



CIVIL SERVICE BOARD MEETING AGENDA

Date: December 21, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco; Yvonne Hudson-Harmon; Christopher Johnson; Jeffrey Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Jaime Pritchett, HRM Principal Analyst/Staff to the Board
Michelle Meyers, Deputy City Attorney
Tabitha Pulliam, HRM Technician/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALANDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Program Analyst I
 - Project Manager II
- b) Approval of Revised Classification Specification
 - Deputy Director, Economic & Workforce Development
- c) Approval of Employee Requests for Leave of Absence
 - Police Department
 - Human Resources Department

3) OLD BUSINESS:

- a) Approval of October 19, 2017 Civil Service Board Meeting Minutes ACTION
- b) Determination of Schedule of Outstanding Board Items INFORMATION
 - a. Port of Oakland Use of Temporary Employees – Supplemental Report

- 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

4) NEW BUSINESS:

- a) Approval of New Job Classification Specifications ACTION
- Treasury Administrator, Assistant
 - Revenue & Tax Administrator, Assistant
- b) Quarterly Report 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

5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 18, 2018. All materials related to agenda items must be submitted by Thursday, January 4, 2018. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

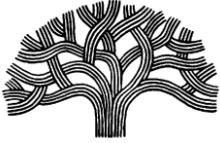
City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandnet.com



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandnet.com 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@oaklandnet.com 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@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CITY OF OAKLAND

MEMORANDUM

DATE: October 23, 2017

TO: The Honorable Civil Service Board

FROM: Paul J. Priaulx
HR Analyst

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

THROUGH: Suzie Lawson, Acting HR Manager, Recruitment & Classification

SUBJECT: Request for Provisional Appointment in Classification of Program Analyst I – Selective Certification – Parking and Mobility Management to be ratified at Civil Service Board Meeting of December 21, 2017

Attached is a request from the Department of Transportation to make a provisional appointment to a Program Analyst I – Selective Certification – Parking and Mobility Programs vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Program Analyst I – Selective Certification in Parking and Mobility Programs position is responsible for supporting various parking and mobility programs. The incumbent will either manage or support residential parking permits, transportation demand management (TDM), curb management, and demand responsive parking.

The minimum qualifications for The Program Analyst I – Selective Certification in Parking and Mobility Management are: possession of a Bachelor's degree from an accredited college or university in public administration, social work, behavioral sciences or a related field. One (1) year of experience in a relevant area of program administration.

The selected candidate meets the minimum qualifications of the Program Analyst I – Selective Certification – Parking and Mobility position with a Master's degree in Urban Planning and has over two years of work experience in transportation planning as a Research Assistant, Graduate Planning Intern, and Parking and Mobility Management Trainee. Recruitment and Classification is in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on September 18, 2017 and closed on October 6, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Program Analyst I – Selective Certification in Parking and Mobility Management position in the Department of Transportation beginning on November 6, 2017 and ending on or before March 6, 2018.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: December 21, 2017

AREA REQUESTED

POSITION: Program Analyst I – Selective Certification – Parking & Mobility Management

DEPARTMENT: Department of Transportation

APPOINTMENT DURATION: 120 days' maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a

DATE PERSONNEL REQUISITION RECEIVED: 7/20/2017

STATUS OF EXAMINATION: Job announcement opened on 9/18/2017.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Program Analyst I – Selective Certification – Parking & Mobility Management position is needed to manage or support residential parking permits, transportation demand management (TDM), curb management, and demand responsive parking programs.

Other Alternatives Explored and Eliminated:

None.

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

Not having this vacancy filled while an eligibility list is being established would severely impact the Department's ability to support parking and mobility management activities including responding to constituent inquiries, administering and overseeing the RPP process, managing blue curb requests, and the development of transportation demand management (TDM) plans.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Not an Oakland Resident*
- Current Employment Status: *Current City Employee (Parking & Mobility Management Trainee)*



CITY OF OAKLAND

MEMORANDUM

DATE: October 23, 2017

TO: The Honorable Civil Service Board

FROM: Mary Ann Gonzales
HR Analyst

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

THROUGH: Suzie Lawson, Principal HR Analyst, Recruitment & Classification

SUBJECT: Request for Provisional Appointment in Classification of Project Manager II – Selective Certification - Development Permitting to be ratified at Civil Service Board Meeting of December 21, 2017

Attached is a request from the Planning & Building Department to make a provisional appointment to a Project Manager II – Selective Certification - Development Permitting vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Project Manager II – Selective Certification in Development Permitting position is responsible for overseeing the Development Permitting Unit. The incumbent will supervise and exercise direction over the Permit Counter and Process Coordination, which together serve permit applications and development projects both large and small.

The minimum qualifications for The Project Manager II – Selective Certification in Development Permitting are: possession of a Bachelor's degree from an accredited college or university in public or business administration or relevant degree to the project assignment. A Master's Degree and three (3) years' experience in municipal development and permitting are highly desirable.

The selected candidate meets the minimum qualifications of the Project Manager II – Selective Certification - Development Permitting position with a Master's degree in Geography and has over ten years of work experience as Planner IV with the City of Oakland. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement is scheduled on October 30, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Project Manager II – Selective Certification in Development Permitting position in the Planning & Building Department beginning on November 6, 2017 and ending on or before March 6, 2018.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: December 21, 2017

AREA REQUESTED

POSITION: Project Manager II – Selective Certification - Development Permitting
DEPARTMENT: Planning & Building Development
APPOINTMENT DURATION: 120 days' maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a
DATE PERSONNEL REQUISITION RECEIVED: 9/13/17
STATUS OF EXAMINATION: Job announcement schedule to open on 10/30/2017.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Project Manager II – Selective Certification - Development Permitting position is needed to oversee the Development Permitting Unit activities within the Planning & Building Development.

Other Alternatives Explored and Eliminated:
None.

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

Not having this vacancy filled while an eligibility list is being established would severely impact the Department's ability to support development permitting activities including processing and issuance of a range of development permits associated with building proposals.

ADDITIONAL INFORMATION

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status: *Not an Oakland Resident*
- Current Employment Status *Current City Employee*



MEMORANDUM

DATE: December 21, 2017

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of Revised Classification Specification for Deputy Director of Economic and Workforce Development (formerly titled Deputy Director, Economic Development & Employment)

Based upon a classification review at the request of the Economic & Workforce Development Department, staff has proposed revisions to the Deputy Director, Economic Development & Employment classification specification including a revised title: **Deputy Director, Economic & Workforce Development**.

The classification is exempt from civil service per the requirements of the City Charter, section 902(f). The City is preparing a job announcement containing the proposed revisions and would like to post the announcement as soon as possible.

There is one position in the department's budget and it is vacant. The specification is proposed for revision due to changes to the City organization since the specification was first created in 2011. The position serves as a division manager in the Economic & Workforce Development Department and oversees the Business Development program for the department. Funding for the position was restored in the 2017/2019 Adopted Policy Budget.

The changes captured in the attached revised specification were made to accurately reflect the requirements of the position as needed by the City in its current configuration. The changes include:

- Revision of the title to Deputy Director, Economic & Workforce Development.
- Revision to the definition section to reflect the placement of the position in the organization and its scope,
- Language changes throughout to reflect that the position oversees the business development program of EWD.
- Revisions to the Knowledge and Abilities section to include content areas relevant to the position's role.
- Updating of the Minimum Qualifications to support attracting well-qualified candidates.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specifications revisions. City staff and union representatives met on October 19, 2017 to discuss the changes. In an email dated October 31, 2017, the union confirmed that they have no objections to the proposed revisions.

Additionally, no determination has been rendered regarding the "common class" status of this classification. The "Common Class" Project is currently underway, and more information will be available at a later date.

CIVIL SERVICE BOARD

Subject: Deputy Director, EWD Classification Specification

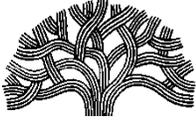
Date: December 21, 2017

Page 2

Staff recommends that the Civil Service Board approve the proposed revisions to the **Deputy Director, Economic & Workforce Development** classification specification.

Attachments: Revised draft Deputy Director, Economic & Workforce Development classification specification.

DEPUTY DIRECTOR, ECONOMIC & WORKFORCE DEVELOPMENT & EMPLOYMENT



CITY OF OAKLAND

Class Code: EM139 FTE

Exempt

DEFINITION

Under administrative direction in the ~~Community and~~ Economic & Workforce Development Agency (~~CEDA~~Department (EWD)), uses operational decision making in the direction and coordination of work in the ~~Economic~~Business Development Division; plans, organizes, manages, and directs ~~the review and~~ implementation of the City's economic development strategies through major ~~Economic~~Business Development Division programs and projects; formulates and recommends both short and long term policies, goals, and objectives for business development; develops and maintains active working relationships with the business community, other government agencies, nonprofit organizations, academic institutions, and other civic groups; supervises, trains, and evaluates subordinate staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Director, Economic & Workforce Development ~~and Employment~~ is a division manager level classification with responsibility for the overall administration of the Business Development Division. Pursuant to the Oakland Charter 902(~~bf~~) ~~and Oakland Municipal Code~~, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the ~~Agency~~Department Director, Economic & Workforce Development ~~Community and Economic Development~~, which is responsible for overseeing all divisions of ~~CEDA~~EWD.

The incumbent receives administrative direction from the ~~Agency~~EWD Director, ~~Community and Economic Development~~ and exercises direction over professional, technical and clerical staff in the Division.

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

Assist in the development and implementation of strategic plans, goals, objectives, policies, procedures and work standards for business development, economic development, and employment programs;

Plan, organize, manage and direct, through subordinate ~~managers~~staff, the activities of the division;

Develop and implement economic and ~~community~~business development programs designed to ~~attract new businesses~~, retain and strengthen existing business, attract new businesses, market to key industries, increase the City's tax base and create viable economic opportunities consistent with the City's goals of job creation, job training, and suitable economic and business development;

OverseeWork with the Executive Director of the Oakland Workforce Development Board to establish and ~~administer~~maintain opportunities for training, employment, and job retention for

Oakland residents to meet the needs of local employers and the City's Economic Development strategies;

Direct the selection, supervision and evaluation of division staff;

Plan and implement staff training and development to enhance program effectiveness;

Direct the research, analysis and preparation of complex studies and reports related to current and long-range economic and business development and employment issues;

Formulate specific proposals in collaboration with other City departments and public agencies;

Negotiate and administer contracts for City and Redevelopment Agency projects;

Manage ~~sales/lease back~~third-party program or project agreements; monitor funding balances through project managers; participate in project meetings;

~~Monitor bond~~Prepare and ~~loan programs; prepare or~~ review reports for the Department Director, City Administrator, Mayor, City Council, or commissions and committees;

Work closely with Council and other public and private groups to explain or coordinate plans for proposed projects and to respond to their concerns; and

~~And direct~~Direct the preparation and administration of division, program, and project budgets.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current economic development trends and practices
- Contract negotiations and administration and project management
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision
- Personnel management, employee relations, team building, setting goals, long and short term planning, project management, budget development, and financial management
- ~~And the principles of business development, administration and business strategies.~~Federal, state, and municipal laws and regulations governing economic development projects and programs
- Principles of business development, administration and business strategies
- Business assistance, employment generation, neighborhood revitalization, energy conservation, and related economic development
- Public and private financing techniques for economic development
- Real estate economics and transactions
- Social, political, and environmental issues influencing economic development program administration

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls
- Prepare and implement long and short-term plans related to economic development and employment programs

- Provide strong leadership, initiative and drive, interpersonal and cultural sensitivity, creative and flexible problem solving skills, and the ability to direct and motivate diverse staff
- Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action
- Communicate effectively and persuasively in both oral and written format
- Coordinate a variety of projects and activities interdepartmentally and with outside agencies
- Prepare and administer division and program budgets
- Provide sound financial management
- Negotiate and administer a variety of contracts
- Develop and maintain positive relationships with community leaders, organizations, businesses and staff
- ~~Coordinate a variety of projects and activities interdepartmentally and with outside agencies~~
- Work effectively with ethnically diverse constituencies
- Foster good public and community relations
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas
- 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
- ~~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
- And establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

Possession of a Bachelor's Degree from an accredited college or university in City Planning, Public Policy, Public Administration, Business Administration, Economics, Finance, City Urban Planning, or a closely related field. A Master's Degree in a related field is desirable.

Experience:

Eight (8) Five (5) years of progressively responsible professional experience, including (3) years of senior management experience, performing ~~responsible and~~ complex administrative

duties in an economic or business development environment, including at least two (2) years in a supervisory capacity.

LICENSE OR CERTIFICATE

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

<u>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</u>		
Established:	2/10/2011	CSB Resolution #: 44351
Exempted:	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Salary Ordinance #:
		Exemption Resolution #: 83024
		10/19/2010
Revision Date:		CSB Resolution #:
Re-titled Date:	n/a	CSB Resolution #:
		Salary Ordinance #:
(Previous title(s): n/a)		

**MEMORANDUM**

DATE: December 21, 2017

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett, Principal HR Analyst, Recruitment & Classification / Staff to the Board

THROUGH: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of four (4) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Borrero, Antoinette	Police Communications Dispatcher	Oakland Police Department	April 30, 2018 – May 31, 2018	CSR 8.07 (c)(iii) Personal Business
Gonzalez, Sonia	Police Communications Operator	Oakland Police Department	November 25, 2017 – January 05, 2018	CSR 8.07 (c)(iii) Personal Business
Ichazu-Gonzalez, Sabrina	Human Resource Technician	Human Resources Management Department	December 27, 2017 – February 9, 2018	CSR 8.07 (c)(iii) Personal Business
Shagovac, Stephanie	Police Communications Dispatcher	Oakland Police Department	September 15, 2017 – January 15, 2018	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Antoinette L. Borrero Employee's ID 15507 Today's Date 16 Oct 17

Department/Division Oakland Police - Communications Employee Job Title Police Communications Dispatcher

I Request: 32 Days Hours From 30 Apr 18 To 31 May 18
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

[Signature] 16 Oct 17
 Employee's Signature Date

 Civil Service Board Approval Date

Eugenia Rivera 10.16.17
 Department Head Approval Date

 City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Sonia Gonzalez Employee's ID 21510 Today's Date 10/30/17

Department/Division Communications Employee Job Title Police Communications Operator

I Request: 41 Days Hours From 25 NOV 17 To 05 JAN 18
No. of Days or Hours Select Days or Hours

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

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

*** Additional Information**

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

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

[Signature] 30 OCT 17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 11/2/17
 Department Head Approval Date

 City Manager Approval Date

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

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Sabina Ichniowicz - Gonzalez Employee's ID 20963 Today's Date 11/7/17

Department/Division HR - Recruitment Employee Job Title HR technician

Request: 45 Days Hours From 12/27/17 To 2/9/18
No. of Days or Hours Select Days or Hours

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

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

*Additional Information

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

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

[Signature] 11/7/17
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 11/7/17
 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.

Distribution: Original to DHRM Admin., Copy to HRIS Operations, Dept., and Employee

Print Form



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Stephanie Shagovac Employee's ID 21477 Today's Date 9/22/17

Department/Division Communications Employee Job Title Communications police dispatcher

I Request: Days Hours From 9/15/17 To 1/15/18
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Stephanie Shagovac
 Employee's Signature Date 9/22/17

 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.

Distribution: Original to DHRM Admin, Copy to HRIS Operations, Dept., and Employee



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: October 19, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco (Arrived 5:46); Yvonne Hudson-Harmon (Absent); Christopher Johnson (Absent); Jeffrey Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Kip Walsh, HRM Manager/Staff to the Board
Michelle Meyers, Deputy City Attorney
Tabitha Pulliam, HR Technician/Staff to the Board

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM:

Christopher Boucher, Port of Oakland Human Resources Director, spoke in honor of Kip Walsh, HRM Manager/Staff to the Board, thanking her for her many years of service to the City of Oakland and its constituents.

