



CIVIL SERVICE BOARD MEETING AGENDA

Date: May 18, 2023

OPEN SESSION 5:30 p.m.

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE MAY 18, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no Provisional Appointments this month.

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

- Oakland Public Library Department (5)

c) Approval of Revised Classification Specifications (2)

- Park Supervisor I
- Community Intervention Specialist (MACRO)

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of April 20, 2023 Civil Service Board Meeting Minutes | ACTION |
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |

6) NEW BUSINESS:

- There is no New Business this month.

CLOSED SESSION AGENDA**ROLL CALL**

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1:

1) Personnel Matter for Public Employee: 6.04 – Appeal of Probationary Release: HRM-2023-AP01**2) Personnel Matter for Public Employee: 9.07- Medical Separation: Port-2023-AP01****3) Personnel Matter for Public Employee: 6.04- Appeal of Probationary Release: Port-2023-AP02**

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

7) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

8) OPEN FORUM

9) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 15, 2023. All materials related to agenda items must be submitted by Thursday, June 1, 2023. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



MEMORANDUM

DATE: May 18, 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.

James, Eric	Library Aide	Oakland Public Library Department	May 18, 2023- May 24, 2023	CSR 8.07(c)
Reese, Blair	Library Aide	Oakland Public Library Department	April 17, 2023- April 18, 2023	CSR 8.07 (c)
Flynn, Julia	Library Assistant	Oakland Public Library Department	May 26-27, 2023- June 01-03, 2023	CSR 8.07 (c)
Membreno, Brenda	Senior Library Assistant	Oakland Public Library Department	May 26, 2023- May 26, 2023	CSR 8.07 (c)
Shaw, Rainn	Senior Library Assistant	Oakland Public Library Department	May 19, 2023- May 24, 2023	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Print Form

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 4/14/23

Department/Division Oakland Public Library Employee Job Title Library Aide

Request: 5 Days Hours From 5/18 To 5/24
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave FMLA
(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] 4/14/23
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 4/20/23
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Blair Reese Employee's ID 17770 Today's Date 4/26/2023

Department/Division Library Employee Job Title Library Aide

Request: 8.25 Days Hours From 4/17/23 To 4/18/23
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Blair Reese 4/26/2023
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/1/2023
 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 SLV - Sick Leave (no pay)

FDN - Family Death (no pay) ANP - Miscellaneous (no pay)

MNP - Military Leave (no pay) Parental Leave (no pay)

Employee's Name Julia FLYNN Employee's ID 15464 Today's Date 5/6/23

Department/Division OPL Employee Job Title LIBRARY ASSISTANT

Request: 5 Days Hours From 5/26 + 27 To 6/1, 2, 3

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
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SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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* 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.

Julia Flynn 5/6/23
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 5/9/23
 Department Head Approval Date

 City Manager Approval Date

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

Print Form



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- EDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- PNP - Parental Leave (no pay)

Employee's Name Brenda M. Membreno Employee's ID 21757 Today's Date 5/3/2023

Department/Division Oakland Public Library Employee Job Title Senior Library Assistant

Request: 6 Days Hours From 5/26 To 5/26
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
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* 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.

B. Membreno 5/3/2023
Employee's Signature Date

Civil Service Board Approval Date

[Signature] 5/3/23
Department Head Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Rainn Shaw Employee's ID 21278 Today's Date 4/22/2023

Department/Division Library/TLL Employee Job Title Sr. Library Assistant

Request: * 3 days Days Hours From 5/19/2023 To 5/24/2023
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)

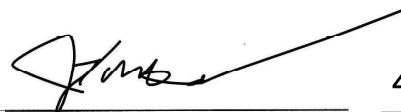
* Additional Information

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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.


 Employee's Signature _____ Date 4/22/2023

 Civil Service Board Approval Date


 Department Head Approval _____ Date 4/25/2023

 City Manager Approval Date

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



MEMORANDUM

DATE: May 18, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Park Supervisor I

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revisions to the **Park Supervisor I** classification specification. It was last revised in November 2018.

Staff conducted survey work to analyze the minimum qualifications of comparable positions at comparator agencies. The results suggested that the City currently requires higher qualifications than other organizations. It is critical for the City to remain competitive in this tight labor market so recommendations were made to “right-size” the qualifications without compromising quality or expertise.

