



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

**Date: February 16, 2023**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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

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

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

### PUBLIC PARTICIPATION

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

#### OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84940089936?pwd=THIvbEYvRGUwWGMrUzBHQW5WMk01UT09> 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: 849 4008 9936 (Note: Password: "Passcode: CSB216" 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: 849 4008 9936 Passcode: 371327**

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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- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
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If you have any questions, please email Ian Appleyard, Human Resources Director at [IAppleyard@oaklandca.gov](mailto: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 FEBRUARY 16, 2023 CIVIL SERVICE BOARD ACTION MEETING AGENDA**

#### **3) UPDATES, SECRETARY TO THE BOARD** INFORMATION

#### **4) CONSENT CALENDAR:** ACTION

- a) Adopt A Resolution Renewing And Continuing The Civil Service Board’s Determination That Conducting In-Person Meetings Of The Civil Service Board Would Present Imminent Risks To Attendees’ Health, And Electing To Continue Conducting Meetings Using Teleconferencing In Accordance With California Government Code Section 54953(e), A Provision Of AB-361
- b) Provisional Appointments (1)

- Human Services Department

## c) Approval of Employee Requests for Leave of Absence (3)

- Oakland Fire Department
- Oakland Police Department
- Oakland Public Works Department

## d) Approval of Revised Classification specifications (0)

- There are no revised classifications specifications this month.

**5) OLD BUSINESS:**

- a) Approval of January 19, 2023 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION
- b) Approval of January 19, 2023 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
- d) Quarterly Update Regarding Measure Q Hiring Efforts ACTION
- Request from Secretary to the Board to discontinue Quarterly Measure Q updates.

**6) NEW BUSINESS:**

- a) Approval of New Classification Specification for Head Start Program Operations Manager ACTION
- b) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Training and Organizational Development ACTION

**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, March 16, 2023. All materials related to agenda items must be submitted by Thursday, March 2, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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

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

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

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

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

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

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

**WHEREAS**, on June 17, 2022 Gavin Newsom issued Executive Order N-11-22 reaffirming that a State of Emergency exists in California as a result of COVID-19. (See <https://www.gov.ca.gov/wp-content/uploads/2022/06/6.17.22-COVID-EO-Rollback-signed.pdf>); and

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

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

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

**WHEREAS**, the CDC recommends that families with children under 5 and unvaccinated household members continue to take steps to prevent COVID-19 infection including distancing. (See <https://www.cdc.gov/coronavirus/2019-ncov/groups/families-covid-19.html>.); and

**WHEREAS**, the CDC continues to caution that older adults remain more likely to get very sick from COVID-19. (See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>.); and

**WHEREAS**, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms or who have tested positive for COVID-19 stay home. (See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.); and

**WHEREAS**, the CDC still finds that COVID-19 vaccines are highly effective at preventing severe illness, hospitalizations and death and continues to recommend that all eligible persons get vaccinated for COVID-19 and stay up to date on their COVID-19 vaccines. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.); and

**WHEREAS**, vaccinated persons may still get COVID-19 and can spread the virus to others. (See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/effectiveness/why-measure-effectiveness/breakthrough-cases.html>.); and

**WHEREAS**, anyone infected with COVID-19 can spread the virus, even if they do not have symptoms. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>.); and

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

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

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

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

**WHEREAS**, for the first time on October 20, 2021, and most recently on January 19, 2023, the Civil Service Board adopted a Resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; and

**WHEREAS**, by making these new findings that conducting in-person meetings would present imminent risks to attendees' health, and by making a new election to conduct meetings via

teleconference, the Council restarted the process, and may elect to continue to meet via teleconference by adopting subsequent resolutions, at least every 30 days, as part of a broader Council agenda, and need not do so on a single -subject agenda; now therefore be it:

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

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

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

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



CITY OF OAKLAND

# MEMORANDUM

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DATE: February 16, 2023

TO: The Honorable Civil Service Board                      FROM: Daryl Look  
Senior Human Resources Analyst

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

THROUGH: Amber Lytle, Human Resources Manager or Tina Pruett, Human Resources Manager

SUBJECT: Request for Provisional Appointment in Classification of Project Manager (Selective Certification for Trauma Informed Systems) to be ratified at Civil Service Board Meeting of February 16, 2023 (Civil Service ID)

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Attached is a request from the Human Services Department to make a provisional appointment to a Project Manager (Selective Certification: Trauma Informed Systems) vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Project Manager is primarily responsible for organizing, managing, and directing the work of a specific project while preparing short and long range plans, and training and supervising assigned staff. This position will focus on trauma informed care and community resilience as a result of civil unrest in the community. The incumbent will also manage and administer a federal grant.

