



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date: February 15, 2018**

**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, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin; Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Jaime Pritchett, HRM Principal Analyst/Staff to the Board  
Michelle Meyers, Deputy City Attorney  
Tabitha Pulliam, HRM Technician/Staff to the Board

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALANDAR:

ACTION

- a) Ratification of Provisional Appointment
  - Engineering Technician II
- b) Approval of Revised Classification Specification
  - Public Works Supervisor I & Public Works Supervisor II
  - Executive Director, Community Review Police Agency (CPRA)
- c) Approval of Employee Request for Leave of Absence
  - Fire Department

#### 3) OLD BUSINESS:

- a) Approval of January 18, 2018 Civil Service Board Meeting Minutes

ACTION

- b) Determination of Schedule of Outstanding Board Items

INFORMATION

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

#### 4) NEW BUSINESS:

- a) Approval of New Classification Specification for Chief of Violence Prevention ACTION

#### 5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, March 15, 2018. All materials related to agenda items must be submitted by Thursday, March 1, 2018. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

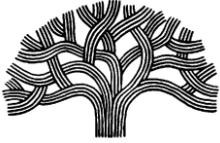
City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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



CITY OF OAKLAND

# MEMORANDUM

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**DATE:** January 17, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Mary Morales  
HR Analyst

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

**THROUGH:** Suzie Lawson, Principal HR Analyst, Recruitment & Classification

**SUBJECT:** Request for Provisional Appointment in Classification of Engineering Technician II- to be ratified at Civil Service Board Meeting of February 15, 2018

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Attached is a request from the Department of Transportation to make a provisional appointment to an Engineering Technician II – vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Engineering Technician II is responsible for a variety of technical work at the permit counter including preliminary review of plans and utility street permits and processes and issues engineering and related construction permits. The incumbent will serve the public, city staff and other agencies by providing construction requirements, standards and related technical information.

The minimum qualifications for the Engineering Technician II is equivalent education to the twelfth grade (college course work in engineering is desired) plus two years of experience comparable to Engineering Technician I in the City of Oakland.

The selected candidate meets the minimum qualifications of the Engineering Technician II with a Bachelor's degree in civil engineering and one year of work experience as an Engineering Technician I with the City of Oakland. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on December 26, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Engineering Technician II in the Department of Transportation beginning on January 29, 2018 and ending on or before May 29, 2018.

**OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST**

**SCHEDULED MEETING DATE FOR CONSIDERATION:** February 15, 2018

**AREA REQUESTED**

POSITION: Engineering Technician II  
DEPARTMENT: Department of Transportation  
APPOINTMENT DURATION: 120 days maximum

**STATUS OF RECRUITMENT AND EXAMINATION PROCESS**

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a  
DATE PERSONNEL REQUISITION RECEIVED: 7/20/2017  
CURRENT STATUS OF EXAMINATION: Job announcement opened on 12/26/2017.

**JUSTIFICATION**

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Engineering Technician II position is needed to respond to the demand for development, encroachment, obstruction, utility, and other permits at the permit counter.

Other Alternatives Explored and Eliminated:  
None.

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

The negative impacts of not having this vacancy filled while an eligibility list is established would severely impact the Department's ability to respond to the public's requests for permits for development, encroachment, obstruction, utility, and other permits.

**ADDITIONAL INFORMATION**

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: Not an *Oakland Resident*
- Current Employment Status: Not a *Current City Employee*

**CITY OF OAKLAND**  
**Interoffice Memo**



**HUMAN RESOURCES MANAGEMENT DEPARTMENT**  
**Ian Appleyard, Director**

**DATE:** January 16, 2018  
**TO:** Department of Transportation  
**ATTN:** Melanie Cockerham, Support Services Supervisor, HR Operations  
**FROM:** Mary Morales, Human Resource Analyst  
**SUBJECT:** Engineering Technician II Provisional Appointment

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Attached is your copy of the packet of materials requesting the provisional appointment of Negine Malboubi to a vacant Engineering Technician II position. Your request has been approved by the Personnel Director and will be forwarded to the Civil Service Board for ratification at its next regularly scheduled meeting in February.

The provisional appointment to the classification noted above is effective Saturday, January 27 and the appointee can report to work on Monday, January 29, 2017. Please be advised that if the Civil Service Board fails to ratify this provisional appointment, it will be rescinded immediately following the meeting of the decision. We anticipate that the next regularly scheduled meeting of the Civil Service Board will be February 15, 2018 at 5:30 pm. Civil Service Board meetings are held in Hearing Room 1 in City Hall. Please attend or send a representative that can answer questions related to this appointment.

Please advise the appointee that to be considered for permanent appointment, he/she must submit the appropriate application materials and place high enough on the eligibility list to be scheduled for a departmental interview. As you are aware, the job announcement to permanently fill this position will closed on January 19, 2017

Also, please note that in keeping with the Charter, Section 903 and Civil Service Rule 5.06 (a) Provisional Appointments, provisional appointees will be removed from their provisional assignments at 120 days, whether or not an eligible list has been established. The end date for this assignment is May 29, 2018, 120 calendar days from the appointment date of January 29, 2018. You will receive a notice from this office 30 days prior to the expiration of the provisional appointment.

If you have any questions or need any additional information concerning this provisional appointment, please call Mary Morales, Human Resource Analyst at (510) 238-3179.

cc: File – CSB February 15, 2018  
Payroll



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** February 15, 2018

**TO:** The Honorable Civil Service Board

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

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

**SUBJECT:** Approval of Revised Classification Specifications for Public Works Supervisor I  
and Public Works Supervisor II

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A classification review arose following a parity study that was a provision of the International Federation of Professional and Technical Engineers (IFPTE, Local 21) Memorandum of Understanding FY 15-17. Staff has proposed revisions to the **Public Works Supervisor I** and **Public Works Supervisor II** classification specifications, which were approved in July 1995 and have never been revised.

The changes captured in the attached revised specifications were made to more accurately reflect the duties and requirements of the positions, including computer skills and relevant regulations. The positions are used in the Oakland Public Works Department and the Oakland Department of Transportation. Any future recruitment processes will utilize the revised classification specifications.

Local 21 was closely involved with the process to revise the classification specifications. City staff, union representatives, and incumbents met over a period of several months in 2017 to discuss concerns, impacts, and the proposed changes. In the final meeting on December 13, 2017, attendees agreed to further amendments following discussion of the residual sticking points. In emails dated January 22, 2018, the union and incumbents confirmed that they have no objections to the final proposed revisions.

Additionally, no determination has been rendered regarding the "common class" status of this classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Public Works Supervisor I** and **Public Works Supervisor II** classification specifications.

