



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

Date: January 19, 2023

Open Session: 5:30 p.m.

Location: Via Zoom

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

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

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

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/81487921087?pwd=Y0hUak9FQU8rZ0h1Wk5XRXZZWEVJdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 814 8792 1087 (Note: Password: "Passcode: CSB119" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 814 8792 1087 Passcode: 472211

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

COMMENT:

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE JANUARY 19, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (2)

- Department of Violence Prevention

b) Approval of Employee Requests for Leave of Absence (5)

- Economic & Workforce Development (1)
- Oakland Fire Department (1)
- Human Resources Management Department (1)
- Oakland Public Library (2)

c) Approval of Revised Classification specifications (0)

- There are no revised classifications specifications this month.

5) OLD BUSINESS:

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

There is no information available this month.

6) NEW BUSINESS:

- a) Approval of New Classification Specifications for Early Childhood Education Manager and Early Learning Specialist ACTION
- b) Approval of New Classification Specifications for Violence Prevention Services Manager and Violence Prevention Services Supervisor ACTION
- c) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Specifications Currently Under Review INFORMATION

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 16, 2023. All materials related to agenda items must be submitted by Thursday, February 02, 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



CITY OF OAKLAND

MEMORANDUM

DATE: *January 19, 2023*

TO: The Honorable Civil Service Board **FROM:** *Mary Ann Gonzales*
Sr. HR Analyst

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

THROUGH: Tina Pruett & Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of *Program Analyst II (Selective Certification in Violence Prevention)* to be ratified at Civil Service Board Meeting of *January 19, 2023 (Civil Service ID)*

Attached is a request from the Department of Violence Prevention to make a provisional appointment to a Program Analyst II (Selective Certification in Violence Prevention) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst II (Selective Certification in Violence Prevention) is primarily responsible for developing and monitoring grant contracts related to violence prevention, provide oversight and evaluation to ensure program compliance, and has provide training and support for grantee reporting. The minimum qualifications for are: A Bachelor's degree in a related discipline, such as Criminal Justice, Psychology, or Sociology and three years of experience in the field(s) of violence prevention/intervention, Street Outreach, gang intervention, conflict mediation, and/or direct service to populations at high-risk for violence is required.

The selected candidate meets the minimum qualifications of a Program Analyst II (Selective Certification in Violence Prevention). Their experience includes a bachelor's degree in Urban Studies and at least three years of experience providing program management related to violence prevention.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is tentatively scheduled to open on December 26, 2022.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst II (Selective Certification in Violence Prevention) vacancy in the Department of Violence Prevention beginning on January 7, 2023 and ending on or before May 7, 2023.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: January 19, 2023

AREA REQUESTED

POSITION: Program Analyst II (Selective Certification in Violence Prevention)

DEPARTMENT: Department of Violence Prevention

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: No current list available

DATE PERSONNEL REQUISITION RECEIVED: 12/21/22

CURRENT STATUS OF EXAMINATION: The job announcement is tentative scheduled to post on December 26, 2022.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill **one** current *vacancy*. The requisition requesting a provisional appointment was approved on *12/27/22*. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

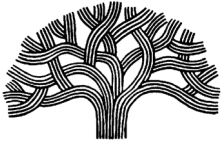
IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

The impact if the request is not approved is that the department will not be able to provide services to development and monitor grants contracts related to violence prevention and to ensure oversight and evaluation to ensure program compliance.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Oakland Resident*
- Current Employment Status *Current City of Oakland employee*



CITY OF OAKLAND

MEMORANDUM

DATE: *January 19, 2023*

TO: The Honorable Civil Service Board **FROM:** *Mary Ann Gonzales*
Sr. HR Analyst

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

THROUGH: Tina Pruett & Amber Lytle, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of *Program Analyst III (Selective Certification in Violence Prevention)* to be ratified at Civil Service Board Meeting of *January 19, 2023 (Civil Service ID)*

Attached is a request from the Department of Violence Prevention to make a provisional appointment to a Program Analyst III (Selective Certification in Violence Prevention) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Program Analyst III (Selective Certification in Violence Prevention) is primarily responsible for leading the coordinating the direct service strategies and partnerships/collaboratives to address community violence and trauma. Additionally, the position is responsible for developing and monitoring grant contracts related to violence prevention and oversight and evaluation of programs to ensure compliance. The minimum qualifications for are: A Bachelor's degree in a related discipline, such as Criminal Justice, Psychology, or Sociology and four years of experience in the field of violence prevention/intervention programs and/or direct services programs to populations at high-risk for violence, including one year of lead direction or supervisory experience.

The selected candidate meets the minimum qualifications of a Program Analyst III (Selective Certification in Violence Prevention). Their experience includes a master's degree in Public Policy and at least four years of experience providing lead direction for program management related to violence prevention.

Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is tentatively scheduled to open on December 26, 2022.

I recommend that the Civil Service Board ratify the provisional appointment to this Program Analyst III (Selective Certification in Violence Prevention) vacancy in the Department of Violence Prevention beginning on February 18, 2023 and ending on or before June 18, 2023.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: January 19, 2023

AREA REQUESTED

POSITION: Program Analyst III (Selective Certification in Violence Prevention)

DEPARTMENT: Department of Violence Prevention

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: No current list available

DATE PERSONNEL REQUISITION RECEIVED: 12/29/22

CURRENT STATUS OF EXAMINATION: The job announcement is tentative scheduled to post on December 26, 2022.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill **one** current *vacancy*. The requisition requesting a provisional appointment was approved on 12/30/22. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated:

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

The impact if the request is not approved is that the department will not be able to provide services to development and monitor grants contracts related to violence prevention and to ensure oversight and evaluation to ensure program compliance.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Oakland Resident*
- Current Employment Status *Current City of Oakland employee*



MEMORANDUM

DATE: January 19, 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 five (5) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Hillmer, Jens	Development Program Manager	Economic & Workforce Development Department	January 21, 2023 – December 31, 2023	CSR 8.07 (c)
Covington, Damon	Deputy Chief of Fire Dept.	Oakland Fire Department	September 03, 2022- Indefinite	CSR 8.07 (c)
Luck, Barry	Human Resources Technician	Human Resources Management Department	February 15, 2023 – February 17, 2023	CSR 8.07 (c)
Green, Jordan	Library Aide	Oakland Public Library	December 24, 2022- January 03, 2023	CSR 8.07 (c)
James, Eric	Library Aide	Oakland Public Library	December 24, 2022- January 17, 2023	CSR 8.07 (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 Jens Hillmer Employee's ID 5888 Today's Date 12/29/2022

Department/Division EWD/PPD Employee Job Title Development Area Manager

Request: 245 Days Hours From 1/21/2023 To 12/31/2023
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.

Jens Hillmer 12/29/2022
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 12/29/2022
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 Damon Covington Employee's ID 11970 Today's Date 09/03/2022

Department/Division Fire Department Employee Job Title Deputy Chief

Request: _____ From 09/03/22 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] 09/03/2022
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 09/03/2022
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)
- Maternity Leave (no pay)

Employee's Name Barry Luck Employee's ID 25587 Today's Date 10/6/22

Department/Division HRM Employee Job Title HR Technician

I Request: 22.5 Days Hours From Feb 15, 2023 To Feb 17, 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?	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.

