



**CITY OF OAKLAND**  
**invites applications for the position of:**  
**Project Manager II (Select Certification -**  
**CPRA Chief of Staff)**

**SALARY:** \$12,558.46 - \$15,419.98 Monthly  
 \$150,701.52 - \$185,039.76 Annually

**OPENING DATE:** 11/03/21

**CLOSING DATE:** 12/01/21 11:59 PM

**THE POSITION:**

**PLEASE NOTE:**

***Due to current events and pandemic-related safety concerns, all exam dates and locations are tentative. Applicants will be notified as further information becomes available. Applicants should also check their email on a regular basis for updates.***

**NOTICE: The City of Oakland has adopted a COVID-19 Employee Mandatory Vaccination Policy.**

Under the policy, all employees must, as a condition of employment: (1) report their vaccination status to the City no later than November 15, 2021; and (2) be fully vaccinated and verify that vaccination status to the City not later than November 29, 2021, unless the employee has applied for an exemption and is awaiting the City's response or has been granted an exemption, or unless stricter State or Federal legal requirements apply. If offered employment, you will receive instructions regarding how to provide verification of vaccination or how to apply for an exemption which will be required prior to your start date. You may read the entire policy [here](#).

*The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants to one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to create an environment that embraces the richness of culture, community, and individualism of employees.*

The City of Oakland is recruiting to fill one Project Manager II (Select Certification - CPRA Chief of Staff) vacancy within the Police Commission Department. The Project Manager II performs a full range of professional and supervisory level skills to organize, manage and direct the work of a medium-sized City project requiring input from at least one department or the community; consult with the user department's executive management staff; prepare short and long-range plans; train and supervise assigned staff; and perform related duties as assigned. The current vacancy will require specialized experience in police oversight.

The City of Oakland is at the forefront of pioneering community-focused, independent, transparent oversight of policing. The ideal candidate will share a dedication to the City's commitment and have enthusiasm for developing new practices that may serve as best practices for other jurisdictions in the future. We are looking for a candidate with strong organizational and communication skills, a solid understanding of the laws and best practices relating to the administrative investigation of police misconduct cases and who is able to form effective collaborative teams across diverse internal and external stakeholders.

**Selective Certification**

**This recruitment is being announced in accordance with Section 62.02 of the Civil Service Rules. The eligible list generated from this announcement will only be used to fill Project Manager II positions specialized in CPRA Chief of Staff, including full-time and permanent**

**part-time positions, if applicable, and may be used to fill future vacancies with the same Selective Certification.**

\* Click on the link below to see a video on what it's like to work for the City of Oakland!  
[Working for the City of Oakland](#)

## **EXAMPLES OF DUTIES:**

### **For General Project Manager II Positions:**

- Plan, organize, manage, participate in and direct the work of a project including the development, successful implementation, and quality control aspects of each project.
- Prepare long-range plans in coordination with city departments, other divisions and other public agencies; develop policies and procedures for establishing costs, schedule controls and coordinating activities.
- Negotiate and administer contracts with project participants and service providers; resolve conflicts in a timely manner satisfying the clients needs, the designer's concepts and in keeping with the budgetary constraints and established schedule.
- Analyze proposed and current project management regulations and develop recommendations for implementation compliance.
- Prepare or review staff reports and resolutions for the City Administrator, City Council or commissions.
- Work closely with the City Council, public and private groups, professional groups and citizens to explain or coordinate plans for proposed projects and solicit their support.
- Direct the preparation and administration of project budgets; prepare cost forecasts, variances and critical paths including project closeout procedures.
- Maintain master schedule and inform management of potential conflicts.
- Manage, assign, supervise and evaluate assigned staff; provide training and staff development.

### **For Selectively Certified Positions in CPRA Chief of Staff:**

- Prepare long-range plans in coordination with the Police Department, Office of the City Attorney, Police Commission, and other divisions and other public agencies with respect to the City's strategy to successfully resolve the *Delphine Allen* Negotiated Settlement Agreement.
- Negotiate and administer contracts with project participants and service providers; resolve conflicts in a timely manner satisfying the clients needs, the designer's concepts and in keeping with the budgetary constraints and established schedule. These would include, in particular, contracts issued by either the Police Commission or CPRA for investigative, expert witness, and/or audit services.
- Prepare or review staff reports and resolutions for the City Administrator, City Council or commissions.
- Work closely with the City Council, Police Commission, public and private groups, professional groups and citizens to explain or coordinate plans for reforms to CPRA and the Oakland Police Department.
- Direct the preparation and administration of project budgets; prepare cost forecasts, variances and critical paths including project closeout procedures. In particular, manage the CPRA budget under the general guidance of the Executive Director, including annual budget proposals.
- Manage, assign, supervise and evaluate investigative staff; provide training and staff development with respect to investigative techniques, strategies, laws, and policies.
- Maintain comprehensive understanding of administrative, employment, civil, and criminal laws relating to the work, conduct, and supervision of police officers. Keep investigative staff updated on same as laws and best practices change over time.



