



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

Date: October 20, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

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

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
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/86714976425?pwd=ZVpCOWNJUkFramY2b05tQjR1alh3UT09> 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
- 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: 867 1497 6425 Passcode: 7744737

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

COMMENT:

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

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE OCTOBER 20, 2022 CIVIL SERVICE BOARD ACTION MEETING AGENDA

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Discuss November 17, 2022 Civil Service Board Meeting Date/Conflicts ACTION

4) CONSENT CALENDAR: ACTION

a) Provisional Appointments (0)

- There are no provisional appointments this month.

b) Approval of Employee Requests for Leave of Absence (3)

- Oakland Police Department (2)
- Oakland Public Works Department (1)

c) Approval of Revised Classification specifications (2)

- Human Resource(s) Analyst and Human Resource(s) Analyst, Senior

5) OLD BUSINESS:

- a) Approval of September 15, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items ACTION
- 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:

- 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 Specifications Revisions Currently Under Review INFORMATION

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 17, 2022. All materials related to agenda items must be submitted by Thursday, November 3, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



MEMORANDUM

DATE: October 20, 2022

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

Fuller, Amber	Police Personnel Operations Specialist	Oakland Police Department	October 1, 2022 – September 30, 2023	CSR 8.07 (c)
Beere, James	Captain of Police	Oakland Police Department	July 9, 2022- TBD	CSR 8.07 (c)
Chang, Bert	Assistant Engineer II	Oakland Public Works Department	September 12, 2022- January 12, 2023	CSR 8.07 (c)

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Amber Fuller Employee's ID 16523 Today's Date 9/16/22

Department/Division Police Employee Job Title Police Personnel Operations Specialist

Request: _____ Days Hours From 10/1/22 To 9/30/23
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.

[Signature] 9/16/22
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 9/16/22
 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 James P. Beere Employee's ID 6153 Today's Date 7/9/2022

Department/Division OPD / Patrol Employee Job Title Captain of Police

Request: TBD Days Hours From 7/9/2022 To TBD
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.

James P. Beere 7/9/2022
Employee's Signature Date

[Signature] 7/9/2022
Department Head Approval Date

Civil Service Board 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 Bert Chang Employee's ID 20353 Today's Date 9/12/2022

Department/Division PWA/CM Group Employee Job Title Asst Engr II

Request: _____ Days Hours From 9/12/2022 To 1/12/2023
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?	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.

Bert Chang Digitally signed by Bert Chang
Date: 2022.09.12 10:25:49 -0700

9/12/2022

Employee's Signature

Date

Civil Service Board Approval

Date

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.



CITY OF OAKLAND

MEMORANDUM

DATE: October 20, 2022

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 Specifications for Human Resources Analyst and Human Resources Analyst (formerly titled Human Resource Analyst and Human Resource Analyst, Senior)

Based upon a classification review at the request of the Human Resources Management (HRM) Department, staff has proposed revisions to the **Human Resources Analyst** and **Human Resources Analyst, Senior** classifications. The Human Resources Analyst classification was established in June 1995 and has been revised twice (October 2014 and April 2016). The Senior Human Resources Analyst was established in February 1996 and revised in January 2014.

These positions are critical to the success of the overall City of Oakland organization. As an internal service department, HRM performs recruitment and selection processes to establish eligible lists for all departments to use to fill vacancies. HRM has been experiencing attrition in recent months, and there are several key vacancies to fill. HRM is proposing minor changes to the descriptions that will ensure the roles and functions of each level are clear. Further, the revisions will allow for a broader and more inclusive pool of applicants to be considered for these positions.

A variety of revisions are proposed:

- Edited the Minimum Qualifications sections of each classification to eliminate the governmental experience requirement; instead, this type of experience is being converted to highly desirable. Broadening the qualifying background is consistent with the City's goal to eliminate potential barriers to employment and allow more applicants into the candidate pool for consideration.
- Provided clarification regarding lead and supervisory functions across the two classifications.
- Inserted punctuation, word order, word choice, and template changes.
- Reordered some Examples of Duties.
- Lastly, added "s" to the word "Resource" in each classification title.

There are currently 11 budgeted positions across both classifications, and there are two (2) vacancies in each of the classifications for a total of four (4) current vacancies. The City Council

CIVIL SERVICE BOARD

Subject: HR Analyst and Senior HR Analyst Revised Classification Specification Approval

Date: October 20, 2022

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has authorized additional positions to be added to HRM in October 2022 and January 2023. The revised classification specifications are being used for these job postings, which will open for application mid-month.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified in August 2022 of the proposal to revise and retitle these classifications. City and union representatives met in August and September to discuss the potential impacts. Email exchanges also occurred to communicate concerns and offer possible clarifying language. In the end, the parties mutually agreed to incorporate additional changes to the job descriptions to ensure that member concerns were resolved. In an email dated October 6, 2022, the union conveyed that there were no residual concerns about the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Human Resources Analyst** and **Human Resources Analyst, Senior** as proposed.