Digitally signed by
Barry Luck
 Date: 2022.10.03
 09:05:43 -07'00'

 Employee's Signature

 Date

 Civil Service Board Approval

 Date

(e-mail approval attached)

 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 Jordan Green Employee's ID 26323 Today's Date 12/17/22

Department/Division Library Employee Job Title PPT Library Aide

Request: 20 Days Hours From 12/24/22 To 01/03/23
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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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] 12/17/22
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 12/19/22
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)
- Parental Leave (no pay)

Employee's Name Eric James Employee's ID 20978 Today's Date 12/22/22

Department/Division Library/Main Employee Job Title Library Aide, FT

Request: 16 No. of Days or Hours Days Hours Select Days or Hours From 12/24/22 To Jan 17, 2023

Unpaid Leave Taken This Year? Yes No If yes, what type of leave SLV
(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)

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Eric James
Employee's Signature Date 12/23/22

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 12/28/22

City Manager Approval Date

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

Date: December 15, 2022

Open Session: 5:15 p.m.

Location: Via Zoom

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

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

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<https://us02web.zoom.us/j/89018528878?pwd=NWJxbi9tOC9sOHRqVGVSbGpQbWxDZz09>

at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting

Webinar ID: 890 1852 8878 (Note: Password: CSB1215 may be required to connect.)

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 890 1852 8878 Passcode: 7623298

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) REVIEW AND TAKE POSSIBLE ACTION ON A RESOLUTION ACTION (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

45165 A motion was made by Member Williams and seconded by Member Baranco to approve the Resolution. The motion passed.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon, Levin

3) OPEN FORUM

4) ADJOURNMENT

45166 A motion was made by Member Williams and seconded by Member Brown to adjourn the Special Meeting.

Votes: Board Member Ayes: – Martinez, Baranco, Brown, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Hudson-Harmon, Levin

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 19, 2023. All materials related to agenda items must be submitted by Thursday, January 5, 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



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

Date: December 15, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

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

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

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

PUBLIC PARTICIPATION

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

OBSERVE:

- To observe the meeting by video conference, please click on this link:
<https://us02web.zoom.us/j/89018528878?pwd=NWJxbi9tOC9sOHRqVGVSbGpQbWxDZz09>

at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting

Webinar ID: 890 1852 8878 (Note: Password: "Passcode: CSB1215" may be required to connect.)

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 890 1852 8878 Passcode: 7623298

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

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT

THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE DECEMBER 15, 2022 CIVIL SERVICE BOARD ACTION MEETING AGENDA

45167 A motion was made by Member Brown and seconded by Member Baranco to approve the December 15, 2022 Civil Service Board Meeting Agenda, reflecting the removal of closed session because the hearing was withdrawn.

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

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- Response to Board’s questions regarding passage of Measure X

4) CONSENT CALENDAR:

ACTION

a) Approval of Provisional Appointments (0)

- There are no provisional appointments this month.

b) Approval of Employee Requests for Leave of Absence (4)

- Economic & Workforce Development Department (1)
- Oakland Public Library (3)

c) Approval of Revised Classification Specifications (2)

- Recycling Program Specialist III (formerly Recycling Specialist, Senior)
- Recycling Program Manager (formerly Solid Waste/Recycling Program Supervisor)

45168 A motion was made by Member Baranco and seconded by Member Brown to approve the December 15, 2022 Consent Calendar.

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

5) OLD BUSINESS:

a) Approval of October 20, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes

ACTION

45169 A motion was made by Member Baranco and seconded by Vice Chair Martinez to approve the October 20, 2022 Special 5:15 PM Meeting Minutes.

ACTION

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

b) Approval of October 20, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes

45170 A motion was made by Member Williams and seconded by Member Baranco to approve the October 20, 2022 Regular Meeting Minutes.

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

- c) Determination of Schedule of Outstanding Board Items ACTION

45171 A motion was made by Member Brown and seconded by Member Baranco to approve the Determination of Schedule of Outstanding Board Items.

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

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

There is no information available this month.

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Rent Adjustment Program Assistant ACTION

45172 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the New Classification Specification for Rent Adjustment Program Assistant.

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

7) OPEN FORUM

CLOSED SESSION AGENDA- CANCELLED

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957:

1) Personnel Matter for Public Employee: 6.04 – Appeal of Probationary Release: PORT-2022-AP02 (P. Charles)

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

OPEN SESSION AGENDA**8) REPORT OF ACTIONS TAKEN IN CLOSED SESSION****9) ADJOURNMENT**

45173 A motion was made by Member Williams and seconded by Member Brown to adjourn the meeting.

Votes: Board Member Ayes: – Baranco, Brown, Martinez, Williams

Board Member Noes: None

Board Member Abstentions:

Board Members Absent: Hudson-Harmon, Levin

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 19, 2023. All materials related to agenda items must be submitted by Thursday, January 5, 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 – January 19, 2023**

1. OPEN

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

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

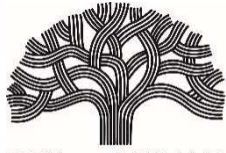
3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes

01/19/2023



CITY OF OAKLAND

STAFF REPORT

DATE: January 19, 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 December 15, 2022 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred two (102) employees were in the TCSE (20), TCSE/Annuitant (20), and ELDE (62) categories as of pay period ending December 30, 2022. Of the those, zero (0) assignment is reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred two (102) temporary assignments, there is zero (0) reported 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 Human Resources Director Ian Appleyard at (510) 238-6450.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending December 30, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (4)								
DOT	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	COMPLIANT
FIRE	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE		Assist with implementing Policy	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
NEW THIS PERIOD (9)								
CITY ADMINISTRATOR	Smith	Jalilah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/ Annuitant		Develop and monitor maintenance management program	COMPLIANT
FINANCE	Lu	Jason	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Fong	Douglas	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Nguyen	Hang Thanh	08721 - Treasury Operations Unit	12/10/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ Annuitant		Facilitates extensive interaction with Mayor, Council, community leaders, and other City departments	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE		Assist department in processing accounts payable invoices	COMPLIANT
PLANNING AND BUILDING	Dharnidharka	Anita Shirish	84111 - Admin: Planning, Building & Neighborhood Preserv	12/10/2022	ELDE		Administrative support	COMPLIANT
COMPLIANT (89)								
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	422.5	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	Morris	Shayleen	66311 - Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	145	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	369.5	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	325	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 Council	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	4/2/2022	ELDE		Temporary project to develop Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Quintanilla	Jennifer	08121 - Finance and Management: Payroll	10/3/2022	TCSE	87.5	Assist department with data entry	COMPLIANT
FINANCE	Sanders	Robert	08121 - Finance and Management: Payroll	10/1/2022	TCSE	110	Assist with PERS service credit research and entries (data entry into PERS)	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	414.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
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	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Duncan Perry	Chiarra Delett	20914- MACRO	7/9/2022	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

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	44	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	8/22/2022	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
FIRE	Ramirez	Francesca	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Riley	Destiny	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Schutz	Cora	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Skillem	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	519	Review and improve permit and business plans; conducts all hazardous materials inspections	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	Annuitant	627	Assistant Fire Marshall Assistance with Rent Registry Database	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	8/1/2022	ELDE		Program support in Housing Unit	COMPLIANT
HCD	Tran	Joseph	89929- Housing Development	5/14/2022	ELDE			COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	319	Recruitment support for HSD	COMPLIANT
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		Citywide organizational development and training management while new classification is created	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	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	571	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE	210.25	Provide specialized assistance and/or work direction in a wide variety of general finance ops	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	138	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