## **MINIMUM REQUIREMENTS FOR APPLICATION:**

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

**Education:** Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment. A Master's degree is desirable.

**For this selectively certified vacancy the following special education requirements are preferred:** A Law degree is highly desirable.

**Experience:** Three (3) years of progressively responsible experience in area(s) related to the particular project assignment. Supervisory experience is desirable.

**For this selectively certified vacancy the following special experience requirements include:** Three (3) years of progressively responsible experience in area(s) related to the particular project assignment, such as but limited to the fields of criminal, administrative and/or civil investigations; court-ordered supervision of local government akin to the *Delphine Allen* NSA; supervision of government contracts and vendors; public budgeting; public safety oversight; and public policy development especially with respect to policing and/or oversight.

Supervisory experience is desirable, especially if specific to the supervision of investigators, paralegals, and/or attorneys.

Ability to speak Spanish and/or Mandarin desirable.

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

## **KNOWLEDGE AND ABILITIES**

### **For General Project Manager II Positions:**

#### **Knowledge of:**

- The area(s) of interest of the particular project.
- Principles and practices of project management.
- Administrative organization principles.
- Principles and practices of management and staff supervision.
- English punctuation, syntax, language mechanics and spelling.
- Contract negotiation and administration; conflict resolution techniques.
- Principles of budget development and monitoring including development of control measures to remain within budget.
- Computer systems and applications.
- Principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.
- Municipal government and organization.

#### **Ability to:**

- Plan and coordinate project work, timelines, roles and responsibilities; establish, evaluate and implement administrative/operational policies, practices and procedures; assess, develop and administer appropriate organizational and staffing structures.
- Supervise and direct multiple and diverse functions.
- Prepare, develop and administer a large and complex budget system; negotiate and administer a variety of contracts; employ cost containment strategies.
- Develop and maintain positive relationships with community leaders, organizations, businesses and staff; coordinate a variety of projects and activities inter-departmentally and with outside agencies; plan, organize, direct and coordinate a variety of functional specialties and activities with overlapping work areas.
- Provide leadership and direction to staff; supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures; analyze and solve problems of a complex nature; maintain departmental and state safety standards.

- Analyze complex technical, administrative information and/or telecommunications systems problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format; speak in large and small group settings; prepare and analyze comprehensive reports; conduct staff meetings.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## **SUPPLEMENTAL INFORMATION:**

### **The Selection Process**

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire for minimum qualifications (weighted pass/fail). Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant's score (before residency, seniority and/or veteran points, if applicable) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted pass/fail) that will test the knowledge, skills and abilities listed in the qualifications section.


The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

**Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.**

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity. The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

### **How to Apply**

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at <http://www.governmentjobs.com/careers/oaklandca>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also workstations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).  **Due to current events and pandemic-related safety concerns, City facilities may be closed to the public.**

Our online application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

**Date of Examination**  
To be determined

**The City of Oakland is an EEO/ADA Employer.**

*The City complies with all Federal, State and local laws mandating Equal Employment Opportunities. All qualified applicants will be considered in accordance with applicable laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, sex, gender, age, veteran status, disability, marital status, gender identity, or sexual orientation.*

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ADVISORIES

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

**Exam Access Accommodation:** In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www.oaklandca.gov/>

150 Frank H. Ogawa Plaza - 2nd Floor  
Oakland, CA 94612  
(510) 238-3112

Position #21-EM211-11SC  
PROJECT MANAGER II (SELECT CERTIFICATION - CPRA  
CHIEF OF STAFF)  
DG

[lwright@oaklandca.gov](mailto:lwright@oaklandca.gov)

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**Project Manager II (Select Certification - CPRA Chief of Staff) Supplemental Questionnaire**

- \* 1. Be sure to answer the supplemental questions thoroughly and accurately. **Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list.** I have read and understand the statement above concerning submission of supplemental responses.

Yes  No

- \* 2. Describe your experience preparing written investigative reports. Describe the types of reports and how you gathered the information used to create the reports. What were the purposes of the reports and who were the intended audiences?



- \* 3. Describe your experience preparing written reports describing the work of a government agency or division to the public, such as but not limited to an agency annual report or a

monthly statistical report. Describe the types of reports and how you gathered the information used to create the reports. What were the purposes of the reports and who were the intended audiences?

- \* 4. Please describe your experience managing subordinates. How did you guide them to their best performance? How did you communicate with them? And how did you resolve conflicts that arose within the team?
  
- \* 5. Please discuss your experience in assessing and improving the practices, policies and procedures of a governmental agency, department or organization, from a leadership position within the organization. What lessons did you learn about how best to improve practices, policies and procedures? Were those improvements successful in meeting your goals?
  
- \* 6. Answers to the above supplemental questions MUST be supported by information contained in the "Education" and "Work Experience" sections of this application. Answers not supported by information contained in the "Education" and "Work Experience" sections of this application will NOT be considered. I have read and understand this statement.  
 Yes    No

\* Required Question