**Attachments:** Revised Public Works Supervisor I and Public Works Supervisor II classification specifications.



# **PUBLIC WORKS SUPERVISOR I**

**Class Code: SC206**

**Civil Service classified**

## **DEFINITION**

Under direction in the Public Works Department (OPW) or Department of Transportation (DOT), ~~To~~ plans, organizes, and supervises the construction, operation, maintenance and repair of streets, sidewalks, guard rails, median strips, traffic signs, traffic control devices, bridges, sanitary sewer lines, storm conduits, and related public works facilities on the right-of-way (ROW)/easements; ~~to~~ provides supervises crews in street sweeping, vegetation management, graffiti abatement, illegal dumping removal and works closely with non-profit agencies for homeless encampment clean-up; sanitation services; ~~to~~ responds to citizen complaints service requests and inquiries; oversees the ~~to~~ training of crews in safe work practices; and ensures assigned staff follow policies & procedures; ~~to~~ keeps records; and ~~to~~ makes prepares reports; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is a first-level supervisory classification in the Public Works Supervisor series. Incumbents perform a variety of supervisory tasks involving the construction, maintenance, or repair of streets, sewers, and traffic devices. including scheduling and supervision of operations, maintenance, construction, and repair projects. Incumbents are expected to use professional judgment and skill in the performance of assignments which are subject to review by professional superiors. This classification differs from Public Works Supervisor II in that incumbents of the latter are expected to performs more complex assignments and assist the division manager with the planning, administration, and oversight of projects related to the City's infrastructure. ~~administrative work and less direct field supervision.~~

## **SUPERVISION RECEIVED AND EXERCISED**

The incumbent Rreceives direction from a Public Works Supervisor II ~~and E~~ exercises general supervision over ~~assigned skilled journey level and maintenance workers.~~ staff.

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

Plan, schedule, and supervise work in the operations, construction, maintenance, or repair of streets, sidewalks, guard rails, sewer lines, storm drains, traffic signs, traffic control devices, and related facilities, illegal dumping, vegetation management, street sweeping, and graffiti abatement.

Participate in the formulation and implementation of a maintenance cost control program.

Handle Review and respond to complaints, service requests and answer questions inquiries from the public regarding divisional activities.

Supervise and inspect work in progress; ensure safety of personnel and equipment; recommend and implement alternative work methods or safety practices.

Prepare and maintain records and reports; make recommendations for improvement of public works facilities.

Collaborate and coordinate activities with internal city departments and external agencies.

Monitor contractors involved in the resurfacing of streets for compliance with plans, specifications and city standards.

Maintain inventory control over materials, equipment, and hardware used by work crews.

Prepare specifications for material and equipment purchases; assist in preparing cost estimates and recommend the purchase of materials and supplies needed.

Plan, schedule and supervise sanitation activities related to street and public property cleaning.

Supervise, train, motivate, and evaluate subordinate staff; initiate disciplinary action as necessary.

Conduct training sessions with employees regarding safety, equipment operation procedures, and related topics; Enforce employee ensure adherence to health and safety rules and regulations.

Operate a motor vehicle in the performance of assigned duties.

Schedule work, track costs and productivity, and create reports using Computerized Maintenance Management System (CMMS).

Review and monitor resources, expenditures, and staffing.

~~May assist in the preparation and administration of budgets.~~

Organize and implement emergency response activities.

~~Perform related duties as assigned.~~

## **QUALIFICATIONS KNOWLEDGE AND ABILITIES**

Knowledge of:

- Materials, equipment, ~~and~~ tools, and techniques commonly used in the operations, construction, ~~and~~ maintenance, and repair of streets, sidewalks, guard rails, traffic signs, traffic control devices, storm drains, street sweeping, vegetation management, graffiti abatement, illegal dumping removal on ROW, and sanitary sewers.
- Principles and practices of first-line supervision.
- Cal/OSHA- Title 8 regulations and city safety rules, regulations, and practices.
- Basic mathematics.
- Basic budgeting procedures and techniques.
- Public contact and community relations.
- Laws and codes pertaining to public infrastructure projects such as “Standard Specifications for Public Works Construction” (Green Book), “State and Federal MUTCD” (Manual on Uniform Traffic Control Devices), and the Clean Water Act (Porter-Cologne).

- Emergency response and operations including California's Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
- Computer systems and software applications, including maintenance management systems.

Ability to:

- Implement planned and preventative maintenance programs.
- Respond to emergency or disaster situations.
- Estimate project costs; schedule project implementation.
- Supervise, train, motivate and evaluate staff.
- Write reports and keep records.
- Communicate effectively with the public and other agencies.
- Evaluate proposed projects, or alternative solutions to a maintenance or construction problem.
- Learn laws and codes pertaining to public works projects.
- Adapt to assignments in different departments or divisions, including the research and application of relevant regulations.
- Establish cooperative relationships with the public and other agencies.
- Review and verify labor and materials account charges.
- Utilize a computer system and software applications, including maintenance management systems.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

## **EXPERIENCE AND EDUCATION MINIMUM QUALIFICATIONS**

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

### **Education:**

~~High school diploma or E~~equivalent to the completion of the twelfth grade ~~plus~~and 30 hours of courses in leadership or supervision. An Associate's degree in public works maintenance, personnel management or a related field is desirable.

### **Experience:**

Three (3) years of experience in public works operations, construction, ~~and~~ maintenance, and inspection of public infrastructure, including two (2) years in a lead position.

**LICENSE OR CERTIFICATE**

~~Possession of a valid California Driver’s License to be maintained throughout the duration of employment. 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 ability to travel to various locations in a timely manner as required in the performance of duties.~~

~~Completion of the American Public Works Association (APWA) Public Works Institutes modules 1-4 is highly desirable.~~

**OTHER REQUIREMENTS**

~~None required. Must be willing to work irregular days and hours, as needed.~~

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

Established: 07/27/1995 CSB Resolution #: 44339 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: / / CSB Resolution #:

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

(Previous title(s): )

~~Civil Service Board: # 44339  
Date Approved: July 27, 1995  
Date Revised:~~



**DRAFT**  
**2017-12-13**

## **PUBLIC WORKS SUPERVISOR II**

**Class Code: SC206**

**Civil Service classified**

Under general direction in the Public Works Department (OPW) or Department of Transportation (DOT), in the Public Works Department, To plan, organizes, directs, and reviews all the programs and activities related to the construction, and supervises the repair, maintenance, repair and cleaning of and construction of streets, storm drains, sewers and related public works facilities the City's infrastructure and related improvements; to develop and administers capital improvement projects and budgets oversees the ; and to works closely with other departments in the planning and implementation of public works public infrastructure projects; assists with budget preparation and monitoring; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a second-level supervisory classification in the Public Works Supervisor series that is responsible for assisting the division manager with the overall planning, administration, and oversight of the City's infrastructure, as well as projects initiated from other city departments and public agencies. Incumbents perform a variety of supervisory tasks involving the construction, maintenance, and repair of streets, sewers, and other public works facilities. This classification differs from Public Works Supervisor III Operations Manager in that the latter manages the entire Work Management Program and establishes policy guidelines for the section. The incumbent performs duties which involve the exercise of discretion and latitude of judgment in the performance of departmental objectives and procedures. Incumbents are expected to use professional judgment and skill in the performance of assignments which are subject to review by professional superiors. This classification differs from the division manager in that the latter manages the entire Work Management Program and establishes policy guidelines for the division. It is further distinguished from Public Works Supervisor I in that incumbents of the latter provide daily oversight to field work crews.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent Rreceives direction from thea Public Works Operations Manager or division manager and Eexercises general supervision over Public Works Supervisor I's and other assigned clerical-administrative staff.