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

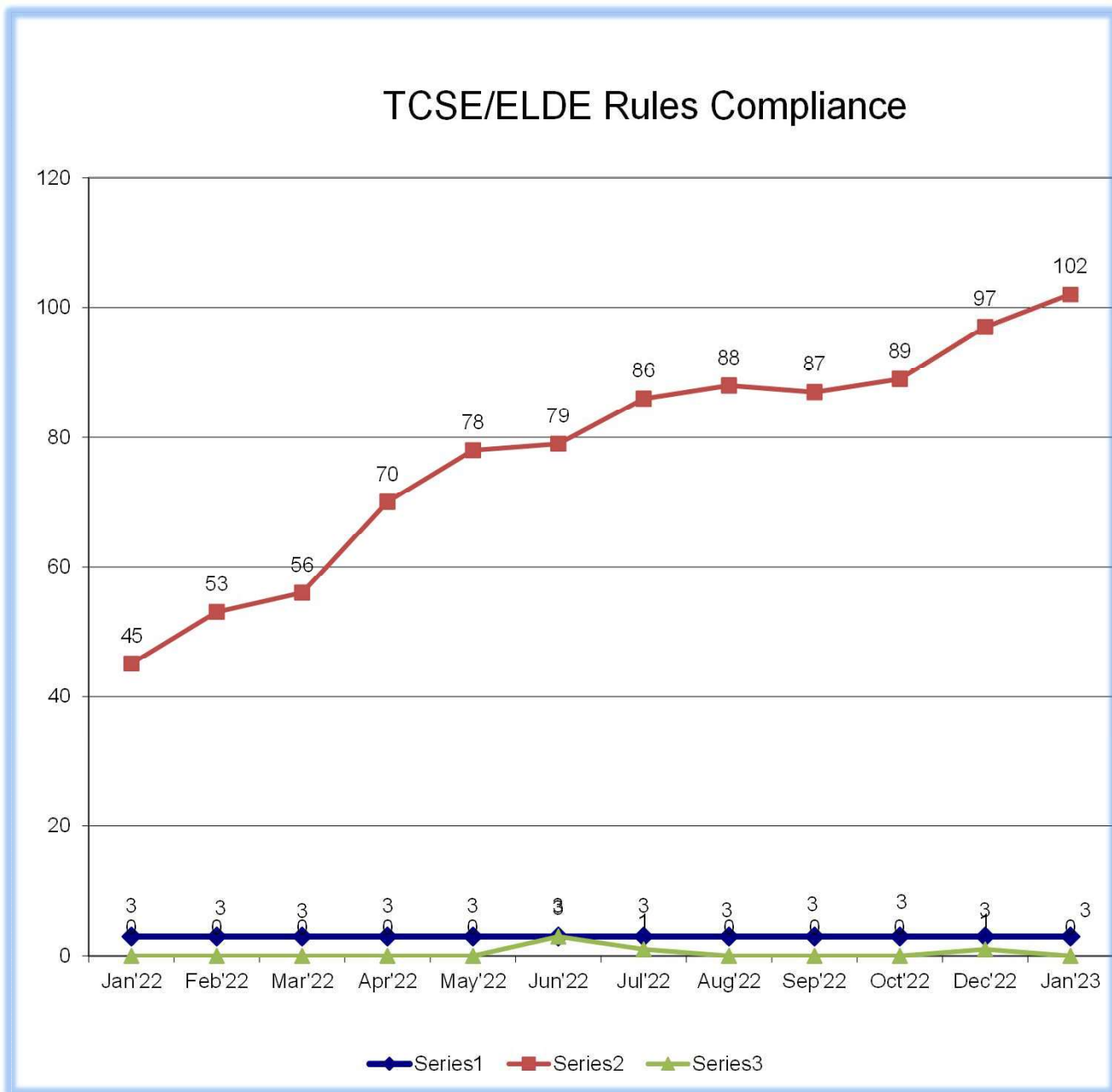
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE	285	Clean, maintain, check and inspect City vehicles/Deliver vehicles for upkeep and repair as need.Assist Human Services dept.	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	669	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 families as needed.	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	471.5	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
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	446	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	425	Coordinate with City departments and other public agencies in the implementation of the project	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE	149.5	Respond to inspection questions from permit infor and permit	COMPLIANT
PLANNING AND BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	10/15/2022	ELDE		Support Permit Services counter	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE	172.75	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	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Administrative support	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	609.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	485	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lloyd-Trotter	Taryn	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Marshall	LaRajia	106510- Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		Develop comprehensive health and wellness program for OPD employees	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	476.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	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	420	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 audits and reviews	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 reforms	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	193	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	Dominique	Jalen Sean	30541 - Equipment Services Administration	9/17/2022	TCSE	403	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	305.5	Prepare review plans for specifications	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	Vargas Jr,	Abel	30541 - Equipment Services Administration	3/5/2022	TCSE/ Annuitant	967.5	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	656	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	153.5	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 development	COMPLIANT
VIOLENCE PREVENTION	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/16/2022	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT

CIVIL SERVICE BOARD
JANUARY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
VIOLENCE PREVENTION	Webster	Destiny	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
NON-COMPLIANT (0)								



*** The November 2022 meeting was canceled.



MEMORANDUM

DATE: January 19, 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 New Classification Specifications for Early Childhood Education
Manager and Early Learning Specialist

Based upon a classification review requested by the Human Services Department (HSD), Human Resources Management (HRM) has proposed the creation of new classification specifications for **Early Childhood Education Manager** and **Early Learning Specialist**.

The Head Start Program requires adjustments to its organizational structure in response to the most recent Federal Review that occurred in 2021. Additionally, the Head Start Program and Performance Standards are periodically updated, and Head Start Programs must adapt to ensure compliance with all regulations. Given these factors, HSD partnered with HRM to establish new classifications to address gaps in program management and service delivery. The Head Start Program lacks a variety of mid-level management positions and other positions possessing specialized knowledge to improve service delivery. Work is underway to create several new classifications to facilitate necessary changes.

HSD focused their initial efforts on classifications related to the education services area; more classification changes will be coming related to other service areas, including operations. The new Early Childhood Education Manager will oversee professional, technical, and administrative staff involved with all teaching services, learning centers, and partners. The new Early Learning Specialist will oversee Early Childhood Center Director staff.

A summary of the duties expected to be performed by the new Early Childhood Education Manager classification is provided below:

Responsible for planning, implementing, and overseeing the service area of education to ensure that a comprehensive program is designed to meet the needs of children and their families through various design options such as center-based and home-based and complies with federal Head Start, state, and local regulations; works with City of Oakland Head Start partners and Early Learning staff in developing, coordinating, and assessing the child development program; provides interpretation of Federal and State regulations and policies; develops and implements staff development plans and training needs; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

A summary of the duties expected to be performed by the new Early Learning Specialist classification is provided below:

CIVIL SERVICE BOARD

Subject: Early Childhood Education Manager and Early Learning Specialist Classification Specifications

Date: January 19, 2023

Page 2

Responsible for the implementation and oversight of child development services, ensuring compliance with Head Start program and performance standards, amendments, and federal and state regulations and laws while maintaining confidentiality of children, families, and providers involved in the program; provides administrative services and analytical information needed to ensure effective and efficient operations of the Head Start Program; monitors requirements of the program which include entering, interpreting, and assessing data and reporting findings to the supervisor, advisory team, and affected staff; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

The budget already contains placeholder positions, which will be converted once the new classifications are fully established. The approved descriptions will be used for upcoming recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create these new classifications. City and union representatives began discussing the items in October 2021. There were extensive concerns from union members about potential impacts from the proposed changes in structure and program delivery, which were comprehensively explored for understanding and mitigation. Clarifying language was added and other language was refined to ensure the descriptions accurately reflect expectations and roles and responsibilities under the new structure. Multiple meetings occurred through mid-2022, and then discussions were put on hold during contract negotiations. Meetings resumed in September 2022 and recently concluded. The union sent email on January 6 and January 13, 2023 stating that there are no objections to the proposed new classifications.