The minimum qualifications for Project Manager are:

Education: Bachelor's degree from an accredited college or university in public or business education or other relevant degree for particular project assignment. A Master's degree is desirable. Experience: Two years of progressively responsible public sector experience in relevant project management including two years in a supervisory capacity.

The selected candidate meets the minimum qualifications of a Project Manager, including experience in the specialized area. Their background includes completion of a related Bachelor's degree and a certification in Project Management. The candidate has project management experience in a variety of municipal programs including oversight of operations and budgets in human services and in health services. The selected candidate also has extensive experience in race, equity, and inclusion.

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 scheduled to open February 13, 2023.

I recommend that the Civil Service Board ratify the provisional appointment to this Project Manager vacancy (with Selective Certification in Trauma Informed Systems) in the Human Services Department beginning on January 21, 2023 and ending on or before May 21, 2021.



OAKLAND CIVIL SERVICE BOARD  
PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: February 16, 2023

AREA REQUESTED

POSITION: Project Manager (with Selective Certification for Trauma Informed Systems)

DEPARTMENT: Human Services

APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: No eligible list existed as this is a Selective Certification with a new specialty.

DATE PERSONNEL REQUISITION RECEIVED: November 9, 2022

CURRENT STATUS OF EXAMINATION: Job Announcement being drafted for posting in mid-February 2023.

JUSTIFICATION:

Reason Needed: This provisional appointment is needed to fill one current vacancy. The requisition requesting a provisional appointment was approved on January 20, 2023. A provisional appointment will allow the work to be performed while an eligibility list is being developed.

Other Alternatives Explored and Eliminated: Consideration was given for allowing the position to go unfilled until and eligibility list is established, however, the work to be completed is considered critical and urgent and could not wait until completion of a recruitment and examination.

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

This position is responsible for the administration and oversight of the Resiliency in Communities after Stress and Trauma (RECAST) program and manage the associated grant for The City which provides trauma informed services to support community resilience. If the position is not filled, critical job duties will not be performed, and critical services would not be provided to Oakland residents.

Attachments:

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications X
- Current Residency Status: Non Oakland Resident
- Current Employment Status: Current City of Oakland exempt employee



# MEMORANDUM

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**DATE:** February 16, 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

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HRM is in receipt of three (3) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Bryant, Felicity	Assistant Fire Marshal	Oakland Fire Department	July 23, 2022- Indefinite	CSR 8.07 (c)
Saechao, Serena	Environmental Enforcement Officer	Oakland Public Works Department	February 06, 2023- April 03, 2023	CSR 8.07 (c)
Gorecho, Esmeraldo	Criminalist III	Oakland Police Department	February 27, 2023- August 28, 2023	CSR 8.07 (c)

**RECOMMENDATION:**

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

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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 Felicia Bryant Employee's ID 14566 Today's Date 1/18/2023

Department/Division Fire Department Employee Job Title Assistant Fire Marshal

Request: \_\_\_\_\_  Days  Hours From 7/23/22 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.

Felicia Bryant 1/23/23  
 Employee's Signature Date

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

Reginald D. Freeman 1/23/2023  
 Department Head Approval Date

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

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



# Unpaid Leave of Absence

Leave Type:

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

Employee's Name Serena Saechao Employee's ID 24454 Today's Date 1/17/23

Department/Division OPW / KOCB Employee Job Title Environmental Enforcement Officer

I Request: 40  Days  Hours From 2/6/23 To 4/3/23  
No. of Days or Hours Select Days or Hours

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

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[Signature] 1/17/23  
 Employee's Signature Date