Two changes are necessary to reduce artificial barriers that have affected the pool of available applicants:

- (1) In the Education section of the Minimum Qualifications, the required college coursework in landscape horticulture or botany is being reduced from 18 to 12 semester (or quarter equivalent) units. This adjusted threshold is better aligned with competitor agencies. The department truly values specialized knowledge and will continue to promote the City’s tuition reimbursement policy to support employees with their continuing education efforts.
- (2) The State of California Pesticide Application Certificate is no longer necessary at this level in the organization. Instead of possession of this certification by the end of the probationary period, it will become highly desirable.

There are currently three (3) vacancies. The revised classification specification will be used to initiate an upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met in April 2023 to discuss the changes. In an email dated April 27, 2023, the union confirmed that they have no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Park Supervisor I** classification specification.

Attachment: Revised draft Park Supervisor I classification specification.



PARK SUPERVISOR I

Class Code: SC193 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Oakland Public Works Department, uses a full range of technical, professional and supervisory level skills to organize direct, and implement a park maintenance program; prepare work schedules; handle complaints; complete special projects; ensure safe work practices; train and supervise assigned staff; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Park Supervisor I is a first level supervisory classification. Incumbents perform a variety of supervisory tasks involving park maintenance and horticultural work. This classification differs from a Park Supervisor II in that the latter must understand, formulate, and implement departmental goals and objectives.

Incumbents receive direction from the Park Supervisor II. Exercises general supervision over Park Attendants, Gardeners I and II and Gardener Crew Leaders, Park Equipment Operators, Irrigation Repair Specialists, court-assigned personnel and volunteers.

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

Plan, assign, and supervise gardening and maintenance work in and around city parks, traffic medians, City properties including public swimming pools, recreation centers, and libraries.

Prepare daily and weekly work schedules for maintenance crews; inspect assigned areas on a regular basis.

Ensure safe work practices; provide training in the use of park maintenance equipment, pesticide and fertilizer application equipment, and landscape maintenance tools and equipment.

Review landscape or irrigation plans and provide written comments.

Develop and implement special projects, including the renovation and expansion of parks, the development of maintenance standards for new and existing parks, and the collection of maintenance data.

Handle complaints and answer questions from the public regarding park maintenance.

Supervise and participate in skilled work in the planting, propagation, and care of shrubs, flowers, and lawns.

Coordinate maintenance for special events and volunteer clean-up activities, weekend or holiday litter removal; irrigation system repairs.

Select, train, supervise, and evaluate subordinate staff.

Park Supervisor I

Page 2

Prepare and maintain records and reports.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Horticultural methods and practices pertaining to the planting, cultivating, propagation, and care of shrubs, flowers, trees, and lawns.
- Tools and equipment used in park maintenance work.
- Pesticide regulations and application techniques.
- Safety rules, procedures, and practices.
- Computer systems and software applications.
- Public contact and community relations.
- Principles of supervision, training, and development.

Ability to:

- Plan, organize, direct and evaluate a park maintenance program.
- Communicate effectively in both oral and written form.
- Maintain accurate records; prepare clear, concise reports.
- Supervise, train, and evaluate assigned staff.
- Promote and enforce safe work practices.
- Use a personal computer, mouse and keyboard. Perform data entry into computerized work management system. Generate computerized reports.
- Perform simple arithmetical calculations used in measurement, preparation, and application of fertilizing products.
- Prepare brief, accurate oral and written reports relating to work performed.
- Establish and maintain effective working relationships with those contacted in the performance of required duties; work with community volunteers and court assignees.

MINIMUM QUALIFICATIONS

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

Education:

Equivalent to the completion of the twelfth grade, plus the successful completion of a minimum of ~~twelve eighteen~~ (12~~8~~) semester (or equivalent quarter) college level units in landscape horticulture or botany that cover the required subject areas of introduction to landscape horticulture, plant terminology, weed identification, irrigation, turf management, ornamental plant identification, pruning, or related coursework. Six (6) units of supervisory courses are highly desirable. A Bachelor's degree from an accredited college or university in horticulture or botany may be substituted for two (2) years of work experience.

Experience:

Four (4) years of progressively responsible experience in gardening or general park maintenance, including one (1) year of lead direction.

Park Supervisor I

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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.

Possession of a State of California Pesticide Application Certificate is highly desirable~~must be obtained by the end of the probationary period and maintained throughout employment with the City of Oakland.~~

Possession of a Bay-Friendly Landscape Professional Certification is highly desirable.

OTHER REQUIREMENTS

Work irregular hours and shifts as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY				
Established:	7/22/1993	CSB Resolution #:	44287	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:		
Revision Date:	06/21/2018	CSB Resolution #:		
Revision Date:	04/11/2013	CSB Resolution #:	44618	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):)			



MEMORANDUM

DATE: May 18, 2023

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

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

SUBJECT: Approval of Revised Classification Specification for Community Intervention Specialist (MACRO)

Based upon a classification review requested by the Oakland Fire Department (OFD), Human Resources Management (HRM) has proposed revision of the classification specification for **Community Intervention Specialist (CIS)**. This new classification was created in August 2021.

The Mobile Assistance Community Responders of Oakland (MACRO) Program was established nearly two years ago. Classification specifications were created based on the vision of the program. A CIS and an Emergency Medical Technician (EMT) comprise two-person crews that are dispatched in response to low-level emergency and non-emergency calls to provide basic life support and referrals for service to individuals who are exhibiting distress.

The MACRO Program has been successful during the pilot period, and additional positions are being added to expand the program. While initial employees were hired in a temporary capacity to staff up the crews, recruitment and selection processes were recently conducted. The majority of the temporary staff earned placement on the eligible lists and transitioned to permanent CIS and EMT positions earlier this year. Multiple vacancies still exist as additional positions were allocated in the budget. The revised job description will be used for the upcoming job posting.

However, concerns were raised about the need for the Community Health Worker (CHW) certification. The City routinely applies an equity lens to its business practices and took the opportunity to reevaluate the minimum qualifications of the CIS position. Upon further review, it was determined that the CHW certification is not actually required. Ample training is provided to MACRO employees to ensure they are adequately skilled in the areas of health, social service resources, communication skills, advocacy, CPR, and basic community health worker skills. In response to those concerns, a revision was proposed to change the CHW certification from required (during probation) to highly desirable. The CHW is valuable, and OFD will continue to support employees who are interested in obtaining their CHW.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification specification. SEIU did not request to meet with the City because they fully support the CHW change; the union's concerns had already been vetted through their own internal discussions. In an email dated May 5, 2023, the union confirmed that there are no objections to the proposed revisions.

CIVIL SERVICE BOARD

Subject: Community Intervention Specialist Classification Specification

Date: May 18 2023

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Staff recommends that the Civil Service Board approve the proposed revised **Community Intervention Specialist** classification specification.

Attachment: Proposed revised Community Intervention Specialist classification specification.



COMMUNITY INTERVENTION SPECIALIST

Class Code: PPXXX FTE

Class Code: PPXXX PPT

Class Code: PPXXX PT

Civil Service Classified

Civil Service Classified

Exempt

DEFINITION

Under general supervision in the Oakland Fire Department (OFD), participates as a member of a Mobile Assistance Community Responders of Oakland (MACRO) crew, partners with the Emergency Medical Technician with administering basic life support and performs basic first responder aid in support, serves as a liaison between health/social services and the community, responds to low-level emergency and non-emergency calls to provide assistance to individuals who may be experiencing mental health incident or demonstrating other immediate needs, advocates for the community, provides referrals to a variety of health and wellness services, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Incumbents are responsible for utilizing public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention. Incumbents perform work requiring the exercise of sound judgment in assessing members of the community, carrying out appropriate responses, and making referrals to the appropriate services. This classification is distinguished from the Emergency Medical Technician in that the latter is responsible for providing basic life support.

Incumbents receive supervision from MACRO Program Manager and may receive direction from the Fire Division Manager who oversees Medical Services.

EXAMPLES OF DUTIES –

Duties may include, but are not limited to, the following:

- Respond to low-level emergency and non-emergency calls to serve as a liaison between health/social services and the community; assist with crisis management; deescalate tense situations.
- Interact with individuals in a respectful and dignified manner using a culturally competent and trauma-informed approach; establish trust; seek answers to questions to better understand the situation.
- Assess each situation quickly and thoroughly; determine the best course of care for the individual to meet short-term health and emotional needs in conjunction with other MACRO crew members.
- Provide referrals to health and wellness services and other suitable agencies; acknowledge and help to address health disparities in Oakland's community by advocating for individuals in arranging health and wellness services and follow-up appointments.
- Establish and maintain contacts with community-based service organizations and resources; collaborate with City and County partners to align efforts and sustain a network of intervention services and violence prevention; may provide feedback regarding testimony and reporting out

to advisory councils, commissions, and boards.