The salary ordinance amendment to formally add the classifications to the City's Salary Schedule will be scheduled for the Finance and Management Committee in March/April 2023. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Early Childhood Education Manager** and **Early Learning Specialist** classification specifications.

Attachments: Proposed new Early Childhood Education Manager and Early Learning Specialist classification specifications.



EARLY CHILDHOOD EDUCATION MANAGER

DRAFT
Jan. 2023

Class Code: MAXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, is responsible for planning, implementing, and overseeing the service area of education to ensure that a comprehensive program is designed to meet the needs of children and their families through various design options such as center-based and home-based and complies with federal Head Start, state, and local regulations; works with City of Oakland Head Start partners and Early Learning staff in developing, coordinating, and assessing the child development program; provides interpretation of Federal and State regulations and policies; develops and implements staff development plans and training needs; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level class that also serves as a content area expert in Early Childhood Development. This classification is distinguished from the higher level Manager, Human Services in that the latter is responsible for the overall operations within the Head Start Division. The classification is further distinguished from the lower level Early Learning Specialist, which supervises the Early Childhood Center Directors and oversees grantee and partner operated programs.

The incumbent receives direction from the Human Services Manager, exercises supervision over assigned professional and administrative staff, and exercises lead direction to consultants.

EXAMPLES OF DUTIES

Manage the administration and operation of education services; ensure seamless integration of all comprehensive services with education services.

Plan and implement the education program in collaboration with all Head Start Management staff to build a culture of excellence and accountability.

Perform short- and long-range planning for education services; develop operating policies and procedures in accordance with Local, State and Federal regulations.

Direct, plan, and participate in the selection, supervision, and performance evaluation for assigned education content area staff; provide for staff training and development.

Work in collaboration with program staff to ensure ongoing monitoring of all centers (grantee and partners) for health and safety requirements.

Oversee the planning, development, and implementation of staffing patterns, plans, and assignments for all education staff.

Ensure there is a comprehensive professional development and training plan to meet program goals and objectives.

Establish effective lines of communication with all staff to facilitate coordination and efficient flow of information, and to resolve compliance concerns in a timely manner; ensure that staff has updated information on federal, state, and local requirements, including Title 5, Title 22, and the Head Start program and performance standards.

Perform personnel management of education services staff related to recruiting, classification, training, payroll, employee relations, and personnel rules and regulations.

Prepare or review reports for the City Administrator, City Council or commissions; serve as a liaison to City Council and other public and private groups to explain or coordinate plans for proposed projects and to respond to their concerns.

Manage and fine tune short and long-term planning for education services programs and “content area” goals and objectives and ensure deadlines are met.

Collaborate with staff to ensure that education requirements are met relating to effective and intentional teaching practices (such as curriculum fidelity, CLASS ratings, etc.) and continuous program improvement for all program options.

Serve as a lead staff in the design and implementation of program planning, monitoring, and continuous quality improvement requirements for education (e.g., assessments, ongoing monitoring plan, and strategic planning).

Design and implement database systems and applications for education services in conjunction with the monitoring and data team.

Oversee the collection, organization, and clear presentation of accurate, education data.

Use analytics to identify risks and realign education strategy to ensure meeting deadlines, goals, and objectives.

Serve as an Educational expert to the Head Start Program and the Department of Human Services.

Evaluate, recommend, and update current procedures and practices to ensure high quality services and compliance with all requirements.

Make recommendations to management team to strengthen systems, procedures, and program goals and improve outcomes.

Develop, administer, and monitor the education content area budget in consultation with the fiscal team and management staff.

Actively collaborate with parents, staff, governing bodies, local education agencies, and community partners to embed best practices into services and programming.

Prepare program components for federal and state monitoring reviews, agency audits, and all other monitoring and evaluation activities.

Develop program improvement plans; monitor outstanding plans to ensure that areas of concerns are addressed within a specified timeline to return to full compliance according to grant requirements.

May be asked to fill in as needed to meet adult to child licensing ratios, assist with program operations during urgent situations, and maintain safe, center conditions.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local laws, codes regulations, and requirements pertaining to the Head Start and early childhood development program.
- Principles of program planning and implementation.
- Principles of management, supervision, and training.
- Administrative organization principles.
- Budget development and administration.
- Research-based approaches to early childhood development.
- Principles and techniques of training and professional development.
- Principles and processes of data analysis for monitoring and evaluation and continuous quality improvement.
- Computer systems and software applications including automated database management systems.

Ability to:

- Establish, evaluate, and implement administrative/operational policies, practices, and procedures.
- Assess, develop, and administer appropriate organizational and staffing structures.
- Adhere to Federal, state, and local laws, codes, regulations, and requirements pertaining to Head Start and early childhood development programs.
- Develop and administer a budget system.
- Supervise and direct multiple and diverse functions.
- Coordinate functions and activities between divisions and outside partners.
- Prepare and analyze complex reports of a general and technical nature.
- Evaluate data and make recommendations.
- Communicate effectively and persuasively in both oral and written form.
- Analyze data and solve problems.
- Perform program planning and meet goals and objectives.
- Understand how the data collected in the program fit into the annual planning cycle.
- Ensure effective delivery of services through the development, implementation, and maintenance of strong systems.
- Coordinate with management team to regularly assess and improve program administration and fiscal systems within service areas.
- Understand the relationship between systems, services, and child and family outcomes.
- Use sound decision-making utilizing quality data.
- Ensure quality data for use in planning, evaluating, communicating information, and continuous quality improvement.
- Establish efficient processes for collecting, aggregating, analyzing, and synthesizing data.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children for more than one (1) hour at a time.
- Grasp and manipulate items such as writing utensils.

- Sit on the floor while working with infants, toddlers, and children for at least one (1) hour at a time.
- Carry and bottle feed infants/toddlers for at least one (1) hour at a time.
- Train education staff on how to integrate data management into their day-to-day work.
- Utilize computer systems and software applications including automated database management systems.
- Establish and maintain effective working relationships 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 early childhood education or a related field with equivalent coursework in early childhood education. A Master's degree is desirable.

Experience:

Three (3) years of progressively responsible program administration and management experience, including at least one (1) year of supervisory experience. Must possess previous teaching experience in an education setting. Previous experience interfacing with data systems, data analytics, and data-driven decision-making is highly desirable. Other desirable experience includes Management Information System (MIS) development and implementation and/or applying results-based accountability tools.

Note: A Master's Degree may substitute for up to two (2) years of experience but at least one (1) year of supervisory experience is required.

LICENSE OR CERTIFICATE

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

Obtain and maintain throughout the tenure of employment and renew upon expiration, if applicable:

- Program Director Child Development Permit within first year of hire; and
- Classroom Assessment and Scoring System (CLASS) Certification within six (6) months of hire; and
- Pediatric CPR and First Aid certifications within ninety (90) days of hire.

Child Plus Administrator I certificate is highly desirable.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be **required** to submit fingerprints, undergo a criminal record clearance, have a physical examination including a TB screening, obtain required immunizations related to being in a classroom, and provide up to date immunization records (annually or when expired) as required by Child Care Licensing.

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



EARLY LEARNING SPECIALIST

DRAFT
Jan. 2023

Class Code: PPXXX FTE

Civil Service Classified

DEFINITION

Under direction in the Human Services Department, is responsible for the implementation and oversight of child development services, ensuring compliance with Head Start program and performance standards, amendments, and federal and state regulations and laws while maintaining confidentiality of children, families, and providers involved in the program; provides administrative services and analytical information needed to ensure effective and efficient operations of the Head Start Program; monitors requirements of the program which include entering, interpreting, and assessing data and reporting findings to the supervisor, advisory team, and affected staff; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification that supervises, guides, and evaluates Early Childhood Center Directors in delivering high quality child development services and ensuring program goals and objectives are met. It is distinguished from the higher-level Education Manager, which has responsibility for the entire education domain.

The incumbent receives general supervision from the Education Manager and supervises Early Childhood Center Directors and oversees both grantee and partner operated programs.

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

Supervise, guide, advise, and evaluate Early Childhood Center Directors in day-to-day center operations; develop and train staff; provide and review staff performance evaluations and create professional development goals; monitor staff adherence to Education policies and procedures.

Provide leadership and modeling; establish and maintain quality work standards; provide training and technical assistance to Head Start 0-5 staff and parents.

Monitor performance and compliance through record auditing and staff observations; oversee Early Learning and Child Development services to ensure compliance with Head Start Performance Standards, amendments and federal and state regulations and laws.

Conduct CLASS (Classroom Assessment and Scoring System) and environmental rating observations and provide curriculum training when needed.

Develop and design staffing plans and assignments for all centers that ensure the cohesion of center staff and the effectiveness of staff's job responsibilities.

Participate in the recruitment of staff, effectively collaborating with Human Resources Management to ensure applicants meet qualifications; ensure thorough onboarding of all new staff according to City and Head Start program requirements.

Develop, evaluate, assess, and implement new and current policies and procedures for the area of Early Learning; design and implement monitoring tools for all Early Learning policies and procedures.

Review all local, state, and federal information and share pertinent information with direct supervisor and Head Start management.

Collaborate and establish effective communication with all Head Start 0-5 program areas [Nutrition; Health; Family Engagement; Education; Disabilities/Mental Health; Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Human Resources & Fiscal; Data and Monitoring] to ensure program services are being provided and implemented.

Develop and implement strategic plans to incorporate School Readiness initiatives into program services.

Establish regular onsite presence; work closely with service area managers to ensure service delivery; prepare for and lead parent meetings, attend meetings as needed, plan department events in collaboration with staff.

Ensure compliance and adherence to Title 5 and Title 22 regulations, Head Start Performance Standards, Child Care Licensing and USDA Child and Adult Care Food Program regulations; assist Center Directors in accurate and timely documentation and reporting of unusual incidents to Community Care Licensing Analysts.

Continue professional development by attending trainings, workshops and meetings as needed. Ensure that written reports and plans, as required, are adequate, clear, and timely.

Develop, maintain, and implement knowledge of developmentally appropriate and culturally sensitive practices, effective teaching strategies, Community Care Licensing and California Department of Social Services (CDSS)/California Department of Education (CDE) regulations.

Oversee the implementation of procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings; ensure the correction of quality and compliance issues is managed immediately, or as quickly as possible.

Use Information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services, to support the program to identify program needs, and develop and implement plans for program improvement.

Ensure child-level assessment data is aggregated and analyzed at least three times a year, and used with other program data to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services

Assist management with designing, implementing, and monitoring a system of documenting, collecting, and utilizing data across the Education service area for compliance with Head Start, state, and local Education regulations.

Maintain adequate record keeping and confidentiality of individual records and reports related to all service areas; ensure timely and accurate reporting of program; generate reports; read, analyze, and interpret data from child assessments, screening, observation, and fidelity tools to create child and center specific goals; check and review data for completeness, accuracy and conformance with established regulations and procedures; analyze and synthesize data to determine trends and training.

Monitor and ensure family participation using child development and family engagement information to meet established family goals and needs while providing support services.

Responsible for budget and inventory including monitoring, expenditures, and cost control for area.

Ensure safety policies and procedures are in place, implemented and monitored.

Present and facilitate workshops for staff, parents, and other care-providers of children in the Head Start program.

Operate a motor vehicle in the performance of assigned duties.

May be asked to fill in as needed to meet adult to child licensing ratios, assist with program operations during urgent situations, and maintain safe, center conditions.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state, and local regulations on services to children and social service programs.
- Principles of program planning and implementation.
- Head Start Performance Standards, Child Care Licensing, and U.S. Department of Agriculture Child and Adult Care Food Program regulations.
- Research-based curriculum.
- Early Childhood education screenings and assessments including CLASS (Classroom Assessment and Scoring System) and environmental rating scales.
- Standard records management methods.
- Data and ongoing monitoring including collecting, entry, analyzing and organizing data.
- Writing and presenting data findings.
- Computer systems and software applications including automated database management systems.
- Public contact and community relations.
- Principles of supervision, training, and development.
- Social justice (race and equity) principles in early childhood development.
- Coaching principles.

Ability to:

- Plan, organize, direct, and evaluate Head Start and Early Head Start programs in accordance with federal, state, and local regulations as well as program goals and objectives.
- Work with diverse populations including special needs families.
- Complete projects under tight deadlines even when there are competing requirements and changes in assignments.
- Demonstrate flexibility, multi-tasking, and adaptability to a rapidly changing work environment.
- Proactively observe, assess, problem solve, and act quickly to develop and implement solutions responding to the needs of children, families, and staff including site management, staffing needs, and site visits from monitoring agencies.
- Respond appropriately to an emergency or a crisis situation.
- Maintain all assigned workflow and a high level of customer satisfaction in a dynamic working environment.
- Maintain cooperative, tactful working relationships with co-workers, supervisors, families,

and the community to work as part of a team and collaborate with colleagues.

- Supervise children and ensure a safe environment including monitoring and responding to events at all times in the classroom, outdoor play areas, and on field trips.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children for more than one (1) hour at a time.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers, and children for at least one (1) hour at a time.
- Carry and bottle feed infants/toddlers for at least one (1) hour at a time.
- Demonstrate a supportive attitude to families.
- Solve problems, utilize effective critical thinking and judgment, and make independent decisions.
- Prepare reports of a technical or evaluative nature; prepare spreadsheets, tables, graphs, and flyers to present information.
- Use all program data to design and deliver strategies for meeting program goals and provide high quality outcomes for all children.
- Communicate effectively orally and in writing.
- Work independently and as part of a group when necessary.
- Computer systems and software applications.
- Establish and maintain effective working relationships with families, staff, and contracted partners.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in early childhood education, special education, public health, psychology or closely related field is required. A Master's Degree is desirable.

Experience:

Three (3) years of progressively responsible work experience in education, mental health, special/exceptional needs, public health or closely related field including services to children, birth to five (5) years of age, including at least one (1) year of supervisory experience.

LICENSE OR CERTIFICATE

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



CITY OF OAKLAND

MEMORANDUM

DATE: January 19, 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 New Classification Specifications for Violence Prevention Services
Manager and Violence Prevention Services Supervisor

Based upon a classification review requested by the Department of Violence Prevention (DVP), Human Resources Management (HRM) has proposed the creation of new classification specifications for **Violence Prevention Services Manager** and **Violence Prevention Services Supervisor**.

DVP was established in 2017 and focuses on violence prevention and intervention, outreach/education, and life coaching strategies to improve conditions for members of the community. Prior to 2017, there was a division in the Human Services Department (HSD) that performed more limited, violence prevention outreach services. There had been an interim chief for several months, and the current Chief of Violence Prevention was appointed in 2019. He initiated efforts to build out the department, and this progress continues with each budget cycle as additional positions are being allotted. DVP relied on existing HSD classifications but it has become clear that DVP-specific classifications are necessary to ensure appropriate delivery of services. The department is in a rapid growth mode and has been utilizing temporary positions, which is not sustainable. HRM and DVP are currently developing multiple classifications to encompass the critical work of DVP.

While many new classifications are necessary, the greatest priority is to establish the management structure for the Direct Service Unit (responsible for case management, referrals, and resources related to housing, employment, and other support services, for example). The new Violence Prevention Services Manager will oversee all staff in the Direct Service Unit. The new Violence Prevention Services Supervisor will oversee Case Managers who interact with and support at-risk populations.

A summary of the duties expected to be performed by the new Violence Prevention Services Manager classification is provided below:

Management and coordination of work in the Direct Service Unit; plans, organizes, manages, and directs the review and implementation of direct service projects; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

CIVIL SERVICE BOARD

Subject: Violence Prev. Services Manager and Violence Prev. Services Supervisor Classification Specifications

Date: January 19, 2023

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A summary of the duties expected to be performed by the new Violence Prevention Services Supervisor classification is provided below:

Provides leadership, coaching, and training; plans, organizes, and coordinates work schedules; provides day-to-day supervision and general guidance for Direct Service staff to carry out their duties and support their clients in achieving successful outcomes; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

The budget already contains placeholder positions, which will be converted once the new classifications are fully established. The approved descriptions will be used for upcoming recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create these new classifications. City and union representatives discussed the items in monthly meetings from October to December 2022. Minor edits were made by mutual agreement. The union sent an email on January 10, 2023 stating that there are no objections to the proposed new classifications.

The salary ordinance amendment to formally add the classifications to the City's Salary Schedule will be scheduled for the Finance and Management Committee in March/April 2023. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Violence Prevention Services Manager** and **Violence Prevention Services Supervisor** classification specifications.

Attachments: Proposed new Violence Prevention Services Manager and Violence Prevention Services Supervisor classification specifications.



VIOLENCE PREVENTION SERVICES MANAGER

DRAFT
Jan 2023

Class Code: MAXXX FTE

Civil Service

DEFINITION

Under administrative direction in the Department of Violence Prevention, uses operational decision making in the management and coordination of work in the Direct Service Unit; plans, organizes, manages, and directs the review and implementation of direct service projects; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification with responsibility for the overall administration of the Direct Service Unit. This classification is responsible for coordinating stakeholders from the community, local organizations, City and County Departments, and system partners such as law enforcement and local hospitals and ensuring accountability, sustainable implementation, and effective service delivery. This classification is distinguished from the Chief of Violence Prevention, which is a department head. It is further distinguished from the Violence Prevention Services Supervisor, which is responsible for daily oversight of staff in the Direct Service Unit.

The incumbent receives administrative direction from the Chief of Violence Prevention and exercises direction over professional and administrative staff.

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

Direct, manage, and implement a variety of direct service programs related to populations at high risk for violence; ensure quality service delivery and thorough recordkeeping for program monitoring and evaluation purposes.

Coordinate and manage work between city and county departments, law enforcement agencies, local hospitals, outside agencies, consultants, and community-based organizations; facilitate working group meetings; co-facilitate, as appropriate.

Develop and direct the implementation of short-term and long-term goals, objectives, policies, procedures, and work standards that meet the needs of the affected population.

Track deliverables, follow through with individuals and/or organizations who have made commitments for deliverables; ensure working group(s) have relevant data to guide strategy design and response.

Convey program successes and needs to a variety of stakeholders and audiences; coordinate with and direct staff to foster outreach and awareness of available programs and services in the community.

Assist in the development of the unit budget; manage and administer contracts; assist with the identification and procurement of grants and other funding sources.

Review and approve complex reports involving program and fiscal operations for the Direct Service Unit.

Direct the selection, supervision, and evaluation of assigned staff; plan and implement staff training and development to enhance program effectiveness.

Direct and prepare a variety of studies related to operations; develop specific proposals; assist in the preparation of Requests for Proposal for services.

Oversee thorough recordkeeping and documentation of program elements, including direct service efforts, service uptake, client case management, and relevant activities of partnering agencies.

Assist with the preparation and/or review of City Council agenda materials and staff reports; make presentations.

Operate a vehicle in the performance of assigned work.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Policies, procedures, and resources related to violence prevention programs.
- Program monitoring and evaluation techniques.
- Populations (in Oakland) at high risk of violence including factors such as cultural diversity, lived experience, and related issues
- Community organizations, group dynamics, and training and consultation methods and practices.
- Local, county, and state resources for referral services.
- Current issues, trends, strategies, and industry best practices in the violence prevention field.
- Organizational and management practices and methods, including goal setting, program development, and implementation.
- Principles and practices of supervision and training.
- Budget development and administration.
- Computer systems and software applications.

Ability to:

- Oversee and direct a comprehensive Direct Service Unit.
- Work effectively with diverse stakeholders, including City and County Departments, law enforcement, community leaders and organizers, community members affected by violence, and service providers.
- Implement goals, objectives, policies, procedures, work standards, and internal controls.
- Develop and maintain positive relationships with community leaders, organizations, businesses, and staff; coordinate work inter-departmentally and with outside agencies; organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Direct, supervise, train, and evaluate assigned staff.
- Interpret and enforce administrative/operational policies, practices, and procedures as related to Direct Services.
- Evaluate alternative solutions and recommend or adopt effective courses of action; exercise sound independent judgment within general policy guidelines.

- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; conduct staff meetings.
- Prepare and review comprehensive reports; assess program data and metrics.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Professional familiarity with at least two of the following: direct outreach or violence intervention, reentry services, workforce development, and community organizing.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor’s degree from an accredited college or university in public or business administration, human services, health services, sociology, psychology or a closely related field.

Experience:

Four (4) years of progressively responsible supervisory or managerial experience involving leadership, facilitation, program administration, and project management in the area of violence prevention or related community outreach/improvement programs. Past personal and professional experience relevant to communities in Oakland impacted by high levels of violence and applied violence reduction strategies is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Candidates who receive offers of employment will be required to submit fingerprints and undergo a criminal record clearance.

Bilingual skills are highly desirable.

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



VIOLENCE PREVENTION SERVICES SUPERVISOR

DRAFT
Jan 2023

Class Code: APXXX FTE

Civil Service Classified

DEFINITION

Under general direction in the Department of Violence Prevention, provides leadership, coaching, and training; plans, organizes, and coordinates work schedules; provides day-to-day supervision and general guidance for Direct Service staff to carry out their duties and support their clients in achieving successful outcomes; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory level classification that oversees Direct Service staff. This classification is distinguished from the lower level Case Manager series in that Case Managers are responsible for providing routine assessments, developing, and implementing case management plans, and encouraging clients and families to take responsibility for their own decisions from the available options/services. It is further distinguished from the higher level Violence Prevention Services Manager in that incumbent of the latter manages the operations and staff of the Direct Service Unit.

The incumbent receives general supervision from a Violence Prevention Services Manager and exercises supervision over Case Managers and administrative staff.

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

Set work priorities, coordinate assignments, monitor daily case management activities of Case Managers; track number of participants enrolled, served, and cost/participant.

Monitor case management loads, hold case conferences, and ensure focus on high-risk clients.

Convene weekly team care-plan conferences to review plans and ensure effectiveness of services.

Conduct joint visits with Case Managers to observe and evaluate performance and provide training and development pathways.

Supervise the Life Coaching unit.

Select, train, supervise, and evaluate assigned staff.

Provide conflict resolution guidance between staff, participants, and participant's families; intervention and mediation services to assist in defusing and/or diverting any immediate crises.

Oversee intensive relationship building and provide support to group/gang involved individuals on probation or parole in Oakland's most violent communities.

Monitor and maintain appropriate records on participants and program success measurements.

Develop, maintain, and update systems, charts, and files; maintain confidentiality of information.

Oversee program budget; review and approve expenditures.

Maintain a resource or index file to use for service arrangements, purchase services, information, and referrals or consultations.

Ensure that Case Management staff enters participant information, plans, and notes into appropriate files.

Prepare and provide public presentations to inform and engage community providers about appropriate responses to very high-risk individuals.

Coordinate activities and collaborate with a variety of public and private agencies, including, but not limited to law enforcement, school officials, community-based organizations, and the faith community.

Develop evaluation plans and oversee data collection efforts related to programs and services.

Operate a vehicle in the performance of assigned work.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Populations (in Oakland) at high risk of violence including factors such as cultural diversity, lived experience, and related issues.
- Techniques and strategies for establishing positive relationships with culturally diverse populations and/or gang-involved individuals.
- Components of case management including case notes.
- Local, county, and state resources for referrals.
- Interviewing and counseling principles and techniques.
- Records management including recording participant information, tracking enrollment and attendance, and measuring outcomes.
- General office practices, including operation of standard office equipment.
- Principles and practices of supervision and training.
- Computer systems, software applications, and mobile devices.

Ability to:

- Work in high-risk community settings; street outreach and/or gang intervention case management.
- Relate to the needs of multi-racial and multi-cultural high-risk youth and adults and their families.
- Remain composed and exercise sound judgment in stressful situations, such as dealing with distressed and/or challenging participants, family members, and outside influencers.
- Apply sound decision-making procedures and provide a thorough analysis of situations when solving problems; make decisions and resolve problems in a timely manner.
- Utilize effective oral and written communication skills.
- Maintain accurate and up-to-date records.
- Supervise, train, and evaluate assigned staff.
- Utilize computer systems, software applications, and mobile devices.
- 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:

An Associate’s degree from an accredited college or university in public or business administration, human services, health services, sociology, psychology, counseling or a closely related field.

Experience:

Three (3) years of experience providing direct services (such as housing, employment, and support services/referrals) to individuals at high-risk who are impacted by violence, including individuals who are survivors of gender-based violence or who are gang-involved and are on probation or parole. One (1) year of experience providing lead direction is highly desirable.

Past personal and professional experience relevant to communities in Oakland impacted by high levels of violence and applied violence reduction strategies is highly desirable.

LICENSE OR CERTIFICATE

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

OTHER REQUIREMENTS

Candidates who receive offers of employment will be required to submit fingerprints and undergo a criminal record clearance.

Must be willing to work irregular hours including nights and weekends.

Bilingual skills are highly desirable.

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



CITY OF OAKLAND

STAFF REPORT

DATE: January 19, 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 October 2022 (for quarter end September 30, 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 December 31, 2022. During this reporting period, two (2) studies were completed, zero (0) studies were canceled, and three (3) new studies were received. There are currently sixteen (16) active classification studies.

EXPLANATION OF DELAYS

One (1) study has passed the one-year mark:

- Administrative Services Manager I – **Expected Completion by 1/31/2023**

The delay can be attributed to staff availability and the complexity of the study in that it requires more research and evaluation than usual. Due to unexpected vacancies, existing staff faced competing priorities. This study was not initiated until November 2022. Unfortunately, layers of analysis add to the time involved as do changes in the incumbent’s supervisors. HRM is committed to concluding this assignment in the near future, following all necessary analysis and any additional meetings that may be required during the full evaluation process. The target completion date for releasing the final findings is the end of this month.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2022 showing a total of one hundred-twenty-one (121) classifications: during this reporting period, there were five (5) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; four (4) classifications are being advanced by HRM to the Board for the January 19, 2023 meeting; an additional seventeen (17) are in the queue for

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: January 19, 2023

Page 2

discussion with the representative union and advancement to the Board in the near future; there are eighty-seven (87) 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 as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	5
Scheduled to CSB for Approval	4
Under Review for Scheduling of Meet & Confer with Representative Union	17
Assigned to Analyst for Review	87
Pending for Assignment	8
TOTAL	121

Additionally, this Quarterly Update contains a new section that is depicted in Attachment C. The graph reflects the total number of closed and active classification specification assignments as documented in past Quarterly Updates during a three-year period from January 2020 to present. [During the October 2020 Board meeting, the Chairperson requested additional information to provide context. The chart below provides the underlying data.] During this period, ninety (90) classification specification assignments were approved or canceled.

Quarterly Update Report	Closed Class Specs	Total Assignments
January 2020	10	100
July 2020	13	106
October 2020	11	101
January 2021	3	92
April 2021	11	96
July 2021	8	95
October 2021	4	94
January 2022	11	103
April 2022	5	102
July 2022	7	99
October 2022	2	106
January 2023	5	121

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

Attachment A – Classification Studies (Desk Audits) October 1, 2022 – December 31, 2022

Attachment B – Classification Specifications under review October 1, 2022 – December 31, 2022

Attachment C – Graph of Quarterly Classification Specification Data January 2020 – January 2023

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

ATTACHMENT A

#	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	PBD	Planner III	11/1/2021	10/31/2022	364	No	Completed.
2	OFD	Administrative Services Manager I	11/30/2021			Yes	Drafting final findings for release by 1/31/2023.
3	PBD	Public Service Representative	1/12/2022			No	In progress.
4	PBD	Public Service Representative	1/12/2022			No	Drafting final findings for release by 1/20/2023.
5	OPW	Administrative Assistant II	2/20/2022			No	In progress.
6	OPW	Administrative Assistant II	3/1/2022			No	Assigned, in initial stages.
7	OAS	Public Service Representative	3/31/2022			No	Assigned, in initial stages.
8	CAO	Police Services Technician II	4/11/2022			No	Assigned, in initial stages.
9	CAO	Police Services Technician II	4/11/2022			No	Assigned, in initial stages.
10	DOT	Administrative Assistant II	4/18/2022			No	Pending assignment.
11	HCD	Administrative Assistant I	4/28/2022			No	Pending assignment.
12	OPW	Program Analyst I	5/8/2022			No	Pending assignment.
13	HRM	Benefits Technician	6/30/2022	12/22/2022	175	No	Completed by consultant.
14	HCD	Program Analyst II	7/26/2022			No	In progress with consultant.
15	OPW	Program Analyst II	7/29/2022			No	Pending assignment.
16	PBD	Urban Economic Analyst III, PPT	11/1/2022			No	New assignment.
17	EWD	Management Assistant	12/13/2022			No	New assignment.
18	EWD	Program Analyst II	12/28/2022			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (5)					
AP204	HRM	Human Resource(s) Analyst	TW1	SPEC REVISION	Approved at 10/20/2022 CSB Meeting.
AP206	HRM	Human Resource(s) Analyst, Senior	UM2	SPEC REVISION	Approved at 10/20/2022 CSB Meeting.
PP141	OPW	Recycling Specialist, Senior	UH1	SPEC REVISION	Approved at 12/15/2022 CSB Meeting.
PP146	OPW	Solid Waste/Recycling Program Supervisor	UM2	SPEC REVISION	Approved at 12/15/2022 CSB Meeting.
TBD	HCDD	Rent Adjustment Program Assistant	TW1	NEW SPEC	Approved at 12/15/2022 CSB Meeting.
SCHEDULED (4)					
TBD	HSD	Early Childhood Education Manager	TBD	NEW SPEC	Scheduled for 1/19/2023 CSB Meeting.
TBD	HSD	Early Learning Education Specialist	TBD	NEW SPEC	Scheduled for 1/19/2023 CSB Meeting.
TBD	DVP	Violence Prevention Services Manager	TBD	NEW SPEC	Scheduled for 1/19/2023 CSB Meeting.
TBD	DVP	Violence Prevention Services Supervisor	TBD	NEW SPEC	Scheduled for 1/19/2023 CSB Meeting.
PENDING MEET & CONFER (17)					
TBD	CAO	Call Center Specialist	TBD	NEW SPEC	For Local 1021 meeting in January.
TBD	CAO	Call Center Specialist, Senior	TBD	NEW SPEC	For Local 1021 meeting in January.
EM271	DVP	Deputy Chief of Violence Prevention	U31	SPEC REVISION	In progress with CMEA.
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 January.
AP445	PEC	Ethics Analyst II	TW1	SPEC REVISION	For Local 21 meeting in January.
MA142	OPRYD	Facility Manager	UM2	SPEC REVISION	Reviewing proposed spec revisions from department
TBD	HSD	Head Start Program Operations Manager	TBD	NEW SPEC	In progress with Local 21.
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	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	Finalizing with Local 21, for November CSB.
TBD	DOT	Parking Control Technician II/Vehicle Enforcement Agent	TBD	NEW SPEC	For Local 1021 meeting in January.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
TBD	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Initiated 4/19/21; still in progress; working with Local 1021 to finalize in November.
TBD	DVP	Triangle Response Coordinator	TBD	NEW SPEC	For Local 21 meeting in January.
TBD	DVP	Violence Prevention Program Planner	TBD	NEW SPEC	For Local 21 meeting in January.
IN PROGRESS (87)					
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

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
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	DVP	Community Intervention Responder/Interrupter	TBD	NEW SPEC	Drafting new class spec
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
SC128	DWES	Contract Compliance Supervisor	UH1	SPEC REVISION	Reviewing proposed spec revisions from department
AP369	DWES	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Reviewing proposed spec revisions from department
AP153	DWES	Contract Compliance Officer	TW1	SPEC REVISION	Reviewing proposed spec revisions from department
AP152	DWES	Contract Compliance Officer, Assistant	TW1	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
TBD	OIG	Deputy Inspector General	TBD	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
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

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
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
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	Finalizing proposed spec revisions with department.
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
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
TBD	OFD	MACRO Supervisor	TBD	NEW SPEC	Drafting new class spec
AP235	CITYWIDE	Management Assistant	UM2	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
TBD	HRM	Manager, Training & Organizational Development	TBD	NEW SPEC	Drafting new class spec
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	Preparing proposed spec revisions for department
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
SC193	OPW	Park Supervisor I	UH1	SPEC REVISION	Preparing proposed spec revisions for department
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.

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

ATTACHMENT B

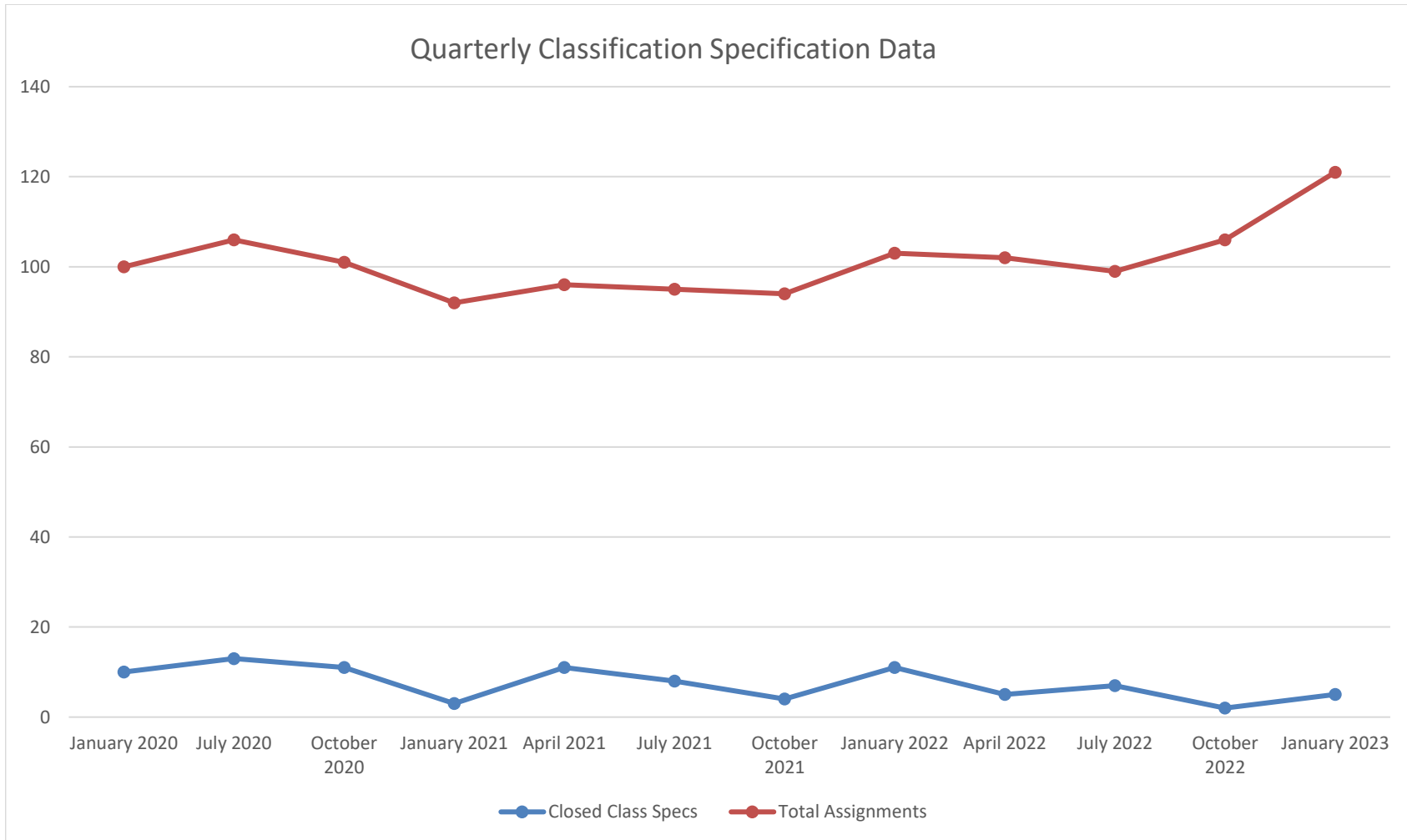
CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP279	PBD	Planner V	TW1	SPEC REVISION	Preparing proposed spec revisions for department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
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.
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

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment

City of Oakland - Human Resources Management
Annual Classification Specification Data by Quarter



Period of January 2020 - January 2023