



CIVIL SERVICE BOARD MEETING AGENDA

Date: April 20, 2023

OPEN SESSION 5:30 p.m.

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

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

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

The following options may be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

Meeting ID: 869 0003 5016 Passcode: CSB2023

One tap mobile

+16694449171,,86900035016#,,,*6922601# US

+16699006833,,86900035016#,,,*6922601# US (San Jose)

Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation

• Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or +1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US

Webinar ID: 869 0003 5016 Passcode: 6922601

Find your local number: <https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSHIvWHRJa2l1T1RDZFFpQT09>

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE AGENDA WILL BE TAKEN AT THIS TIME.

- 2) APPROVAL OF THE APRIL 20, 2023 CIVIL SERVICE BOARD MEETING AGENDA** ACTION
- 3) UPDATES, SECRETARY TO THE BOARD** INFORMATION
- 4) CONSENT CALENDAR:** ACTION
- a) Approval of Provisional Appointment (0)
- There are no Provisional Appointments this month.
- b) Approval of Employee Requests for Leave of Absence (10)
- Oakland Fire Department (2)
 - Oakland Economic & Workforce Development Department (1)
 - Oakland Department of Transportation (1)
 - Oakland Housing and Community Development (1)
 - Oakland Office of the City Attorney (1)
 - Oakland Police Department (1)
 - Oakland Public Library Department (3)
- c) Approval of Revised Classification Specifications (1)
- Ethics Analyst II
- 6) OLD BUSINESS:**
- a) Approval of March 16, 2023 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
- d) Quarterly Update Regarding Measure Q Hiring Efforts ACTION
- Request from Secretary to the Board to discontinue Quarterly Measure Q Updates

7) NEW BUSINESS:

- a) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Studies Currently Under Review INFORMATION
- b) Leave of Absence Approval Process INFORMATION
- c) Call center contact information related to City’s ransomware attack (866) 869-1861. It is open Monday through Friday, 8:00 AM to 5:00 PM, Pacific Time. INFORMATION

8) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, May 18, 2023. All materials related to agenda items must be submitted by Thursday, May 4, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



MEMORANDUM

DATE: April 20, 2023

TO: The Honorable Civil Service Board

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of ten (10) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Chang Li, Hui	Urban Economic Coordinator	Economic & Workforce Development Department	April 03, 2023- July 23, 2023	CSR 8.0(c)
Lothlen, Brittni	Administrative Assistant I	Housing and Community Development Department	February 04, 2023- February 04, 2024	CSR 8.0 (c)
Ferrel, Elizabeth	Legal Administrative Assistant	Oakland Office of the City Attorney	April 03, 2023- Unspecified	CSR 8.0(c)
Granberry, Benjamin	Assistant Engineer I	Oakland Department of Transportation	May 22, 2023- June 07, 2023	CSR 8.0(c)
Hajny, Megan	Engineer of Fire	Oakland Fire Department	July 03, 2023- July 02, 2024	CSR 8.0(c)
Simmons, Demond	Battalion Chief of Fire	Oakland Fire Department	January 20, 2023- Unspecified	CSR 8.0(c)
McClendon, Sadie	Librarian I	Oakland Public Library Department	June 05, 2023- June 16, 2023	CSR 8.0(c)
Macias, Salvador	Library Aide	Oakland Public Library Department	April 13, 2023- April 15, 2023	CSR 8.0 (c)
Zaki, Meriem	Library Aide	Oakland Public Library Department	April 22, 2023- April 22, 2023	CSR 8.0 (c)
Valdez, Cera	Police Communications Dispatcher	Oakland Police Department	April 16, 2023- August 06, 2023	CSR 8.0 (c)

RECOMMENDATION:

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



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 Hui-Chang Li Employee's ID 18138 Today's Date 3/21/2023

Department/Division EWD/PPD Employee Job Title Urban Economic Coordinator

Request: 112 days Days Hours From 4/3/2023 To 7/23/2023
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
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.

Hui Chang Li 3/21/2023
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 3/21/23
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.



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 Brittni Lothlen Employee's ID 25455 Today's Date April 5, 2023

Department/Division Housing and Community Development Department Employee Job Title Administrative Assistant I

Request: 260 Days Hours From Feb. 4, 2023 To Feb. 4, 2024
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
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.

Brittni Lothlen 4/5/2023
 Employee's Signature Date

 Civil Service Board Approval Date

Emily Weinstein 4/5/23
 Department Head Approval Date

 City Manager Approval Date

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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)
- Maternity Leave (no pay)

Employee's Name Elizabeth J. Ferrel Employee's ID 22164 Today's Date 3/21/23

Department/Division City Attorney's Office Employee Job Title Legal Administrative Assistant

I Request: Unknown Days Hours From 4/3/2023 To N/A
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)


Request for Leave of Absence from Civil Service - Rule 8.08 (c)(v) - See attached

Comparison of Differant Leave Types					
Leave Type	Maximum Duration	Keep Accured Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & ujnpaid 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)
P	1 year	No	No	No *	Maternity Leave

* Additional Information

Employees on ANP, MNP, SLV or Maternity 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 maternity, an employee may take up to a maximum of 5 months leave.



 Employee's Signature Date March 21, 2023

 Civil Service Board Approval Date



 Department Head Approval Date March 27, 2023

 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.



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)
- Maternity Leave (no pay)

Employee's Name Benjamin Pierre Granberry Employee's ID 27198 Today's Date 3/9/23

Department/Division Transportation Employee Job Title Assistant Engineer I

I Request: 12 Days Hours From 5/22/2023 To 6/7/2023
No. of Days or Hours Select Days or Hours

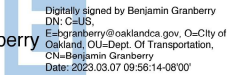
Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Differant Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue 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)
P	1 year	No	No	No *	Maternity Leave


* Additional Information

Employees on ANP, MNP, SLV or Maternity 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 maternity, an employee may take up to a maximum of 5 months leave.


