.
- Overhaul the License or Certificate section:
 - Remove certifications that are no longer available.
 - Update certification and course titles.
 - Add an additional desirable certification.
 - Change possession of certifications to highly desirable.

There are currently three (3) vacancies and (5) filled positions. The revised classification specification will be used for the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in June and July 2022 to discuss the proposed revisions. In an email dated July 29, 2022, the union conveyed that there were no objections to the proposed revisions.

Additionally, the Port does not operate police services. Therefore, classifications specifically designed in support of police services have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the revised classification specification of **Crime Analyst** as proposed.

Attachment: Proposed Revised Crime Analyst classification specification.



CRIME ANALYST

Class Code: AP446 FTE

Civil Service Classified

DEFINITION

Under direction in the Oakland Police Department, performs crime and intelligence analysis to support strategic, operational, tactical, and administrative functions of the Oakland Police Department; provides accurate and timely crime and intelligence information and analysis in support of patrol operations, criminal investigations, crime prevention, and major case and multi-agency task forces; prepares and presents information and analytical findings to departmental personnel and others; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification that is responsible for performing analysis related to crime forecasting and apprehension of criminals based on known social networks. This classification is distinguished from the higher level Police Services Manager classification in that the latter plans, organizes, and directs the work of subordinate staff. ~~It is further distinguished from the lateral Administrative Analyst II classification in that the former is more specialized and focuses on predicting future criminal activity.~~

The incumbent receives supervision from a Deputy Chief of Police, Captain of Police, Lieutenant of Police, Police Services Manager or Management Assistant and may provide technical or lead direction to assigned administrative or clerical staff.

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

Provide accurate, timely, and relevant analysis of crime patterns, series, and trends that aid in the efficient deployment of departmental resources and that increase apprehensions and the clearance of criminal cases.

Develop statistical data resources to assist in proactive and targeted investigations, preventive enforcement and education, identification of violence patterns, trends and criminal organizations, and identification of known and repeat offenders.

Access data from a variety of sources, including offense and arrest reports, census reports, and law enforcement databases, and prepare reports to assist in criminal investigations or to make intelligence assessments.

Compile, analyze, and interpret statistical data using quantitative and qualitative methodology, such as spatial and temporal analysis, link analysis, event flow analysis, and activity charting; present complex and detailed statistical reports.

Evaluate criminal patterns ~~in an effort~~ to predict when a crime might occur; study offender and victim characteristics and methods of operation; analyze dates, times, geography, and environment of crimes; forecast date, time, and location of next crime in a series.

Produce complex reports and bulletins for the police department to develop strategies and tactics to effectively prevent and control crime.

Establish criminal profiles that include prior crimes and criminal relationships as well as criminal organizations.

Create and maintain programs which will collect, collate, analyze, and disseminate crime activity data, including frequency, geographic factors, victims, targets, suspect descriptors, chronological information, suspect vehicle descriptions, modus operandi factors, potential and actual police hazards, and physical evidence information.

Use complex databases and software applications, such as geographic information systems (GIS), electronic spreadsheets, desktop publishing, word processing, mapping tools, and artificial intelligence networks.

Respond to calls and questions from outside agencies and the general public related to crime analysis.

Keep abreast of new developments, technology, and current literature in the field of crime statistical analysis.

Foster and maintain relationships with team members and other law enforcement agencies and crime analysts for strategic information sharing and crime prevention strategies.

May provide court testimony as to methodology employed in gathering information used in crime analysis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, methodologies, and techniques of crime analysis, crime prevention, and law enforcement.
- Intelligence reporting including charts, association matrices, intelligence bulletins, other specialized reports, and graphic presentations.
- Qualitative and quantitative research methods, including statistical procedures.
- English punctuation, syntax, language mechanics, and spelling.
- Personal computer software applications and data processing programs (GIS and Intelligence applications, spreadsheets, word processing, databases, etc.).

Ability to:

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Perform cross tabulations; create charts and graphs; export objects to other applications.
- Work with restricted law enforcement documents and highly confidential information.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Combine separate pieces of information to form specific answers to problems, general rules or conclusions.
- Communicate clearly and concisely in oral and written form.
- Prepare reports that are objective, succinct, pertinent, and articulate.
- Use personal computer and software applications.
- 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 may be acceptable.

Education:

A Bachelor’s degree from an accredited college or university in criminal justice, public or business administration, statistics, information management, computer science or other a related field.

Experience:

Two (2) years of responsible experience performing crime analysis or related work is required.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. 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.

Possession of a Certification of completion in Crime and Intelligence Analysis ~~or ability to obtain within twelve months of appointment~~ from Sacramento State University or California State University Fullerton is highly desirable.

Possession of POST completion ~~Certificates~~ in ~~Introduction to~~ Crime Analysis Core Course and ,Advanced Concepts in Criminal Intelligence and Crime Analysis, Level 1, are highly desirable.