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

Plan, schedule, and direct the work of Public Work Supervisor I's and their crews involved in the construction, maintenance, installation, and repair of public works facilities the City's infrastructure within the City's right of way, easements, and various capital improvement

projects.

Develop and monitor a Maintenance Management Program; review and recommend changes in program on an annual and biweekly basis; review and monitor program budgets.

Review and comment on maintenance and construction projects, both private and public, including performing plan checking; coordinate with other departments in the planning and scheduling of traffic, paving, storm drain, sanitary sewer, street sweeping, illegal dumping, graffiti abatement, vegetation management, and street projects; implement cost control programs.

Assist in the preparation of contracts for asphalt resurfacing, heavy paving, sewer repair, equipment rental, etc., and the procurement of construction materials and supplies; administer contracts.

Plan, develop and monitor sanitation activities related to street and public property cleaning.

Respond to ~~complaints~~ service requests and inquiries from the public, the City Manager's Administrator's Office and other public agencies; use professional judgement to take necessary action; attend community meetings relating to ~~public works~~ infrastructure programs and projects.

Supervise, train, motivate, and evaluate subordinate staff; recommend disciplinary action as necessary.

~~Develop~~ Prepare and administer employee training programs in supervision, safety, health, and hazardous waste disposal.

Organize and direct emergency programs.

Prepare and maintain records and reports.

Utilize a Computerized Maintenance Management System (CMMS) for monitoring annual work plans and preparing reports.

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as assigned.~~

## MINIMUM QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public works administration.
- Materials, records, ~~and~~ equipment, and techniques used in the construction, maintenance, repair and improvement of public works facilities, public infrastructure including streets, storm drains, street sweeping, vegetation management, illegal dumping, graffiti abatement, and sanitary sewers.
- Cal/OSHA- Title 8 regulations and city safety rules, regulations and practices.
- Principles of personnel management, supervision, training and evaluation.
- Basic accounting and inventory management.
- Budget development and administration.

- Laws and codes pertaining to public works–infrastructure projects such as “Standard Specifications for Public Works Construction” (Green Book), “State and Federal MUTCD” (Manual on Uniform Traffic Control Devices), and the Clean Water Act (Porter-Cologne).
- Computer systems and software applications, including maintenance management applications.
- Emergency response and operations including California’s Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

Ability to:

- Plan, organize, direct and evaluate a public works–infrastructure program.
- Negotiate and administer a variety of contracts.
- Plan and provide direction; and supervision during emergency response and operations. ~~Direct the response to emergency and disaster situations.~~
- Estimate maintenance project costs.
- Provide review, alternative solutions, and cost estimates for proposed city infrastructure projects to mitigate potential ramifications related to maintenance.
- Assist with plan check of public and private development infrastructure projects.
- Schedule and coordinate project and other work tasks.
- Supervise, train, motivate, and evaluate staff.
- Maintain accurate records; prepare clear, concise reports.
- Establish cooperative relationships with the public and other agencies.
- Evaluate proposed projects, or alternative solutions to a maintenance or construction problem.
- Assist with budget preparation and monitoring.
- Utilize a computer system and software applications, including maintenance management systems.
- Prepare public records reports for the City Attorney’s office and serve as a subject matter witness
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

#### **MINIMUM QUALIFICATION EXPERIENCE AND EDUCATION**

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

**Education:**

High school diploma or Equivalent to the completion of the twelfth grade. An Associate's or higher degree in public works maintenance, personnel management or a related field is desirable.

**Experience:**

Three (3) years of experience comparable to Public Works Supervisor I in the City of Oakland.

**LICENSE OR CERTIFICATE**

Possession of a valid California Driver's License to be maintained throughout the duration of employment. 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 ability to travel to various locations in a timely manner as required in the performance of duties.

Completion of the American Public Works Association (APWA) Public Works Institutes modules 1-4 is highly desirable.

**OTHER REQUIREMENTS**

None required.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	07/27/1995	CSB Resolution #:	44339
		Salary Ordinance #:	
Exempted:	Y N	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	
		Salary Ordinance #:	
(Previous title(s):	)		



CITY OF OAKLAND

## MEMORANDUM

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**DATE:** February 15, 2018

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

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

**SUBJECT:** Approval of Revised Classification Specification for Executive Director,  
Community Police Review Agency (formerly titled Executive Director, Citizens'  
Police Review Board)

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At the request of the City Administrator's Office, staff has proposed revisions to the **Executive Director, Community Police Review Agency (CPRA)** classification specification. It was approved in 2014 and has not been revised.

The classification is exempt from civil service per the requirements of the City Charter, section 902(f). It is not represented by a bargaining group. Therefore, it is not subject to mandatory bargaining obligations.

There is one position in the department's budget and it is currently filled. Following recent legislative changes, the Citizens' Police Review Board has become the Community Police Review Agency. The changes captured in the attached revised specification were made to accurately reflect the requirements of the position as needed by the Oakland Police Commission and CPRA in its current configuration. Further, they are consistent with Measure LL – Police Commission Charter Change language. The changes include:

- Revision of the title to Executive Director, Community Police Review Agency.
- Revision to the Definition and Distinguishing Characteristics sections to reflect the placement of the position in the organization and its scope,
- Refinements to the Examples of Duties to newly characterize the work.
- Revisions to the Knowledge and Abilities section to reframe the necessary skillsets.
- Adding two required years of supervisory experience to the Minimum Qualifications.

The change to the classification title was approved by City Council via the salary ordinance amendment process on June 20, 2017 (13440 C.M.S.). Revisions to the classification specification have since been finalized by the Oakland Police Commission and are now being submitted to the Board for approval as part of the City's Classification Plan.

The Port of Oakland is not subject to the Oakland Police Commission. Therefore, a corresponding classification does not exist at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Executive Director, Community Police Review Agency (CPRA)** classification specification.

**Attachments:** Revised draft Executive Director, Community Police Review Agency classification specification.



**COMMUNITY CITIZENS' POLICE  
REVIEW BOARD AGENCY (CPRA)  
EXECUTIVE DIRECTOR**

**DRAFT**

**EM229 Exempt**

**DEFINITION**

Under policy direction from the Oakland Police Commission, the Citizens' Police Review Agency (CPRA) Executive Director (the "Agency Director") is responsible for planning, developing and implementing all functions and activities of the investigation unit of the Community Police Review Agency and related support staff based on effective responsiveness to the public and other client needs; implementing goals and objectives and ensuring the enforcement of applicable laws, ordinances and regulations; preparing and presenting reports to the Oakland Police Commission, the Mayor, the City Council, the Chief of Police and other boards and commissions on activities, issues and needs of the Community Police Review Agency.) To promptly impartially and fairly conduct investigations of civilian complaints of police misconduct or failure to perform a duty; and performs related work as assigned.

~~Under direction from the City Administrator, the Citizens' Police Review Board (CPRB) Executive Director plans, organizes and coordinates the activities in support of the CPRB consistent with the CPRB mission; oversees the process and review of citizen complaints; interacts with the public to promote the CPRB; and performs related work as assigned.~~

**DISTINGUISHING CHARACTERISTICS**

The Executive Director of the Community Police Review Agency shall be hired by the City Administrator from among two (2) or three (3) candidates submitted by the Commission. Reporting to the Oakland Police Commission, the Agency Director functions at an executive management level, and is responsible for all functions and activities of the Community Police Review Agency. The Agency Director is responsible for accomplishing departmental goals and objectives within policy guidelines for major functional areas assigned and for special programs and this position is exempt from the regulations of the Civil Service Board, pursuant to the Oakland Charter 902(f).

The Commission shall periodically conduct a performance review of the Agency Director. The Agency Director shall be classified as a Department head, and shall have the authority to hire and fire Agency staff, in consultation with the City Administrator.

The Agency Director receives direction from the Oakland Police Commission and makes decisions critically affecting the diverse functions of the Community Police Review Agency; manages organizational changes; and provides direction to Senior Investigators who are responsible for day-to-day supervision of the investigators in the Community Police Review Agency.

~~This executive level, single incumbent position has overall responsibility for policy development, program planning, community relations, administration and operations of the CPRB. The incumbent is responsible for accomplishing departmental goals and objectives within general policy guidelines for major functional areas assigned and for special programs~~

~~and projects. Pursuant to the Oakland Charter 902(f), this position is exempt from the regulations of the Civil Service Board.~~

~~The incumbent receives direction from the City Administrator and the CPRB and exercises direction over supervisory, professional, technical and other assigned staff.~~

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

Directs the development and implementation of the Community Police Review Agency's goals, policies, and strategic plans; manages the allocation of resources and service levels to meet client needs. Manage a variety of full-scale investigations relating to citizen allegations and complaints of alleged police officer misconduct. Ensure investigations are fair, thorough, complete and nonbiased.

Oversee the operation of the Community Police Review Agency's operations, activities and programs; set objectives and monitor the performance of subordinate staff engaged in defined activities.

Assign cases to complaint investigators according to procedures and case jurisdiction, review and approve preliminary case work; prepare full investigative reports. Set investigative standards for subordinate staff; and update the Community Police Review Agency policies, procedures, and operations. Review and evaluate the results of investigations.

~~Direct and manage a variety of full-scale investigations relating to citizen charges and complaints of alleged police officer misconduct. Ensure investigations are fair, thorough, complete and nonbiased.~~

~~Coordinate policies and procedures relating to the CPRB activities; develop methods and procedures relative to the work of the CPRB.~~

~~Evaluate and update CPRB policies, procedures, and operations.~~

Recruit, orient, manage, evaluate, and provide train for all subordinate staff new CPRB members and the Oakland Police Commission and other assigned staff consistent with the CPRB-CPRA mission and goals.

~~Manage, evaluate and provide training for all subordinate staff and the Board.~~

As required by caseload volume or special circumstances, intake investigations and prepare appropriate reports.

Serve as a liaison with Oakland Police Department Personnel on Investigations. Establish program evaluation benchmarks and deliverables.

Monitor the organizational structure, staff assignments, service levels, and administrative systems required to accomplish the Community Police Review Agency's mission and objectives in an efficient and effective manner; direct the identification and analysis of opportunities for service enhancements. Assign cases to Complaint Investigators according to procedures and case jurisdiction; review and approve preliminary casework; prepare full investigative reports.

Prepare, r~~Review~~ and coordinate the preparation of a wide variety of full reports for presentation

to the ~~CPRB~~Oakland Police Commission, City Council or any of its committees, the City Administration, or outside agencies.

Oversee the operation of the Office Assistants activities and programs; set objectives, supervise the Office Assistant I and II, and monitor the performance of subordinate staff engaged in define activities. Represent the CPRA and serve as a CPRA advocate at conferences and a variety of community meetings with the public which may include youth, parents, and community organizations and partners.

Create, and implement direct programs to increase public visibility of the CPRA and the complaint process in the community and within the Community Police Review Agency.

Direct the development and implementation of the operational budget; monitors expenditures to ensure adherence to the approved budget;

Develop statistical, quarterly and annual reports to present to the Oakland Police Commission.

~~Represent the CPRB and serve as a CPRB advocate at conferences and a variety of community meetings with youth, parents, and community organizations.~~

~~Create and direct programs to increase public visibility of the CPRB and the complaint process.~~

~~Serve as the liaison between community groups, the CPRB, and the City Administration.~~

Meet and collaborate with the Chief of Police ~~and~~, Oakland Police Commission, and Oakland City Administration on policy issues and disciplinary matters.

Coordinate the meet and confer process with the Chief of Police and City Administrator, and the Oakland Police Commission in matters related to the ~~CPRB-CPRA~~ under the memorandum of understanding with the Oakland Police Officers' Association or any other impacted labor group.

~~Monitor developments related to CPRB work; evaluate their impact on City operations and implements policy and procedure improvements.~~

Review legislation, court cases (such as Copley) and legal opinions relevant to the work of the ~~CPRB~~CPRA; present testimony during court proceedings.

Secure and maintain highly confidential information, records, and files.

Keep the ~~City Administrator~~Oakland Police Commission apprised of ~~CPRB-CPRA~~ activities for successful conjunction of duties under the ~~CPRB-CPRA~~ ordinance.

## QUALIFICATIONS KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local rules and regulations pertaining to civilian oversight of law enforcement, modern management and financial principles and practices.

- Procedures for conducting civil, criminal or factual investigations that involve gathering, analyzing and procedures for evaluating evidence.
- Conducting interviews with witnesses and documenting information in written form.
- Restorative justice and knowing the civil rights of citizens.
- Criminal justice procedures, investigative techniques, and issues involving police and civilian oversight practices and police-community relations.
- Organizational and management practices and methods, including goal setting; program development, evaluation, and implementation; budget development; and personnel management.
- ~~Extensive knowledge of general legal principles, constitutional, criminal, and statutory law, as well as practice and procedures related to conducting employer-employee investigations and administrative hearings including Copley law and rules of evidence and due process.~~
- ~~Considerable law enforcement knowledge, and the rules, laws and regulations thereof.~~
- ~~Considerable knowledge of restorative justice and the civil rights of citizens.~~
- ~~Considerable knowledge of organizational and management practices and methods, including goal setting; program development, evaluation, and implementation; budget development; and personnel management.~~
- ~~Extensive experience supervising and directing subordinate professional and support staff; conducting staff meetings; evaluating, interpreting, and enforcing administrative /operational policies, practices and procedures; analyzing and solving problems of a complex nature; maintaining departmental and state safety standards.~~
- ~~Considerable knowledge of personnel recruitment, management, employee relations, team building, budget development, and financial management.~~
- ~~Extensive experience working directly with elected officials or an appointed board.~~

Ability to:

- Provide strong leadership skills.
- Direct, supervise, and train subordinate staff engaged in investigations.
- Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized investigations with difficult, complicated choices of action.
- Make recommendations and present them effectively to commissions, boards, committees, other agencies and public.
- Apply the principals and practices of public administration, financial and personnel management.
- Clearly interpret all applicable laws, ordinances and codes.
- Direct research, survey techniques and statistical methods.
- Communicate effectively with subordinates, the Oakland Police Commission, other city employees, the general public, members of civic organizations, or other agencies.
- Provide guidance in a calm, effective manner in crisis situations.

- Plan, conduct and supervise complex and difficult investigations, including those involving serious allegations of misconduct (such as officer involved shootings and in custody deaths), investigations involving large number of complaints, witnesses or officers, high profile investigations and those involving multiple law enforcement agencies or significant policy issues.
- Train, advise, motivate and mentor new and veteran investigators on an individual level and through a formal and ongoing training program.
- Review the work of investigators to ensure that the investigation is thorough and the factual findings and analyses are sound.
- Maintain commitment to civilian oversight of law enforcement.
- Set an example of professionalism, ethical conduct, and commitment to a quality work product.
- Implement investigative procedures and standards consistent with best practices for civilian oversight agencies to ensure that investigations are fair, prompt, and unbiased.
  
- ~~Ability to make or recommend decisions on the basis of thorough consideration of all pertinent facts, laws, ordinances, court cases, city and departmental policies and regulations and relevant precedents.~~
  
- ~~Ability to identify possible alternative solutions as well as foresee the likely advantages and disadvantages of such alternatives and to advise the City Council or CPRB on such.~~
  
- ~~Ability to exercise sound and fair independent judgment within general policy guidelines.~~
  
- ~~Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls.~~
  
- ~~Ability to coordinate a variety of projects and activities inter departmentally and with outside agencies; plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.~~
  
- ~~Ability to negotiate and to facilitate dialogue around a variety of issues with good consensus building skills.~~
  
- Ability to ~~C~~ommunicate effectively, both orally and in writing, with the Community Police Review Agency staff, members of the Oakland Police Department, the Oakland Police Commission, elected and appointed officials, government managers, and members of the diverse communities served by the office of Community Police Review Agency and the Oakland Police Department and persuasively in both oral and written form; speak in large and small group settings.
  
- ~~Ability to analyze complex technical and administrative information; evaluate alternative solutions and recommend or adopt effective courses of action.~~
  
- ~~Ability to maintain and exhibit discretion and integrity when handling sensitive information.~~
  
- Ability to ~~d~~Develop and maintain positive relationships with community leaders and organizations, businesses, staff, and others contacted in the performance of duties.

## EDUCATION AND EXPERIENCE-MINIMUM QUALIFICATIONS

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

### **Education:**

A Bachelor's degree from an accredited college or university, an undergraduate major or an advanced degree in a field directly related to public administration, criminal justice or law is preferred.~~A Bachelor's degree from an accredited college or university in a field directly related to public administration, criminal justice or law enforcement. A Juris Doctorate degree, a license to practice law or a Private Investigator Certificate is highly desirable. Knowledge and experience with Copley law preferred.~~

### **Experience:**

A minimum of two (2) years supervisory experience; and fFive (5) years of progressively responsible experience conducting civil, criminal or factual investigations that involved gathering, analyzing and evaluating evidence, conducting interviews with a variety of witnesses, and documenting information in written form. Applicable experience would include: criminal investigations conducted for a law enforcement or prosecuting agency; criminal defense investigations in the public sector; investigation of allegations of misconduct or ethical violations (especially involving public officials or police officers); investigations conducted in connection with litigation or hearings conducted by a government agency; personnel investigations; investigations related to abuse of civil or human rights and investigations and audits of fraud or abuse. ~~Three years of supervisory experience is highly desirable.~~

Possession of a law degree from an accredited law school may be substituted for two years of investigative experience described above.

## **LICENSE OR CERTIFICATION**

An incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. An individual appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

## **OTHER REQUIREMENTS**

~~NACOLE membership preferred.~~

Proficiency in a second language is highly desirable.

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

Established: 01/16/2014 CSB Resolution #: 44696 Salary Ordinance #:  
Exempted: Y  N  Exemption Resolution #: 78422

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

(Previous title(s): n/a )



# MEMORANDUM

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**DATE:** February 15, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett, Principal HR Analyst, Recruitment & Classification / Staff to the Board

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

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

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

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
West, Jacquelin	Administrative Assistant II	Oakland Fire Department	January 29, 2018 – open	CSR 8.07 (c)(v) Exempt Position

**RECOMMENDATION:**

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

RECEIVED  
DEPT OF HUMAN RESOURCES  
MANAGEMENT

Print Form



FEB 18 PM 3:11

# 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 Jacqueline West Employee's ID 11915-2 Today's Date 2-6-18

Department/Division Oakland Fire Department Employee Job Title Administrative Assistant II

Request: \_\_\_\_\_  
No. of Days or Hours       Days  Hours      From January 29, 2018  
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
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
<b>ANP</b>	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No*	Parental Leave

**\* Additional Information**

Employees on ANP, MNP, SLV or Parental leave 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.

Jacqueline West      2/7/18  
 Employee's Signature      Date

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

Daren White      2/8/18  
 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.



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

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**Date:** January 18, 2018

**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, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson (Arrived 5:34); Jeffrey Levin (Arrived 5:45); Beverly A. Williams

**STAFF TO THE BOARD:** Ian Appleyard, HRM Director/Secretary to the Board  
Jaime Pritchett, HRM Principal Analyst/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

There were no speakers in open forum.

##### 2) CONSENT CALENDAR:

- a) Approval of Ratification of Provisional Appointment
  - Account Clerk III
- b) Approval of Revised Classification Specification
  - Help Desk Supervisor
  - Marketing Program Coordinator
- c) Approval of Employee Requests for Leave of Absence
  - Fire Department
  - Public Works

**44877 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Ratification of Provisional Appointment, Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.**

**Votes:** Board Member Ayes: 5 – Gourdine, Jones, Baranco, Hudson-Harmon, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Levin, Johnson

### 3) OLD BUSINESS:

- a) Approval December 21, 2017 Civil Service Board Meeting Minutes

**44878 A motion was made by Board Member Williams and seconded by Vice Chairman Jones to Approve the December 21, 2017 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 4 – Gourdine, Jones, Hudson-Harmon, Williams  
Board Member Noes: None  
Board Member Abstentions: Baranco, Johnson  
Board Members Absent: Levin

- 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*

### 4) NEW BUSINESS:

- a) Quarterly Report per section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specification Revisions Currently Under Review.

*Report received and filed*

### 5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 15, 2018. All materials related to agenda items must be submitted by Thursday, February 1, 2018. 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@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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



**CIVIL SERVICE BOARD  
APPEALS & HEARINGS CALENDAR  
PENDING LIST – February 15, 2018**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPD-2015-AP03	Complaint Investigator II (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Closing briefs submitted with a decision date scheduled for February 9, 2018.
OPD-2016-AP01	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Closing briefs due January 10, 2018.
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	Hearing tentatively scheduled for April 19 <sup>th</sup> meeting.
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	Arbitrator selected; establishing hearing date.
PORT-2018-AP01	Aviation Assistant Marketing & Commercial Representative (Spencer)	Port of Oakland	3.04 (e) Appeal Regarding Changes in Classification	12/27/2017	Hearing scheduled for March 15 <sup>th</sup> meeting.

**2. OTHER PENDING ITEMS**

Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** February 15, 2018

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Jaime Pritchett, Acting 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 January 18, 2018 meeting that referenced data as of December 15, 2017. 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 January 4, 2018, there are a total of forty-six (46) employees in the TCSE (17), TCSE/Annuitant (16), and ELDE (13) categories. Six (6) assignments were closed, and five (5) new assignments were added. Of the total, none are 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.”

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: February 15, 2018

Page 2

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**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total forty-six (46) temporary assignments, we are reporting none 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 Jaime Pritchett, Recruitment & Classification at (510) 238-4735.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting January 4, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of January 4, 2018.

**CIVIL SERVICE BOARD  
FEBRUARY 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

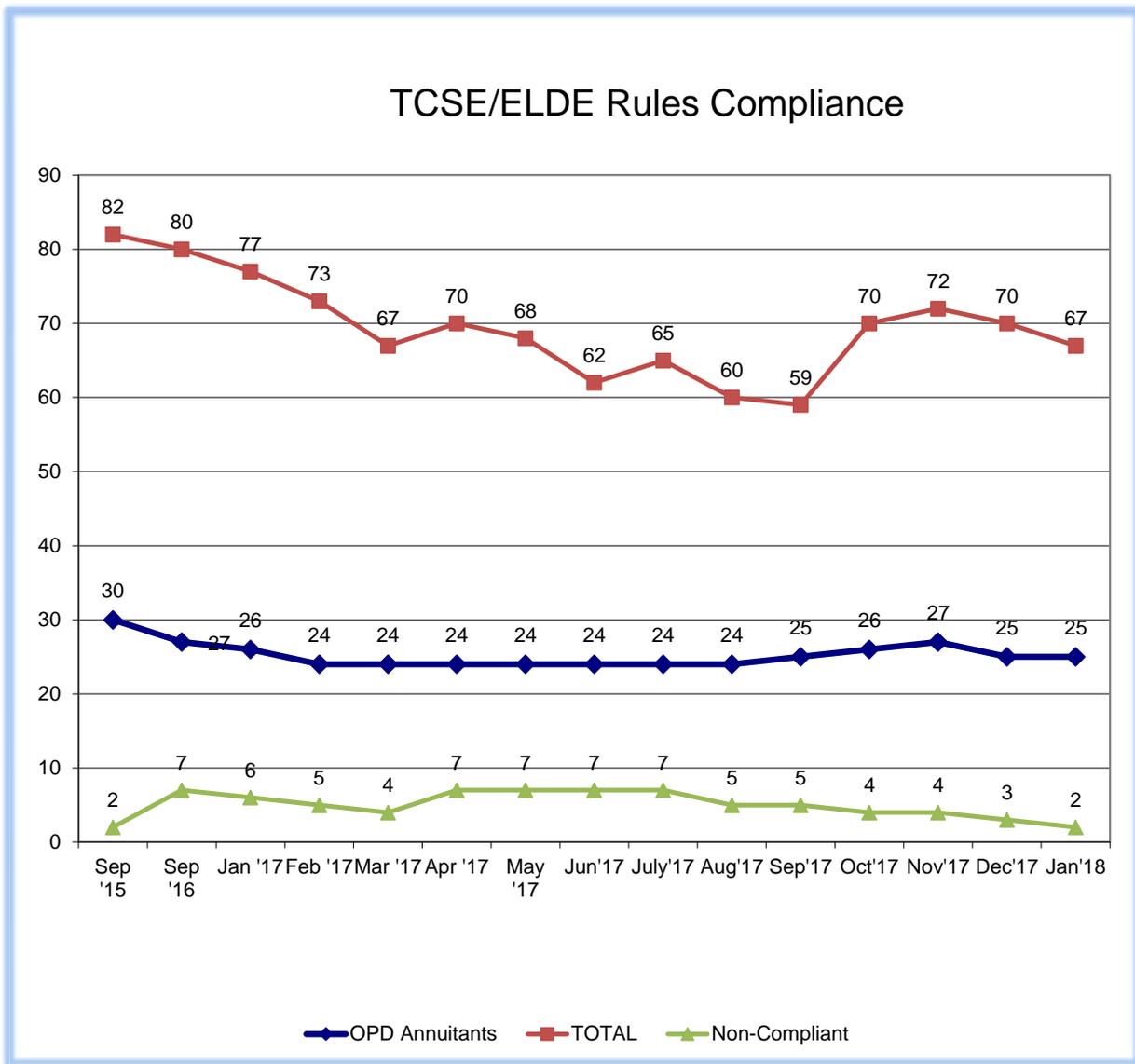
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
<b>CLOSED THIS PERIOD (6)</b>							
CITY ATTORNEY	Johnson	Kenneth	04311 - City Attorney Advisory	9/27/2017	ELDE		SEPARATED
CITY ADMINISTRATOR	Chiara	Claire	02111 - Administration	10/9/2017	TCSE		SEPARATED
FIRE	Kelly	Michael	20815 - U.S.A.R	1/24/2005	TCSE/ Annuitant		SEPARATED
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	3/12/2016	TCSE		SEPARATED
INFORMATION TECHNOLOGY	Sharma	Saurabh	46111 - Information Technology Department	10/9/2017	TCSE		SEPARATED
INFORMATION TECHNOLOGY	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Preservation	1/30/2017	ELDE	Moved to provisional appointment.	PROVISIONAL
<b>NEW THIS PERIOD (5)</b>							
PUBLIC WORKS	Combs	Jocelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
<b>COMPLIANT (41)</b>							
CITY ADMINISTRATOR	Datta	Shantanu	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Gennino	Angela	02111 - Administration Unit	10/23/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Horton	Scott	02111 - Communications Unit	10/2/2017	TCSE	Temporary assignment to support City Administrator's communications team	COMPLIANT
CITY ADMINISTRATOR	Krishnamurthi	Niranjan	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - Communications Unit	7/31/2017	TCSE	Temporary support on Digital Front Door project to update the City's website.	COMPLIANT
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	9/25/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	Filling in for Council staff out on leave	COMPLIANT
DEPT OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE	Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Spec under revision for Marketing Program Coordinator series; duties not yet fully defined.	COMPLIANT