 Benjamin Granberry
 Employee's Signature _____
 Date 3/7/2023

Civil Service Board Approval _____
 Date _____


 Fred Kelley
 Department Head Approval _____
 Date Mar 17, 2023

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.



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 Megan Matheny Hajny Employee's ID 21653 Today's Date 3/22/23

Department/Division Fire Employee Job Title Engineer

Request: 365 Days Hours From 7/3/23 To 7/2/24
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
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)

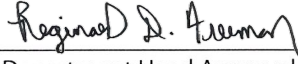
* Additional Information

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.

 Digitally signed by Megan Hajny
 Date: 2023.03.22 13:20:00 -07'00' 3/22/23
 Employee's Signature Date

 Civil Service Board Approval Date

 3/30/23
 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.



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 Demond Simmons Employee's ID 980 Today's Date 1/18/23

Department/Division Fire Department Employee Job Title Deputy Chief

Request: _____ Days Hours From 1/20/2023 To Indefinite
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

[Signature] _____ 1/18/23 _____
 Employee's Signature Date

 Civil Service Board Approval Date

Reginald D. Freeman _____ 2/16/2023 _____
 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.



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 Sadie McClendon Employee's ID 22687 Today's Date 3/9/23

Department/Division Library Employee Job Title Librarian I

Request: 10 Days Hours From 6/5/23 To 6/16/23
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
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.

S. McClendon
 Employee's Signature 3/9/23
 Date

 Civil Service Board Approval Date

[Signature]
 Department Head Approval 3/14/23
 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.



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 Salvador Macias Employee's ID 26268 Today's Date 4-1-23

Department/Division Library Employee Job Title library aide

Request: No. of Days or Hours 2 Days Hours 4-13 - From 4-13 - To 4-15-23

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
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

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

[Signature] 4-1-23
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 4/5/23
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.



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 Meriem Zaki Employee's ID 24361 Today's Date 04/10/2023

Department/Division Library Employee Job Title Library Aide

Request: 7.5 Days Hours From 04/22/23 To 04/22/23
No. of Days or Hours Select Days or Hours

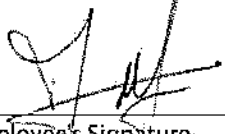
Unpaid Leave Taken This Year? Yes No. If yes, what type of leave _____
(Write appropriate code)

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
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

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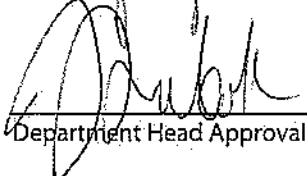
 Employee's Signature

4.10.2023

 Date

 Civil Service Board Approval

 Date



 Department Head Approval

4/10/2023

 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.



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 Cera Valdez Employee's ID 24728 Today's Date 12mar23

Department/Division Communications Employee Job Title Dispatcher

Request: 16 weeks Days Hours From 16Apr23 To 06Aug23
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
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.

Cera E. Valdez 12Mar23
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 3/17/23
Department Head Approval Date

City Manager Approval Date

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



MEMORANDUM

DATE: April 20, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Ethics Analyst II

Based upon a classification review at the request of the Public Ethics Commission (PEC), staff has proposed revision of the **Ethics Analyst II** classification specification. It was established in July 2015 and has not been revised since that time.

In November 2022, Oakland voters approved Ballot Measure W, the Oakland Fair Elections Act (OFEA), which created a newly designed public campaign financing program. This new program will disperse \$100 Democracy Dollars vouchers to eligible Oakland residents who can then assign the vouchers to their preferred candidate. The PEC is charged with developing, implementing, and administering the program that will involve: distributing Democracy Dollars to all Oakland registered voters and eligible residents; developing a public engagement plan to inform Oakland residents about the program; encouraging participation; and designing the procedures to process and track the Democracy Dollar vouchers, from assignment to validation to creating invoices for fund disbursements to candidates. The program will also involve significant engagement to promote candidate participation and include training and system controls to ensure compliance with regulations. Measure W includes funding for four additional full-time PEC staff positions beginning July 1, 2023, which is expected to include two new Ethics Analysts.

The new Ethics Analysts will participate in the creation and implementation of this innovative public financing program from the ground up. Minor classification specification updates have been proposed to better reflect the work that has gradually evolved since the position was initially created and include necessary references to the new Democracy Dollars program.

The proposed edits to the description are summarized below:

- Refine the Definition and Distinguishing Characteristics sections to reflect public financing programs and the current reporting structure.
- In the Examples of Duties section, add language to incorporate the new Democracy Dollars program tasks.
- In the Abilities section, delete outdated requirements.
- In the Education section of the Minimum Qualifications, broaden the list of relevant degree types. In the Experience section, expand the kinds of qualifying experience and add new desirable areas of experience.

CIVIL SERVICE BOARD

Subject: Ethics Analyst II Classification Specification Approval

Date: April 20, 2023

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Two new Ethics Analyst positions are expected to be added in the new fiscal year. The revised description will be used to initiate a recruitment and selection process once the positions are added to the PEC's budget and can be filled.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions. City and union representatives met in February and March 2023 to discuss the proposed revisions. The parties collaborated on minor language adjustments to the description to ensure clarity of new functions. In an email dated April 6, 2023, the union conveyed that there were no objections to the proposed revisions.

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

Attachment: Proposed Revised Ethics Analyst II classification specification.



DRAFT

ETHICS ANALYST II

Class Code: AP445 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), develops and implements the PEC's education, engagement, [public financing](#), and disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst II is a journey level classification in the Ethics Analyst series. This classification is distinguished from the lower level Ethics Analyst I in that the former will be responsible for the most complex and sensitive projects and assignments. [This classification is distinguished from the higher level Ethics Analyst III in that the incumbent of the latter supervises assigned staff. It is further distinguished from the higher level Ethics Investigator in that incumbent of the latter will be the primary investigator for the PEC.](#)

The incumbent receives general supervision from the [PEC's Executive Director- Ethics Analyst III or other management staff](#) ~~and Deputy Director~~ and may provide technical or lead direction to assigned professional or [administrative clerical](#) staff.