2) CONSENT CALENDAR:

- a) Approval of Revised Classification Specifications
 - Head Start Facilities Coordinator
 - Head Start Education Coordinator
 - Latent Print Examiner II
- b) Approval of Employee Requests for Leave of Absence

44871 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Jones, Levin, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Hudson-Harmon, Johnson

3) OLD BUSINESS:

- a) Approval September 21, 2017 Civil Service Board Meeting Minutes

44872 A motion was made by Board Member Williams and seconded by Board Member Levin to Approve the September 21, 2017 meeting minutes. The motion passed unanimously.

Votes: Board Member Ayes: 4 – Gourdine, Jones, Levin, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Baranco, Hudson-Harmon, Johnson

- b) Determination of Schedule of Outstanding Board Items
- a) Port of Oakland Follow-up Report on the Use of Temporary Employees
 - b) Resubmission of Port Classification Specifications Revision
 - i. Senior Survey Mapping Technician & Analysis

Note: Kip Walsh, Human Resource Manager, stated that the Port opted to withdraw its request for approval of revision of the Senior Survey Mapping Technician classification specification. Human Resources Director Christopher Boucher added that the class spec is included in the list of specifications currently under review in the common classification analysis, as requested by the Board. Mr. Boucher further reported that the Port utilizes temporary employees from temp agencies to fill temporarily vacant positions for a total of 120 without exception, consistent with CSB rules. In addition, due to the highly specialized, technical skill set required for many of the port's jobs, the Port, in most cases, appoints and rotates assignments between current trained Port incumbents who "act" in vacant positions until the position is filled. To memorialize the Port's use of temp employees, Chairperson Gourdine and Board Member Levin requested that the Port revise and resubmit its previous report on its use of temporary employees, clearly outlining its current practices and how those practices adhere to Civil Service Board rules.

- 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 ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

Report received and filed

4) NEW BUSINESS:

- a) Approval of New Job Classification Specifications
- Head Start School Readiness Coordinator
 - Head Start Coach Coordinator
 - Head Start Mental Health & Disabilities Coordinator

- Head Start Family & Community Engagement Coordinator

44873 A motion was made by Board Member Levin and seconded by Board Member Williams to approve the new job classification specifications. The motion passed unanimously.

Votes: Board Member Ayes: 5 – Gourdine, Jones, Baranco, Levin, Williams
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Hudson-Harmon, Johnson

Note: Board Member Levin requested that an Organizational Chart of the department be included with future requests for approval of New Job Classification Specifications.

- b) Quarterly Report per section 3.04(f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of All Classification Specification Revisions Currently Under Review.

Note: Kip Walsh requested that the Quarterly Report be withdrawn from this month’s agenda to be presented at November’s meeting. There were no objections; the item was withdrawn.

5) 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 16, 2017. All materials related to agenda items must be submitted by Thursday, November 7, 2017. 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@oaklandnet.com



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandnet.com 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@oaklandnet.com 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@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – December 21, 2017**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPD-2015-AP03	Complaint Investigator II (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Closing briefs due to Arbitrator 12/7 with a decision date scheduled for 1/7/2018.
OPD-2016-AP01	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Hearings have been concluded. Briefs are due January 10, 2018.
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	Arbitration scheduled November 20. IBEW 1245 and Port Attorney in Settlement Discussions
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	City Attorney requesting list of Arbitrators for future hearing (10/26/2017)
CAU-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	7/12/2017	Union Rep reassigned. Tentative Hearing Scheduled for January CSB Meeting

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due
October 19, 2017	Submit Revised Report detailing the Port's use of Temporary Employees	Port HR Director	Report included in December Agenda



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – December 21, 2017**

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OCA-2017-AP01	Legal Administrative Assistant (Kayhan)	City Attorney	6.06 Appeal of Probationary Removal/Demotion 6.06(c) Discrimination based on Protected Activity	9/8/2017	Closed - HR Director received official resignation letter Oct 26, 2017



PORT OF OAKLAND

MEMO

To: The Honorable City of Oakland Civil Service Board

Through: Ian Appleyard, Director, Human Resources Management and Secretary to the Board

From: Christopher Boucher, Director of Human Resources *CB*

Date: November 7, 2017

RE: **Port of Oakland's Use of Temporary Services – Supplemental Report**

At the direction of the Civil Service Board ("CSB") from its October 19, 2017 meeting, the Port of Oakland ("Port") respectfully provides the following supplemental informational report on the Port's use of temporary services. Specifically, the CSB inquired as to whether the Port hires temporary employees in a similar fashion to the Temporary Contract Service Employees ("TCSEs") and Exempt Limited Duration Employees ("ELDEs") classifications at the City of Oakland, and how temporary services are being utilized by Port management.

First, with respect to the question concerning whether the Port hires temporary employees in a similar fashion to TCSE and ELDE classifications at the City of Oakland, the Port utilizes temporary staffing services on an as-needed basis to bridge personnel shortages for budgeted positions due to short-term and long-term leaves, including: medical leaves, workers' compensation leaves, and other various statutory-protected leaves. The source of labor is provided through the various temporary staffing services agencies ("agencies") who have been awarded a professional services agreement by the Port, and these agencies hire individuals¹ to provide the Port with the requested source of labor in the aforementioned instances. Partnering with temporary staffing agencies to provide services to the Port is critical to the Port's operations, which are primarily located at the Oakland International Airport and Maritime facilities.

Second, with respect to the question concerning how temporary services are being utilized by Port management, the duration of temporary staffing services at the Port are limited by section 5.06(c) of the City of Oakland Personnel Manual (similar provisions can be found in section 5.06(c) of the Port's Personnel Rules), and is further governed by the applicable memoranda of understanding with the Port's bargaining units. For example, under the Port's memorandum of understanding with Service Employees International Union, Local 1021, Article 2.I (Contracting Out) limits the duration of temporary services to 120 calendar days by expressly stating as follows: "The Port shall not retain any temporary employees, consultants, contract or agency employees who perform bargaining unit work for longer than one hundred and twenty (120) calendar days." As such, the Port adheres to the

¹ It should be noted that the individuals hired by the temporary staffing services agencies are not statutory employees of the Port, but rather, they are either W-2 or 1099 employees of the agencies. As such, they do not hold a Port classification because the use of these services are temporary in nature.

The Honorable City of Oakland Civil Service Board
Port's Use of Temporary Services – Supplemental Report
November 7, 2017
Page 2

MOU provision as referenced above, and terminates the use of the temporary services at the end of the 120-calendar day timeline (or earlier if the employee returns from leave prior to the 120-calendar day period). Following the end of the 120-calendar day timeline, the Port's practice is that there is no additional or subsequent temporary backfill, so the management decision to utilize temporary services is often strategically based on the peak staffing demands of the Port, especially if the absence is anticipated to be of long duration (i.e. medical leave that could extend to one year or longer).

In other instances, because of the relative small size of the Port (consisting of approximately 500 FTEs), and the unique nature of the Port's operations, such as Airside Operations, Airport Terminal Services, Commercial Real Estate, Harbor Facilities, Cranes, etc., it is sometimes impractical to utilize temporary services because they do not have available or qualified labor pool to provide for such needs. When this occurs, the Port may elect to: i) wait for the incumbent to return from leave; ii) assign the work on an acting assignment basis (for longer durations, acting assignments are also typically assigned to several employees within the work group); or iii) complete only the critical work on an overtime basis.

Lastly, when an incumbent vacates a position either by way of resignation or retirement, the Port's HR team convenes the recruitment process in consultation with the hiring department. The Port's recruitment processes are generally completed within 60 to 90 days, as consistent with our internal service goals and key performance indicator ("KPI"). For classifications with anticipated attritions or retirements, Port HR also establishes eligibility lists in advance of the incumbents' separation from employment in order to minimize the downtime and business disruption that could result from lack of available staffing. These efforts further reduce the needs for temporary services at the Port as a result of a vacancy occurring.

The Port appreciates the opportunity to provide this report to the Civil Service Board.



CITY OF OAKLAND

STAFF REPORT

DATE: December 21, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Acting HR Manager, Staff to the Board

THROUGH: Ian Appleyard, HR 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 October 19, 2017 meeting that referenced data as of October 8, 2017. 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.

As of November 17, 2017, there are a total of seventy (70) employees in the TCSE (19), TCSE/Annuitant (36), and ELDE (15) categories. Five (5) assignments were closed, and five (5) new assignments were added. Of the total, three (3) are 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.”

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: December 21, 2017

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STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total seventy (70) temporary assignments, we are reporting three (3) in this period as out of compliance with Rule 5.06.

- Three (3) of the non-compliant assignments (Animal Services, Planning & Building, and the Fire Department) are for TCSE assignments where Human Resources Management (HRM) staff is working with the departments to resolve outstanding classification and compensation issues.

Staff will continue to provide the Board with updates of progress on these outstanding items.

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 Jaime Pritchett, Recruitment & Classification at (510) 238-4735.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting November 17, 2017
- B. TCSE/ELDE Compliance Trend Chart: As of November 17, 2017

**CIVIL SERVICE BOARD
December 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

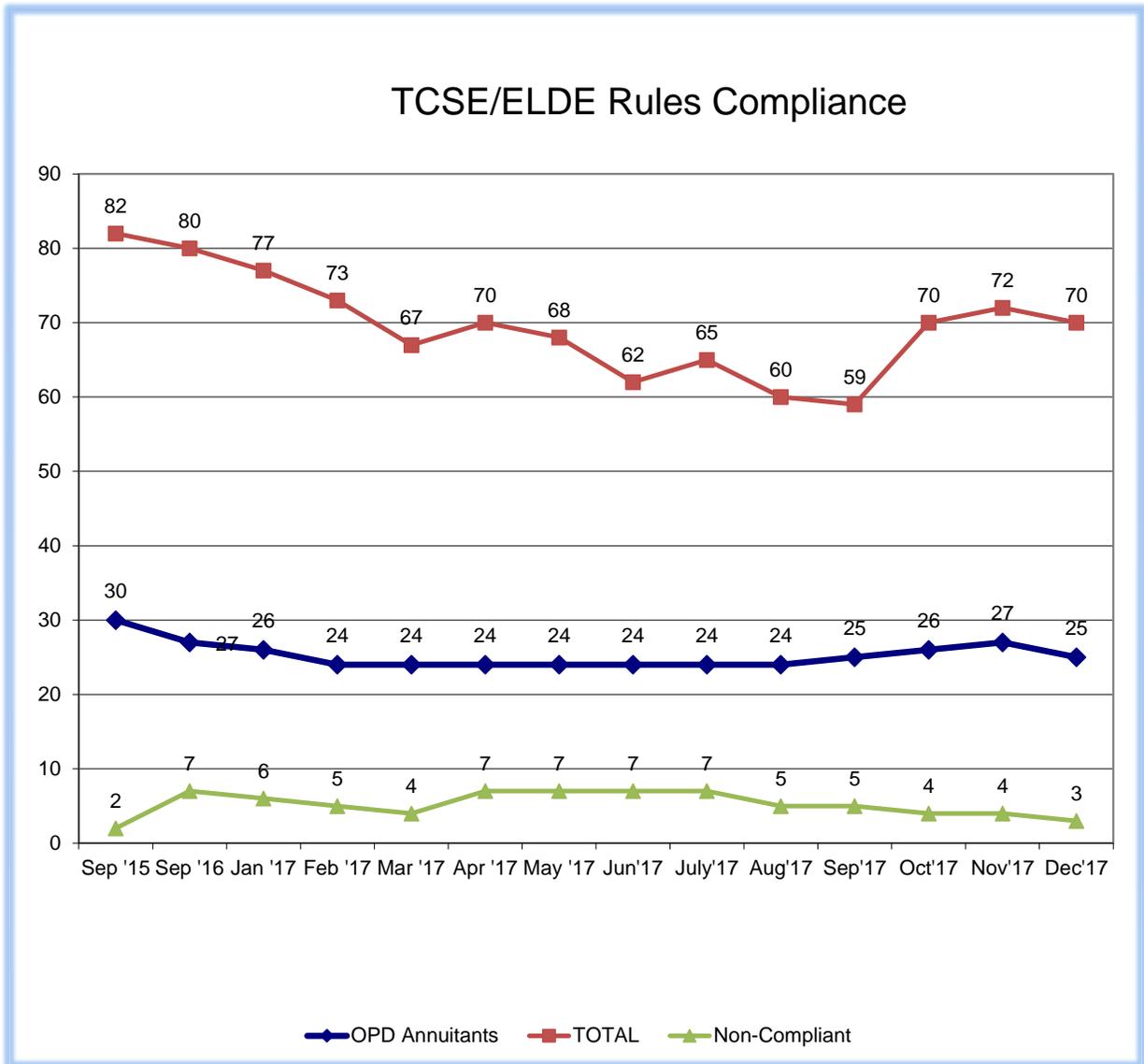
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Comments
CLOSED THIS PERIOD (5)								
CITY ADMINISTRATOR	Rozycki	Ari	02491 - Oakland Animal Services	2/18/2015	TCSE	Part time veterinarian. Meeting w dept scheduled for last week in May.	SEPARATED	
CITY ADMINISTRATOR	Glickman	Kathryn	02111 - Communications	7/3/2017	TCSE	Temporary support on Digital Front Door project to update the City's website.	SEPARATED	
FINANCE	Lecky	Hassan	08243 - Purchasing	6/5/2017	TCSE	Temporary assignment - recruitment process initiated	PERMANENT	
PLANNING & BUILDING	Poon	Sammi	84421 - Engineering: Permit Center	2/14/2017	TCSE	Time-limited project; temp assistance with backlog of permits	PERMANENT	
POLICE	Yelder	Ronald	106610 - Background & Recruiting	1/30/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	SEPARATED	
NEW THIS PERIOD (5)								
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - Communications Unit	7/31/2017	TCSE	Temporary support on Digital Front Door project to update the City's website.	COMPLIANT	
CITY ADMINISTRATOR	Gennino	Angela	02111 - Administration Unit	10/23/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
HUMAN SERVICES	Shelton	Susan	78411 -	9/11/2017	TCSE	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT	
MAYOR	Corbin	Khalil	01111 - Mayor	11/20/2017	ELDE	Temporary support in Mayor's office	COMPLIANT	
POLICE	Gatke	James	102121 - Propety Section	9/11/2017	ELDE	Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT	
COMPLIANT (62)								
CITY ADMINISTRATOR	Datta	Shantanu	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Horton	Scott	02111 - Communications Unit	10/2/2017	TCSE	Temporary assignment to support City Administrator's communications team	COMPLIANT	
CITY ADMINISTRATOR	Krishnamurthi	Niranjan	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT	
CITY ATTORNEY	Johnson	Kenneth	04311 - City Attorney Advisory	9/27/2017	ELDE	Temporary, time sensitive project assistance in the Real Estate & Redevelopment Unit	COMPLIANT	
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	Filling in for Council staff out on leave	COMPLIANT	
DEPT. OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE	Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT	
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Spec under revision for Marketing Program Coordinator series; duties not yet fully defined	COMPLIANT	
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary project support in the Film Office.	COMPLIANT	
ECON & WORKFORCE	Muse	Angela	85311 - Workforce Development	2/13/2017	ELDE	Project: Career Pathways Trust - Grant funding until June 30, 2018.	COMPLIANT	
FINANCE	Cherkis	Helen	08211 - Accounting Administration	4/17/2017	ELDE	Temporary assignment to help implement business processes in Oracle R-12	COMPLIANT	
FINANCE	Nguyen	Frank	08211 - Accounting Administration Unit	5/30/2017	TCSE	Temporary assignment to implement new Oracle R12 Financial system	COMPLIANT	
FIRE	Gainey	Maxie	20815 - US&R Division	3/27/2017	ELDE	US&R logistics & warehouse specialist position, selection interviews in progress	COMPLIANT	

**CIVIL SERVICE BOARD
December 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Comments
FIRE	Fairley	Helen	20251 - Fire Communications Unit	9/18/2017	TCSE/ Annuitant	Temporary Senior Dispatcher; recruitment underway; est. completion 11/10/17	COMPLIANT	
FIRE	Fountaine	Annette	20241 - Fire Communications Unit	9/5/2017	TCSE/ Annuitant	Fire Comm Manager Exempt position under development; temp assignment pending recruitment	COMPLIANT	
HOUSING	Dizon	Benjamin	89939 - Municipal Lending	2/27/2017	TCSE/ Annuitant	Providing training to new staff.	COMPLIANT	
HUMAN RESOURCES	Estevez	Richard	05211 - Human Resource Management	3/27/2017	TCSE/ Annuitant	Temporary assignment to support critical labor relations, classification, and recruitment needs.	COMPLIANT	
HUMAN RESOURCES	Topp	Bruce	05311 - Employee Relations	7/31/2017	TCSE	Temporary assignment to assist with training of new and current HR Staff	COMPLIANT	
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	PT Food Program Coordinator; intermittent; pending creation of PT class	COMPLIANT	
HUMAN SERVICES	Hernandez	Thea	78231 - Head Start Program	9/25/2017	ELDE	Pending Salary Ordinance amendment; December 2017	COMPLIANT	
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT	
INFORMATION TECHNOLOGY	Sharma	Saurabh	46111 - Information Technology Department	10/9/2017	TCSE	Temporary project management of the implementation of Oracle EBS/R12 Phase II and other projects	COMPLIANT	
INFORMATION TECHNOLOGY	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Preservation	1/30/2017	ELDE	Temporary assignment assisting with implementation of the Accela platform	COMPLIANT	
PLANNING & BUILDING	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE	Time-limited project; temp assistance with backlog of telecommunication cases	COMPLIANT	
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	Time-limited project; temp assistance with backlog of permits	COMPLIANT	
PLANNING & BUILDING	Wells	Laurissa	84229 - Strategic Planning	7/1/2017	ELDE	Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations	COMPLIANT	
PLANNING & BUILDING	Wilson	Isaac	84454 - Inspections: Neighborhood Preservation	3/16/2017	TCSE/ Annuitant	Time-limited project; temp assistance with backlog of inspections	COMPLIANT	
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Spec under development for Courier classification; duties not yet fully defined.	COMPLIANT	
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to migrate and verify new PRIME system	COMPLIANT	
POLICE	Leaks	Delores	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Flynn	Dana	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Johnson	Steven	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Lau	Peter	106610 - Background & Recruiting	10/10/2015	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Hill	Barbara	103310 - Communications Unit	2/2/2015	TCSE/ Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT	
POLICE	Byer	Judy	106610 - Background & Recruiting	3/12/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Juarez	Edward	106610 - Background & Recruiting	2/28/2015	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Mestas	Alfred	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Fisher	James	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Pressnell	Edward	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Smith	Phyllis	103310 - Communications Unit	7/20/2015	TCSE/ Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT	

**CIVIL SERVICE BOARD
December 2017 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS	Comments
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Christmas	Ernest	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Parker	Norma	106610 - Background & Recruiting	3/17/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Chey	Tae	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Nguyen	Hung	106610 - Background & Recruiting	1/30/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Taylor	Mayumi	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Thurston	Steven	106610 - Background & Recruiting	1/30/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Wong	Scott	106610 - Background & Recruiting	9/11/2017	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Gonzales	Jesse	106610 - Background & Recruiting	4/23/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT	
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to complete data migration into PRIME	COMPLIANT	
PUBLIC WORKS	Douglas	Breanna	30131 - Public Works Call Center	2/14/2017	TCSE/ Annuitant	Assisting with peak work demands pending Call Center reorg.	COMPLIANT	
PUBLIC WORKS	Winston	Cotys	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending Call Center reorg.	COMPLIANT	
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy.	COMPLIANT	
PUBLIC WORKS	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy. TCSE is Training newly hired Fleet Specialist.	COMPLIANT	
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	Time-limited project; temp assistance with backlog of accounting tasks.	COMPLIANT	
Non-Compliant (3)								
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	9/14/2015	TCSE	Part time veterinarian. Meeting w dept scheduled for last week in May.	NON-COMPLIANT	Class/comp issues difficult to resolve.
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	3/12/2016	TCSE	CORE PT instructor; class spec in development	NON-COMPLIANT	Class development delayed.
FIRE	Kelly	Michael	20815 - U.S.A.R	1/24/2005	TCSE/ Annuitant	USAR Cache Mgr - highly specialized intermittent assignment.	NON-COMPLIANT	System solution under discussion.





MEMORANDUM

DATE: November 16, 2017

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

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

SUBJECT: Approval of New Classification Specifications for the Finance Department

Based upon a classification review at the request of the Finance Department, staff has proposed the creation of two new classifications:

- **Treasury Administrator, Assistant; and**
- **Revenue & Tax Administrator, Assistant**

The City's Finance Department experienced a reorganization during the start of the fiscal year. As part of the City's amendment to Municipal Code Section 2.29, the budget functions that had operated as part of the City Administrator's Office were moved to a consolidated Bureau of Budget in the Finance Department. In consideration of structural alignment across all four financial bureaus, assistant-level administrators are being added to the Bureau of Treasury and the Bureau of Revenue. Two other assistant-level administrators presently exist: Controller, Assistant and Budget Administrator, Assistant.

In response to the changes described above, one new position in each classification will be added to the budget. The new specifications will be used to conduct the two recruitments and to define the work of the positions as they are filled

The primary duties of the two new classifications are as follows (taken from the "Definition" section of the specifications):

Treasury Administrator, Assistant

The proposed new Treasury Administrator, Assistant position will assist the Treasurer with planning, organizing, and managing the Treasury Bureau and related daily activities including management of all banking relations and activities, maintenance of the City's credit ratings, and administration of all retirement plans and City-wide payroll activities. The incumbent will: manage investment portfolios for the City and the Oakland Redevelopment Successor Agency (ORSA); oversee citywide cashiering and issuance and management of debt for the City, ORSA, and the Joint Powers Authority (JPA); prepare investment, financial, and audit reports; coordinate assigned duties and responsibilities with other City departments and outside agencies; and train and supervise assigned staff.

Revenue & Tax Administrator, Assistant

The proposed new Revenue & Tax Administrator, Assistant position will manage, coordinate, and monitor the programs and activities of the Revenue and Tax Management Bureau; assist in planning, developing and implementing goals, objectives, policies, procedures, and priorities of the bureau; and train and supervise assigned staff.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specifications. City staff and union representatives met

CIVIL SERVICE BOARD

Subject: Treasury Administrator, Asst and Revenue & Tax Administrator, Asst Classification Specifications

Date: November 16, 2017

Page 2

on October 19, 2017 to discuss the classifications. In an email dated October 31, 2017, the union confirmed that they have no objections to the proposed new classifications.

Staff is developing an amendment to the Salary Ordinance to add the new classifications to the City's Salary Schedule, tentatively scheduled to be presented to the Finance and Management Committee in January 2018, with two readings scheduled for City Council to follow in January/February 2018.

Additionally, no determination has been rendered regarding the "common class" status of these classifications. The "Common Class" Project is currently underway, and more information will be available at a later date.

Staff recommends that the Civil Service Board approve the classification specifications as proposed for the following classifications:

- Treasury Administrator, Assistant; and
- Revenue & Tax Administrator, Assistant

Attachments: New classification specifications for Treasury Administrator, Assistant and Revenue & Tax Administrator, Assistant.



ASSISTANT REVENUE AND TAX ADMINISTRATOR

DRAFT

Class Code: EMXXX FTE

Civil Service Classified

DEFINITION

Under general direction in the Finance Department, manages, coordinates and monitors the programs and activities of the Revenue and Tax Management Bureau; assists in planning, developing and implementing goals, objectives, policies, procedures and priorities of the bureau; trains and supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Revenue and Tax Administrator is a management level classification with responsibility for assisting in the administration of the Revenue and Tax Management Bureau. This classification is distinguished from the higher level Revenue and Tax Administrator, which is a division head and has overall responsibility for the bureau.

The incumbent receives administrative direction from the Revenue and Tax Administrator and exercises direction over professional, technical and clerical staff in the Revenue and Tax Management Bureau.

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

Plan, organize, direct and coordinate the work of assigned professional, technical and support staff.

Assist the Revenue and Tax Administrator with planning, developing, and implementing policies and procedures for the receipt, enforcement, reporting, and auditing of monies from the public for taxes, fees and other sources of City revenues.

Assist with managing and developing revenue and tax enforcement programs and ensure compliance with current and changing Federal, State, municipal Code regulations and City policies.

Participate in analyzing, developing and implementing proposed rate structures for business taxes, license fees, parking rates and other City revenues.

Assist in establishing goals, objectives, policies, procedures and work standards for the bureau; direct the development of performance measures to ensure that policy or organizational goals are being met.

Assist in the development, implementation and maintenance of management and information systems; recommend new technology to maintain or improve program effectiveness.

Conduct or manage the preparation of a variety of studies, reports and projections related to current and long-range City revenues; analyze the fiscal impact; develop recommendations.

Assist in the preparation of the bureau's budget and monitor expenditures.

Select, supervise, and evaluate assigned technical, professional and support staff; provide

training and development.

Prepare, review or coordinate the preparation of reports for the City Administrator, City Council or committees.

Coordinate the operations of the bureau with other departments, outside agencies and the public; respond to inquiries and resolve complaints; interpret and explain relevant procedures, ordinances and regulations.

Analyze new or proposed changes to legislation related to municipal revenue production and tax administration; make recommendations and implement required changes.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of accounting and budgeting.
- Principles and practices of municipal tax administration.
- Principles and practices of tax auditing.
- Principles, laws and practices of delinquent collections.
- Accounting and budgetary procedures for municipal governments.
- Applicable codes, regulation and guidelines governing revenue collection, licensing and financial audits.
- Computer systems and financial applications.
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Budget development and administration.
- Principles of training and staff development.

Ability to:

- Manage and direct a comprehensive municipal revenue and tax collection and reporting program.
- Interpret, explain and apply laws and regulations governing municipal accounts receivable and revenue processing.
- Develop records, systems and procedures to ensure internal control of revenue operations.
- Audit, verify and reconcile financial data.
- Analyze complex revenue collections and auditing problems; evaluate alternative solutions; recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Select, train, motivate, and evaluate assigned staff.
- Exercise sound, independent judgment within general policy guidelines.
- Interpret federal and state regulations pertaining to municipal accounts receivables and revenue processing.
- Communicate effectively orally and in writing.
- Prepare and administer a Bureau budget.
- Implement and maintain accurate record maintenance systems.
- Prepare clear, concise reports, correspondence, and other written materials.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor’s degree from an accredited college or university in accounting, finance, business administration, economics, public administration, or a related field. A Master’s degree is desirable.

Experience:

Five years of progressively responsible experience in the management of revenue and tax administration, tax auditing or accounting operations, including at least two years of supervisory experience. Municipal accounting experience is desirable.

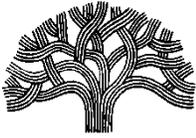
LICENSE OR CERTIFICATE

An incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be an efficient method for traveling to required locations. An individual 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.

OTHER REQUIREMENTS

Possession of a Certified Public Accountant certificate is desirable.

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



CITY OF OAKLAND

TREASURY ADMINISTRATOR, ASSISTANT

DRAFT

Class Code: EM260 FTE

Exempt

DEFINITION

Under direction in the Finance Department, assists the Treasurer with planning, organizing and managing the Treasury Bureau and related daily activities including management of all banking relations and activities, maintenance of the City's credit ratings, and administration of all retirement plans and City-wide payroll activities. The incumbent will manage investment portfolios for the City and the Oakland Redevelopment Successor Agency (ORSA); oversee citywide cashing and issuance and management of debt for the City, ORSA, and the Joint Powers Authority (JPA); prepare investment, financial and audit reports; coordinate assigned duties and responsibilities with other City departments and outside agencies; train and supervise assigned staff; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Treasury Administrator, Assistant is a management classification that exercises considerable independent judgment and takes final action on matters involving the daily operations of the Treasury. This classification can be distinguished from the Finance Director/Treasurer, which is a department head position with the responsibility of overseeing the operations of the Finance Department. The incumbent receives direction from the Finance Director and exercises supervision over Financial Analysts, Treasury Analysts, and other assigned professional, technical and clerical support staff.

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

Plan, organize, manage and direct the daily operations of the Treasury Bureau including Treasury, Payroll and Retirement units; manage staff who are responsible for the collection, custody, investment and disbursement of City funds.

Spearhead the City's relationship with its primary depository bank and manage all functional areas including merchant services, lockbox processing, cash vault services, etc.

Plan, organize, and implement an investment program for the portfolios of the City and ORSA, which includes operating funds and bond funds; prepare reports for both the City and ORSA portfolios for the Comprehensive Annual Financial Report; assist external auditors on all investment-related transactions.

Ensure that citywide Payroll processing functions are timely and efficient; oversee CalPERS member contribution payments and auditing requirements; appropriate taxes are paid in a timely manner; and insure that all reporting is completed pursuant to the appropriate State and Federal laws.

Monitor the debt profile of the City and ORSA to identify potential refunding bond issuances and new money transactions; participate in all aspects of the financing from the kick-off to the close.

Manage the City's Master Lease Program for assorted Private Placements for different types of equipment (i.e., vehicles, streetlights, etc.).

Prepare and provide an annual City Investment Policy; monitor the markets and economic indices to make prudent investment decisions; recommend, develop and report performance measurements of investment results and fully document investment activity.

Prepare a Request for Proposal (RFP) for broker-dealer services on an annual basis and oversee the decision-making process.

Manage the activities involved in the City's annual Tax and Revenue Anticipation Note borrowing, which includes the selection of the Financial Advisor, Underwriters, and Trustee; review all documents and maintain effective communication with the investor community.

Devise, implement, and manage the development of goals, objectives, policies, procedures, and work standards for the Treasury Bureau.

Provide cash management services to the Treasury Bureau and City departments.

Spearhead the development of the City's Investor Relations Program and manage the relationship with the investor community.

Prepare, review or coordinate the preparation of reports for the City Administrator, City Council, City staff, financial institutions, governmental agencies and the public; attend various meetings, provide staff support and make presentations to the Finance and Management Committee and City Council on investment related items.

Exercise signatory authority as delegated by the Treasurer; serve as Acting Treasurer as required.

Select, supervise, train and evaluate assigned staff; monitor staff performance and coach for improvement and employee development; provide and coordinate staff training.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Theory, principles and practices of finance as applied to a wide variety of government investment programs.
- Laws, regulations, and procedures governing municipal debt and investment operations.
- Principles, practices and methods of public finance and accounting.
- Investment instruments and sources of available data for analyzing securities and market trends.
- Principles and practices of organization, administration, budget and personnel management.
- Citywide and departmental policies, procedures and regulations regarding operations and personnel matters.
- Computer systems and applications.
- Budget development and administration.
- Principles of supervision and training.

Ability to:

- Manage the work of subordinates including coaching staff from improvement and development, training, assigning, monitoring, and evaluating work performance, counseling and disciplining staff.
- Evaluate, develop and implement division policy and programs to improve operations.
- Manage multiple tasks and projects simultaneously.
- Analyze and evaluate investment data and cash flow projections; make recommendations and act effectively based on the information.
- Monitor investments to ensure compliance with policies and regulations, such as the California State Government Code.
- Remain abreast of changing reporting functions and applicable laws for all payroll operations.
- Ensure that City Retirement programs are following the applicable federal, state and local laws.
- Stay current regarding all aspects of public finance and new tools used for financing on a tax-exempt and taxable basis.
- Use independent reasoning to solve complex problems within broad policy guidelines and make sound decisions in a manner consistent with the required duties.
- Maintain accurate records; prepare clear, concise reports, correspondence and other written materials.
- Communicate effectively in both oral and written form.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective work relationships with other department representatives, elected officials, financial institutions, bondholders, the public, and others contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

A Bachelor's degree from an accredited college or university in finance, economics, accounting, business administration, or a related field. Master's degree is desirable.

Experience:

Five years of progressively responsible treasury experience in a financial institution or municipal government involving debt management, investment portfolios and payroll operations including two (2) years of supervisory experience.

LICENSE OR CERTIFICATE

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

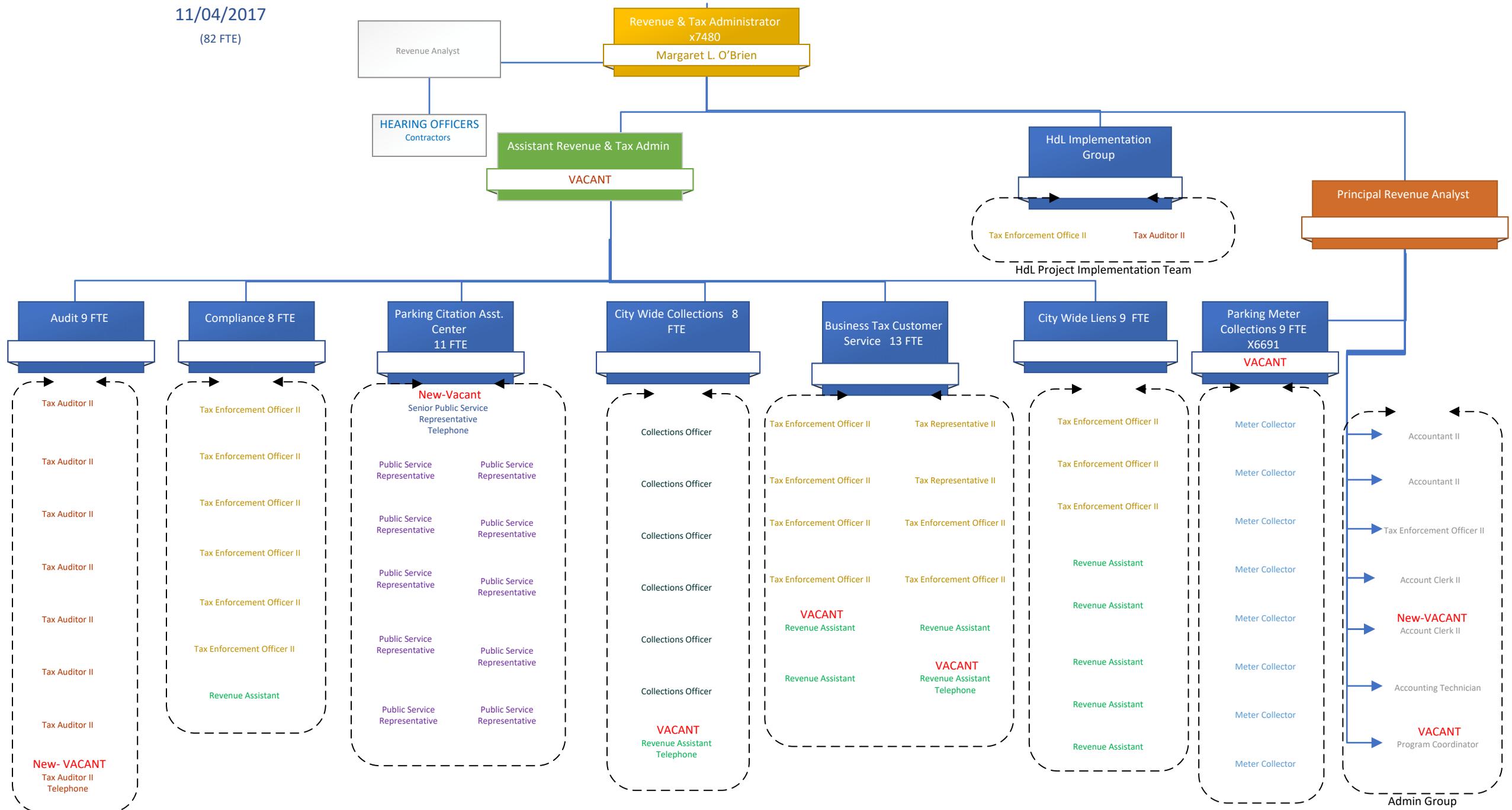
DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / /	CSB Resolution #:	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date: / / /	CSB Resolution #:	
Re-titled Date: / / /	CSB Resolution #:	Salary Ordinance #:

(Previous title(s):

Revenue Management Bureau

11/04/2017
(82 FTE)

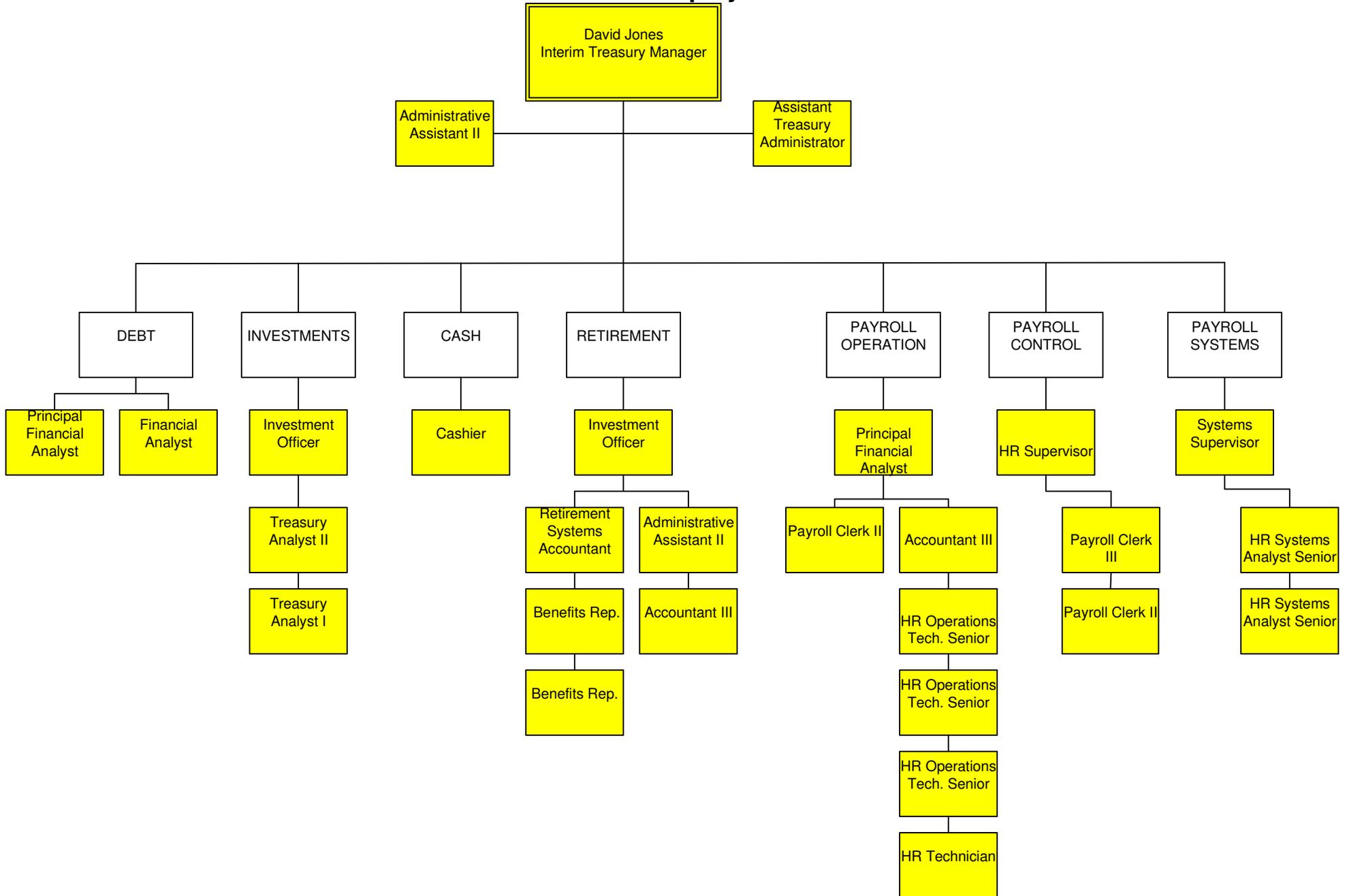




TREASURY BUREAU ORGANIZATIONAL CHART

CSB Meeting December 21, 2017

Finance Department / Treasury 28 Full Time Employees





STAFF REPORT

DATE: October 19, 2017

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

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 supplemental report in August (for quarter end June 30, 2017). 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 September 30, 2017. During this reporting period, zero (0) studies were completed, zero (0) studies were canceled, and one (1) new study was received. There are currently fourteen (14) active classification studies.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2017, showing a total of ninety-six (96) classifications: during this reporting period there were five (5) classification revisions or creations completed and approved by the Civil Service Board and one classification revision was canceled; there are seven (7) classifications being advanced by HRM to the Board for the October 19, 2017, meeting; an additional fourteen (14) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-three (53) classification specification reviews assigned and under review by analysts; and there are an additional sixteen (16) 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	6
Scheduled to CSB for Approval	7
Under Review for Scheduling of Meet & Confer with Representative Union	14
Assigned to Analyst for Review	53
Pending for Assignment	16
TOTAL	96

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: October 19, 2017

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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) as of September 30, 2017

Attachment B – Classification Specifications under review as of September 30, 2017

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

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	FINANCE	City Administrator Analyst	11/4/2016			No	Drafting findings.
2	CAO	Contract Compliance Officer	11/7/2016			No	Drafting findings.
3	OPW	Administrative Assistant II	11/28/2016			No	Drafting findings.
4	OPW	Administrative Assistant II	3/1/2017			No	Drafting findings.
5	LIBRARY	Librarian II	3/7/2017			No	In progress.
6	CAO	Contract Compliance Officer, Senior	3/16/2017			No	In progress.
7	HCD	Administrative Assistant II	3/28/2017			No	In progress.
8	OPR	Recreation Program Director	4/7/2017			No	Assigned; in initial stages.
9	OPR	Recreation Program Director	4/7/2017			No	Assigned; in initial stages.
10	OPR	Recreation Program Director	4/7/2017			No	Assigned; in initial stages.
11	OFD	Program Analyst I	5/9/2017			No	Assigned; in initial stages.
12	OFD	Management Assistant	6/8/2017			No	Assigned; in initial stages.
13	HRM	Human Resource Clerk	6/19/2017			No	Assigned; in initial stages.
14	OPR	Recreation Leader II, PPT	8/3/2017			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (6)					
TC137	CLERK	Cable TV Operations Chief Engineer	TW1	SPEC REVISION	Approved at 7/20/17 CSB Meeting
AP153	CAO	Contract Compliance Officer	TW1	SPEC REVISION	Approved at 7/20/17 CSB Meeting
AP369	CAO	Contract Compliance Officer, Senior	TW1	SPEC REVISION	Approved at 7/20/17 CSB Meeting
PS140	OFD	Fire Marshal, Assistant (Sworn)	FQ1	SPEC REVISION	Approved at 8/17/17 CSB Meeting
TBD	OFD	Fire Communications Manager	TBD	NEW SPEC	Approved at 8/17/17 CSB Meeting
TR189	OPW	Tree Trimmer	SC1	SPEC REVISION	Canceled.
SCHEDULED (7)					
PP108	HSD	Child Education Coordinator	UH1	SPEC REVISION	Scheduled for 10/20/17 CSB Meeting
TBD	HSD	Head Start Coach Coordinator	TBD	NEW SPEC	Scheduled for 10/20/17 CSB Meeting
SC250	HSD	Head Start Facilities Coordinator	TW1	SPEC REVISION	Scheduled for 10/20/17 CSB Meeting
TBD	HSD	Head Start Family & Community Engagement Program	TBD	NEW SPEC	Scheduled for 10/20/17 CSB Meeting
TBD	HSD	Head Start Mental Health & Disabilities Coordinator	TBD	NEW SPEC	Scheduled for 10/20/17 CSB Meeting
TBD	HSD	Head Start School Readiness Coordinator	TBD	NEW SPEC	Scheduled for 10/20/17 CSB Meeting
PS187	OPD	Latent Print Examiner II	TW1	SPEC REVISION	Scheduled for 10/20/17 CSB Meeting
PENDING MEET & CONFER (14)					
EM139	EWD	Deputy Director, Economic Development & Employment	UM1	SPEC REVISION	Meeting with Local 21 in October 2017.
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	On hold.
MA148	OFD	Fire Marshal, Assistant (Non-Sworn)	UM2	SPEC REVISION	Preparing meet and confer notice for union
SC195	OPW	Parking Meter Collector Supervisor	UH1	SPEC REVISION	Preparing notice for union
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS170	OPD	Police Property Specialist	SC1	SPEC REVISION	Meeting with Local 1021 in October 2017
SC206	OPW	Public Works Supervisor I	UH1	SPEC REVISION	Meetings with Local 21 are in progress
SC207	OPW	Public Works Supervisor II	UH1	SPEC REVISION	Meetings with Local 21 are in progress
NEW	FINANCE	Revenue & Tax Administrator, Assistant	TBD	NEW SPEC	Preparing notice for union
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
TBD	FINANCE	Treasury Administrator, Assistant	TBD	NEW SPEC	Preparing notice for union
TC144	OPD	Veterinary Technician	SD1	SPEC REVISION	Seeking to resume meeting with Local 1021
IN PROGRESS (53)					
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	FINANCE	Budget & Management Analyst	TBD	NEW SPEC	Drafting new class spec

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AF047	FINANCE	Budget & Operations Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Preparing proposed class spec for department review
TBD	CITYWIDE	Courier	TBD	NEW SPEC	Drafting new class spec
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
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
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
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
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
TR140	OPW	Gardener Crew Leader	SC1	SPEC REVISION	In initial discussion with department about assignment

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR141	OPW	Gardener I	SC1	SPEC REVISION	In initial discussion with department about assignment
TR142	OPW	Gardener II	SC1	SPEC REVISION	In initial discussion with department about assignment
TBD	ITD	Help Desk Supervisor	TBD	NEW SPEC	Drafting new class spec
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Preparing proposed spec revisions for department review
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	DOT	Manager, Parking & Mobility Services	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Manager, Transportation Bureau	TBD	NEW SPEC	Drafting new class spec
TBD	EWD	Marketing Coordinator	TBD	NEW SPEC	Drafting new class spec
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	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.
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending sup review & dept feedback
NEW	OPD	Police Communications Dispatcher, Senior	TBD	NEW SPEC	Finalizing proposed class spec with department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	OPW	Sign Technician, Senior	TBD	NEW SPEC	Drafting new class spec
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR178	OPW	Stationary Engineer	SB1	SPEC REVISION	In initial discussion with department about assignment
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department review
TR186	OPW	Traffic Sign Maker	SC1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	DOT	Transportation Planner	TBD	NEW SPEC	Finalizing proposed draft with department
TBD	DOT	Transportation Planner, Assistant	TBD	NEW SPEC	Finalizing proposed draft with department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Drafting new class spec
PENDING ASSIGNMENT (16)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
NEW	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
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
EM242	CAO	Inspector General	UK1	NEW SPEC	Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment
EM177	CAO	Manager, Contract & Employment Services	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department