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

David Ferguson Feb 7, 2023  
David Ferguson (Feb 7, 2023 12:28 PST)  
 Department Head Approval Date

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

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Leave Type:

- FCL - Family Care Extended
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- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Esmeraldo Gorecho Employee's ID 23676 Today's Date 25 Jan 2023

Department/Division Police/ Criminalistics Employee Job Title Criminalist III

Request: \_\_\_\_\_  Days  Hours From 27 Feb 2023 To 28 Aug 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
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[Signature] 25 Jan 2023  
Employee's Signature Date

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

[Signature] 1/27/23  
Department Head Approval Date

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

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

**Date: January 19, 2023**

**Open Session: 5:15 p.m.**

**Location: Via Zoom**

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**BOARD MEMBERS:** Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco (Absent); 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  
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**Webinar ID: 814 8792 1087 (Note: Password: "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**

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If you have any questions, please email Ian Appleyard, Human Resources Director at [IAppleryard@oaklandca.gov](mailto:IAppleryard@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 (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

**ACTION**

**45174 A motion was made by Member Williams and seconded by Vice  
Chair Martinez to approve the Resolution. The motion passed.**

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

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

#### 3) OPEN FORUM

#### 4) ADJOURNMENT

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

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



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

**Date: January 19, 2023**

**Open Session: 5:30 p.m.**

**Location: Via Zoom**

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**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.

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](mailto: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

**45175 A motion was made by Member Williams and seconded by Member Brown to approve the January 19, 2023 Civil Service Board Meeting Agenda.**

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

#### 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.

**45176 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the January 19, 2023 Consent Calendar.**

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

**5) OLD BUSINESS:**

- a) Approval of December 15, 2022 Civil Service Board Special 5:15 P.M. Meeting Minutes ACTION

**45177 A motion was made by Member Brown and seconded by Member Baranco to approve the December 15, 2022 Special 5:15 PM Meeting Minutes.**

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

- b) Approval of December 15, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

**45178 A motion was made by Member Williams and seconded by Member Martinez to approve the minutes as corrected with additional information on Measure X update.**

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

- 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

**45179 A motion was made by Member Williams and seconded by Member Brown to approve the New Classification Specification for Early Childhood Education Manager and Early Learning Specialist.**

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

- b) Approval of New Classification Specifications for Violence Prevention Services Manager and Violence Prevention Services Supervisor ACTION

**45180 A motion was made by Member Levin and seconded by Member Williams to approve the New Classification Specification for Violence Prevention Services Manager and Violence Prevention Service Supervisor**

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

Board Member Abstentions: None

Board Members Absent: None

- 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

**45181 A motion was made by Member Williams and seconded by Member Levin to adjourn the meeting.**

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

Board Member Noes: None

Board Member Abstentions:

Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
PENDING LIST – February 16, 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

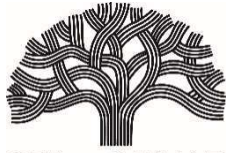
**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes

02/16/2023



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** February 16, 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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the January 19, 2023 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of one hundred five (105) employees were in the TCSE (23), TCSE/Annuitant (20), and ELDE (62) categories as of pay period ending January 27, 2023. Of the those, zero (0) assignment is reported as non-compliant with Rule 5.06.

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

## **BACKGROUND**

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

## **STATUS OF NON-COMPLIANT ASSIGNMENTS**

Of the one hundred five (105) temporary assignments, there is zero (0) reported as out of compliance with Rule 5.06.

**HONORABLE CIVIL SERVICE BOARD**

Subject: Temporary Employees

Date: February 16, 2023

Page 2

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**RECOMMENDATION**

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

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

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending January 27, 2023.
- B. TCSE/ELDE Compliance Trend Chart.



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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (5)</b>								
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
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		development and training	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
FIRE	Duncan Perry	Chiara Delett	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
POLICE	Lloyd-Trotter	Taryn	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
<b>NEW THIS PERIOD (7)</b>								
CITY ADMINISTRATOR	Carney	Patrice Lorraine	02151 - City Administrator Call Center	1/21/2023	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tcruz	Rudi A	02112 - Communications & Media	1/21/2023	TCSE		Assist Communications and Media Division	COMPLIANT
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 - Structures & Emergency Response	1/7/2023	TCSE		Serves as project manager for public improvements projects	COMPLIANT
FIRE	Freeman	Jacqueline Doyle	20914 - MACRO	1/7/2023	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center operations	COMPLIANT
POLICE	Miles	Esandra Kay	101130 - Office of the Inspector General	12/24/2022	ELDE		Completing overdue Public Records Request to become compliant	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Provide Administrative support	COMPLIANT
<b>COMPLIANT (93)</b>								
ANIMAL SERVICES	Huang	Tracy	62111- Animal Services	9/17/2022	TCSE		Provide support to the department	COMPLIANT
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CITY ADMINISTRATOR	Smith	Jallah Amirah	02151 - City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	489.5	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

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Amate	David	35224 - Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/ Annuitant	124.5	Develop and monitor maintenance management program	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	431	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	377	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	Fong	Douglas	08721 - Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Lu	Jason	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
FINANCE	Quintanilla	Jennifer	08121 - Finance and Management: Payroll	10/3/2022	TCSE	113.5	Assist department with data entry	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	474.0	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	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

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

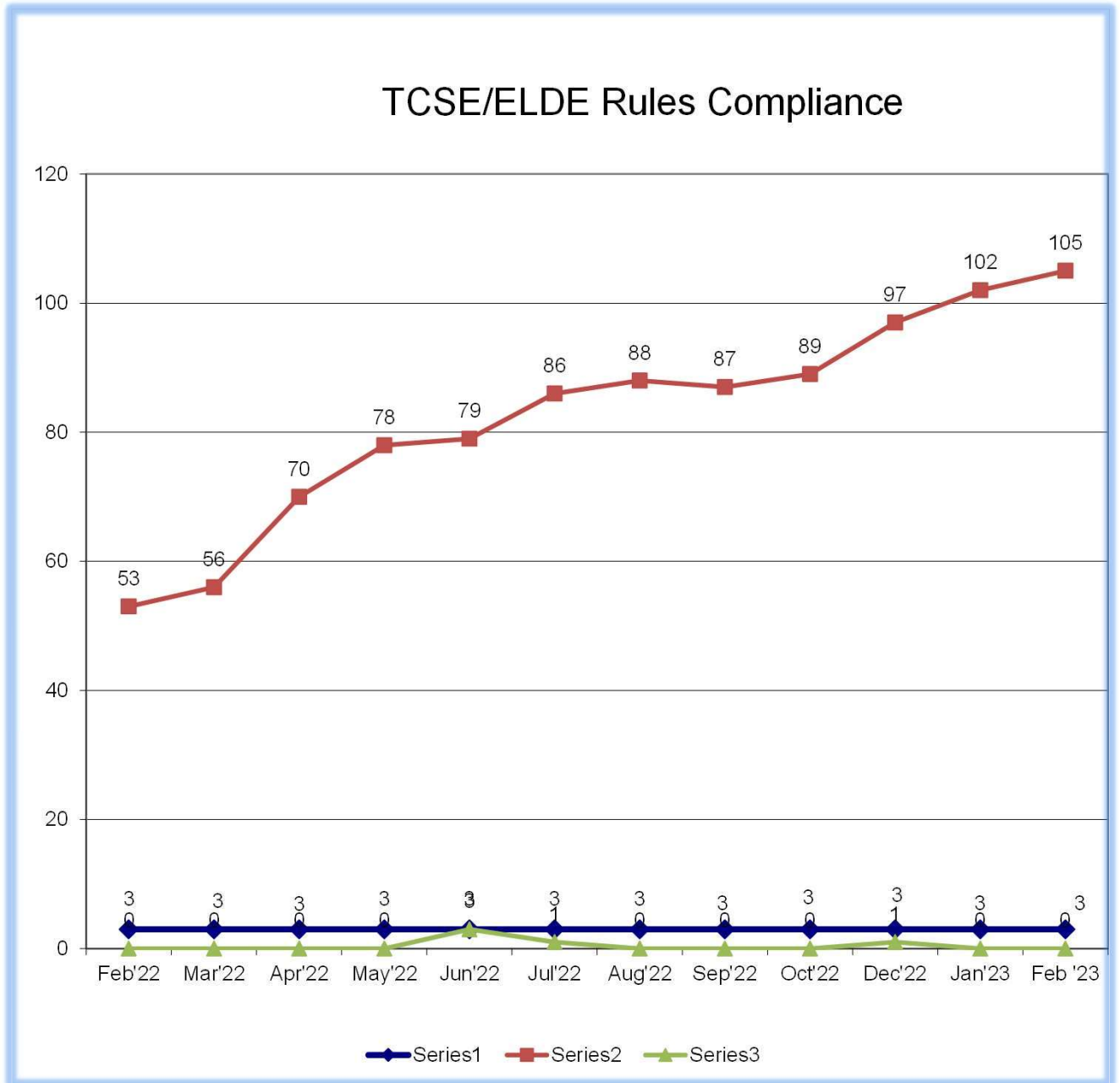
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hayes	Joshua	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	44	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire	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	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	601	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	TCSE/ Annuitant	693	Assistant Fire Marshall	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ Annuitant	92	Facilitates extensive interaction with Mayor, Council, community leaders, and other City departments	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	8/1/2022	ELDE		Database	COMPLIANT
HCD	Tran	Joseph	89929- Housing Development	5/14/2022	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN RESOURCES	Look	Daryl	05211 - Employment & Classification Unit	1/3/2021	TCSE/ Annuitant	367	Recruitment support for HSD	COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE		Provide intensive relationship building and support to individuals living in homeless encampments	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	649	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE	316.75	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	195	Assists in the development and implementation of program strategies	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE	360	Clean, maintain, check and inspect City vehicles/Deliver vehicles for unclean and repair as need Assist	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	760.5	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to families as needed.	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	Annuitant	523.5	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	Annuitant	320.7	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75021 - 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	Annuitant	498	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE	98	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
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE	171.5	Respond to inspection questions from permit infor and permit questions portal	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	234.25	Develop policy and procedures for permit and fiscal operations.	COMPLIANT
PLANNING AND BUILDING	Vo	Minh	84452 - Inspections: Residential Building	10/15/2022	ELDE		Inspect building and structure for code compliance	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Gahrahmat	Dahrian	106210 - Police Personnel	10/29/2022	ELDE		Administrative support	COMPLIANT
POLICE	Harris	Regina	103310- Communications Unit	3/19/2022	TCSE	41	Create a comprehensive improvement plan for the communication division	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	694.5	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	564	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Marshall	LaRajia	106510- Fiscal Services	5/14/2022	ELDE		Assist with developing and administering budgets	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		Develop comprehensive health and wellness program for OPD employees	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	518.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
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	487.5	Providing support in Crim Lab Firearms Unit	COMPLIANT
POLICE COMM	Anderson	Leigh	66311- Inspector General	4/16/2022	ELDE		Assist in the strategic planning of conducting independent police 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	COMPLIANT
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	219.75	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	514	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	997.5	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	734	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	170.5	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	Sholanda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Muhammad	Cyril	70111 - Violence Prevention Administration	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70111 - Violence Prevention Administration	4/16/2022	ELDE		working with case managers with DVP's triangle response strategy for 24/7 sub-violence response	COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70111 - Violence Prevention Administration	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
<b>NON-COMPLIANT (0)</b>								



\*\*\* The November 2022 meeting was canceled.



# MEMORANDUM

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**DATE:** February 16, 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 Specification for Head Start Program Operations Manager

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Based upon a classification review requested by the Human Services Department (HSD), Human Resources Management (HRM) has proposed the creation of a new classification specification titled **Head Start Program Operations Manager**.

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 has been partnering 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 are coming related to other service areas, including operations and home-based services.

Last month, the Civil Service Board approved new classifications titled Early Childhood Education Manager and Early Learning Specialist. More classifications, including this month's Head Start Program Operations Manager, will be routed to the Board for approval in the coming months.

A summary of the duties expected to be performed by this classification is provided below:

Responsible for planning, implementing, and overseeing program operations including: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Health, Family & Community Engagement Services (wrap-around services); data systems; and Ongoing Monitoring and Continuous Quality Improvement (CQI). The incumbent facilitates achievement of program goals and the delivery of effective, high-quality program services; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

The budget already contains a placeholder position, which will be converted once the new classification is fully established. The approved description will be used for the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives began

**CIVIL SERVICE BOARD**

Subject: Head Start Program Operations Manager Classification Specification

Date: February 16, 2023

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discussing the item in December 2022. Overall concerns from union members about potential impacts from the proposed changes in structure and program delivery were comprehensively explored earlier in 2022. Therefore, only minor concerns were discussed to ensure that the description accurately reflects expectations, roles, and responsibilities under the new structure. Meetings were held in December 2022 and January 2023 and recently concluded. The union sent an email on January 30, 2023 stating that there are no objections to the proposed new classification.

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 April/May 2022. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Head Start Program Operations Manager** classification specification.

**Attachments:** Proposed new Head Start Program Operations Manager classification specification.





# HEAD START PROGRAM OPERATIONS MANAGER

**DRAFT**  
Jan. 2023 to CSB

**Class Code: MAXXX FTE**

**Civil Service Classified**

## **DEFINITION**

Under direction in the Human Services Department, plans, implements, and oversees program operations including: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Health, Family & Community Engagement Services (wrap-around services); data systems; and Ongoing Monitoring and Continuous Quality Improvement (CQI). The incumbent facilitates achievement of program goals and the delivery of effective, high-quality program services; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is a management classification with responsibility for overseeing Head Start operations and program services. 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 incumbent receives direction from the Human Services Manager and exercises supervision over assigned professional administrative, and support staff.

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

Manage the administration of program operations such as ERSEA, Health, Family & Community Engagement Services, Data Systems, and Ongoing Monitoring and CQI and serve as technical expert in these areas; ensure seamless integration of all comprehensive services with program operations.

Plan and implement program operations in collaboration with Head Start Management staff to build a culture of excellence, accountability, and continuous improvement towards quality thresholds.

Perform short- and long-range planning for 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 program operations staff; provide for staff training and development.

Collaborate with program staff to monitor and meet the Head Start Program's Health and Safety requirements.

Ensure there is an approved 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 related to recruiting, classification, training, payroll, employee

relations, and personnel rules and regulations regarding program operations staff.

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

Oversee completion of regular assessments and monitoring including the annual Community Assessment, Self-Assessment, Program Indicator Report, Annual Report, and Ongoing Monitoring Plan and Strategic Planning.

Design and implement database systems and applications for all service areas.

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

Ensure deadlines, goals, and objectives are met using analytics to identify risks and realign operations strategy.

Serve as a Program Operations expert to the Head Start Program and the Human Services Department.

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

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

Develop, administer, and monitor the program operations budget in consultation with the fiscal team and management staff.

Actively collaborate with parents, staff, governing bodies, local 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.

## **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.
- Family strengthening and community engagement strategies that interrupt the cycle of poverty.
- Principles and techniques of coaching 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, database design, and report generation.

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 operations program 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.
- 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.
- Ensure quality data for use in planning, evaluating, decision-making, and communicating information and continuous quality improvement.
- Establish efficient processes for collecting, aggregating, analyzing, and synthesizing data.
- Train operations 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 from an accredited college or university in education, public health, family administration services, social work, child development, human services or a related field is required. A Master's degree is highly desirable.

### **Experience:**

Three (3) years of progressively responsible program administration and management experience associated with educational, social services, and/or family development, including at least one (1) year of supervisory or management experience. Previous experience interfacing with data systems, data analytics, data-driven decision-making, and/or fiscal management/administration 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, Pediatric CPR and First Aid certifications within ninety (90) days of employment.

Program Director Child Permit is highly desirable.

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 (tuberculosis) screening, and obtain required immunizations, and provide up to date immunization records (annually or when expired) as required.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>				
Established	/ /	CSB	Resolution	Salary
:		#:44873		Ordinance #:
Exempted:	Y <input type="checkbox"/>	Exemption		
	N <input type="checkbox"/>	Resolution #:		
Revision	/ /	CSB Resolution		
Date:		#:		
Re-titled	/ /	CSB	Resolution	Salary
Date:		#:		Ordinance #:
(Previous title(s): )				



# MEMORANDUM

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**DATE:** February 16, 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 Request for Exemption from Civil Service and Approval of New  
Classification Specification for Manager, Training and Organizational  
Development

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Based upon a classification review at the request of the Human Resources Management (HRM) Department, staff has proposed the creation of a new classification: **Manager, Training and Organizational Development**. This new classification is being created to oversee and carry out training and organizational development operations for the entire City. Citywide Training has been managed in a variety of ways over the past two decades but it is evident that the City requires a more comprehensive approach through a dedicated manager position, including oversight of the implementation of an automated learning platform, to ensure that staff has more learning opportunities to expand their skills in the organization and participate in continuous learning. Further, there is an increased need for tracking and monitoring training objectives and attendance for important compliance purposes. Lastly, the role has been elevated in recent months by an emerging focus on addressing systemic racism in City policies and procedures and utilizing an equity lens to ensure more equitable practices citywide.

The new classification will be responsible for: using a full range of professional, supervisory, and management level skills with responsibility for training and organizational development initiatives including diversity, equity, and inclusion, harassment, new employee and new supervisor orientation, career development, and other competencies; performing assessments and needs analysis to identify areas of growth and employee development in compliance with the City's mission and goals; developing training sessions, presentations, and curricula; implementing and utilizing online training platforms; advising management on a variety of training and organizational development matters; training, evaluating, and supervising assigned staff; and performing related duties as assigned. The authority and responsibility of this position are commensurate with other Manager classifications across the City in the UK2 representation unit.

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

**CIVIL SERVICE BOARD**

Subject: Manager, Training & Organizational Dev. – Exemption and Classification Specification Approval

Date: February 16, 2023

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This is an expert level, management classification responsible for developing and approving policies and ensuring compliance while governing training and organizational development program areas having major impact on the attainment of the goals of the City. It will have overall responsibility for daily operations in a division of the department and is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex; and the individual in the classification must deal with challenging and sensitive matters with the potential for a high consequence of error. Staff recommends exempting the classification from the provisions of civil service for the reasons cited above.

This classification is not represented by an employee bargaining group. Therefore, mandatory bargaining obligations do not apply.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Manager, Transportation from the provisions of civil service. The resolution was approved at the City Council meeting on December 6, 2022; a copy of the executed resolution is attached.

The salary ordinance amendment to add this new classification to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on December 20, 2022.

There is one vacancy. The new classification specification will be used for the exempt hiring process.

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

- Attachments:**
- A. Proposed Manager, Training and Organizational Development classification specification.
  - B. City Council Resolution Recommending Exemption of Manager, Training and Organizational Development.



# MANAGER, TRAINING AND ORGANIZATIONAL DEVELOPMENT

Class Code: MAXXX FTE      Exempt

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## DEFINITION

Under administrative direction in the Human Resources Management (HRM) Department, uses a full range of professional, supervisory, and management level skills with responsibility for training and organizational development initiatives including diversity, equity, and inclusion, harassment, new employee and new supervisor orientation, career development, and other competencies; performs assessments and needs analysis to identify areas of growth and employee development in compliance with the City's mission and goals; develops training sessions, presentations, and curricula; implements and utilizes online training platforms; advises management on a variety of training and organizational development matters; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a management level classification with responsibility for the overall administration of citywide training and organizational development programs. The incumbent works independently with limited supervision and regularly exercises considerable discretion and latitude of judgment in the formulation and development and recommendation of policies and procedures. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position has been exempted from the regulations of the Civil Service Board. This classification is distinguished from the higher level Director of Human Resources Management in that incumbent of the latter directs, plans, manages, and administers the functions of an entire department.

The incumbent receives direction from the Director and exercises direction over professional, technical, and administrative staff.

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

Manage, plan, and implement a variety of training and organizational development programs using an equity lens; comply with federal, state, and local regulations; maintain thorough recordkeeping for program monitoring and evaluation purposes.

Develop and manage the implementation of short-term and long-term goals, objectives, policies, procedures, and work standards that meet the needs of employees and City administration; manage the training calendar and coordinate related events.