Attachment: Proposed revised Human Resources Analyst and Human Resources Analyst, Senior classification specifications.



HUMAN RESOURCES ANALYST

AP203 FT	Civil Service Classified
AP204 FT (CONF)	Civil Service Classified
AP367 PPT	Civil Service Classified
AP201 PT	Exempt (902d)

DEFINITION

Under general supervision in the ~~Department of~~ Human Resources Management ~~Department~~, ~~uses a full range of perform~~ professional level ~~skills to perform journey level~~ human resources duties in the administration of recruitment and examination, classification and compensation, employee relations, employee training and organizational development programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Human Resource Analyst~~ ~~This~~ is the journey level in the professional Human Resources Analyst series. This position performs a wide variety of assignments from routine to complex difficulty. It is distinguished from the Assistant Human Resources Analyst by a greater degree of responsibility, independence, and latitude of judgment. This position is distinguished from the Senior Human Resources Analyst, which performs special assignments and is the specialist or lead level in this series.

The incumbent receives general supervision from a Principal Human Resources Analyst or ~~senior level~~ human resources ~~management~~ staff and may provide lead and technical direction to ~~clerical administrative~~ and ~~technical paraprofessional~~ employees.

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

Act as subject matter expert in one or more disciplines of human resources and provide focus and direction to department ~~in order~~ to achieve City objectives related to the City's vision and priorities.

Develop recruitment plans; prepare examination announcements, employment advertising and other recruitment materials; attend job fairs and other events to publicize City job opportunities.

Develop, coordinate, and administer the examination process, including conducting job analyses, designing, and developing job related selection procedures, evaluating employment applications, developing examination schedules, and administering and evaluating oral, written, physical ability and performance tests and other assessment instruments.

Perform statistical analysis of examination results.

Interpret, understand, and apply City Charter, Administrative Instructions, Memoranda of Understanding, Salary Ordinance, Personnel Manual (Civil Service Rules), Federal, State, and local laws, and reference materials related to recruitment, testing, and classification, employees, supervisors, and managers to clarify content and inform and/or advise the requesting party.

~~Conduct research into operational problems; prepare reports and analyses and make recommendations; confer with Human Resources staff and other City representatives to resolve issues.~~

Provide information and advice to employment applicants and the general public concerning employment opportunities and examination procedures.

Provide information concerning personnel policies, procedures, wage rates and provisions of labor contracts to departmental personnel, employees, and the public.

~~Read, understand, and apply City Charter, Administrative Instructions, Memoranda of Understanding, Salary Ordinance, Personnel Manual (Civil Service Rules), Federal, State, and local laws, and reference materials related to recruitment, testing, and classification to clarify content and inform the requesting party.~~

Conduct research into operational problems; prepare reports and analyses and make recommendations; confer with Human Resources staff and other City representatives to resolve issues.

Conduct classification studies including job analysis and job audits; review position description questionnaires and make recommendations based on analysis of results.

Discuss revision of classification specifications and creation of new classification specifications with departmental representatives and meet and confer with employee organizations as required ~~in order~~ to keep the classification plan current.

Gather, tabulate, and analyze salary and other survey data required ~~in order~~ to maintain or revise the compensation plan; make studies of internal class relationships for compensation purposes.

Respond to internal and external compensation and classification survey requests; prepare amendments to the Salary Ordinance; assist in analyzing salary and benefit data and preparing related reports.

Evaluate examination or classification protests and appeals and prepare responses ~~in order~~ to defend department actions; may help prepare staff's position in appeals in order to assist human resources in presenting findings at Civil Service Board meetings or other assigned committees.

Conduct preparatory research on contract and bargaining matters for labor negotiations, including surveying prevailing wages, benefits and working conditions, and analyzing labor proposals.

Provide classification expertise in the conduct of labor negotiations.

Develop, modify, evaluate, and conduct training programs for City employees, including English language skills, conflict resolution, sexual harassment, interpersonal communications, and other specialized mandated and user specific programs.

Utilize computer software applications and electronic devices to support and conduct recruitment and selection, compensation, labor relations, classifications, and employee development activities.

Develop brochures and training materials.

Facilitate and conduct orientations for new employees.

Evaluate programs offered by training consultants.

Coordinate, develop and disseminate training schedule and calendar.

May Assign, direct, and evaluate the work of clerical-administrative and technical-paraprofessional staff.

Cultivate, foster, and maintain positive working relationships with managers, supervisors, employees.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public personnel administration, including recruitment, selection,

classification, compensation, labor relations, employee training, and organizational development ~~and labor relations~~.

- Federal and State laws and regulations pertaining to human resources.
- Job analysis, recruitment sources and techniques, test validation requirements, test assessment techniques, classification techniques and methods of salary administration,
- Principles and practices of statistical research and presentation methods.
- Principles of organization and management.
- Computer systems and software applications.
- Legal and professional standards and procedures for the development, administration, and validation of assessment instruments.
- Principles and practices of supervision.
- Report format, content, and preparation.