**CIVIL SERVICE BOARD  
FEBRUARY 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Cherkis	Helen	08211 - Accounting Administration	4/17/2017	ELDE	Temporary assignment to help implement business processes in Oracle R-12	COMPLIANT
FIRE	Gainey	Maxie	20815 - US&R Division	3/27/2017	ELDE	US&R logistics & warehouse specialist position, selection interviews in progress; departmental interviewing was delayed and will resume in Jan 2018	COMPLIANT
FIRE	Fairley	Helen	20251 - Fire Communications Unit	9/18/2017	TCSE/ Annuitant	Temporary Senior Dispatcher; recruitment underway; est. completion 11/10/17	COMPLIANT
FIRE	Fontaine	Annette	20241 - Fire Communications Unit	9/5/2017	TCSE/ Annuitant	Fire Comm Manager Exempt position under development; temp assignment pending recruitment	COMPLIANT
HOUSING & COMMUNITY DEV.	Dizon	Benjamin	89939 - Municipal Lending	2/27/2017	TCSE/ Annuitant	Providing training to new staff.	COMPLIANT
HUMAN RESOURCES	Estevez	Richard	05211 - Human Resource Management	3/27/2017	TCSE/ Annuitant	Temporary assignment to support critical labor relations, classification, and recruitment needs.	COMPLIANT
HUMAN RESOURCES	Topp	Bruce	05311 - Employee Relations	7/31/2017	TCSE	Temporary assignment to assist with training of new and current HR Staff	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	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	Hernandez	Thea	78231 - Head Start Program	9/25/2017	ELDE	Pending Salary Ordinance amendment; December 2017	COMPLIANT
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Scheider	Holly	78251 - Youth Services	12/4/2017	ELDE	Temporary support to the newly created Sugar Sweetened Beverage Tax Community Advisory Board	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
MAYOR	Corbin	Khalil	01111 - Mayor	11/20/2017	ELDE	Temporary support in Mayor's office	COMPLIANT
PLANNING & BUILDING	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE	Time-limited project; temp assistance with backlog of telecommunication cases	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Wells	Laurissa	84229 - Strategic Planning	7/1/2017	ELDE	Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations.	COMPLIANT
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Spec under development for Courier classification; duties not yet fully defined.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD  
FEBRUARY 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to complete data migration into PRIME	COMPLIANT
POLICE	Gatke	James	102121 - Propety Section	9/11/2017	ELDE	Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy.	COMPLIANT
PUBLIC WORKS	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy. TCSE is Training newly hired Fleet Specialist.	COMPLIANT
PUBLIC WORKS	Douglas	Breanna	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending Call Center reorg.	COMPLIANT
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	Time-limited project; temp assistance with backlog of accounting tasks	COMPLIANT
<b>Non-Compliant (0)</b>							





# MEMORANDUM

**DATE:** February 15, 2018

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

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

**SUBJECT:** Approval of New Classification Specification for Chief of Violence Prevention

Based upon recent changes in legislation, Human Resources Management collaborated with staff in the City Administrator’s Office to develop a new classification specification for the **Chief of Violence Prevention**. The establishment of the new Department of Violence Prevention (DVP), along with the creation of the new department head position, will support the mission of the DVP. The department will work directly with victims of violent crime - and those who are most likely to be future victims or perpetrators of violent crime - to dramatically reduce violent crime and to serve communities impacted by violence to end the cycle of trauma. The DVP shall pursue a public health approach to violence prevention and will focus on the successful implementation of community-led violence prevention and intervention strategies to realize sustained safety and stability of the communities most-impacted by violence.

Section 2.29 of the O.M.C. – “City Departments and Offices,” is periodically amended to reflect the organizational structure of the City as approved by the City Council as part of the budget process. City Council had approved structure changes in the City organization in the fiscal year (FY) 2017-2019 Adopted Policy Budget. Further, Ordinance No. 13451 C.M.S. was approved on July 24, 2017, and formally established the Department of Violence Prevention (DVP).

**Chief of Violence Prevention** – The Department of Violence Prevention was established to oversee staff who assist with the development and coordination of strategies and programs that aim to dramatically reduce violence by working with individuals most likely to be affected by it. More specifically, the incumbent: plans, organizes, directs, and administers the operations of the DVP; utilizes a public health approach to eliminate violence in just, healing, and transformational ways; researches and implements best and information-based practices; identifies and engages individuals at the highest risk of participating in or being a victim of violent crime and connects them to comprehensive support services; develops, establishes, and implements goals, objectives, policies, and procedures; collaborates with City and County partners and concerned citizens to align efforts and sustain a citywide network of violence prevention and intervention services; trains, evaluates, and supervises assigned staff. Duties will involve knowledge of different forms of violence and their impact on communities and residents: street, gun, and group-related violence, family violence, commercial sexual exploitation, and historical or community violence including incarceration.

No union involvement was required because the classification is at a department head level and the position is unrepresented. As an exempt director level position, it is not governed by the provisions of civil service (per Charter section 902b).

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The new classification will be added to the City's Salary Schedule. The salary ordinance amendment has been scheduled for the Finance and Management Committee on February 27, 2018. Approval is expected following two readings at City Council in March 2018.

The Port of Oakland does not have a Department of Violence Prevention. Therefore, a corresponding classification does not exist at the Port.

Staff recommends that the Civil Service Board approve the proposed new classification specification for **Chief of Violence Prevention**.

**Attachments:** New draft Chief of Violence Prevention classification specification.



# CHIEF OF VIOLENCE PREVENTION

<p><b>DRAFT for CSB 12-21-17</b></p>
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**Class Code: EMXXX**

**Exempt**

## DEFINITION

Under general direction in the Department of Violence Prevention (DVP), plans, organizes, directs, and administers the operations of the DVP; utilizes a public health approach to eliminate violence in just, healing, and transformational ways; researches and implements best and information-based practices; identifies and engages individuals at the highest risk of participating in or being a victim of violent crime and connects them to comprehensive support services; develops, establishes, and implements goals, objectives, policies, and procedures; collaborates with City and County partners and concerned citizens to align efforts and sustain a citywide network of violence prevention and intervention services; trains, evaluates, and supervises assigned staff; and performs related duties as assigned. Duties will involve knowledge of different forms of violence and their impact on communities and residents: street, gun, and group-related violence, family violence, commercial sexual exploitation, and historical or community violence including incarceration.

## DISTINGUISHING CHARACTERISTICS

This is a department head level classification with responsibility for the overall management of the Department of Violence Prevention. The incumbent is responsible for overseeing staff who assist with the development and coordination of strategies and programs that aim to dramatically reduce violence by working with individuals most likely to be affected by it. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. Pursuant to the Oakland Charter 902(b), this position is exempted from the regulations of the Civil Service Board.

The incumbent receives direction from the Office of the City Administrator and exercises direction over supervisory, technical, and clerical staff.

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

Plan, organize, manage, and direct, through subordinate staff, the activities of the DVP including: service coordination through nonprofit contracts; partnerships with community and local stakeholders; guiding citywide gun violence service response; fund development; and progress reports to public officials and other stakeholders.

Provide direction to staff regarding strategic planning, program coordination, implementation, and grant oversight; oversee the selection, supervision, and work evaluation for assigned staff in a team-based environment; provide for staff training and development; plan and implement staff development activities to enhance department effectiveness and staff well-being.

Develop, direct, and coordinate a network of community-based organizations to provide comprehensive, high-quality violence intervention programs for individuals who are most at-risk for engaging in or being victimized by violence or who reside in priority neighborhoods; develop a technical assistance and support program to enhance the capacity of the network; establish protocols that ensure consistency and transparency and that prioritize the well-being, safety and rights of program participants.

Coordinate the work of the department to partner with public agencies, service providers, community members, and other City stakeholders to develop shared priorities and maximize effectiveness of collective violence prevention efforts that align with the department's mission/vision and meet the needs of the affected target population; oversee and facilitate information exchange and collaboration among partners.

Serve as facilitator of and liaison for communication between DVP-contracted service providers and law enforcement regarding service response to group related and/or gun-involved incidents of violence; coordinate gun violence response efforts among service providers including City staff.

Lead grant-making and contracting efforts, including large-scale Request for Proposal processes; manage and administer grant contracts, including thorough recordkeeping for program monitoring and evaluation purposes; work closely with independent evaluators to assess program effectiveness and modify strategies based on findings.

Oversee the development of the department operating budget, including review and approval of financial operations and compliance with fund requirements (federal, state, and local); identify and secure grants and other funding sources to sustain and augment existing programs and initiatives; provide policy updates, audits, and direction to staff and ensure compliance with established policies, procedures, and regulatory ordinances.

Serve as a representative for the City at meetings and in public forums to articulate DVP priorities and objectives; respond verbally or in writing to questions and requests from community members.

Prepare or review reports for the City Administrator, City Council or other audiences; work closely with elected officials, departments directors, and outside partners to explain or coordinate plans for proposed programs and initiatives.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Oakland's diverse communities, including demographics, social dynamics, and community issues that can contribute to and mitigate violent crime.
- Principles and best practices in the field of violence prevention and intervention, with emphasis on public, health trauma informed, harm-reducing, restorative approaches towards community healing, engagement and empowerment.
- Organizational and project management practices and methods, including goal setting, program development and implementation, and tracking and measuring outcomes, preferably in a public-sector setting.
- Principles and practices of personnel management, team-building, supervision, and training, preferably with experience in a union environment.

- Federal and state violence prevention/public safety efforts and regulatory frameworks.
- Principles and practices of effective service delivery, contract administration, and program evaluation.
- Principles and techniques of fundraising, grant development, and oversight.
- Research methodology, report writing, and basic statistics and their application.
- Principles and practices of budget development and administration, including multiple funding streams from federal, state, and local sources.
- Public contact and community engagement techniques that foster collaborative stakeholder interactions.
- Computer systems and software applications.

Ability to:

- Direct a City department that emphasizes comprehensive support service provision to traumatized, marginalized, and criminalized populations.
- Develop and implement goals, objectives, policies, and procedures; prepare and implement long and short-term plans for violence prevention services.
- Set a unifying and inspiring vision for staff, partners and community members that promotes and amplifies the DVP's mission and focused on measurable outcomes.
- Work collaboratively and cultivate effective partnerships across public, private, and community sectors to achieve collective impact.
- Organize, direct, and coordinate multiple projects and activities that require a variety of functional specialties with overlapping work areas.
- Work independently with minimal supervision in an environment of competing, urgent priorities and public scrutiny; exercise sound judgment within general guidelines.
- Select, motivate, supervise, and evaluate staff and provide for their training and professional development; build a team culture that prioritizes cooperative, productive and professional working relationships through staff development and staff wellness.
- Develop and uphold administrative/operational policies, practices and procedures; maintain departmental and state safety standards.
- Analyze complex technical and administrative information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; facilitate meetings.
- Prepare and analyze comprehensive reports.
- Prepare and administer budgets; negotiate and administer a variety of contracts.
- Utilize a computer system and software applications.
- Establish and maintain effective work relationships with those contacted in the performance of required duties that promote and amplify the DVP's vision and mission.

**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 public administration, human services, health services, sociology, psychology, social work or closely related field. Master's degree in a related field is desirable.

**Experience:**

Five (5) years of progressively responsible management experience, including two (2) years of supervisory experience, in human services, violence prevention, and/or intervention/reentry programs administration. Experience in public health, trauma informed, restorative, and harm-reducing approaches to violence reduction and behavior transformation is desirable.

**LICENSE OR CERTIFICATE**

A successful incumbent in this position is 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. The individual who is 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.

<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 #:	9.02(b)
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):	)		