Develop, recommend, and update training programs and curricula in accordance with department needs and in accordance with applicable mandates and guidelines; assist non-trainers with presentation development and preparation.

Continuously monitor and evaluate training and organizational development program effectiveness and convey program successes; review and compile training feedback.

Implement and utilize online/automated training platforms and multimedia options in the

delivery of training.

Remain current with emerging trends, tools, and innovation in the fields of training and organizational development.

Assist in the development of the division budget; assist with forecasting expenditures related to equipment, materials, and supplies; manage and administer contracts; utilize cost-effectiveness measures.

Oversee and prepare a variety of surveys and reports relating to training and organizational development operations.

Develop specific proposals and assist in the preparation of specifications and Requests for Proposal for services; evaluate contractors and external training programs.

Coordinate with outside agencies, consultants, and vendors to expand training capacity.

Assist with the preparation or review of reports for the Director, City Administrator or City Council; collect, analyze, and interpret a wide variety of training-related information and data.

Select, supervise, train, and evaluate assigned staff.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles, theories, and practices of training, employee development, adult education, and curriculum development.
- Training techniques, modalities, tools, and materials.
- Principles and practices of organizational development, assessment, and needs analysis.
- Techniques related to group facilitation and conflict resolution.
- Federal, state, and local laws, regulations, and guidelines related to training, organizational development, and human resources management.
- Program administration and evaluation.
- Report writing and data analysis.
- Principles and practices of supervision, training, and performance evaluation.
- Records management systems.
- Computer systems and software applications including online training platforms.

Ability to:

- Translate organizational goals into training goals and curriculum.
- Plan, manage, implement, and deliver training and organizational development initiatives; recommend improvements.
- Utilize an equity lens to ensure accessibility and prevent/remove artificial barriers to training resources and delivery.
- Develop training presentations and curricula; assist non-trainers with presentation development.
- Utilize multiple training modalities and multimedia tools and resources.
- Collect, analyze, and interpret a wide variety of information and data; make recommendations.



- Prepare and present clear, concise, and accurate reports.
- Make presentations to diverse audiences in large and small, in-person and online group settings.
- Develop, interpret, and apply regulations, policies, procedures, and guidelines.
- Effectively communicate in both oral and written formats.
- Assign, supervise, train, and evaluate the work of assigned staff.
- Oversee and implement online/automated training platforms and systems.
- Monitor and track participant information and records; meet training goals and objectives.
- Evaluate training participation and goals and convey program effectiveness; review and compile feedback.
- Utilize computer systems and related software programs including online training platforms.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATIONS**

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

**Education:**

A Bachelor’s degree from an accredited college or university in training and development, education or instructional design, human development, human resources, public or business administration, social science or a closely related field. A Master’s degree is highly desirable.

**Experience:**

Five (5) years of progressively responsible work experience in training administration and/or organizational development, including two (2) years of supervisory or management experience. Previous experience in a public sector and/or unionized environment is highly desirable.

**LICENSE OR CERTIFICATE**

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

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

2022 DEC -5 PM 4:45  
FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY'S OFFICE

# OAKLAND CITY COUNCIL

RESOLUTION NO. 89498 C.M.S.

INTRODUCED BY COUNCIL MEMBER [IF APPLICABLE]

## RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THE EXEMPTION OF THE CLASSIFICATION OF MANAGER, TRAINING AND ORGANIZATIONAL DEVELOPMENT FROM THE OPERATION OF CIVIL SERVICE

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

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

**WHEREAS**, the Manager, Training and Organizational Development is an expert level classification in various aspects of training and organizational development, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

**WHEREAS**, the Manager, Training and Organizational Development is a management level position with overall responsibility for training operations staff that is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and

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

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

**FURTHER RESOLVED:** That that the Civil Service Board is hereby requested to approve such exemption

IN COUNCIL, OAKLAND, CALIFORNIA, DEC 06 2022

PASSED BY THE FOLLOWING VOTE:


AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND ~~ABSENT FOR UNADJUDGED~~ = 7

NOES - 0

ABSENT 0

ABSTENTION 0

1 Excused  
X&OhfA-'

ATTEST:   
ASHA REED  
City Clerk and Clerk of the Council of the  
City of Oakland, California