~~Certification as a Crime Analyst through the California Department of Justice (DOJ) is desirable.~~

Possession of a certification of completion from The International Association of Law Enforcement Intelligence Analysts (IALEIA) in Foundation of Intelligence Analysis Training (FIAT) is highly desirable.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	10/15/2015	CSB Resolution #:	44784
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):)		



SPECIAL 5:15 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: July 28, 2022

Open Session: 5:15 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez (Absent); Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
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Webinar ID: 817 6305 0529 (Note: Password: "CSB728" may be required to connect.)
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US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 864 9618 4998 Passcode: 522744

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
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2) REVIEW AND TAKE POSSIBLE ACTION ON A RESOLUTION ACTION (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

45139 A motion was made by Member Williams and seconded by Member Baranco to approve the Resolution. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Martinez

3) OPEN FORUM

4) ADJOURNMENT

45140 A motion was made by Member Williams and seconded by Member Brown to adjourn the special meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Martinez

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 18, 2022. All materials related to agenda items must be submitted by Thursday, August 04, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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SPECIAL 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: July 28, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez (Absent); Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Marijess De Guzman, Human Resource Clerk/Staff to the Board
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/86496184998?pwd=dkh6dzMvTU5lWCtiU2J6RXlFWWppdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 864 9618 4998 (Note: Password: “Passcode: CSB728” may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 864 9618 4998 Passcode: 522744

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Ian Appleyard, Human Resources Director at IAppleyard@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

2) APPROVAL OF THE JULY 28, 2022 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA ACTION

45141 A motion was made by Member Williams and seconded by Member Baranco to approve the July 28, 2022 Civil Service Board Meeting Agenda.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Martinez

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (0)

- There are no provisional appointments this month.
- b) Approval of Employee Requests for Leave of Absence (3)
- Oakland Public Library (2)
 - Housing and Community Development
- c) Approval of Revised Classification Specifications (0)
- There are no classification specifications this month.

45142 A motion was made by Member Levin and seconded by Member Williams to approve the July 28, 2022 Consent Calendar.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Martinez

5) OLD BUSINESS:

- a) Approval of June 16, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

45143 A motion was made by Member Williams and seconded by Member Brown to approve the June 16, 2022 Regular Meeting Minutes.

Votes: Board Member Ayes: – Hudson-Harmon, Brown, Williams

Board Member Noes: None
 Board Member Abstentions: Baranco, Levin
 Board Members Absent: Martinez

- b) Determination of Schedule of Outstanding Board Items INFORMATION
- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION

There is no update available this month.

6) NEW BUSINESS:

- a) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specifications Revisions Currently Under Review INFORMATION

7) OPEN FORUM

8) ADJOURNMENT

45144 A motion was made by Member Williams and seconded by Member Brown to adjourn the meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Martinez

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 18, 2022. All materials related to agenda items must be submitted by Thursday, August 4, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – August 18, 2022**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
OPW-2022-AP01	Gardener II	Oakland Public Works	6.04 – Appeal of Probationary Release	October 20, 2022	Rescheduled to October 20, 2022
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: August 18, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Ian Appleyard, Human Resources Director & Secretary to the Board

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the July 29, 2022 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of eighty eight (88) employees were in the TCSE (13), TCSE/Annuitant (19), and ELDE (56) categories as of pay period ending July 29, 2022. Of the those, zero (0) assignment is reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the eighty eight (88) temporary assignments, there is zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: August 18, 2022

Page 2

RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Human Resources Director Ian Appleyard at (510) 238-6450.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending July 29, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

**CIVIL SERVICE BOARD
AUGUST MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (2)								
CITY CLERK	Abney	Michelle	03121 - City Clerk Unit	4/30/2022	TCSE		Assist with audits and make recommendations for forward management	COMPLIANT
FINANCE	Sacks	Brandy	08751 - Retirement	3/19/2022	TCSE		Provide support to Retirement dept. to manage retiree medical programs	COMPLIANT
NEW THIS PERIOD (2)								
FIRE	Duncan-Perry	Chiarrara Delett	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Cedeno III	Raul	20914 - MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non -	COMPLIANT
COMPLIANT (84)								
CITY ADMINISTRATOR	Riskier	Tina	02112 - Communications & Media	2/19/2022	ELDE		Providing support to digital communications unit	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	58	Assistant City Auditor, temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Chiu	James	04111 - City Attorney Administration Unit	1/22/2022	ELDE		Administrative and fiscal assistance	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	57	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	34	Temporary assistance to complete AC Transit Bus Rapid Transit	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (Transportation)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	75	Temporary assistance to assist during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	30	Assist with EWD Project Implementation	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Tran	Vy	85111 - Admin: Economic & Workforce Dev	12/11/2021	ELDE		Budget support and tracking	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	ELDE		Temporary project to develop Oracle Business Intelligence Applications	COMPLIANT
FINANCE	Tran	Vy	08222 - General Ledger	12/11/2021	ELDE		Grants management functions	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	52.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	72	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT

**CIVIL SERVICE BOARD
AUGUST MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

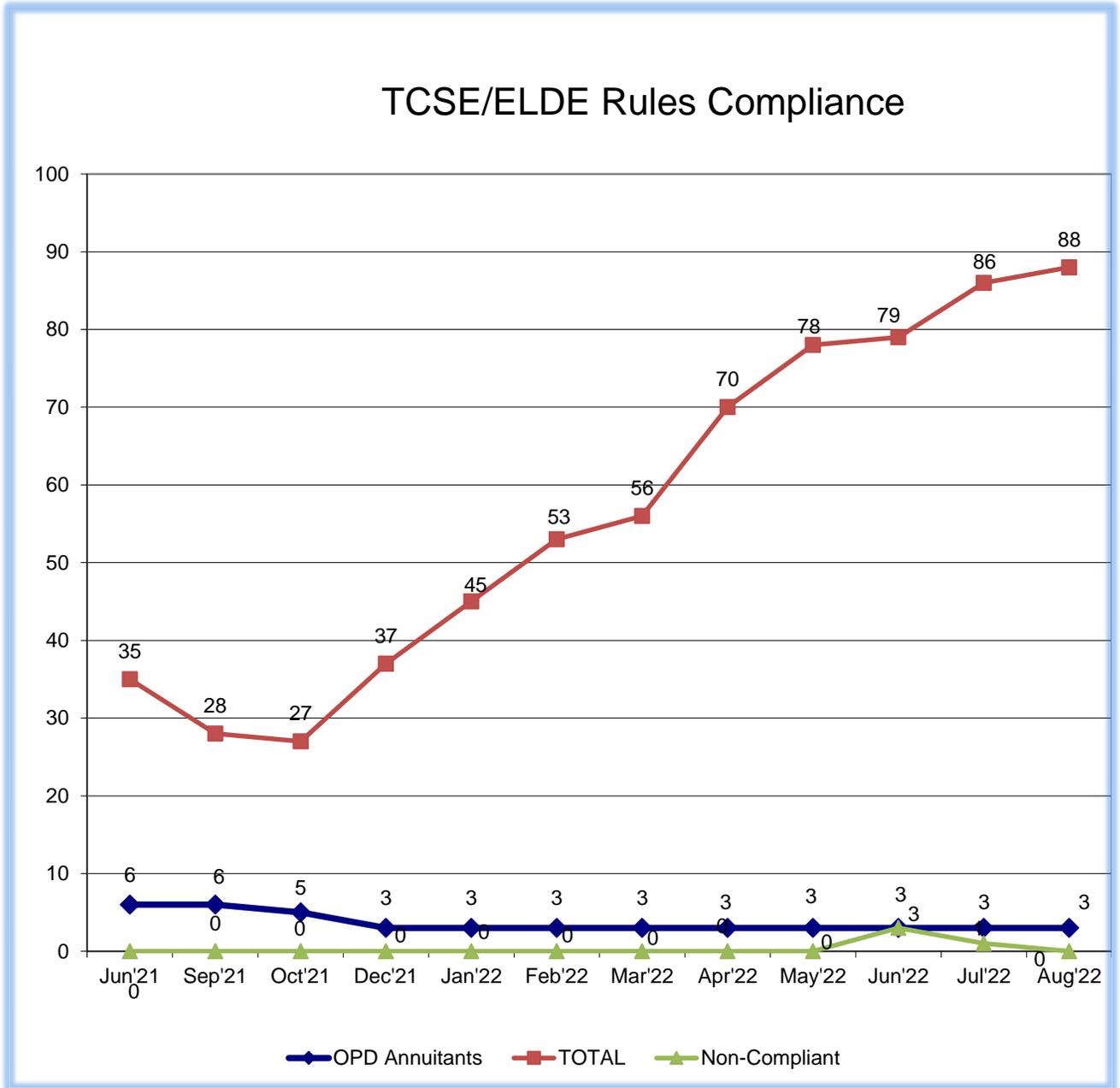
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Boreham	Christopher	20914 - MACRO	3/19/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Cedeno III	Raul	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Farinacci-Magee	Kathryn	20914-MACRO	4/4/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Fitzsimmons	Rick David	20914-MACRO	4/2/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Grant	Linda Janette	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hanna	Robert Shaun	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	0	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	78	reviews and approves permits and business plans; conducts all hazardous materials inspections	
FIRE	Snypes	Julie Kayleen	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Thompson	Michael	20914- MACRO	6/11/2022	ELDE		to low level emergency and non - emergency calls	COMPLIANT
HCD	Erickson	Karen	08919 - Admin: Housing & Community Development	1/22/2022	TCSE	118	Emergency Rental Assistance Program Support	COMPLIANT

**CIVIL SERVICE BOARD
AUGUST MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	0	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT
HCD	Lothlen	Brittni	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Assistance with Rent Registry Database	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	COMPLIANT
HCD	Tran	Joseph	89929- Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	44	Recruitment support for HSD	COMPLIANT
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		Citywide organizational development and training management while new	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	0	HS Classroom support	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	110.5	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	88	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621 - Oakland Paratransit for the Elderly and Disabled Unit	5/14/2022	ELDE		Assist with providing training and program orientation to seniors	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Housing	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	46	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	74	and other public agencies in the implementation of the project	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	142.5	Assist with implementing Policy	COMPLIANT
PBD	Luong	Christie	84452 - Inspections Residential Buildings	10/2/2021	ELDE		Soft Story Retrofit Program support	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	110	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	8/6/2022	ELDE		Assisting with NSA-related tasks and projects.	NON-COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	80	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding	COMPLIANT
POLICE	Marshall	LaRajia	106510- Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	60	Per MOU Agreement; TCSE/Annuitant supporting OPD backgrounding	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	82.5	Providing support in Crim Lab Firearms Unit	COMPLIANT

**CIVIL SERVICE BOARD
AUGUST MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE COMM	Anderson	Leigh	66311- Inspector General	4/16/2022	ELDE		Assist in the strategic planning of conducting independent police audits and reviews	COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311- Inspector General	6/25/2022	ELDE		Administrative Support	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	42	Assist with creating digital campaign	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/2/2022	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE		Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	100.5	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/ Annuitant	0	Providing assistance to construction supervisor unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE TCSE/	78	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	Annuitant	42	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Brandford	Harris	70111- Violence Prevention Administration	5/14/2022	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/17/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	NON-COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
NON-COMPLIANT (0)								



** There were no reports at the March 2021, July 2021, or August 2021 meetings
 *** The November 2021 meeting was canceled.



CITY OF OAKLAND

STAFF REPORT

DATE: August 18, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

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

SUBJECT: Report Regarding City/Port Common Classifications Study

The item titled “Common Class Study” has continually appeared on the Civil Service Board’s agenda. This report is to provide a staff recommendation regarding this agenda item.

Appendix B of the City of Oakland Civil Service Board Personnel Manual identifies 13 classifications as “common” between the City and the Port of Oakland. Within these classifications, employee movement may occur during a layoff or transfer transaction. Outside of these classifications, employee movement between the City and Port may occur during open or restricted recruitments.

In October 2020, Koff and Associates presented a study that there are approximately 84 classifications that could be reviewed for consideration as common.

Human Resources staff from the Port and City discussed the practical considerations of expanding the list of common classifications. Below is an initial list of concerns:

- The Port’s pay ranges can be as high as 40% greater than the City for the same or similar classifications. According to Civil Service Rule 3.02 – Definition of Classification Plan, positions are grouped into classifications that have similar requirements as to training, experience, knowledge, skill, and ability, and same rates of pay. Given the wide disparity in rates of pay, both the City and Port staff consider the positions, and therefore the classifications, are not common.
- If more classifications were considered common, there would be a massive loss of City talent as City employees would routinely fill Port positions. This would have a significant impact on the City’s ability to deliver vital public services.
- There are technological barriers because the two entities have separate applicant hiring systems. The processing of requisitions, job announcements, examination plans, applications, departmental communications, testing and hiring would need to be rebuilt, which would require significant staff and financial resources.
- The two entities have separate Human Resources Departments that conduct separate recruitments and examinations that result in separate eligible lists. Determining the level of administrative responsibility for common classification recruitments would be administratively burdensome and laden with conflict. Most likely the City would run the vast majority of recruitments, with many candidates choosing the Port for employment because of the higher rate of pay.
- While both entities abide by Oakland Civil Service Rules that provide a uniform process for classification, recruitment, and examinations, the two entities have separate labor agreements with different classification, recruitment, and examination requirements. For

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instance, some City entry-level recruitments require a full internal promotional process before an external recruitment process can begin. This is not required for Port recruitments. Reconciling these incompatible processes would be protracted, conflicted, and resource intensive with uncertain outcomes.

Both City and Port Human Resources staff recommend that the current system remains in place and the Board should take action to remove this item from the agenda. This does not preclude the Board from revisiting this item in the future should the need arise. In the event either entity conducts layoffs in the future, the Personnel Manual of the Civil Service Board provides clear guidance and staff will take action in accordance with those rules.

For questions regarding this report, please contact Ian Appleyard, Director of Human Resources at (510) 238-6450 or iappleyard@oaklandca.gov.