Ability to:

- Communicate effectively orally and in written form.
- Prepare and present clear, concise, and accurate reports orally and in writing.
- Read, analyze, evaluate, and summarize written materials and statistical data; apply statistical formulas; collect, analyze, and interpret a wide variety of employment related information and data.
- Establish and maintain effective working relationships with staff, managers, employees, labor representatives, employees of other agencies, and the general public.
- Establish and execute comprehensive work plans in a timely and competent manner.
- Interpret and apply regulations, policies, and guidelines.
- Function effectively in stressful and difficult situations.
- Utilize computer systems and related software programs.
- Supervise ~~Lead~~ clerical-administrative and technical-paraprofessional level employees.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in public or business administration, human resource management, industrial organizational psychology, or a closely related field.

Experience:

Two (2) years of progressively responsible professional experience in public-human resources or personnel administration at the Assistant Human Resource Analyst level in one or more of the following areas: recruitment, selection, and employment testing; position

classification and compensation administration; employee and labor relations; and employee development and training; ~~employee and labor relations,~~ or other closely related human resources functional areas. Previous experience working for a local or state government agency is highly desirable.

(Note: Professional Human Resources experience is defined as performing duties that require analysis, interpretation, independence of judgment, and application of principles, practices, and regulations.)

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.

OTHER REQUIREMENTS

Must be willing to work irregular days and hours, as needed.

FLEXIBLE STAFFING

Incumbents in the Human Resources Analyst, Assistant classification are eligible to promote to the Human Resources Analyst classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	6/8/1995	CSB Resolution #:	44337	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		
Revision Date:	04/21/2016	CSB Resolution #:	44807	
Revision Date:	10/17/2013	CSB Resolution #:	44662	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:

(Previous title(s):)



HUMAN RESOURCES ANALYST, SENIOR

AP206 FT Civil Service Classified

DEFINITION

Under direction in the ~~Department of~~ Human Resources Management ~~Department or Employee Relations~~, performs specialized and complex professional ~~personnel~~ human resources duties in the administration of recruitment and examination, classification and compensation, employee relations, employee training and organizational development programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level position in the Human Resources Analyst series. This position is highly experienced, has comprehensive knowledge of the City's operations, and may serve as a resource reference within a specialized area, functions as a specialist or lead worker to Human Resources Analyst staff in the performance of the most difficult and complex assignments or special studies or a supervisor to paraprofessional staff. This classification is distinguished from the Human Resources Analyst ~~which is the journey level classification in that the latter without specialist or lead responsibility does not supervise paraprofessional staff.~~ It is distinguished from the Principal Human Resources Analyst, which ~~is the full~~ has supervisory responsibility for professional staff level.

Incumbents receive direction from a Principal Human Resources Analyst or other management level staff and may supervise ~~clerical-administrative~~ and ~~technical paraprofessional personnel~~ human resources staff and function as lead worker for other professional ~~personnel~~ human resources staff.

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

~~Leads, oversees,~~ train, plans, organizes, directs, reviews, and evaluates the work of professional Human Resource Analysts, ~~paraprofessional technician,~~ and ~~clerical-administrative employees-staff~~ performing recruitment, selection, classification, compensation, employee relations, and other human resource functions.

Act as a subject matter expert in one or more disciplines of human resources and provide focus and direction to department in order to achieve City objectives related to the City's vision and priorities.

Develop, conduct, and coordinate recruitment campaigns for sensitive and specialized classifications; serve as liaison to operating departments.

Develop, analyze and revise written and oral examinations, assessment centers and other testing instruments; develop new or improved assessment techniques; direct administration of examinations; develop and apply scoring criteria.

Conduct statistical analyses of examination results, including item analysis, analysis of adverse impact and item correlations to ensure that examinations conform to professional and legal standards.

~~Read and interpret,~~ apply, and explain Administrative Instructions, Memoranda of Understanding, Salary Ordinance and Salary Schedule, Personnel Manual (Civil Service Rules), and Federal, State, and local laws, as well as reference materials related to recruitment, testing, and classification, to employees, supervisors, and managers to clarify content and inform and/or advise the requesting party.

Provide information and training on labor laws, contracts, personnel rules, disciplinary policies and procedures, grievances, and related employee relations matters.

Represent management in the negotiation of labor contracts and issues of above-average complexity ~~in order~~ to establish wages, benefits, and working conditions.

Meet with departments and employee organizations to resolve grievances; prepare for and participate in arbitration hearings.

Prepare legal and administrative documents related to disciplinary actions.

Assist in the design of complex and non-routine classification and compensation studies.

Discuss revision of classification specifications and creation of new classification specifications with departmental representatives and meet and confer with employee organizations as required ~~in order~~ to keep the classification plan current.

Act in a lead capacity for classification studies, including directing other professional staff in the auditing of positions, preparing and revising classification plans and specifications, and recommending the allocation of positions to new or existing classifications.

Act in a lead capacity for classification studies, including directing other professional staff in the acquisition and complex analysis of compensation information, and recommending compensation levels for classifications based on consideration of external data, internal relationships and alignments, compensable factors, total compensation, and related information.

Gather, tabulate, and analyze salary and other survey data ~~ea~~ required ~~in order~~ to maintain or revise the compensation plan; make studies of internal class relationships for compensation purposes prepare salary proposals and amendments to the Salary Ordinance.

Evaluate examination or classification protests and appeals and prepare responses ~~in order~~ to defend department actions; may help prepare staff's position in appeals ~~in order~~ to assist human resources in presenting findings at Civil Service Board meetings.

Develop, modify, conduct, and evaluate training programs for City employees, including advanced and specialized management and professional development workshops and seminars.

~~Assist City departments to implement a performance management program including designing, conducting, and facilitating workshops, training seminars, planning meetings, and retreats.~~

~~Assist with P~~ ~~providing~~ consultations to managers, supervisors, and work groups, including problem assessment and identification, problem solving, meeting facilitation, strategic planning, and team building.

Develop and utilize computer software applications in support of the administration of recruitment and selection, classification, compensation, labor relations and employee development activities.

~~Supervise, clerical and technical staff.~~

~~Plan, assign, train and review the work of professional personnel staff.~~

~~Interpret and explain personnel rules, regulations, and procedures.~~

Assist in the development of policies and procedures for personnel programs; research, analyze, and identify recommendations for improvement; implement improved methods for operations.

Cultivate, foster, and maintain positive working relationships with managers, supervisors, employees, and all those contacted in the performance of duties.

Operate a motor vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public personnel administration, including recruitment, selection, classification, compensation, labor relations, employee training, and organizational development and labor relations.
- State and Federal laws and regulations pertaining to the human resource subject matter and services of the assigned work group.
- Principles of organization and management; local government organizational structure. Organizational assessment procedures.
- Training and facilitation techniques.
- Computer systems and software applications.
- Principles and practices of supervision.
- Legal and professional standards and procedures for the development, administration, and validation of assessment instruments.

Ability to:

- Direct and review the work of others.
- Facilitate collaborative problem solving and consensual support in areas such as organizational and work process change, working relationships, and decision making.
- Ability to work under pressure; coordinate several projects or assignments concurrently. Communicate effectively orally and in written form.
- Prepare and present clear, concise, and accurate reports.
- Collect, analyze, and interpret a wide variety of employment related information and data.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Prepare and execute detailed and comprehensive work plans in a timely and competent manner. Interpret and apply regulations, policies, and guidelines.
- Exercise sound judgment in stressful and difficult situations.
- Analyze complex and difficult personnel problems and make appropriate recommendations. Utilize computer systems and related software programs.
- Assign, train, supervise, and review work of lower level professional analysts; supervise clerical-administrative and technicalparaprofessional employees.

MINIMUM QUALIFICATIONS~~EDUCATION AND EXPERIENCE~~

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 human resource management, industrial organizational psychology, public or business administration, or a closely related field.

Experience:

Four (4) years of progressively responsible professional experience in public-human resources or personnel administration at the Human Resource Analyst level in one or more of the following areas: recruitment selection and employment testing, position classification and compensation administration, employee and labor relations, and employee development and training, and employee and labor relations. Previous experience working for a local or state government agency is highly desirable.

(Note: Professional Human Resources experience is defined as performing duties that require analysis, interpretation, independence of judgment, and application of principles, practices, and regulations.)

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.

OTHER REQUIREMENTS

Must be willing to work irregular days and hours, as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 2/22/1996 CSB Resolution #: 44352 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: 01/16/2014 CSB Resolution #: 44692

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

(Previous title(s):)



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

Date: September 15, 2022

Open Session: 5:30 p.m.

Location: Via Zoom

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

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/88357200955?pwd=R0pFVXNkYXhKTzc1ckZhN0JRb0dyZz09> 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: 883 5720 0955 (Note: Password: "Passcode: CSB915" 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: 883 5720 0955 Passcode: 974124

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

COMMENT:

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

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

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

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

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

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

45151 A motion was made by Vice Chair Martinez and seconded by Member Brown to approve the September 15, 2022 Civil Service Board Meeting Agenda.

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

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

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 (0)
 - There are no provisional appointments this month.
- c) Approval of Employee Requests for Leave of Absence (2)
 - Human Services Department (2)
- d) Approval of Revised Classification specifications (0)
 - There are no revised classifications specifications this month.

45152 A motion was made by Member Brown and seconded by Vice Chair Martinez to approve the September 15, 2022 Consent Calendar.

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

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Levin, Williams

5) OLD BUSINESS:

- a) Approval of August 18, 2022 Civil Service Board Regular 5:30 P.M. Meeting Minutes ACTION

45153 A motion was made by Member Brown and seconded by Vice Chair Martinez to revise the Minutes under item 5e to reflect the Board's approval of the recommendation from staff regarding the status of the Common Class Study from the August 18, 2022 Regular Meeting (to remove the item at the present time, with the option to revisit at a later date).

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

Board Member Noes: None

Board Member Abstentions: Baranco

Board Members Absent: Levin, Williams

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

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Special Activity Permit Inspector, Supervising ACTION

45154 A motion was made by Member Brown and seconded by Vice Chair Martinez to approve the New Classification Specification for Special Activity Permit Inspector, Supervising with a change to the order of the Examples of Duties.

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

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Martinez

7) OPEN FORUM

8) ADJOURNMENT

45155 A motion was made by Member Brown and seconded by Member Baranco to adjourn the meeting.

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

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, October 20, 2022. All materials related to agenda items must be submitted by Thursday, October 6, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – October 20, 2022**

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
PORT-2022-AP02	Custodian	Port of Oakland	6.04 – Appeal of Probationary Release	TBD	To Be Scheduled

2. OTHER PENDING ITEMS

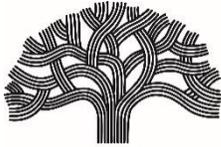
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: October 20, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

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

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the September 15, 2022 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of eighty-nine (89) employees were in the TCSE (15), TCSE/Annuitant (19), and ELDE (55) categories as of pay period ending October 07, 2022. Of the those, zero (0) assignment is reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the eighty-nine (89) temporary assignments, there is zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: October 20, 2022

Page 2

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 October 07, 2022.
- B. TCSE/ELDE Compliance Trend Chart.

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (3)								
FINANCE	Woodard	Phyllis	08741- Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant		Temporary project to help train new Senior HR Operations Technicians and assist with advanced level	COMPLIANT
FIRE	Snypes	Julie Kayleen	2094- MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
HCD	Erickson	Karen	08919 - Admin: Housing & Community Development	1/22/2022	TCSE		Emergency Rental Assistance Program Support	COMPLIANT
NEW THIS PERIOD (5)								
FINANCE	Sanders	Robert	08121 - Finance and Management: Payroll	10/1/2022	TCSE		Assist with PERS service credit research and entries (data entry into PERS)	COMPLIANT
HUMAN SERVICES	Flores	Annabella	78411 - Community Housing Services	10/1/2022	ELDE		Provide intensive relationship building and support to individuals living in human care and inspect City vehicles/Deliver vehicles for preparation of range plans	COMPLIANT
HUMAN SERVICES	Maxwell	Dorris	78231 - HS Classroom & Seasonal	10/1/2022	TCSE		Prepare long range plans. Assist coordination with other agencies and stakeholders re NSA and reform	COMPLIANT
POLICE COMM	Yun	Kelly	66111 - Police Commission	8/20/2022	ELDE			COMPLIANT
PUBLIC WORKS	Dominique	Jalen Sean	30541 - Equipment Services Administration	9/17/2022	TCSE	57	Assist with Equipment Services unit	COMPLIANT
COMPLIANT (81)								
CITY ADMINISTRATOR	Caban	Jennifer	66311- Inspector General	7/23/2022	ELDE		Oversee Early Education and Oakland Promise Programs	COMPLIANT
CITY ADMINISTRATOR	Riskier	Tina	02112- Communications & Media	2/9/2022	ELDE		Providing support to digital communications unit	COMPLIANT
CITY ATTORNEY	Chiu	James	04111 - City Attorney Administration Unit	1/22/2022	ELDE		Administrative and fiscal assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	Annuitant	285.5	Assistant City Auditor, temporary assistance in peer review	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	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	Annuitant	75	Temporary assistance to complete	COMPLIANT
DEPT. OF TRANSPORTATION	Mount	Douglas	35247 - Mobility Management	12/11/2021	ELDE		Assistance with transition of programs into DOT	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	COMPLIANT
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	209	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	183	Continue to administer the neighborhood voices- festival	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Ellis	Felicia	85611 - Special Activities	12/11/2021	ELDE		Providing support in special activity permit unit. Spec under revision	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	4/2/2022	ELDE		Temporary project to develop Oracle Business Intelligence Applications	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	185.5	Temporary assistance to complete Capital projects and end of year	COMPLIANT