Drive a City vehicle to respond to low-level emergency and non-emergency incidents as dispatched; maintain awareness of Oakland geography; utilize maps and traffic navigation platforms to report to call locations in a timely manner.

Operate radio and other communication equipment and electronic mobile devices.

Document all observations and actions using program-specific forms and standards; complete reports and records; perform data entry as needed; maintain confidentiality of information.

Maintain effective community relations by using empathy, patience, tact, and courtesy when serving and delivering services to the community.

Attend community meetings, staff meetings, and training.

Promote community education, community-based counseling, social support, and advocacy; participate in outreach activities.

Cultivate, foster, and maintain positive working relationships among crew members and with those contacted in the performance of duties, including co-workers and supervisory staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oakland's diverse communities, including intersections between a variety of demographic, social dynamic, and community issues.
- Principles and best practices in the field of intervention, with emphasis on public health, trauma informed, harm-reducing, restorative approaches towards community healing, engagement, and empowerment.
- Principles and techniques of interviewing and (diagnostic) assessment.
- Public contact and community engagement techniques that foster collaborative community exchanges.
- Available health and wellness resources in the City, county, and state.
- Interviewing and counseling techniques.
- Applicable laws, ordinances, departmental standard operating procedures, and regulations.
- Vehicle communication equipment.
- Local geography and the use of maps and traffic navigation platforms.
- Reports and recordkeeping.
- Basic computer systems and software applications, electronic equipment, and other electronic mobile devices to perform data entry and recordkeeping.

Ability to:

- Relate to the needs of a diverse community using a trauma-informed approach.
- Assess an individual's mental, social, and functional status; engage individuals in the problem-solving process, as applicable.
- Work effectively as part of a MACRO crew with minimal supervision in an environment of competing, urgent priorities, and community scrutiny.
- Interact appropriately with the community in emergency and non-emergency situations; treat all persons with empathy, tact, dignity, and respect.
- Coordinate efforts with other first responders on scene.
- Perform under difficult and stressful conditions and manage confrontations with community members who may be or become hostile.

- Recognize relevant information and make informed decisions by analyzing information in a timely and appropriate manner.
- Consider the consequences of decisions and involve a supervisor in the decision-making process when appropriate.
- Exercise sound independent judgment within general policy guidelines.
- Safely operate a City vehicle.
- Utilize maps and traffic navigation platforms to arrive at call locations in a timely manner.
- Read and write the English language.
- Express thoughts in a clear, understandable, and respectful manner.
- Communicate effectively and persuasively in both oral and written format with individuals from diverse ethnic and socio-economic backgrounds; speak in large and small group settings; intervene on behalf of a community member.
- Maintain accurate and up-to-date records.
- Prepare clear and concise reports, records, and other written materials; maintain confidentiality of information.
- Perform data entry and use computer systems and software applications such as Microsoft Word and Outlook; operate electronic equipment and other electronic 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:

High school diploma or equivalent. Accredited coursework or a degree in social work, sociology, counseling, psychology, gerontology, health services, human services or related field is desirable.

Experience:

Two (2) years of experience serving in an advocacy/outreach/support role, providing referral services, and engaging heavily with the community. Personal or familial lived experience with mental health conditions, alcohol or other substance abuse, houselessness, detention/incarceration and/or violence is highly desirable. Experience in public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention is desirable. Experience working with Oakland community members is highly desirable.

LICENSE OR CERTIFICATE

Possession of a Community Health Worker (CHW) certification is highly desirable~~must be obtained during the probationary period and maintained during employment.~~

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a valid

California Class “C” issued by DMV throughout the tenure of employment.

Possession of a Cardiopulmonary Resuscitation Certificate (CPR), Automatic External Defibrillator (AED), and First Aid trained by the end of the probationary period.

OTHER REQUIREMENTS

Candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

Must be a U.S. citizen or legally authorized to work in the United States.

Must have an acceptable driving record.

May be required to wear a uniform when on duty and out in the field.

Bilingual skills are highly desirable.

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

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established	08/19/2021	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):)		



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – May 18, 2023**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
PBD-2022-AP02	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	TBD	Referred to Hearing Officer (still pending)
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	7/06/2023-7/11/2023	Referred to Hearing Officer
HRM-2023-AP01	Human Resources Analyst	Human Resources Management Department	6.04- Appeal of Probationary Release	05/18/2023	
PORT-2023-AP01	Port Delivery Person	Port of Oakland	9.07- Medical Separation	05/18/2023	
PORT-2023-AP02	Administrative Specialist	Port of Oakland	6.04- Appeal of Probationary Release	05/18/2023	

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

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

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CIVIL SERVICE BOARD MEETING AGENDA

Date: April 20, 2023

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco; Michael Brown; Brooke Levin (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
Marijess De Guzman, Human Resource Technician/Staff to the Board
Caryl Casden, Attorney to the Board

The following options may be available to observe this meeting:

Online video teleconference (via ZOOM):

Click on the link to join the webinar:

<https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSIHvWHRJa2l1T1RDZFFpQT09>

Meeting ID: 869 0003 5016 Passcode: CSB2023

One tap mobile

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

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

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

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

Webinar ID: 869 0003 5016 Passcode: 6922601

Find your local number: <https://us02web.zoom.us/j/86900035016?pwd=QTJwZ0JHSIHvWHRJa2l1T1RDZFFpQT09>

OPEN SESSION AGENDA

ROLL CALL

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

1) PUBLIC COMMENT:

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

No speakers

2) APPROVAL OF THE APRIL 20, 2023 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45196 A motion was made by Member Williams and seconded by Vice Chair Baranco to approve the April 20, 2023 Civil Service Board Meeting Agenda.

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

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointment (0)
 - There are no Provisional Appointments this month.
- b) Approval of Employee Requests for Leave of Absence (10)
 - Oakland Fire Department (2)
 - Oakland Economic & Workforce Development Department (1)
 - Oakland Department of Transportation (1)
 - Oakland Housing and Community Development (1)
 - Oakland Office of the City Attorney (1)
 - Oakland Police Department (1)
 - Oakland Public Library Department (3)
- c) Approval of Revised Classification Specifications (1)
 - Ethics Analyst II

45197 A motion was made by Member Williams and seconded by Member Brown to approve the April 20, 2023 Consent Calendar.

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

Board Members Absent: Levin

6) OLD BUSINESS:

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

45198 A motion was made by Member Brown and seconded by Member Williams to approve the March 16, 2023 Regular Meeting Minutes.

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

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

45199 A motion was made by Member Brown and seconded by Member Williams to remove the Quarterly Measure Q Report but allow any future issues related to Measure Q hiring efforts to come back to the Civil Service Board for review as needed.

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

7) NEW BUSINESS:

- a) Quarterly Update per Section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Studies Currently Under Review INFORMATION
- b) Leave of Absence Approval Process INFORMATION

- Director Appleyard discussed leave of absence approval process. Will be conducting analysis and will bring recommendations to the Board.

INFORMATION

- c) Call center contact information related to City's ransomware attack (866) 869-1861. It is open Monday through Friday, 8:00 AM to 5:00 PM, Pacific Time.

8) ADJOURNMENT**45200 A motion was made by Member Williams and seconded by Member Brown to adjourn the meeting.**

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

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

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

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



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

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

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

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

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (8)								
ITD	Bhatnagar	Amit	46111 - Administrative Services	4/2/2022	ELDE		Provide support with Oracle reporting and data extraction and City's Oracle EBS and fashion middleware products	COMPLIANT
FIRE	Freeman	Jacqueline	20914 - MACRO	1/7/2023	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Leeper	James	20711 - Emergency Services Program Unit	4/4/2011	TCSE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provide support to Community Housing	COMPLIANT
PLANNING AND BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	10/15/2022	ELDE		Support Permit Services counter	COMPLIANT
PLANNING AND BUILDING	Vo	Minh	84452 - Inspections: Residential Building	10/15/2022	ELDE		inspect building and structure for code compliance	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70111 - Violence Prevention Administration	4/16/2022	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response.	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70211 - Oakland Unite	3/4/2023	ELDE		Provide case manager assistance	COMPLIANT
NEW THIS PERIOD (6)								
DOT	Evans	Alexander	35231 - Street Lighting Admin	4/15/2023	ELDE		Prepare City reports and educate local elected officials on the teams legislative items	COMPLIANT
HUMAN SERVICES	King	Jennifer	75631 - Senior Center Unit	4/15/2023	TCSE	67.5	Teach and/or lead program and classes in field of expertise	COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	4/29/2023	TCSE		Reviewing and assisting with preparation of staff reports to support the dept. activities	COMPLIANT
MAYOR	Poblete	Pati	01111 - Mayor - Administration Unit	4/8/2023	TCSE	112.5	Manage, advise and facilitate all communications for the Mayor's office	COMPLIANT
PUBLIC WORKS	Andersen	Joseph	30541 - Equipment Services Administration	4/15/2023	TCSE	75	Provide support to Equipment service unit	COMPLIANT
PUBLIC WORKS	Loman	Alexius	30557 - Facilities: Structural	4/29/2023	TCSE		Provide administrative support to dept.	COMPLIANT
COMPLIANT (90)								
ANIMAL SERVICES	Huang	Tracy	62111- Animal Services	9/17/2022	TCSE	176	Provide support to the department	COMPLIANT
CITY ATTORNEY	Rupani	Seema	04411 - Affirmative Litigation	3/18/2023	ELDE		Work on litigation, legislation and policy work related to advancing racial, environmental and economic	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CITY ADMINISTRATOR	Carney	Patrice Lorraine	02151 – City Administrator Call Center	1/21/2023	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Smith	Jalilah Amirah	02151 – City Administrator Call Center	12/10/2022	ELDE		Provide assistance to OAK311 Call Center	COMPLIANT
CITY ADMINISTRATOR	Tcruz	Rudi A	02112 – Communications & Media	1/21/2023	TCSE		Assist Communications and Media Division	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 – City Attorney Administration Unit	9/8/2020	TCSE	606	Provide support to department	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 – City Auditor Unit	5/29/2021	TCSE/ Annuitant	638.5	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 – City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	McBride	Dominique	66311- Inspector General	2/18/2023	ELDE		Assist the IG in strategic planning development, staff training, project priorities and OIG management	COMPLIANT
CPRA	Morris	Shayleen	66311 – Inspector General	7/23/2022	ELDE		Conduct impartial, objective performance audits and compose reports	COMPLIANT
DEPT. OF TRANSPORTATION	Amate	David	35224 – Great Streets Maintenance Concrete and Guardrails	12/10/2022	TCSE/ Annuitant	452.5	Develop and monitor maintenance management program	COMPLIANT
DEPT. OF TRANSPORTATION	Krohn	Jeffrey S	35219 – Structures & Emergency Response	1/7/2023	TCSE	315	Serves as project manager for public improvements projects	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 – Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation)	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 – Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	661	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	540	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	Atkins	Laurence	08431 – Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Fong	Douglas	08721 – Treasury Operations Unit	12/24/2022	ELDE		Provide support to Treasury and Retirement unit	COMPLIANT
FINANCE	Gastelum Reyes	Oralia	08431 – Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Gebreysus	Helena Giday	08121 - Finance and Management: Payroll	2/4/2023	TCSE	435	Provides assistance to Payroll dept.	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	168.5	Assist department with data entry	COMPLIANT
FINANCE	Randolph	Camille	08431 - Business License Tax Unit	2/4/2023	ELDE		Provides assistance to Business Tax division	COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	6/18/2018	TCSE/ Annuitant	703.0	Temporary assistance to complete Capital projects and end of year financial statements	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	4/17/2023	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	64	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	Skillern	Sheryl	20331- Inspectional Services Unit	5/28/2022	TCSE	905	Reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	11/26/2022	TCSE/ Annuitant	328	Facilitates extensive interaction with Mayor, Council, community leaders.	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	554	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	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	901.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	10/15/2022	TCSE	649.75	Provide specialized assistance and/or work direction in a wide	COMPLIANT
HUMAN SERVICES	Bonnema	Kim	78231 - HS Classroom & Seasonal	1/7/2023	ELDE		Supervise Early Childhood Center Directors in day-to-day center	COMPLIANT
HUMAN SERVICES	Jacobs	Jacqueline	78362 - CSBG - Programs	10/29/2022	TCSE	482.01	Assists in the development and implementation of program	COMPLIANT
HUMAN SERVICES	Longo	Danielle	78411 - Community Housing Services	10/1/2022	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Luong	Michelle Ngoc Man	78231 - HS Classroom & Seasonal	11/26/2022	ELDE		Provide support to the department	COMPLIANT
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE	732.5	Clean, maintain, check and inspect City vehicles/Deliver vehicles for unclean and repair as need Assist	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	928.5	Pick up, sort and distribute materials	COMPLIANT
HUMAN SERVICES	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	8/20/2022	ELDE		Review health assessments & provide feedback and resources to	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	748	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

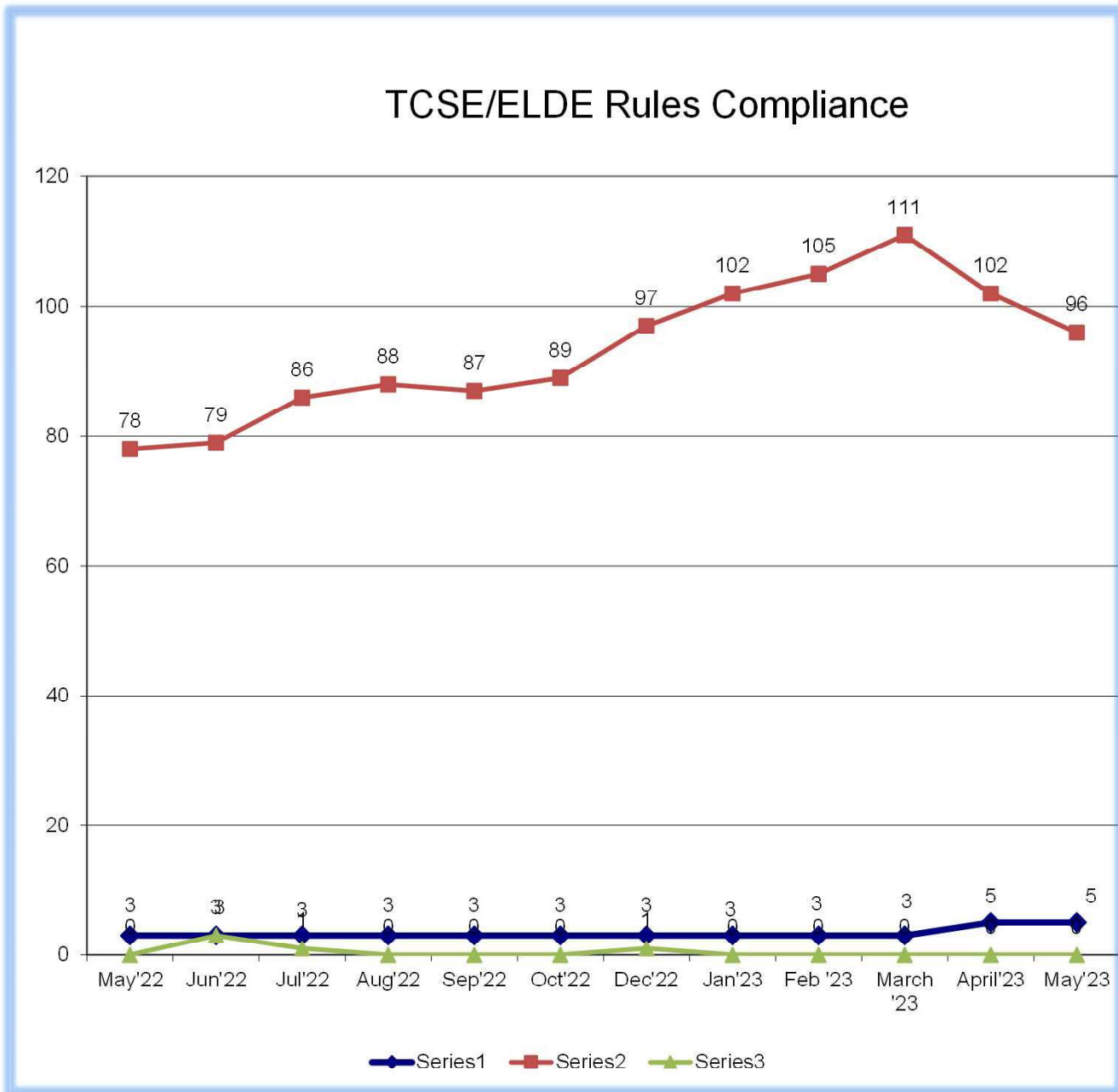
**CIVIL SERVICE BOARD
MAY MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HUMAN SERVICES	Wright	Carmen	78231 - HS Classroom & Seasonal	3/4/2023	ELDE		Provide support to the department	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	Annuitant	766	Assistance with Police/FIRE CAD and Records Management services.	COMPLIANT
ITD	Messac	Patrick	46531- Public Safety Applications	2/18/2023	TCSE	54		COMPLIANT
PARKS AND RECREATION	Zarate	Jovita	501210 - Budget and Fiscal	12/10/2022	TCSE	339	Assist department in processing accounts payable invoices	COMPLIANT
PLANNING AND BUILDING	Chen	QiaoFeng	84111 - Admin: Planning, Building &	2/4/2023	ELDE		Provides administrative support	COMPLIANT
PLANNING AND BUILDING	Dhamidharka	Anita Shirish	Neighborhood Preserv	12/10/2022	ELDE		Administrative support	COMPLIANT
PLANNING AND BUILDING	Gunari	Luke Charles	84229- Zoning	3/18/2023	ELDE		Permitting and schedule inspections. Prepare reports and provide telecom assistance	COMPLIANT
PLANNING AND BUILDING	Kato	Janice	84421 - Engineering: Permit Center	10/15/2022	TCSE	316.5	Respond to inspection questions from permit info and permit	COMPLIANT
PLANNING AND BUILDING	Khatoon	Alia	Neighborhood Preserv	2/18/2023	ELDE		Assist with System Configuration	COMPLIANT
PLANNING AND BUILDING	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	10/29/2022	TCSE	619.75	Develop policy and procedures for permit and fiscal operations.	COMPLIANT
POLICE	Bermudez	Ariana	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Dixon Jr.	Leonard Alfred	103242 - Records & Warrants	2/4/2023	ELDE		Completing overdue 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	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/	850.5	Per MOU Agreement; TCSE/	COMPLIANT
POLICE	Jones	Tracey	106410 - Police Information Technology	7/8/2022	ELDE		Assisting with NSA-related tasks and projects.	COMPLIANT
POLICE	Kong-Sanders	Kiley Racquel	103242 - Records & Warrants	2/4/2023	ELDE		Appraisals	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	814	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	Miles	Esandra Kay	101130 - Office of the Inspector General	12/24/2022	ELDE		Request to become compliant	COMPLIANT
POLICE	Nettles	Rechelle	103110 - Bureau of Services - Administration Unit	10/29/2022	ELDE		wellness program for OPD	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	725.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD	COMPLIANT
POLICE	Smith	Amina Mariama	101120 - Internal Affairs	12/24/2022	ELDE		Provide Administrative support	COMPLIANT
POLICE	Snowden	Sarah	103242 - Records & Warrants	10/29/2022	ELDE		Complete public records request	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	637.5	Providing support in Crim Lab Firearms Unit	COMPLIANT
POLICE	Thomas	Mark Darren	106610 - Background & Recruiting	3/4/2023	TCSE	8	Background Investigations	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	3/4/2023	TCSE		Background Investigations	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	243.5	Assist with creating digital campaign	COMPLIANT
PUBLIC WORKS	Barr	Adam	30682- Env Svcs Recycling & Solid Waste	4/29/2023	ELDE		Oversee the recycling hotline	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Ferguson	David	30111 - Director and Human Resources Unit	1/31/2023	TCSE	268	Direct and monitor the city's design and construction project	COMPLIANT
PUBLIC WORKS	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	305.5	Prepare review plans for specifications	COMPLIANT
PUBLIC WORKS	Hutchins	Thomas Lee	30652 - Landscape Maintenance	2/18/2023	TCSE	346	Assist Park and Tree services unit	COMPLIANT
PUBLIC WORKS	Kattchee	Susan	30611 - Facilities & Environ Asst. Director's Office	3/19/2022	TCSE/ Annuitant	220	Provide assistance in managing Public Works dept.	COMPLIANT
PUBLIC WORKS	Law	Allen	30244 - Sanitary Sewer Design	3/18/2023	TCSE	210	Project manage sewer and storm drainage capital projects and stormwater permit compliance	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/1/2023	ELDE		Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	211.5	Assistance in the OPW Training Program	COMPLIANT
VIOLENCE PREVENTION	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	Jackson- Jasper	Sholanda	70111 - Violence Prevention Administration	3/18/2023	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Liboiron-Cohen	Zachary Charles	70111 - Violence Prevention Administration	2/4/2023	ELDE		Support the implementation and coordination of Town Nights	COMPLIANT
VIOLENCE PREVENTION	Mora	Yvette	70211 - Oakland Unite	3/18/2023	ELDE		Provide gender-based violence case management. Administer intake and assessment and work with client on case plan completion	COMPLIANT
VIOLENCE PREVENTION	Webster	Destiny	70111 - Violence Prevention Administration	4/30/2022	ELDE		Providing support to develop and administer programs	COMPLIANT
VIOLENCE PREVENTION	Zamora	Maritza	70111 - Violence Prevention Administration	3/18/2023	ELDE		Provide administrative support	COMPLIANT

NON-COMPLIANT (0)



*** The November 2022 meeting was canceled.