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

Develop education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and citizens regarding state and local campaign finance, lobbying, transparency, and ethics laws [and the Democracy Dollars Public Financing program](#); evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.

Coordinate technology projects to implement the PEC's electronic filing, ~~and disclosure,~~ [and public financing](#) programs and utilize open data, data [analysis and visualization platforms](#)~~applications, as well as and other computer programming/coding applications~~ [content and customer management platforms](#).

Plan and implement PEC programs such as the Campaign Finance Disclosure program, the [Limited Democracy Dollars](#) Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.

Coordinate the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.

Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and other regulated individuals; respond to requests for information from elected officials, other

government agencies, and the public.

Analyze data, conduct research, and draft correspondence and reports regarding compliance with state and local campaign finance, transparency, ~~and~~ ethics laws, [and the Democracy Dollars Public Financing program](#); conduct audits and investigations as needed.

Recommend innovations in systems or changes in local laws and policies to enhance the PEC's effectiveness in achieving its goals.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, databases, and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming ~~code~~ and applications related to open source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and data-sets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- ~~Write computer programming code.~~
- [Utilize computer systems and software applications.](#)
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

[A](#) Bachelor's degree in business or public administration, sociology, education, economics, political science, [marketing](#), communications/[public relations](#), journalism, ~~business~~, finance,

accounting, computer science, or a related field from an accredited college or university A Master's degree in a related field is desirable.

Experience:

Three (3) years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, marketing, communications, or online content information and data visualization and/or disclosure programs and related materials. Experience with campaign finance, lobbying/lobbyists, transparency or ethics laws and regulations is highly desirable. Other desirable experience includes business analysis, user research and experience (UX), and/or application development.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	07/16/2015	CSB Resolution #:	44772
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):)		



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: March 16, 2023

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chairperson Yvonne Hudson- Harmon; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

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

OPEN SESSION AGENDA

ROLL CALL

Note: Chairperson Hudson-Harmon called the meeting to order.

1) OPEN FORUM

No speakers

2) APPROVAL OF THE MARCH 16, 2023 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45190 A motion was made by Member Baranco and seconded by Member Williams to approve the March 16, 2023 Civil Service Board Meeting Agenda with an amendment to item 3 as Election of Board Members for Vice Chair only and 6d Quarterly Update Regarding Measure Q Hiring Efforts will be listed as an action item on the April Meeting Agenda.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

3) ELECTION OF BOARD MEMBERS AS CHAIR AND VICE CHAIR

ACTION

45191 A motion was made by Member Williams and seconded by Member Brown with an amendment to the Election of Board Members for Vice Chair only. Member Williams nominated Member Baranco to

serve as the Civil Service Board Vice Chairperson and was seconded by Member Brown to approve the appointment of Board Member Baranco to serve as Vice Chairperson to the Civil Service Board.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

4) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- Updates regarding the Ransomware Incident
- Mayor Sheng Thao’s memo regarding Hiring Freeze

5) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointment (1)
 - Violence Prevention Department
- b) Approval of Employee Requests for Leave of Absence (3)
 - Oakland Finance Department (1)
 - Oakland Police Department (1)
 - Oakland Public Works Department (1)
- c) Approval of Revised Classification Specifications
 - There are no revised classifications specifications this month

45192 A motion was made by Member Brown and seconded by Member Williams to approve the March 16, 2023 Consent Calendar.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams
 Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

Member Levin requested more information regarding the approval of Leave of Absence requests.

6) OLD BUSINESS:

- a) Approval of February 16, 2023 Civil Service Board Meeting Minutes

ACTION

45193 A motion was made by Member Williams and seconded by Member

Levin to approve the February 16, 2023 Regular Meeting Minutes.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

- | | |
|---|------------------------|
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Quarterly Update Regarding Measure Q Hiring Efforts | INFORMATION |
| • Request from Secretary to the Board to discontinue Quarterly Measure Q Updates | |

The item was moved to the April 20, 2023, Meeting by vote of the Board.

7) NEW BUSINESS:

- | | |
|--|--------|
| a) Approval of New Classification Specification for Tree Trimmer Crew Leader | ACTION |
|--|--------|

45194 A motion was made by Member Levin and seconded by Member Williams to approve the New Classification Specification for Tree Trimmer Crew Leader

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: None

- | | |
|--|-------------|
| b) Presentation of December 2022 Semi-Annual Staffing Report | INFORMATION |
|--|-------------|

8) ADJOURNMENT

45195 A motion was made by Member Williams and seconded by Member Levin to adjourn the meeting.

Votes: Board Member Ayes: – Hudson-Harmon, Baranco, Brown, Levin, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, April 20, 2023. All materials related to agenda items must be submitted by Thursday, April 6, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – April 20, 2023**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
PBD-2022-AP01	Planner IV	Planning & Building Department	10.03 – Appeal of Disciplinary Action	Withdrawn 2/21/2023	Referred to Hearing Officer

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes

04/20/2023



CITY OF OAKLAND

STAFF REPORT

DATE: April 20, 2023

TO: THE HONORABLE CIVIL SERVICE BOARD

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the March 16, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred two (102) employees were in the TCSE (28), TCSE/Annuitant (17), and ELDE (57) categories as of pay period ending March 31, 2023. Of the those, zero (0) assignment is reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred two (102) temporary assignments, there is zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: April 20, 2023