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

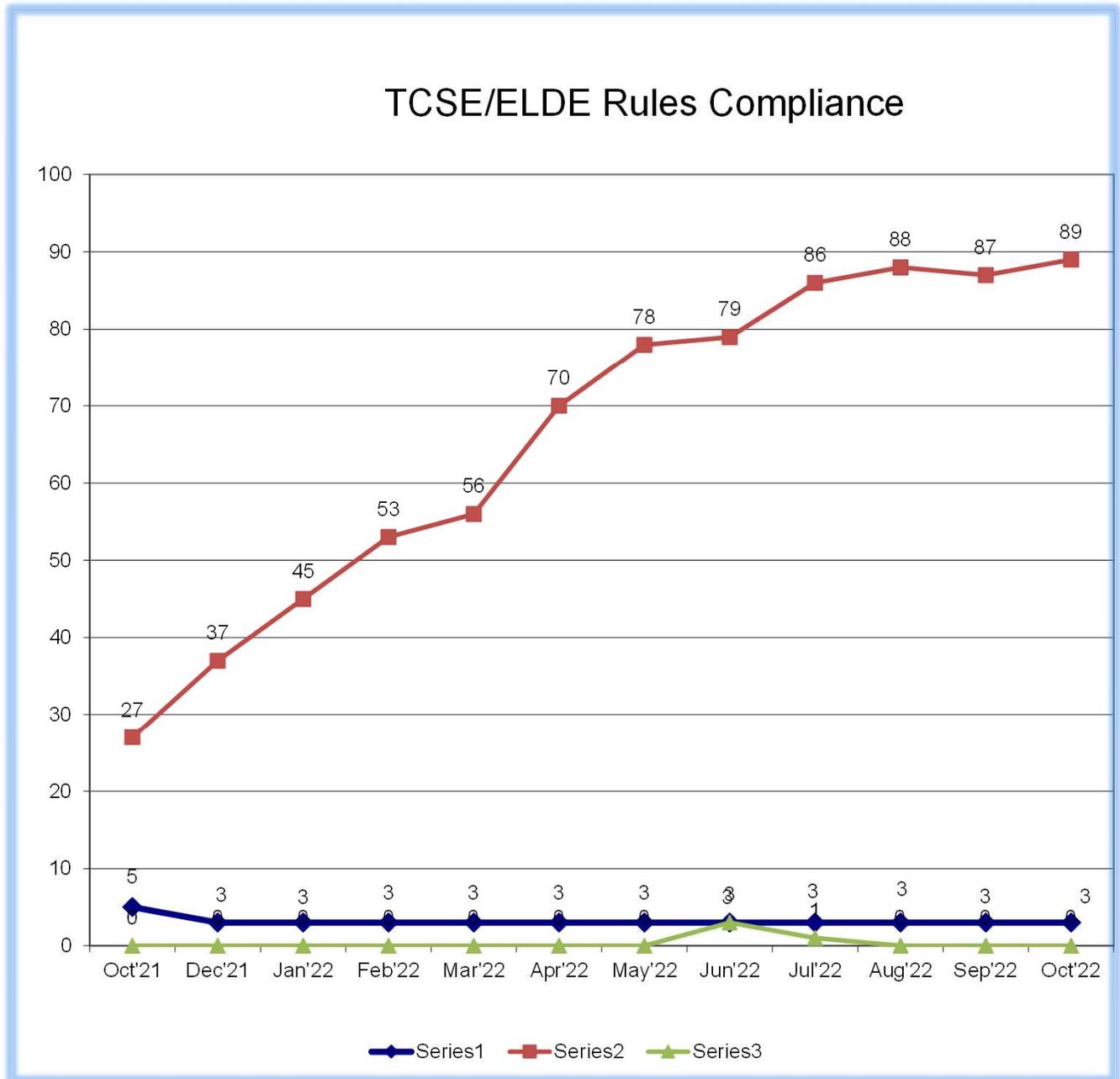
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Armas	Jazziree	20914 - MACRO	3/21/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Barral	Joseph	20914-MACRO	4/18/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Cedeno III	Raul	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Chow	Daniel	20351- Engineering Unit	3/5/2022	ELDE		Providing support to Fire dept.	COMPLIANT
FIRE	Duncan Perry	Chiarra Delett	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Farinacci-Magee	Kathryn	20914-MACRO	4/4/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Fitzsimmons	Rick David	20914-MACRO	4/2/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Grant	Linda Janette	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Hanna	Robert Shaun	20914-MACRO	4/16/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Harvey	Mariah	20914 - MACRO	3/21/2022	ELDE		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	24	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	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	Robledo Tapia	Brenda	20914-MACRO	4/18/2022	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	319	reviews and approves permits and business plans; conducts all hazardous materials inspections	COMPLIANT
FIRE	Thompson	Michael	20914- MACRO	6/11/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FIRE	Tran	Tony	20914- MACRO	7/9/2022	ELDE		Pilot program to provide assistance to low level emergency and non - emergency calls	COMPLIANT
FIRE	Watson	Emmanuel	20331 - Inspectional Services Unit	5/28/2022	Annuitant	378	Assistant Fire Marshall	COMPLIANT
HCD	Lothlen	Brittini	89969 - Residential Rent Arbitration Unit	4/4/2022	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/9/2022	ELDE		Admin support within Rent Arbitration Unit and provide database support	COMPLIANT
HCD	Pretto	Allison	89969 - Residential Rent Arbitration	12/11/2021	ELDE		Assistance with Rent Registry Database	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	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	159.5	Recruitment support for HSD	COMPLIANT
HUMAN RESOURCES	Mariano	Andrea	05511 - Human Resource Development Unit	1/8/2022	ELDE		development and training management while new classification is created	COMPLIANT
HUMAN SERVICES	Cole	Desralynn	78111 - DHS Administration Unit	1/22/2022	ELDE		Headstart strategic support and budget administration	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	248.5	HS Classroom support	COMPLIANT
HUMAN SERVICES	Medina	Maria	78231 - HS Classroom & Seasonal	4/16/2022	ELDE		Support the Social Service Coordinator	COMPLIANT
HUMAN SERVICES	Perry	Milehannah	78231- HS Classroom & Seasonal	5/14/2022	TCSE	420.5	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	TCSE/ Annuitant	247.5	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	6/25/2022	TCSE/ Annuitant	320.7	Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Simmons	Sabina	75621- Oakland Paratransit for the Elderly and Disabled Unit	5/14/2022	ELDE		Assist with providing training and program orientation to seniors	COMPLIANT
HUMAN SERVICES	Urdaneta-Cassoma	Jennifer	78411 - Community Housing Services	4/16/2022	ELDE		Provide support to Community Housing	COMPLIANT
HUMAN SERVICES	Ochoa	Antonia	78231 - HS Classroom & Seasonal	4/30/2022	ELDE		Provide case management services for families	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	236	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
MAYOR	Amin	Ratna	01111 - Mayor - Administration Unit	3/5/2022	TCSE	234	Coordinate with City departments and other public agencies in the implementation of the project	COMPLIANT
MAYOR	Moore	Margaret	01111 - Mayor - Administration Unit	3/19/2022	TCSE	510	Assist with implementing Policy Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE			COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	367	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	302	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	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	301.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taflya	Aleksandr	102610 - Criminalistics Unit	2/5/2022	TCSE	247.5	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
PUBLIC ETHICS COMMISSION	King-Bailey	Colin	65111- Public Ethics Commission	5/14/2022	TCSE	149.5	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	Foster	Frank	30673 - Graffiti Abatement & Rapid Response	4/30/2022	TCSE	275.5	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	502.5	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Vaughan	Richard	30541 - Equipment Services Administration	4/30/2022	TCSE	354	Assist with Equipment Services unit	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	98.5	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	Dillon	Kelli	70211 - Oakland Unite	4/30/2022	ELDE		Providing support to case management	COMPLIANT
VIOLENCE PREVENTION	Gladney	Rodney	70111 - Violence Prevention Administration	3/5/2022	ELDE		Providing assistance as Case Manager	COMPLIANT
VIOLENCE PREVENTION	Haywood	Leonard	70111 - Violence Prevention Administration	2/19/2022	ELDE		Providing assistance as Case Worker	COMPLIANT
VIOLENCE PREVENTION	Jackson- Jasper	Sholonda	70111 - Violence Prevention Administration	3/19/2022	ELDE		Providing assistance as Case Manager	COMPLIANT





STAFF REPORT

DATE: October 20, 2022

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Tina Pruett, Human Resources Manager

THROUGH: Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in July 2022 (for quarter end June 30, 2022). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on September 30, 2022. During this reporting period, two (2) studies were completed, two (2) studies were canceled, and three (3) new studies were received. There are currently fifteen (15) active classification studies, none of which are overdue.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2022 showing a total of one hundred six (106) classifications: during this reporting period, there were two (2) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; two (2) classifications are being advanced by HRM to the Board for the October 20, 2022 meeting; an additional thirteen (13) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are eighty-one (81) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	2
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	13
Assigned to Analyst for Review	81
Pending for Assignment	8
TOTAL	106

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: October 20, 2022

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

Attachment A – Classification Studies (Desk Audits) July 1, 2022 – September 30, 2022

Attachment B – Classification Specifications under review July 1, 2022 – September 30, 2022

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

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	LIBRARY	Management Assistant	8/2/2021	7/28/2022	360	No	Completed.
2	PBD	Graphic Delineator	9/27/2021	9/23/2022	361	No	Completed.
3	PBD	Planner III	11/1/2021			No	Drafting preliminary findings.
4	OFD	Administrative Services Manager I	11/30/2021			No	In progress.
5	PBD	Public Service Representative	1/12/2022			No	Assigned, in initial stages.
6	PBD	Public Service Representative	1/12/2022			No	Assigned, in initial stages.
7	OPW	Administrative Assistant II	2/20/2022			No	Assigned, in initial stages.
8	OPW	Administrative Assistant II	3/1/2022			No	Assigned, in initial stages.
9	OAS	Public Service Representative	3/31/2022			No	Assigned, in initial stages.
10	CAO	Police Services Technician II	4/11/2022			No	Pending assignment.
11	CAO	Police Services Technician II	4/11/2022			No	Pending assignment.
12	DOT	Administrative Assistant II	4/18/2022			No	Pending assignment.
13	HCD	Administrative Assistant I	4/28/2022			No	Pending assignment.
14	OPW	Program Analyst I	5/8/2022			No	Pending assignment.
15	DVP	Program Analyst II	6/8/2022	7/14/2022	N/A	No	Withdrawn by employee.
16	HRM	Benefits Technician	6/30/2022			No	In progress with consultant.
17	HCD	Administrative Analyst I	7/20/2022	9/26/2022	N/A	No	Withdrawn by employee.
18	HCD	Program Analyst II	7/26/2022			No	New assignment.
19	OPW	Program Analyst II	7/29/2022			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (2)					
AP446	OPD	Crime Analyst	TW1	NEW SPEC	Approved at 8/18/2022 CSB Meeting.
TBD	EWD	Special Activity Permit Inspector, Supervising	TBD	NEW SPEC	Approved at 9/15/2022 CSB Meeting.
SCHEDULED (2)					
AP204	HRM	Human Resource(s) Analyst	TW1	SPEC REVISION	Scheduled for 10/20/2022 CSB Meeting.
AP206	HRM	Human Resource(s) Analyst, Senior	UM2	SPEC REVISION	Scheduled for 10/20/2022 CSB Meeting.
PENDING MEET & CONFER (13)					
PP113	HSD	Early Childhood Center Director	SD1	SPEC REVISION	In progress with Local 1021.
TBD	HSD	Early Learning Education Specialist	TBD	NEW SPEC	In progress with Local 21.
TBD	HSD	Education Manager	TBD	NEW SPEC	In progress with Local 21.
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	For Local 1021 monthly meeting in November.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22/21; pending L1021.
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In progress with Local 1021.
TBD	ITD	Oracle Application Database Administrator	TBD	NEW SPEC	Finalizing with Local 21, for November CSB.
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	On hold.
PP141	OPW	Recycling Specialist, Senior	UH1	SPEC REVISION	Finalizing with Local 21, for November CSB.
PP146	OPW	Solid Waste/Recycling Program Supervisor	UM2	SPEC REVISION	Finalizing with Local 21, for November CSB.
TBD	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Initiated 4/19/21; still in progress; working with Local 1021 to finalize in November.
TBD	DVP	Violence Prevention Services Manager	TBD	NEW SPEC	In progress with Local 21.
TBD	DVP	Violence Prevention Services Supervisor	TBD	NEW SPEC	In progress with Local 21.
IN PROGRESS (81)					
AF002	CITYWIDE	Accountant I	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF021	CITYWIDE	Accountant II	SD1	SPEC REVISION	Preparing proposed spec revisions for departments.
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Preparing proposed spec revisions with departments
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions with departments
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	CPRA	Complaint Investigator I	TBD	NEW SPEC	Drafting new class spec
AP146	CPRA	Complaint Investigator II	TW1	SPEC REVISION	Finalizing proposed spec revisions with departments
AP152	DWES	Contract Compliance Officer, Assistant	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in Feb.
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	TBD	Data Scientist/Analyst	TBD	NEW SPEC	Drafting new class spec
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
TBD	OIG	Deputy Inspector General	TBD	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
TR125	OPW	Electrical Engineer II	TF1	SPEC REVISION	Preparing proposed spec revisions for department
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire Department	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS132	OFD	Fire Fighter Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS199	OFD	Fire Fighter Paramedic Trainee	US1	SPEC REVISION	Preparing proposed spec revisions for department review
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
IS115	OFD	Hazardous Materials Inspector II	SC1	SPEC REVISION	Finalizing proposed spec revisions with department.
TBD	HSD	Head Start Coach	TBD	NEW SPEC	Finalizing proposed draft with department
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PP175	HSD	Head Start/Early Head Start Substitute Associate Instructor	SD1	SPEC REVISION	Pending title change - remove "Associate" from title
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SC172	LIBRARY	Librarian, Supervising	UH1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	MACRO Supervisor	TBD	NEW SPEC	Drafting new class spec
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
TBD	HRM	Manager, Training & Organizational Development	TBD	NEW SPEC	Drafting new class spec
EM208	PBD	Manager, Zoning	UM2	NEW SPEC	Preparing proposed spec revisions for department
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Parking Meter Repair Technician, Senior	TBD	NEW SPEC	Drafting new class spec
TR168	DOT	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP277	PBD	Planner IV	TW1	SPEC REVISION	Preparing proposed spec revisions for department
AP279	PBD	Planner V	TW1	SPEC REVISION	Preparing proposed spec revisions for department
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions for L1021 in September.
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CITYWIDE	Program Manager	TBD	NEW SPEC	Drafting new class spec
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
TBD	HCDD	Rent Adjustment Program Assistant/Coordinator	TBD	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	DVP	Triangle Response Coordinator	TBD	NEW SPEC	Drafting new class spec
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
TBD	DOT	Vehicle Enforcement Agent/Parking Control Technician II	TBD	NEW SPEC	Drafting new class spec
		PENDING ASSIGNMENT (8)			
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment