



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date: August 15, 2019**

**OPEN SESSION 5:30 p.m.**

**City Hall, One Frank H. Ogawa Plaza, Hearing Room 1**

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) UPDATES, SECRETARY TO THE BOARD

INFORMATION

#### 3) APPROVAL OF THE AUGUST 15, 2019 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

#### 4) CONSENT CALENDAR:

ACTION

##### a) Approval of Employee Requests for Leave of Absence

- Economic and Workforce Development
- Information Technology
- Library
- Planning & Building

##### b) Approval of Revised Classification Specification

- Recreation Center Director
- Equal Employment Opportunity & Civil Rights Director (formerly titled Equal Employment Opportunities Officer)

**5) OLD BUSINESS:**

- |   |             |
|---|-------------|
| a) Approval of June 20, 2019 Civil Service Board Meeting Minutes  | ACTION      |
| b) Approval of the July 18, 2019 Civil Service Board 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   | INFORMATION |

**6) NEW BUSINESS:**

- |   |        |
|---|--------|
| a) Approval of Revised Classification Specification for Transportation Engineer   | ACTION |
| b) Approval of New Classification Specification for Manager, Transportation and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f) | ACTION |

**CLOSED SESSION AGENDA****ROLL CALL**

*The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:*

**1) Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall)**

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

**CLOSED SESSION AGENDA****2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

### 3) **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 19, 2019. All materials related to agenda items must be submitted by Thursday, September 5, 2019. 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto: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](mailto: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](mailto:civilservice@oaklandca.gov)

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



# MEMORANDUM

**DATE:** August 15, 2019

**TO:** The Honorable Civil Service Board

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

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

**SUBJECT:** Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of five (5) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Ford, Sylvia	Senior Public Service	Planning and Building	July 15, 2019 – TBD	CRS 8.07 (c)(v) Exempt Position
Lindsay, Nina	Representative Supervising Librarian	Library	April 6, 2019 – TBD	CRS 8.07 (c)(v) Exempt Position
Tom, Gene	Administrative Services Manager II	Library	August 1, 2019 – TBD	CRS 8.07 (c)(v) Exempt Position
Urrutia, Kristin	Administrative Analyst I	Information Technology	December 18, 2019 – January 3, 2020	CSR 8.07 (c)(iii) Personal Business
Wolinsky, Brandon	Urban and Economic Analyst I	Economic and Workforce Development	August 13, 2019 – May 15, 2020	CSR 8.07 (c)(i) Additional Education

**RECOMMENDATION:**

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



19 AUG -7 AM 10:30  
**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 Sylvia Ford Employee's ID 18450 Today's Date 8/5/19

Department/Division Planning & Building Employee Job Title Executive Assistant to the Director

Request: TBD\*  Days  Hours From 7/15/19 To TBD *Former class: Senior Public Service Representative*

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave \_\_\_\_\_  
(Write appropriate code)

\* see attached Article 16 from Local 21 MOU

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.

Sylvia Ford 8/5/19  
Employee's Signature Date

\_\_\_\_\_  
Civil Service Board Approval Date

[Signature] 8/6/19  
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.

## ARTICLE 16: SPECIAL PERSONNEL PROVISIONS FOR UNIT UM1

### 16.1 Appointment From Civil Service to Exempt Position

A represented employee appointed to an exempt position in Unit UM1 may take an approved leave of absence without pay from his/her classified position as provided for in Sections 8.07(b) and 8.07(c) of the Civil Service Rules.

- a. For a represented employee who has been appointed to a position in Unit UM1 and is on an approved leave from a classified position, the represented employee shall have the right to revert to a position in the same classification as that occupied by him/her at the time of commencement of such leave if the UM1 position is deleted from the budget, or to a position in any other non-exempt classification in which the represented employee had prior service. If no vacant position exists in the classification, the represented employee shall "bump" another represented employee with less seniority, in the manner provided under Section 9.02 (d) of the Civil Service Rules. If there is no incumbent in that classification with less seniority, the represented employee shall be placed on a reinstatement list in the manner provided under Section 9.03 of the Civil Service Rules.
- b. For a represented employee who has been appointed to a position in Unit UM1 and is on an approved leave from a classified position, upon termination of such exempt appointment for reasons other than deletion of the UM1 position from the budget, the represented employee will be considered for reinstatement to a position in the same classification as that occupied by him/her at the time of commencement of such leave, or to a position in any other non-exempt classification in which the represented employee had prior service..

Consideration for reinstatement to the former classification will be based on the circumstances of the removal from the exempt appointment and the represented employee's work record as determined by the appointing authority.

If reinstatement is approved by the appointing authority, either

- i. the represented employee shall be appointed to a vacant position in the former classification, or
- ii. if no such vacant position exists, the represented employee shall be placed on a reinstatement list, in the manner provided under Section 9.03 of the Civil Service Rules.



# Unpaid Leave of Absence

Leave Type:

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- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Nina Lindsay Employee's ID 8148 Today's Date 4/2/19

Department/Division Library Employee Job Title Supervising Librarian

Request: \_\_\_\_\_  Days  Hours From 4/6/19 To TBD  
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave Per Article 16, Local 21 Nov  
(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
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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.

Nina Lindsay 4/2/19  
Employee's Signature Date

\_\_\_\_\_  
Civil Service Board Approval Date

Jamie Lubick 4/2/19  
Department Head Approval Date

\_\_\_\_\_  
City Manager Approval Date

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

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



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- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Gene B. Tom Employee's ID 4723 Today's Date 01-AUG-2019

Department/Division Oakland Public Library Employee Job Title Administrative Services Manager, II

Request: No. of Days or Hours  Days  Hours From 10-AUG-2019 To TBD  
Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave \* Per Article 16, Local 21 Mem  
(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
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Gene B. Tom 01-AUG-2019  
Employee's Signature Date

\_\_\_\_\_  
Civil Service Board Approval Date

Jamie Lubick 8/5/19  
Department Head Approval Date

\_\_\_\_\_  
City Manager Approval Date

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- Parental Leave (no pay)

Employee's Name Kristin Urrutia Employee's ID 20826 Today's Date 7/12/19

Department/Division Information Technology Employee Job Title Admin Analyst II

Request: 11  Days  Hours From 12/18/19 To 1/3/20  
No. of Days or Hours      Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave \_\_\_\_\_  
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
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K. Urrutia 7/12/19  
Employee's Signature      Date

\_\_\_\_\_  
Civil Service Board Approval      Date

[Signature] 7/12/19  
Department Head Approval      Date

\_\_\_\_\_  
City Manager Approval      Date

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- Parental Leave (no pay)

Employee's Name Brandon Wolinsky Employee's ID 24183 Today's Date 7/26/19

Department/Division EWDD Employee Job Title UEA I

Request: (see attached schedule)  Days  Hours From 8/13/19 To 5/15/20  
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave \_\_\_\_\_  
(Write appropriate code)

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
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Brandon Wolinsky Digitally signed by Brandon Wolinsky Date: 2019.07.25 12:54:00 -07'00' 7/25/19  
 Employee's Signature Date

\_\_\_\_\_  
 Civil Service Board Approval Date

*[Signature]* 7/29/19  
 Department Head Approval Date  
*for M. Sawicki*

\_\_\_\_\_  
 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.



CITY OF OAKLAND

# MEMORANDUM

**DATE:** August 15, 2019

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

**THROUGH:** Greg Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Recreation Center Director

Based upon a classification review at the request of the Oakland Parks, Recreation & Youth Services Department, staff has proposed revision to the **Recreation Center Director** classification specification. The classification was established in January 1993 and has not been revised since that time.

The primary changes include the following:

- Correcting the name of the department; the Oakland Parks and Recreation Department was re-titled to the Oakland Parks, Recreation & Youth Services Department.
- Inserting language in the Distinguishing Characteristics section to distinguish between positions/levels.
- Revising the Knowledge and Abilities statements to include references to computer and software usage.
- Altering the Minimum Qualifications to better reflect qualifying recreation program experience and to shift the required prior experience as a Recreation Program Director to desirable experience.
- Specifying a background investigation requirement in the Other Requirements section.

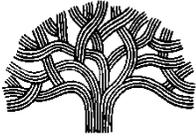
The Service Employees International Union (SEIU, Local 1021) was notified of the proposed changes to the classification specification. City staff and union representatives met on June 17, 2019 to discuss the proposed changes and potential impacts. Minor amendments were proposed during that meeting, and the City agreed to the union's proposed edits. On July 1, 2019, the union confirmed via email that they have no objections to the proposed revisions.

There are five vacancies. The revised classification specification will be used for the upcoming recruitment process.

Additionally, the Port of Oakland does not operate recreation programs. Therefore, classifications specifically designed to support recreation programs do not have comparable positions at the Port.

Staff recommends that the Civil Service Board approve the revised draft of the **Recreation Center Director** classification specification.

**Attachment:** Proposed revised Recreation Center Director classification specification.



City of Oakland

# RECREATION CENTER DIRECTOR

Class Code: PP131 FTE

Civil Service Classified

**DRAFT**  
**6/17/19 to CSB**

## DEFINITION

Under direction in the Oakland Parks, Recreation & Youth Development Department, plans, implements and oversees community based recreational programs and activities; manages a facility or a city-wide program that provides social and educational leisure time programs for participants; performs as working supervisor to assigned staff, and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a ~~professional-supervisory~~ classification whose incumbents perform supervision, management, leadership and program planning. The Recreation Center Director develops and implements recreational programs within established operating policies. Incumbents are expected to use professional judgment and skill in the performance of assignments. This classification is distinguished from the higher level Recreation Supervisor in that the incumbent of the latter classification differs plans, organizes and supervises comprehensive recreational programs. It is further distinguished from the lower level Recreation Program Director in that the incumbent performs as a working supervisor to assigned staff and is responsible for all operations at a recreation facility-or city-wide program.

The incumbent Rreceives general supervision from the Recreation Supervisor or other management staff- and Mmay provide supervision to the Recreation Program Director, Recreation Leaders, Recreation Specialists, Recreation Aides and volunteers.

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

Oversee the development and implementation of on-going and special programs and activities; schedule and coordinate recreational and other leisure activities appropriate to the center, facility, or city-wide program.

Assign, schedule, and supervise staff work; perform orientation, training and evaluation.

Assist in the preparation and monitoring of recreation center budget; maintain related records and reports; direct office and accounting functions.

Maintain relationships with representatives of other City departments, community agencies and community advisory committees.

Assist in establishing and provide staff support to recreation advisory councils.

Prepare and distribute promotional materials on recreation services and program offerings.

Conduct program registration and admit patrons to recreational facilities, programs and events.

Respond to questions, complaints and requests for services from the public or City departments.

Enforce department operational procedures relating to the security of the building and equipment at all times including when the building is closed.

Inspect facility, equipment and supplies for safety standards and maintenance needs; order recreation equipment, supplies and props as needed; prepare service requests.

Oversee patron use of recreational equipment/facility in compliance with City rules and regulations; monitor safety of participants and staff.

Conduct and analyze community recreational needs assessment surveys for improved programs and services; review and approve plans, educational programs, and activities; participate in public agency or community planning or advisory activities.

Maintain discipline and counsel patrons.

~~Perform related duties as assigned.~~

### **KNOWLEDGE AND ABILITIES/QUALIFICATIONS**

Knowledge of:

- Principles and practices of community based recreational programs.
- Basic principles of supervision and training.
- Promote and develop programs to meet community needs.
- Oral and written presentation skills; public relations skills and marketing techniques.
- State, federal and local regulations related to safety and safe work practices.
- Accounting and revenue handling procedures.
- Records management, budget management, report writing and general office skills.
- Computer systems and software applications.

Ability to:

- Develop, plan, supervise and lead recreational programs; assess recreational needs of the community including special populations.
- Promote and develop programs; public speaking.
- Plan and oversee operation of a staffed facility or city-wide program.
- Organize community and provide leadership; work effectively in a diverse community.
- Use a computer system and software applications.
- Communicate effectively in both oral and written form.
- Follow and promote safe work practices.
- Write reports of a general nature including budget reports.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **MINIMUM QUALIFICATIONSE~~EDUCATION AND EXPERIENCE~~**

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

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

#### **Education:**

A Bachelor's degree from an accredited college or university in recreation or a related field.

#### **Experience:**

One year of full-time equivalent progressively responsible experience performing recreation program research, planning, and administration as a Recreation Program Director. Previous experience as a Recreation Program Director is desirable.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

Must be able to pass a background investigation.

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

IA/SL  
Civil Service Board # 44278  
Date Approved/ Exempt: January 28, 1993  
Date Revised:

R:\JSpec-Working\NewSpecs\I - R\RecreationCenterDirector.doc



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** August 15, 2019

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

**THROUGH:** Greg Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Request for Revised and Re-titled Classification Specification for  
Equal Employment Opportunity & Civil Rights Director (formerly titled Equal  
Employment Opportunities Officer)

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Based upon a classification review at the request of the Office of the City Administrator, staff has proposed revision of the **Equal Employment Opportunity & Civil Rights Director** classification. The classification was established in April 2014 and has not been revised since that time.

The classification specification is being overhauled to better reflect the expanded duties. The classification will be responsible for: directing and coordinating the City's equal employment opportunity and civil rights programs to ensure compliance with Federal and State guidelines; serving as the City's designated Title VI Compliance Coordinator to prevent discrimination on the basis of race, color, national origin, gender, age, disability and all other related protected basis and civil rights statutes, and ensure environmental justice in accordance with Title VI guidelines; planning, organizing, and managing the review and implementation of equal employment projects; preparing and reviewing reports; and training, assigning, reviewing, and supervising assigned staff.

Further, the City is proposing a title change from Equal Employment Opportunities Officer to Equal Employment Opportunity & Civil Rights Director. The inclusion of "civil rights" in the title will ensure the classification accurately conveys industry standards and the City's organizational structure. The added duties include ensuring enforcement of and compliance with Title VI of the Civil Rights Act.

This classification is being reallocated from the unrepresented representation unit of UK2 to the also unrepresented representation unit of UK1. The added responsibilities related to ensuring compliance with Title VI of the Civil Rights Act merit a realignment of this position within the City's structure. The community of interest is more commensurate with Directors of small City departments that are responsible for ensuring compliance with federal, state, and local laws and regulations. This action is consistent with the City's Employee-Employer Relations Resolution No. 55881 C.M.S. (EERR) under the authority of the Employee Relations Officer. The duties more appropriately align with classifications in the UK1 bargaining unit due to a shared community of interest including scope and breadth of authority, supervisory/reporting relationships, wages, hours, and working conditions.

**CIVIL SERVICE BOARD**

Subject: EEO & Civil Rights Director (formerly Equal Employment Opportunities Officer) – Class Spec Revision

Date: August 15, 2019

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The title change, representation unit reallocation, and classification specification changes are not subject to mandatory bargaining obligations because the position is not represented by an employee bargaining group. The classification is unrepresented.

The salary ordinance amendment to amend the classification title and bargaining unit assignment was approved by City Council on July 16, 2019.

There is one incumbent and there are no vacancies. The approved classification specification will be used to better reflect assigned duties.

Staff recommends that the Civil Service Board approved the revised classification specification of **Equal Employment Opportunity & Civil Rights Director** as amended.

**Attachments:** Proposed revised Equal Employment Opportunity & Civil Rights Director classification specification



# **EQUAL EMPLOYMENT OPPORTUNITIES OFFICER & CIVIL RIGHTS DIRECTOR**

**Class Code: EM258 FTE**

**Exempt**

## **DEFINITION**

Under administrative direction in the Office of the City Administrator, directs and coordinates ~~the City's equal employment opportunity and civil rights programs in the Equal Opportunity Programs Division~~ to ensure compliance with ~~equal employment opportunity and other~~ Federal and State guidelines; ~~serves as the City's designated Title VI Compliance Coordinator to prevent discrimination on the basis of race, color, national origin, gender, age, disability and all other related protected basis and civil rights statutes, and ensure environmental justice in accordance with Title VI guidelines;~~ plans, organizes, and manages the review and implementation of equal employment projects; ~~prepare and review reports;~~<sup>2</sup> ~~trains, assigns, reviews, and supervises assigned staff;~~ and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

~~The Equal Employment Opportunities Officer~~ This is an ~~division executive management~~ classification with responsibility for the overall administration of ~~the City's eEqual employment oOpportunity and civil rights pPrograms. It is distinguished from the Principal Human Resource Analyst, which is an expert level requiring the most advanced credentials or expertise in their specialty. Pursuant to the Oakland City Charter Article IX, Section 902(b), this position is at-will and exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies, programs and procedures.~~

~~The incumbent r~~Receives administrative direction from the City Administrator and exercises supervision over ~~Equal Opportunity Specialists and assigned professional, technical and clerical technical and administrative~~ staff.

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

~~Direct, p~~Plan, organize, and manage the work of the ~~City's eEqual employment oOpportunity and civil rights pPrograms Division~~ including discrimination, sexual harassment, and retaliation complaints.

~~Serve as the City's Title VI Compliance Coordinator to prevent discrimination and ensure environmental justice on the basis of race, color, national origin and related civil rights statutes, interpret and apply civil rights requirements, address complaints, perform investigations, resolve complaints, perform compliance reviews, prepare notices and publications, provide training, hold and attend meetings, engage the public, review systemic barriers, and perform assessment and reporting.~~

~~Manage the complaints process, conduct sensitive investigations of alleged violations, obtain~~

evidence, prepare reports, and issue findings.

Oversee the development and implementation of short-term and long-range plans and strategies to ensure compliance with guidelines.

Identify citywide equal employment and civil rights related training needs; develop and administer comprehensive training programs to ensure employees conform to all relevant regulations; monitor citywide participation in mandated training sessions.

Oversee the analysis of workforce data, utilization, and comparison studies, including statistical analysis, regarding underutilization; make recommendations to address deficiencies.

~~Conduct sensitive investigations of alleged violations; obtain evidence and issue findings.~~

Develop and manage the implementation of goals, objectives, policies, procedures, and work standards for assigned staff~~the division~~.

Coordinate ~~the work of the division~~ equal employment opportunity and civil rights program activities with other City departments, outside agencies and concerned community members~~citizens~~; ensure consistent practices across departments and facilities.

Prepare or review reports for the City Administrator, City Council, commissions, and regulatory agencies.

Monitor developments and legislation related to equal employment opportunity and civil rights programs; evaluate their impact on City operations and implement policy and procedure improvements.

Provide advice and guidance to City Administration; serve as a technical expert regarding equal employment opportunity and civil rights guidelines; recommend best practices.

Interpret policies, procedures, and regulations for City management staff, employees, and the public.

Direct the preparation and administration of the ~~division~~-budget.

~~Manage~~ Direct the selection, supervision, and work evaluation for ~~division~~-staff; provide for staff training and development.

~~Operate a motor vehicle in the performance of assigned duties.~~

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of equal employment opportunity, affirmative action, civil rights, and related program development and administration.
- Federal, State, and local laws, regulations, and guidelines pertaining to equal employment opportunity and civil rights.
- Mediation, conflict resolution, and investigative techniques and methodologies required to resolve complaints.

- Principles and practices of public personnel administration, including recruitment, selection, job analysis, and classification.
- Labor relations principles and practices.
- Administrative principles and methods including goal setting, policy development, and program evaluation.
- Research and statistical methods.
- Principles and practices of supervision, training, and staff development.
- Public and community relations.
- Budget development and administration.
- Basic computer systems and software applications.

Ability to:

- Direct, plan, organize, and manage a comprehensive equal employment opportunity employment and civil rights programs; develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Interpret and apply federal, state, and local regulations, rules, and policies pertaining to affirmative action and equal employment opportunity and civil rights.
- Conduct sensitive and complex investigations of complaints; interview witnesses; evaluate alternative solutions and recommend or adopt effective courses of action.
- Select, adapt, and apply investigative techniques and methods of negotiation.
- Monitor activities for compliance with policies, procedures, and regulations; identify systemic barriers and make recommendations to mitigate deficiencies.
- Evaluate programs for effectiveness; revise programs in accordance with legislative changes and to increase effectiveness.
- Provide counseling and training to supervisors, managers, and employees.
- Select, motivate, and evaluate staff; provide training and professional development.
- Maintain and exhibit discretion and integrity when handling sensitive and confidential information.
- Exercise sound judgment within general policy guidelines.
- Communicate effectively and persuasively in both oral and written form; speak in large and small group settings; make presentations.
- Maintain accurate records; prepare clear, concise reports, correspondence and other written materials; oversee data and statistical analysis.
- Utilize computer systems and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree from an accredited college or university in criminal justice, public or business administration, personnel management, industrial relations or related field. Master's degree in a

related field is desirable.

Experience:

Five (5) years of progressively responsible management supervisory experience in equal employment opportunity and civil rights program administration, compliance review, investigation, and complaint and dispute resolution, including three (3) years of supervisory experience. Experience with underrepresented communities and managing language access services or environmental justice programs is desirable.

**LICENSE OR CERTIFICATE**

~~None required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.~~

**OTHER REQUIREMENTS**

None required.

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 4/17/2014      CSB Resolution #: 44714      Salary Ordinance #:  
Exempted:    Y  N       Exemption Resolution #:  
  
Revision Date:        /   /      CSB Resolution #:  
Re-titled Date:      /   /      CSB Resolution #:      Salary Ordinance #:

(Previous title(s): Equal Employment Opportunities Officer)



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date: June 20, 2019**

**OPEN SESSION 5:30 p.m.**

**City Hall, One Frank H. Ogawa Plaza, Hearing Room 1**

**BOARD MEMBERS:** Chair, Andrea Gourdine (Arrived 5:40); Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin (Absent); Carmen Martinez (Absent); Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Greg Preece, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

Note: Vice Chair Johnson called the meeting to order.

#### **1) OPEN FORUM:**

No speakers

#### **2) UPDATES, SECRETARY TO THE BOARD:**

General Recruitment and Classification Updates.

#### **3) APPROVAL OF THE JUNE 20, 2019 CIVIL SERVICE BOARD MEETING AGENDA:**

**44935 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the June 20, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

**4) CONSENT CALENDAR:**

## a) Approval of Employee Requests for Leave of Absence

- City Attorney
- Human Services
- Library

**44936 A motion was made by Vice Chairman Johnson and seconded by Board Member Hudson-Harmon to approve the Consent Calendar: Employee Requests for Leave of Absence. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Johnson  
Williams

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

**5) OLD BUSINESS:**

## a) Approval of May 16, 2019 Civil Service Board Meeting Minutes

**44937 A motion was made by Board Member Williams and seconded by Board Member Baranco to approve the May 16, 2019 Civil Service Board Meeting Minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Baranco, Johnson, Williams

Board Member Noes: None  
Board Member Abstentions: Hudson-Harmon  
Board Members Absent: Levin, Martinez

## b) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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

*Report received and filed*

## d) Update on Common Classification Study

*Report received and filed*

Note: Board directed staff to continue researching the point-factor analysis approach to the common classifications between the City and the Port. Inclusion of salaries can be determined by staff in their analysis.

**6) NEW BUSINESS:**

## a) Approval of New Classification Specification for Accounting Analyst, Principal

**44938 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Johnson to approve the New Classification Specification for Accounting Analyst, Principal. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

## b) 3.04 (e) Appeal to the Board of Classification Study Results for Program Analyst I (OFD-2019-AP01, M. Johnson)

- Employee currently classified as a Program Analyst I, appealing denial of request to be reclassified.

**44939 A motion was made by Vice Chairman Johnson and seconded by Board Member Hudson-Harmon to deny the Appeal of Classification Study results for Program Analyst I and uphold the findings of the Personnel Director. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Baranco, Hudson-Harmon, Johnson, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Martinez

**(7 ADJOURNMENT)**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 18, 2019. All materials related to agenda items must be submitted by Thursday, July 4, 2019. 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto: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](mailto: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](mailto:civilservice@oaklandca.gov) 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date: July 18, 2019**

**OPEN SESSION 5:30 p.m.**

**City Hall, One Frank H. Ogawa Plaza, Hearing Room 1**

**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived 5:38); Lauren Baranco (Absent); Yvonne Hudson-Harmon (Absent); Brooke Levin; Carmen Martinez; Beverly A. Williams (Absent)

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board (Absent)  
Greg Preece, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

**1) OPEN FORUM:**

No speakers

**2) UPDATES, SECRETARY TO THE BOARD:**

General Recruitment and Classification Updates presented by Greg Preece, HRM Manager.

**3) APPROVAL OF THE JULY 18 2019 CIVIL SERVICE BOARD MEETING AGENDA:**

**44940 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the July 18, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

**4) CONSENT CALENDAR:**

a) Approval of Employee Requests for Leave of Absence

- Library
- Oakland Police Department

**44941 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the Consent Calendar: Employee Requests for Leave of Absence. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

**5) OLD BUSINESS:**

a) Approval of June 20, 2019 Civil Service Board Meeting Minutes

**44942 A motion was made by Chair Gourdine and seconded by Vice Chair Johnson to approve the June 20, 2019 Civil Service Board Meeting Minutes. With two ayes and two abstentions, the motion did not pass and will carry over to the August meeting.**

**Votes:** Board Member Ayes: 2 – Gourdine, Johnson

Board Member Noes: None

Board Member Abstentions: Levin, Martinez

Board Members Absent: Baranco, Hudson-Harmon, Williams

b) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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

*Report received and filed*

## d) Update on Common Classification Study

*Oral report, presented by Greg Preece, received*

**6) NEW BUSINESS:**

## a) Approval of New Classification Specification for Buyer, Senior

**44943 A motion was made by Board Member Levin and seconded by Vice Chair Johnson to approve the New Classification Specification for Buyer, Senior. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

## b) Quarterly Report per Section 3.04 of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specifications Revisions Currently Under Review

*Report received and filed*

**(7 ADJOURNMENT 6:20 p.m.**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – August 15, 2019**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2019-AP01	Process Coordinator II	Planning & Building	4.0 – Appeal of Recruitment & Examination Process	August 15, 2019	
CAO-2019-AP02	Contract & Compliance Officer	Contract & Compliance	3.04(e) Appeal to Board Regarding Changes in Classification	September 19, 2019	

**2. OTHER PENDING ITEMS**

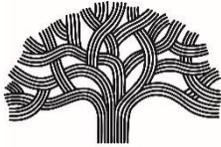
Date Requested	Subject	Report From	Date Due

**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 15, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Greg Preece, HR Manager, Staff to the Board

**THROUGH:** Ian Appleyard, HR Director, Secretary to the Board

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

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## **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 June 20, 2019 meeting that referenced data as of June 14, 2019. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of July 26, 2019, there are a total of eighty-seven (87) employees in the TCSE (22), TCSE/Annuitant (33), and ELDE (32) categories. Four (4) assignments were closed, and two (2) new assignments were added. Of the total, there are (0) assignments 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 NONCOMPLIANT ASSIGNMENTS**

Of the eighty-seven (87) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

**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 Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting July 26, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of July 26, 2019.

**CIVIL SERVICE BOARD  
AUGUST 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (4)</b>								
FINANCE	Macias	Dalia	08211 - Accounting Administration Unit	2/23/2019	ELDE		Temporary project to assist with clean-up of Capital Projects and vendor data.	SEPARATED
FINANCE	Raines-Austin	Helen	08921 - Revenue Audit Unit	3/4/2019	TCSE	431	Temporary assistance to help maintain critical operations in the Parking Citations Assistance Center	SEPARATED
FINANCE	Ploski	Lily	08111 - Budget & Finance Administration Unit	4/10/2019	TCSE	330	Temporary assignment to provide vital Accounting services to the Finance Department	SEPARATED
HUMAN SERVICES	Dennis-Taylor	Lisa	78231 - HS Classroom & Seasonal	8/13/2018	ELDE		Temporary, emergency staffing to prepare for up coming review/inspections.	PERMANENT
<b>NEW THIS PERIOD (2)</b>								
ECONOMIC & WORKFORCE DEVELOPMENT	Duhon-Kelley	Coco	85511- Cultural Arts & Marketing	7/13/2019	TCSE	50	Temporary assistance to help establish more efficient systems in the grant contracting process.	COMPLIANT
FINANCE	Roberts Jackson	Tanisha	08921 - Parking Citation Assistance Center	7/13/2019	TCSE	75	Urgent temporary assistance processing backlog in the parking citation assistance center	COMPLIANT
<b>COMPLIANT (85)</b>								
CITY ADMINISTRATOR	Han	Delphina	02491 - Oakland Animal Services	3/9/2019	TCSE	150	Temporary assistance to support the volunteer program in Oakland Animal services	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	King-Bailey	Colin	65111 - Public Ethics Commission	6/17/2019	TCSE	0	Temporary project to assist with creating digital campaign finance, ethics, and lobbyist data tools for Public Ethics Commission	COMPLIANT
CITY ADMINISTRATOR	Gibson	Mercedes	02112 - Communications & Media	5/4/2019	TCSE	0	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491- Oakland Animal Services	4/23/2018	TCSE/ Annuitant	40	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Nisperos	Mike	66211 - Community Police Review Agency	5/28/2019	TCSE/ Annuitant	165	Temporary Interim Executive Director for CPRA to meet City Charter Section 604.	COMPLIANT
CITY ADMINISTRATOR	Ruelas	Brenda	2113 - Communications & Media	4/20/2019	TCSE	127	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	34	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Woodall-Johnson	Marissa	02491 - Oakland Animal Services	4/6/2019	TCSE	37	Temporary relief veterinarian support at the Oakland animal shelter.	COMPLIANT
CITY ADMINISTRATOR	Umapathy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	2	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	112	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	48	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytanee	35214 - Complete Streets Planning & Project	9/24/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT

As of: JULY 26, 2019

**CIVIL SERVICE BOARD  
AUGUST 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	74	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Corona Jr.	Manuel	35214 - Complete Clean Streets	1/26/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	97	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	37	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
DEPT. OF TRANSPORTATION	Ortiz	Julieth	35211 - Great Streets Delivery Administration	8/12/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	121	Temporary project to evaluate/analyze the impacts of new mobility modes of transportation	COMPLIANT
DEPT. OF TRANSPORTATION	Pond-Danchik	Noel	35245 - Safe Streets Division-Bicycle & Pedestrian Program	11/3/2018	ELDE		Temporary assignment to assist in the implementation of the Bicycle & Pedestrian Program/Safe Streets	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	0	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Austin	Shawntia	08441 - Revenue Collections Unit	4/20/2019	TCSE	139	Temporary assistance to maintain operations in the Liens unit during contract negotiations	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	90	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Duperval	Shela	08421 - Revenue Audit Unit	2/13/2019	TCSE	133	Temporary receptionist assistance during high volume tax renewal season	COMPLIANT
FINANCE	Gomez	Jimena	08741- Treasury Payroll	3/11/2019	ELDE		Temporary assistance with special projects and essential functions in the Payroll unit	COMPLIANT
FINANCE	Gonzales	Christopher	08921 - Parking Citation Assistance Center	2/26/2019	TCSE	142	Temporary assignment to assist with Receptionist duties in the Parking Citations Assistance Center. Recruitment is underway.	COMPLIANT
FINANCE	Smith	Starr	103242 - Parking Citation Assistance Center	1/18/2019	ELDE		Urgent temporary assignment on special projects in support of Public Service Reps	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	35	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FIRE	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	0	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	COMPLIANT
FIRE	Hunt	Michael	20110 - Fire Chief Unit	3/23/2019	ELDE		Temporary assignment to support the department on numerous special projects, including coordination of projects between various departments.	COMPLIANT
FIRE	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	24	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE	Morris	Christopher	20611 - Education & Training Administration	12/3/2018	ELDE		Spec under development/revision for Fire Equipment Technician; duties not yet fully defined.	COMPLIANT
FIRE	Theshome	Theodeross	20521 - Budget Unit	5/4/2019	ELDE		Temporary assignment to cover essential duties of incumbent out of leave	COMPLIANT
HOUSING & COMMUNITY DEV.	Brady	Ellen	89969 - Residential Rent Arbitration	6/15/2019	ELDE		Critical assistance with the City's Rent Arbitration program.	COMPLIANT
HOUSING & COMMUNITY DEV.	Campos	Claudette	89969 - Residential Rent Arbitration	12/15/2018	ELDE		Critical temporary support for the Rent Adjustment Program Manager	COMPLIANT

As of: JULY 26, 2019

**CIVIL SERVICE BOARD  
AUGUST 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	5/18/2019	TCSE	135	Urgent temporary assistance in the Housing Resource Center	COMPLIANT
HOUSING & COMMUNITY DEV.	Thompson	Norma	89929 - Housing Development	4/6/2019	TCSE/ Annuitant	71	Temporary 6 month assignment to help train staff as Housing Development Services Manager	COMPLIANT
HUMAN RESOURCES MGMT.	Banks	James	05311 - Employee Labor Relations	4/6/2019	TCSE	126	Temporary assignment to support the City-Wide training program.	COMPLIANT
HUMAN RESOURCES MGMT.	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	60	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	0	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	0	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	1/2/2019	ELDE		Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Kunitz	Judith	78232 - Head Start - Central Office Program	5/18/2019	ELDE		Temporary emergency staffing for Health & Nutrition Coordinator to ensure health & nutrition standards for upcoming school year	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	0	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
HUMAN SERVICES	Turner	Kartiea	78111 - DHS Administration Unit	11/5/2018	ELDE		Temporary support to prepare for Federal Review, new grant rollouts and other special projects.	COMPLIANT
HUMAN SERVICES	Ukagumaoha	Jahswill	78111 - DHS Administration Unit	2/11/2019	ELDE		Temporary funded HEAP Program; implement and administer major housing development and direct outreach to homeless encampments; develop emergency housing programs	COMPLIANT
INFORMATION TECHNOLOGY	Ibrahim	Mamadou	46531 - Technology Department	9/22/2018	ELDE		Temporary project to help develop and implement the new PRIME System for OPD.	COMPLIANT
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/2019	TCSE/ Annuitant	20	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	82	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	COMPLIANT
PLANNING & BUILDING	Alvin	Corey	84211 - Planning	9/8/2018	ELDE		Temporary project to coordinate the implementation of the environmental protection measures for the Oakland Army Base Redevelopment project.	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	96	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Lehmer-Chang	Aaron	84111 - Admin: Planning & Building	6/1/2019	ELDE		Temporary project to support the planning, coordinating, implementation and evaluation of external web publications.	COMPLIANT
PLANNING & BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Neri	Kevin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	64	Temporary assistance with back-log of inspections.	COMPLIANT
PLANNING & BUILDING	Singh	Randhir	84111 - Admin: Planning, Building & Neighborhood	3/23/2019	ELDE		Temporary project to implement the Electronic Content Management System, including deployment of software and digitization of records.	COMPLIANT

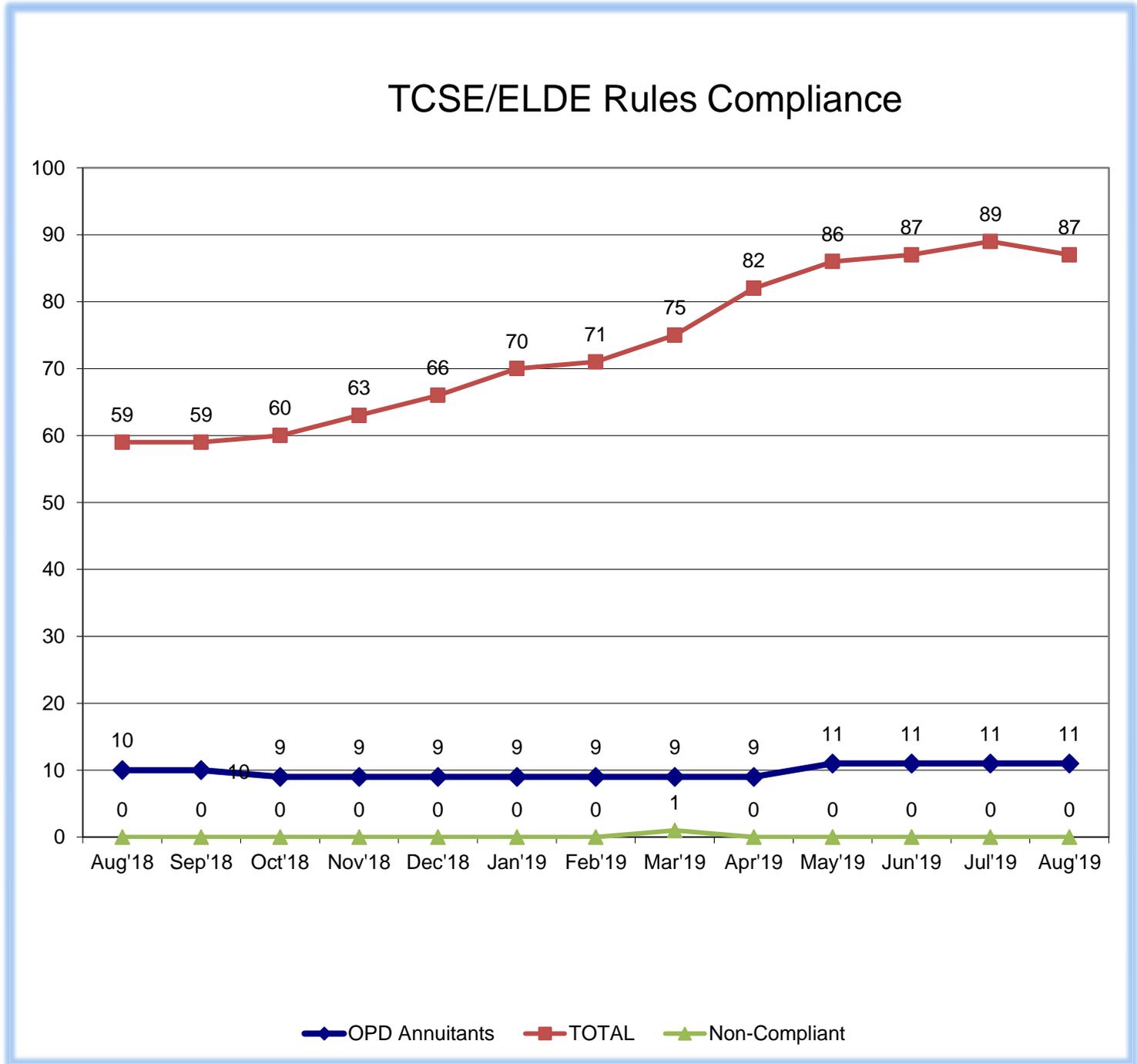
**CIVIL SERVICE BOARD  
AUGUST 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PLANNING & BUILDING	Stanley	Brandon	84412 - Admin: Building Inspection	4/7/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
POLICE	Bazile	Luc	106210 - Police Personnel	1/12/2019	ELDE		Temporary, urgent support as departmental Mail Courier; duties not yet fully defined	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	DeSalvo	Barbara	108630 - Cease Fire	12/31/2018	ELDE		Grant funded temp assistance to develop strategic and sustainable project implementation plans; adopt best practices and policies.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	28	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	124	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	96	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Long	Jacqueline	108630 - Ceasefire	12/31/2018	ELDE		Temporary assistance to complete the OPD Ceasefire Unit Project	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	37	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
PUBLIC WORKS	Casilang	Chris	30541 - Equipment Services Administration	4/20/2019	TCSE	142	Temporary assistance with excess work load in the Heavy Equipment shop.	COMPLIANT
PUBLIC WORKS	Clark	Brazile	30683 - Environmental Services - Environment Remediation	3/9/2019	ELDE		Temporary assignment to the "Environmental Stewardship Team" to help administer Earth Day, Creek To Bay and MLD Days of Service, and special community cleanups.	COMPLIANT
PUBLIC WORKS	Gettone	Jacquelyne	30121 - PWA Fiscal Services	12/15/2018	TCSE	67	Temporary support to assist with multiple complex departmental projects	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/2019	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT
PUBLIC WORKS	Jones	Sabrina	30131 - Public Works Administration	5/18/2019	ELDE		Temporary project to manage Oakland 311Call center transition to a shared-service model and manage requests from outside agencies	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	1/2/2019	TCSE/ Annuitant	178	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Lew	Mi Kyung	30234 - Facilities Planning & Development	2/23/2019	ELDE		Temporary support with delay or services and assist with back-log of important projects	COMPLIANT

As of: JULY 26, 2019

**CIVIL SERVICE BOARD  
AUGUST 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Rodgers	Bobbie	30112 - Public Works Administration	5/18/2019	TCSE	134	Temporary special projects to support the expansion of the Oakland 311 Call Center	COMPLIANT
PUBLIC WORKS	Smith	Ayana	30541 - Equipment Services Administration	3/23/2019	TCSE	134	Temporary assignment to assist in the specialized Equipment Services Unit	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical storm water response services	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	0	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
<b>Non-Compliant (0)</b>								





CITY OF OAKLAND

## *MEMORANDUM*

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**DATE:** August 15, 2019

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

**THROUGH:** Greg Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Transportation Engineer

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Based upon a classification review at the request of the Department of Transportation (DOT), staff has proposed revision of the **Transportation Engineer** classification. It was established in June 1997 and has not been revised since that time.

The City of Oakland is proposing the following changes to the Transportation Engineer classification specification:

- Correct the name of the department from Public Works to Department of Transportation.
- Identify the existing reporting structure in the Distinguishing Characteristics section.
- Make minor revisions to the Definition, Distinguishing Characteristics, and Examples of Duties sections to more accurately reflect the assigned responsibilities.
- Amend the Knowledge and Abilities sections. Revise the Knowledge section to include AutoCAD, computer systems, and software applications. Add AutoCAD under the Abilities section.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to revise this classification. City and union representatives discussed the item at monthly meetings since February 2019. City staff met in good faith and made every effort to resolve potential concerns related to the impacts of revising this classification.

Additional changes were proposed in the latter months as the parties made an effort to move closer to resolution. However, the union did not communicate agreement at the conclusion of these discussions in July 2019. The union was informed that the City would be placing the item on the August 15, 2019 Civil Service Board agenda and they were invited to attend that meeting to communicate residual concerns. The City is in dire need of hiring to fill the vacancies in the classification, which has limited the City's ability to deliver services and carry out projects.

A variety of concerns were vetted during the last six months including (A) the portrayal of the Definition section, (B) reporting structures, (C) supervisory duties, (D) review and approval of plans, and (E) professional liability. (A) The department agreed to use the enhanced language from the union in the Definition section. (B) The department does not intend to adhere to a strict structure in which engineers can only report to engineers and transportation planners can only report to transportation planners; it is within Management's right to assign reporting

**CIVIL SERVICE BOARD**

Subject: Transportation Engineer – Revised Classification Specification Approval

Date: August 15, 2019

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relationships. (C) With regard to supervisory duties that were already included in aspects of the existing classification specification, the City proposed converting the language to “providing lead direction” instead of a true supervisory relationship; the lead role will ensure that staff are exposed to supervisory practices in advance of seeking promotion to the next level in the series. (D) To address the issues related to review and approval of plans, the department has proposed to make senior engineer and transportation planner staff available monthly during “office hours;” this will allow interested staff to have discussions with the desired technical experts about their plans. (E) Lastly, staff confirmed with the City Attorney’s Office and Human Resource Management Department’s Risk Management Division that the City is self-insured for general liability insurance for all risk up to the \$5,000,000 SIR. After that, there is a \$25,000,000 general liability excess policy. All risk includes all City employees while working in their official capacities. Professionals employed by the City of Oakland do not need to purchase professional liability insurance coverage for any work performed in their official capacity.

There are five incumbents and five vacancies. The revised classification specification will be used to initiate an urgent recruitment and selection process to fill multiple vacancies in the near future.

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

**Attachment:** Proposed revised Transportation Engineer classification specification.



CITY OF OAKLAND

CITY OF OAKLAND

# ENGINEER, TRANSPORTATION

Class Code:  
ET122Bargaining Unit: TF1 - Local 21 Prof. Engineers,  
Architects & Museum Employees

## SALARY RANGE

\$7,990.04 - \$9,810.09 Monthly  
\$95,880.48 - \$117,721.08 Annually

### DEFINITION:

Under general supervision in the ~~Public Works Agency~~ Oakland Department of Transportation (DOT), performs professional engineering transportation, traffic, and civil engineering work, ~~for the Office of Public Works~~ which includes: preparing project documents for the planning, design, for construction, - plan, integration, design deployment, and operations of multi-modal and operate review of transportation engineering and related projects to enhance safety, accessibility, mobility, and sustainability; such as roadway safety improvements, site plans design and review; - and traffic control and parking investigations; planning, designing, implementing, integrating, deploying, and maintaining traffic signals, signal and transit operations, signal systems, intelligent transportation systems, telecommunication, transportation management systems, and databases; preparing and reviewing transportation studies including Environmental Impact Reports; traffic signal design and operations; directing and supervising assigned providing lead direction to technical and professional personnel staff; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This is the journey-level classification in the professional ~~traffic~~ transportation engineering series. Incumbents are required to have registration as a Civil or Traffic Engineer in the State of California. ~~The~~ Transportation Engineers performs complex professional civil and traffic engineering work and may lead and direct the work of lower level professional and technical staff. Appointment to this level requires considerable knowledge of all aspects of transportation engineering. Incumbents exercise a high degree of independent judgment designing and interpreting engineering plans and specifications, resolving technical problems, and interacting with the public.

~~This~~ incumbents receives general supervision from management staff including a Supervising Transportation Engineer, Project Manager or Senior Transportation Planner and directs and supervises assigned technical and professional personnel staff.

### EXAMPLES OF DUTIES:

- Supervise, prepare, and review transportation studies improvement plans, specifications, and cost estimates; conduct traffic investigations; design traffic signal configurations and operations; develop project, street, intersection, and parking geometric layouts; ~~develop engineering plans, specifications and cost estimates~~; prepare and review traffic control plans; oversee consultants.
- Review transportation studies, perform investigations and submit recommendations regarding the installation of traffic control devices including neighborhood traffic control measures.
- Meet with and maintain-serve as liaison to with appropriate City departments, other agencies, and business and citizen groups; provide technical information as needed; make oral presentations information at public meetings.
- Participate in the planning and design of capital improvement projects as they relate to traffic and

- transportation; administer consultant and construction contracts; perform project inspection.
- Provide lead direction and technical training ~~to for~~ assigned technical and professional staff ~~train~~ supervise and evaluate subordinate staff.
  - Drive a vehicle to work site; may be required to walk uneven surfaces in order to perform site inspections or conduct transportation studies.

## MINIMUM QUALIFICATIONS:

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

### Education:

A Bachelor's degree from an accredited college or university in civil engineering, transportation or a closely related field.

### Experience:

Three (3) years of professional engineering experience in transportation or traffic engineering. Possession of a Master's Degree in Transportation Engineering may be substituted for one (1) year of professional experience.

## KNOWLEDGE AND ABILITIES:

Considerable knowledge of:

- Transportation engineering principles, practices, and methods, and the familiarity with computer programs used to assist in analyses.
- Applying civil engineering principles related to transportation projects.
  - ~~Computerized civil engineering design and construction documentation programs~~ Applying such as AutoCAD Civil 3-D for complex transportation projects design
- Traffic control devices, and practices relating system design, installation and equipment and operation.
- Principles of project and personnel management.
- Federal, state and local traffic engineering laws and ordinances.
- Contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, and closing contracts.
- Principles of supervision and training.
- Computer systems and software applications.

Working knowledge of:

- ~~Effective supervision.~~

Ability to:

- Use computerized civil engineering design and construction documentation programs such as AutoCAD Civil 3-D AutoCAD Civil 3-D to prepare accurate plans, specifications and cost estimates
- Read and interpret ~~plans blueprints and specifications; prepare accurate plans, specifications, cost estimates~~ and engineering reports.
- ~~Direct the work of personnel assigned staff, and supervise, train, and evaluate~~ Provide lead direction to staff.
- Write clear, concise, and accurate technical and non-technical reports, studies, correspondence, and memoranda; prepare agreements; keep accurate records.
- Speak clearly and effectively during oral presentations before public and community groups and address transportation related concerns.
- Define areas of responsibility for work to be performed by consultant or contractor; administer contracts for professional engineering services.
- Research, analyze, and solve complex problems; apply statistical methods.
- Communicate effectively verbally and in writing.
- ~~Establish and maintain effective working relationships with those contacted in the performance of required duties.~~

**LICENSE OR CERTIFICATE ([See Below](#))/ OTHER REQUIREMENTS ([None Required](#)):**

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

Possession of a valid registration as a civil or traffic engineer in the State of California or possession of a valid registration as a civil or traffic engineer in another state and the ability to obtain California registration either by reciprocity or at the next available examination for which the candidate can apply.

**CLASS HISTORY:**

Established: 6-26-1997; CSB Reso#: 44370



CITY OF OAKLAND

## *MEMORANDUM*

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**DATE:** August 15, 2019

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

**THROUGH:** Greg Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Requests for Exemption from Civil Service and Approval of New  
Classification Specification for Manager, Transportation

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Based upon a classification review at the request of the Department of Transportation (DOT), staff has proposed the creation of a new classification: **Manager, Transportation**. DOT was planning to utilize an existing classification (Public Works Operation Manager) as allocated in the adopted budget but it became apparent that it was not the most appropriate fit. While that classification accurately encompasses work traditionally assigned to Public Works departments, the description was lacking in transportation concepts and was not characteristic of how this work is assigned in similar organizations. Therefore, the recommendation was to create a new Manager, Transportation classification.

The new classification will be responsible for: using operational decision making in the direction and coordination of work; planning, organizing, managing, and directing staff in the review and implementation of the City's major projects in transportation planning, traffic engineering, complete streets, mobility and parking services; developing programs and administering capital improvement projects and budgets; and supervising subordinate supervisors. The position will govern multiple program areas including transportation planning, traffic engineering, complete streets, mobility, parking services, and capital improvement projects. The authority and responsibility of this position are commensurate with other Manager classifications across the City in the UM1 representation unit.

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

This is an expert level, management classification responsible for developing and approving policies and ensuring compliance while governing multiple program areas having major impact on the attainment of the goals of the City. It will have overall responsibility for daily operations in a division of the department and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex; and the individual in the classification must deal with challenging, sensitive,

**CIVIL SERVICE BOARD**

Subject: Manager, Transportation – Exemption and Classification Specification Approval

Date: August 15, 2019

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and confidential matters with the potential for a high consequence of error. Staff recommends exempting the classification from the provisions of civil service for the reasons cited above.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create and exempt this new classification. City and union representatives discussed the item at meetings in April, May, June, and July 2019. City staff met in good faith and made every effort to resolve potential concerns related to the impacts of creating this new classification. The union did not communicate agreement at the conclusion of these discussions. The union was informed that the City would be placing the item on the August 15, 2019 Civil Service Board agenda and they were invited to attend that meeting to communicate residual concerns.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Manager, Transportation from the provisions of civil service. The resolution was approved at the City Council meeting on July 9, 2019; a copy of the executed resolution is attached.

The salary ordinance amendment to add this new classification to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on July 16, 2019.

There is one vacancy. The new classification specification will be used to initiate the exempt job posting and selection process.

Staff recommends that the Civil Service Board exempt the classification of **Manager, Transportation** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

- Attachments:**
- A. Proposed Manager, Transportation classification specification.
  - B. City Council Resolution Recommending Exemption of Manager, Transportation.



# TRANSPORTATION MANAGER

**DRAFT**  
w/L21 edits  
5-16-19 to  
CSB 8-15-19

**Class Code: EMXXX---- FTE Exempt**

## DEFINITION

Under administrative direction in the Department of Transportation, uses operational decision making in the direction and coordination of work; plans, organizes, manages and directs staff in the review and implementation of the City's major projects in transportation planning, traffic engineering, complete streets, mobility and parking services; develops programs and administers capital improvement projects and budgets; supervises subordinate supervisors; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

The Transportation Manager is a management level classification with responsibility for overall administration of transportation personnel, budget, programs, and projects within a division of the department. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. This classification is distinguished from the higher level Assistant Director, which is responsible for overseeing multiple divisions and assisting the Director with oversight of the department.

The incumbent receives general administrative direction from an Assistant Director or other management staff and exercises general direction over professional, technical and clerical staff.

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

Plan, organize, manage, participate in, and direct the work of a division.

Develop and implement policies, methods, and procedures for a division.

Prepare and present staff reports to the City Council, Mayor, City Administrator, committees, and the community.

Attend community meetings and make commitments to resolve problems on behalf of the department.

Oversee the development of bid proposals and manage the preparation of contract specifications.

Oversee the development of programs that support safe and complete streets in Oakland.

Use a work management system for operational oversight and management of work flow.

Respond to requests and inquiries from the public, elected officials and other agencies; provide quality customer service to internal and external clients.

Select, train, and supervise staff; establish performance goals, conduct performance evaluations, foster teamwork and collaboration and provide training and staff development.

Review, monitor, and coordinate the work of subordinate supervisory and administrative staff

Develop, administer, and monitor operating and capital budgets.

Prepare and maintain records and reports; prepare cost estimates.

Work in partnership and collaboration with other sections of the department; take oversight responsibility for engaging Oakland's diverse communities in plans, programs, and projects, including the staff's preparation of materials, identification of meeting sites, and engagement techniques.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of transportation operations, planning and engineering, including project delivery, applicable design guidelines, industry standards, and multimodal planning practices.
- Principles and practices of contract administration and project management.
- Principles of personnel management, training and evaluation.
- Budget development, implementation, and administration.
- Principles and practices of customer service and community engagement.
- Work place safety principles, practices and procedures.
- Computer systems and software applications.

Ability to:

- Plan, organize, direct and coordinate a variety of transportation planning and engineering, project, program, maintenance, and operational activities to meet City needs.
- Supervise, train, coach and evaluate staff.
- Prepare clear and concise reports on topics of complex or technical nature, correspondence and other written materials.
- Interface effectively with other departments, elected officials, the public, and other agencies.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Manage and coordinate multiple concurrent projects, programs or activities.
- Communicate effectively orally and in writing; make presentations to diverse audiences of various sizes;
- Prepare, implement, and administer budgets.
- Utilize a computer system and software applications.
- Establish and maintain effective working relationships in the performance of assigned duties.

## **MINIMUM QUALIFICATIONS**

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

**Education:**

A Bachelor’s degree from an accredited college or university in civil engineering, traffic/transportation engineering or electrical engineering, transportation, urban or regional planning, public policy, business administration or a related field.

**Experience:**

Five (5) years of progressively responsible experience in transportation or public works, public sector management or a closely related field with a minimum of three (3) years at the supervisory level.

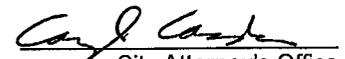
**LICENSE OR CERTIFICATE**

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

Engineering licenses and certifications from professional organizations are highly desirable.

<b><u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u></b>				
Established:	/ /	CSB Resolution #:	Salary	Ordinance
			#:	
Exempted:	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	902(f)	
Revision Date:	/ /	CSB Resolution #:		
Re-titled Date:	n/a	CSB Resolution #:	Salary	Ordinance
			#:	
(Previous title(s): n/a)				

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

  
City Attorney's Office

2019 JUN 13 PM 2: 31

## OAKLAND CITY COUNCIL

RESOLUTION NO. 87780 = C.M.S.

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### RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF MANAGER, TRANSPORTATION FROM THE OPERATION OF CIVIL SERVICE

**WHEREAS**, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

**WHEREAS**, the Manager, Transportation is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

**WHEREAS**, the Manager, Transportation is an expert level classification responsible for approving policies and ensuring compliance while governing multiple program areas (transportation planning, traffic engineering, complete streets, mobility, parking services, and capital improvement projects) having major impact on the attainment of the goals of the City; and

**WHEREAS**, the Manager, Transportation is a management classification with overall responsibility for daily operations in a division of the Department of Transportation and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

**WHEREAS**, the incumbent in the Manager, Transportation position is expected to exercise considerable discretion in carrying out the City's mission for with there is a high consequence of error; now, therefore, be it

**RESOLVED**, the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Manager, Transportation be exempted from the requirements of civil service; and be it

**FURTHER RESOLVED**, that the Civil Service Board is hereby requested to approve such exemption.

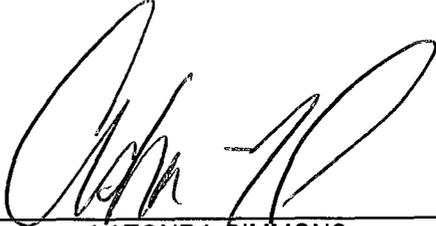
IN COUNCIL, OAKLAND, CALIFORNIA,

**JUL - 9 2019**

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN - 8

NOES - 0  
ABSENT - 0  
ABSTENTION - 0

ATTEST:   
\_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California