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RECOMMENDATION

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

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending March 31, 2023.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (16)								
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Cedeno III	Raul	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Farinacci-Magee	Kathryn	20914-MACRO	4/4/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Fitzsimmons	Rick David	20914-MACRO	4/2/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hanna	Robert Shaun	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Thompson	Michael	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Tran	Tony	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Watson	Emmanuel	20331 - Inspectional Services Unit	5/28/2022	TCSE/ Annuitant	693	Assistant Fire Marshall	COMPLIANT
POLICE	Sze	Sun Kwong	102140 - Research, Planning & Crime Analysis	1/7/2023	ELDE		Prepare and Analyze reports work with subject matter experts within and outside OPD.	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
NEW THIS PERIOD (8)								
CITY ATTORNEY	Rupani	Seema	04411 - Affirmative Litigation	3/18/2023	ELDE		Work on litigation, legislation and policy work related to advancing racial, environmental and economic	COMPLIANT
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
PLANNING AND BUILDING	Gunari	Luke Charles	84229- Zoning	3/18/2023	ELDE		Take calls for Planning and Permitting and schedule inspections. Prepare reports and	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE		Background Investigations	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE		Background Investigations	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE		Project manage sewer and storm drainage capital projects and stormwater permit compliance	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 - Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management. Administer intake and assessment and work	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT
COMPLIANT (94)								
ANIMAL SERVICES	Huang	Tracy	62111- Animal Services	9/17/2022	TCSE	176	Provide support to the department	COMPLIANT
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CITY ADMINISTRATOR	Carney	Patrice Lorraine	02151 - City Administrator Call Center	1/21/2023	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Smith	Jalilah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tcruz	Rudi A	02112 - Communications & Media	1/21/2023	TCSE		Assist Communications and Media Division	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04211 - Litigation Unit	9/8/2020	TCSE	519	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	548.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	McBride	Dominique	66311- Inspector General	2/18/2023	ELDE		Assist the IG in strategic planning development, staff training, project priorities and OIG management	COMPLIANT
CPRA	Morris	Shayleen	66311 - Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/ Annuitant	308.5	Develop and monitor maintenance management program	COMPLIANT
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 - Structures & Emergency Response	1/7/2023	TCSE	180	Serves as project manager for public improvements projects	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION ECONOMIC & WORKFORCE DEVELOPMENT	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	540	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Acebo	Regina	85511 - Cultural Arts & Marketing	1/22/2022	TCSE	498.5	Continue to administer the neighborhood voices- festival	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Luna Torio	Kathleen	85611 - Special Activities	11/12/2022	ELDE		Assist in the special event permitting policies approved by City	COMPLIANT
FINANCE	Atkins	Laurence	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	4/2/2022	ELDE		Temporary project to develop Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Fong	Douglas	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Gebreysus	Helena Giday	08121 - Finance and Management: Payroll	2/4/2023	TCSE	217.5	Provides assistance to Payroll dept.	COMPLIANT
FINANCE	Lu	Jason	08721 - Treasury Operations Unit	12/24/2022	ELDE		Retirement unit	COMPLIANT
FINANCE	Nguyen	Hang Thanh	08721 - Treasury Operations Unit	12/10/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Quintanilla	Jennifer	08121 - Finance and Management: Payroll	10/3/2022	TCSE	148.5	Assist department with data entry	COMPLIANT
FINANCE	Randolph	Camille	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	Annuitant	581.5	Temporary assistance to complete	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	4/17/2023	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	56	Temporary project to train current staff and possible expand the	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	8/22/2022	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	781	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ Annuitant	224	Facilitates extensive interaction with Mayor, Council, community leaders, and other City departments	COMPLIANT
HCD	Tran	Joseph	89929- Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	Annuitant	478	Recruitment support for HSD	COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE		Provide intensive relationship building and support to individuals living in homeless encampments	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	901.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE	517.75	Provide specialized assistance and/or work direction in a wide	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center	COMPLIANT

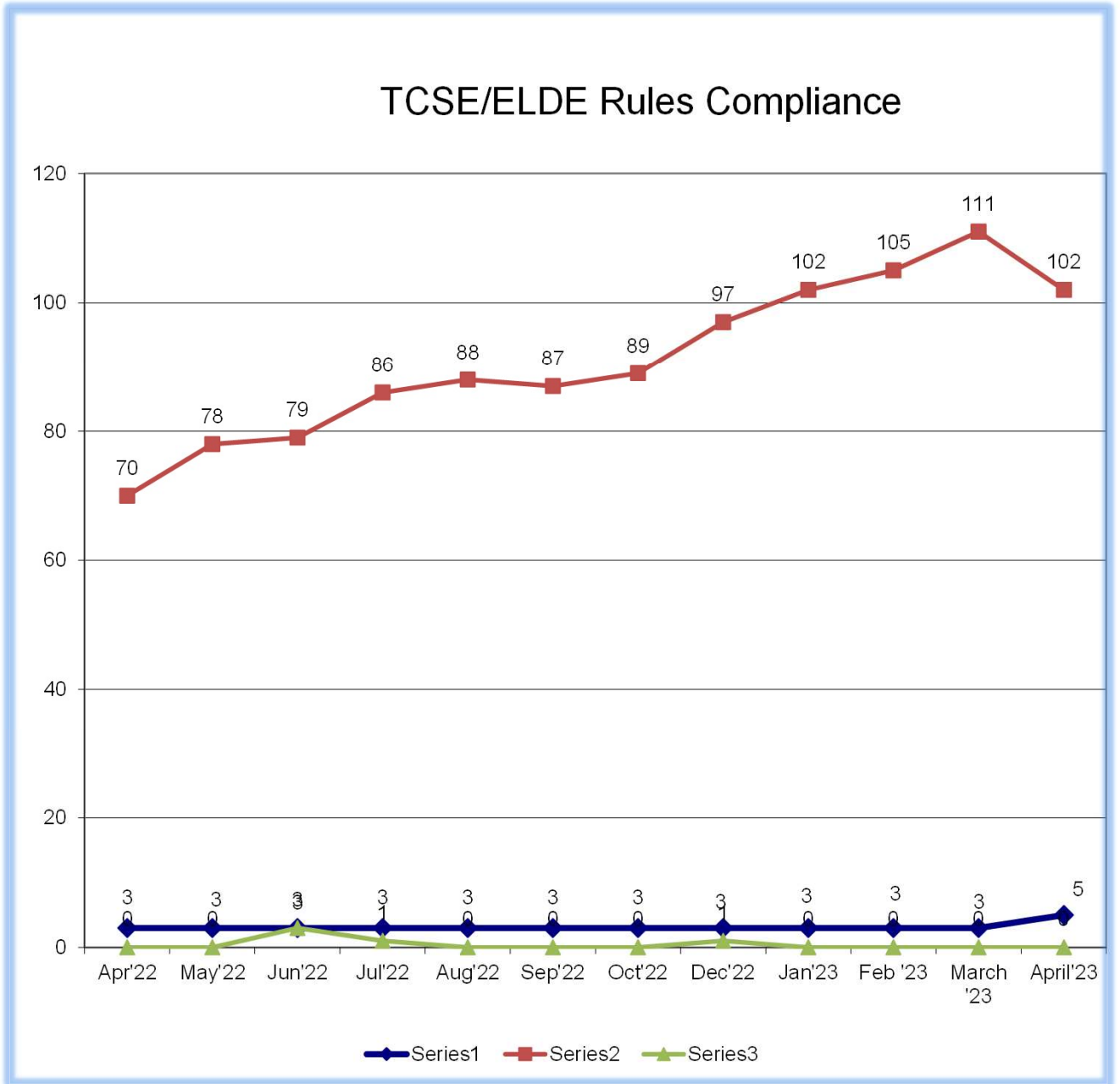
**CIVIL SERVICE BOARD
APRIL MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	369.01	Assists in the development and implementation of program	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE	585.5	Clean, maintain, check and inspect City vehicles/Deliver vehicles for	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	928.5	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	640.5	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/ Annuitant	320.7	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621- Oakland Paratransit for the Elderly and Disabled Unit	5/14/2022	ELDE		Assist with providing training and program orientation to seniors	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provide support to Community Housing	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	654	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE		Coordinate delivery of intensive services.	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE	219	Assist department in processing accounts payable invoices	COMPLIANT
PLANNING AND BUILDING	Chen	QiaoFeng	Neighborhood Preserv	2/4/2023	ELDE		Provides administrative support	COMPLIANT
PLANNING AND BUILDING	Dharnidharka	Anita Shirish	84111 - Admin: Planning, Building & Neighborhood Preserv	12/10/2022	ELDE		Administrative support	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE	257.5	Respond to inspection questions	COMPLIANT
PLANNING AND BUILDING	Khatoon	Alia	Neighborhood Preserv	2/18/2023	ELDE		Assist with System Configuration	COMPLIANT
PLANNING AND BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	10/15/2022	ELDE		Support Permit Services counter	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	Neighborhood Preserv	10/29/2022	TCSE	450.25	Develop policy and procedures for permit and fiscal operations	COMPLIANT
PLANNING AND BUILDING	Vo	Minh	84452 - Inspections: Residential Building	10/15/2022	ELDE		Inspect building and structure for code compliance	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		request	COMPLIANT
POLICE	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Administrative support	COMPLIANT
POLICE	Harris	Regina	103310- Communications Unit	3/19/2022	TCSE	41	Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	Annuitant	781.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects	COMPLIANT
POLICE	Kong-Sanders	Kiley Racquel	103242 - Records & Warrants	2/4/2023	ELDE		Provides support in Performance	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	Annuitant	716	Per MOU Agreement; TCSE/ Annuitant supporting OPD	COMPLIANT
POLICE	Marshall	LaRajia	106510- Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Miles	Esandra Kay	101130 - Office of the Inspector General	12/24/2022	ELDE		Completing overdue Public Records Request to become compliant	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		Develop comprehensive health and wellness program for OPD employees	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	Annuitant	631.5	Per MOU Agreement, TCSE/Annuitant supporting OPD	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Provide Administrative support	COMPLIANT
POLICE	Snowden	Sarah	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	532.5	Providing support in Crim Lab Firearms Unit	COMPLIANT
POLICE COMM	Anderson	Leigh	66311- Inspector General	4/16/2022	ELDE		Assist in the strategic planning of conducting independent police	COMPLIANT
POLICE COMM	Sanchez	Marubeth	66311- Inspector General	6/25/2022	ELDE		Administrative Support	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/20/2022	ELDE		Prepare long-range plans in coordination with other agencies and stakeholders re NSA and	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	240.25	Assist with creating digital campaign	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/2/2022	ELDE		Oversee the recycling hotline	COMPLIANT
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE	180	Direct and monitor the city's design and construction, project management and maintenance	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	305.5	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE	138	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/Annuitant	220	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Lewis	Christopher	30232 - Construction Management and Material Testing	2/19/2022	TCSE/Annuitant	0	Providing assistance to construction supervisor unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	923.5	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/Annuitant	211.5	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	Bradford	Harris	70111- Violence Prevention Administration	5/14/2022	ELDE		Case Management support	COMPLIANT
VIOLENCE PREVENTION	Caplan	Gillian	70111 - Violence Prevention Administration	10/12/2022	ELDE		Assist department with program planning, research, analysis and	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/4/2023	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholanda	70111 - Violence Prevention Administration	3/18/2023	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 - Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Medina	Laura	70111 - Violence Prevention Administration	2/4/2023	ELDE		services.	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70111 - Violence Prevention Administration	1/21/2023	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70111 - Violence Prevention Administration	4/16/2022	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70111 - Violence Prevention Administration	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT

NON-COMPLIANT (0)



*** The November 2022 meeting was canceled.



MEMORANDUM

DATE: April 20, 2023

TO: The Honorable Civil Service Board

FROM: Ian Appleyard
Director of Human Resources Mgmt.

SUBJECT: Request to Discontinue the Quarterly Measure Q Update

Attached you will find a recent report that was prepared for the Parks and Recreation Advisory Commission (PRAC). This information was originally provided in response to the need to track hiring in Measure Q positions funded by the parcel tax that was approved in March 2020. The identified positions primarily provide direct support to parks and related facilities in terms of maintenance and cleaning. However, PRAC no longer specifically tracks hiring into Measure Q positions.

The Civil Service Board requested that staff provide monthly Measure Q tracking reports in line with the updates that were being provided at PRAC meetings. In early 2022, the Board agreed to reduce the frequency from monthly to quarterly. The hiring reports demonstrated, over time, that all the positions had been hired into at least once. At this point, attrition is occurring and efforts are underway to re-fill the vacancies that are beginning to occur.

There is no longer a pressing need provide this hiring data. Staff respectfully request that the Civil Service Board discontinue Measure Q quarterly updates. Please let us know if you have any questions about this request.

Attachment: PRAC Meeting Hiring Report

PC report date ∨

Friday, August 14, 2020

Monday, September 28, 2020

Wednesday, December 16, 2020

Thursday, January 14, 2021

Monday, February 22, 2021

Monday, March 22, 2021

Monday, April 19, 2021

Monday, May 24, 2021

Monday, June 14, 2021

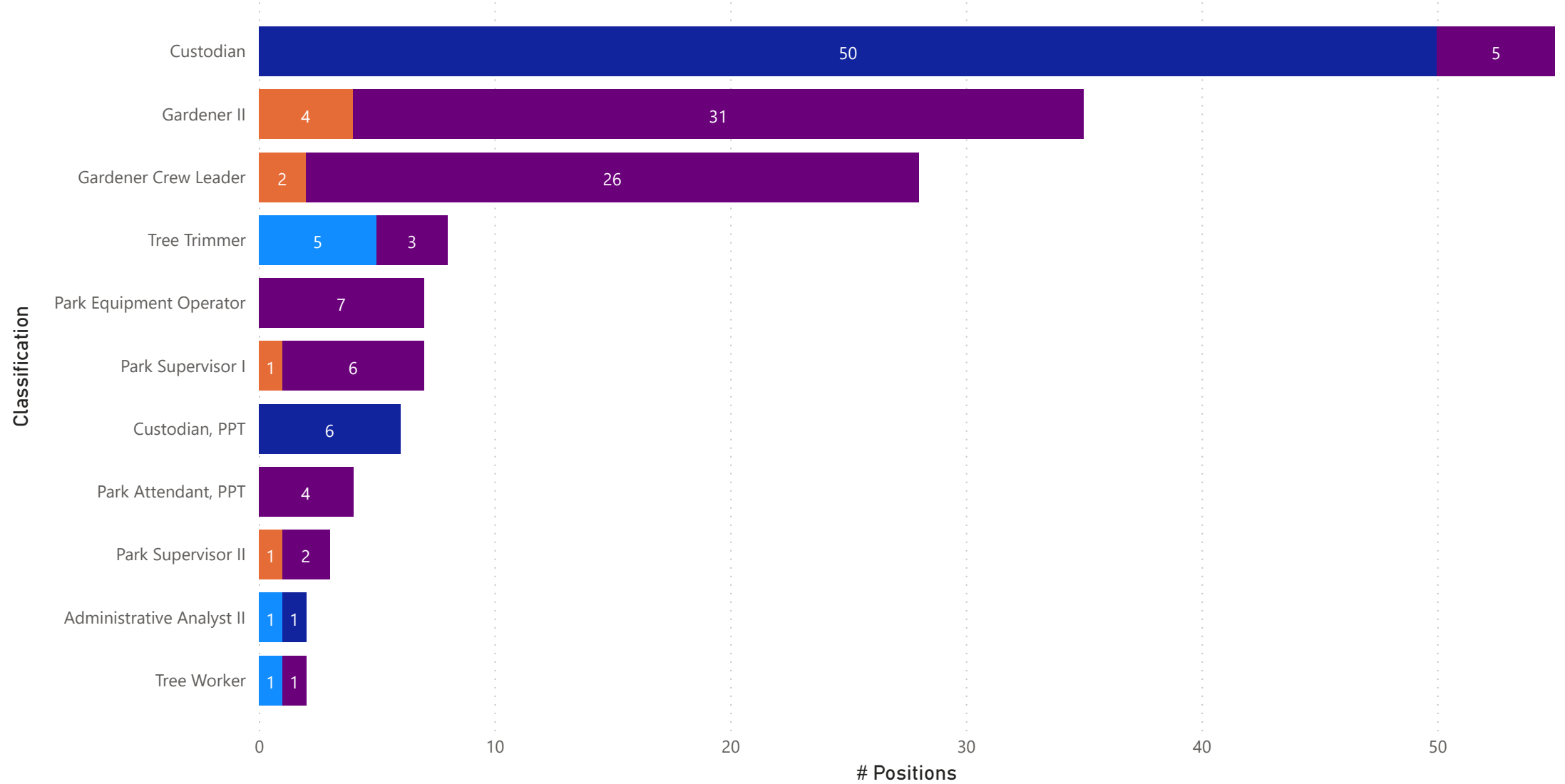
Monday, August 09, 2021

Wednesday, September 22, 2021

Monday, October 18, 2021

Count of Positions by Workgroup and Funding Source

Funding Source ● Comprehensive Cleanup Fund ● Facilities ● LLAD ● Measure Q



FY20-21

FY21-22

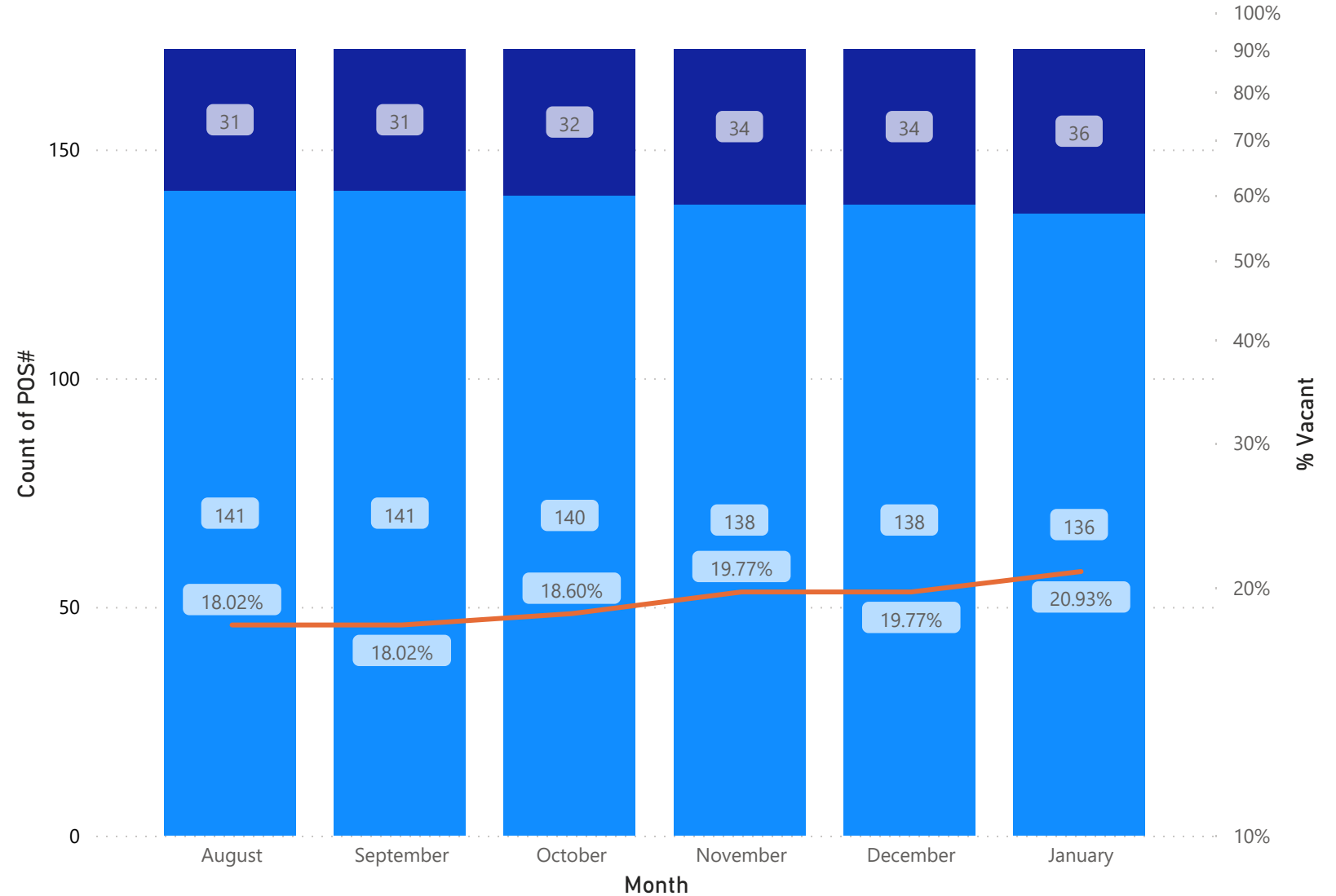
FY22-23

Filled & Vacant Positions With Vacancy Trend

Legend ● Filled ● Vacant ● % Vacant

Current Month's Hiring Data

Workgroup	Classification	#Filled	#Vacant
Facilities	Custodial Services Supervisor I	4	
Facilities	Custodian	49	6
Facilities	Custodian Supervisor		1
Facilities	Custodian, PPT	4	2
Parks	Gardener Crew Leader	28	
Parks	Gardener II	21	14
Parks	Irrigation Repair Specialist	4	
Parks	Manager, Park Services	1	
Parks	Park Attendant, PPT	1	3
Parks	Park Equipment Operator	6	1
Parks	Park Supervisor I	4	3
Parks	Park Supervisor II	3	
Trees	Administrative Analyst II	2	
Trees	Tree High Climber		2
Trees	Tree Supervisor I	1	
Trees	Tree Supervisor II	1	
Trees	Tree Trimmer	6	2
Trees	Tree Trimmer Crew Leader		1
Trees	Tree Worker	1	1
Total		136	36





CITY OF OAKLAND

STAFF REPORT

DATE: April 20, 2023

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

SUBJECT: Quarterly Update Regarding Pending Classification Studies Pursuant to Rule 3.04(f) of the Personnel Manual (Civil Service Rules)

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in January 2023 (for quarter end December 31, 2022). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on March 31, 2023. During this reporting period, one (1) study was completed, zero (0) studies were canceled, and three (3) new studies were received. There are currently eighteen (18) active classification studies, six (6) of which are overdue.

EXPLANATION OF DELAYS

Six (6) studies have passed the one-year mark:

- Administrative Services Manager I (OFD) – **Expected completion by 4/28/2023**
- Public Service Representative (PBD) – Drafting Findings
- Public Service Representative (PBD) – **Expected completion by 4/21/2023**
- Administrative Assistant II (OPW) – **Expected completion by 4/21/2023**
- Administrative Assistant II (OPW) – Drafting Findings
- Public Service Representative (OAS) – In Progress

The delays are mostly attributed to staff availability. Due to vacancies, existing staff faced competing priorities including a sustained uptick in the number of classification specification reviews. Human Resources Management (HRM) has hired nearly a dozen new employees in the last quarter, in addition to making a few internal promotions. The start dates were in January, February, and March 2023. Training is on-going as the new and promoted employees are oriented to their roles and begin performing their duties and new assignments. It is an exciting time, and we expect to see returns on these investments in the coming quarters this year. HRM intends to resolve currently overdue classification studies in the next few weeks and will make continued strides toward completing other studies that will roll overdue later this month.

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: April 20, 2023

One study for OFD was not initiated until November 2022, a month before the one-year mark, and has required layers of analysis to ensure proper evaluation is given. It was a particularly complex study involving changing supervisors; as such, additional time was necessary for proper review and consideration. The final findings are being drafted and are expected to be released later this month.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending March 31, 2023 showing a total of one hundred-nineteen (119) classifications: during this reporting period, there were seven (7) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; one (1) classification is being advanced by HRM to the Board for the April 20, 2023 meeting; an additional twenty-four (24) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are seventy-nine (79) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts, including new analysts once they have been sufficiently trained, as part of the overall efforts to increase their knowledge and abilities and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	7
Scheduled to CSB for Approval	1
Under Review for Scheduling of Meet & Confer with Representative Union	24
Assigned to Analyst for Review	79
Pending for Assignment	8
TOTAL	119

For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Attachment A – Classification Studies (Desk Audits) January 1, 2023 – March 31, 2023

Attachment B – Classification Specifications under review January 1, 2023 – March 31, 2023

**City of Oakland - Human Resources Management
Classification Studies**

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OFD	Administrative Services Manager I	11/30/2021			Yes	Final findings to be released by 4/28/2023.
2	PBD	Public Service Representative	1/12/2022			Yes	Drafting preliminary findings.
3	PBD	Public Service Representative	1/12/2022			Yes	Final findings to be released by 4/21/2023.
4	OPW	Administrative Assistant II	2/20/2022			Yes	Final findings to be released by 4/21/2023.
5	OPW	Administrative Assistant II	3/1/2022			Yes	Drafting preliminary findings.
6	OAS	Public Service Representative	3/31/2022			Yes	In progress.
7	CAO	Police Services Technician II	4/11/2022			No	In progress.
8	CAO	Police Services Technician II	4/11/2022			No	In progress.
9	DOT	Administrative Assistant II	4/18/2022			No	Assigned, in initial stages.
10	HCD	Administrative Assistant I	4/28/2022			No	In progress with consultant.
11	OPW	Program Analyst I	5/8/2022			No	Pending assignment.
12	HCD	Program Analyst II	7/26/2022	3/23/2023	240	No	Completed by consultant.
13	OPW	Program Analyst II	7/29/2022			No	Pending assignment.
14	PBD	Urban Economic Analyst III, PPT	11/1/2022			No	Pending assignment.
15	EWD	Management Assistant	12/13/2022			No	In progress with consultant.
16	EWD	Program Analyst II	12/28/2022			No	Pending assignment.
17	HSD	Head Start ERSEA & Data Program Coord.	1/25/2023			No	New assignment.
18	OPRYD	Recreation General Supervisor	1/26/2023			No	New assignment.
19	OPRYD	Recreation General Supervisor	1/26/2023			No	New assignment.

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (7)					
TBD	HSD	Early Learning Education Specialist	TBD	NEW SPEC	Approved at 1/19/2023 CSB Meeting.
TBD	HSD	Early Learning Education Manager	TBD	NEW SPEC	Approved at 1/19/2023 CSB Meeting.
TBD	HSD	Head Start Operations Manager	TBD	NEW SPEC	Approved at 2/16/2023 CSB Meeting.
TBD	HRM	Manager, Training & Organizational Development	TBD	NEW SPEC	Approved at 2/16/2023 CSB Meeting.
TBD	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Approved at 3/16/2023 CSB Meeting.
TBD	DVP	Violence Prevention Services Manager	TBD	NEW SPEC	Approved at 1/19/2023 CSB Meeting.
TBD	DVP	Violence Prevention Services Supervisor	TBD	NEW SPEC	Approved at 1/19/2023 CSB Meeting.
SCHEDULED (1)					
AP445	PEC	Ethics Analyst II	TW1	SPEC REVISION	Scheduled for 4/20/2023 Meeting.
PENDING MEET & CONFER (24)					
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	In progress with Local 21.
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	In progress with Local 21.
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	In progress with Local 21.
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	In progress with Local 21.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	In progress with CMEA.
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	For Local 21 meeting April.
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	In progress with Local 1021.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 meeting in May.
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	For Local 1021 meeting in May.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	For Local 1021 meeting in May.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22/21; pending L1021.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In progress with Local 1021.
SS133	ATTORNEY	Legal Administrative Assistant	TW1	SPEC REVISION	In progress with Local 21.
TBD	OFD	MACRO Supervisor	TBD	NEW SPEC	For Local 21 meeting in May.
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	For Local 21 meeting in May.
TBD	CAO	OAK311 Call Center Specialist	TBD	NEW SPEC	For Local 1021 meeting in April.
TBD	CAO	OAK311 Call Center Specialist, Senior	TBD	NEW SPEC	For Local 1021 meeting in April.
TBD	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	In progress with Local 21.
SC193	OPW	Park Supervisor I	UH1	SPEC REVISION	For Local 21 meeting April.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	For Local 1021 meeting in April.
AP279	PBD	Planner V (Manager, Planning)	TW1	SPEC REVISION	For Local 21 meeting in May.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
TBD	DVP	Triangle Incident Response Coordinator	TBD	NEW SPEC	In progress with Local 21.
TBD	DVP	Violence Prevention Program Planner	TBD	NEW SPEC	For Local 21 meeting April.

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
IN PROGRESS (79)					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
SC104	OPRYD	Aquatics Program Coordinator	TW1	SPEC REVISION	Preparing proposed spec revisions with departments
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Drafting new class spec
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Finalizing proposed spec revisions with departments
AP359	DWES	Contract Compliance Field Technician	SD1	SPEC REVISION	Reviewing proposed spec revisions from department.
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	TBD	Data Scientist/Analyst	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire Department	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Reviewing proposed spec revisions from department.
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	OFD	Fire Protection Engineer, Assistant	TBD	NEW SPEC	Drafting new class spec
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
MA127	HRM	Human Resource Analyst, Principal	U31	SPEC REVISION	Preparing proposed spec revisions for department
SC167	FINANCE	Human Resource Operations Supervisor	UH1	SPEC REVISION	Preparing proposed spec revisions for department
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	Drafting new class spec
TR168	DOT	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
AP283	PBD	Planning Investigator, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CITYWIDE	Program Manager	TBD	NEW SPEC	Drafting new class spec
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	HSD	Senior Center Program Assistant	TBD	NEW SPEC	Drafting new class spec
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
		PENDING ASSIGNMENT (8)			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment