



## CIVIL SERVICE BOARD MEETING AGENDA

**Date: June 21, 2018**

**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; Carmen Martinez; Beverly A. Williams

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM

#### 2) CONSENT CALENDAR:

ACTION

- a) Approval of Employee Requests for Leave of Absence
  - Police Department
  - Library
- b) Approval of Revised Classification Specifications
  - Human Resources Technician, Senior
  - Park Supervisor I
  - Tree Supervisor I

#### 3) OLD BUSINESS:

- a) Approval of April 19, 2018 Civil Service Board Meeting Minutes ACTION
- b) Approval of May 17, 2018 Civil Service Board Meeting Minutes ACTION
- c) Determination of Schedule of Outstanding Board Items INFORMATION

- d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION

#### 4) NEW BUSINESS:

- a) Approval of New Classification Specification for Police Communications Dispatcher, Senior ACTION

### CLOSED SESSION AGENDA

#### ROLL CALL

*The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.6:*

- 1) **Personnel Matter for Public Employee: Review of the Hearing Officer's Findings for Civil Service Board Case No. OPD-2016-AP02**
- 2) **Personnel Matter for Public Employee: Review of the Hearing Officer's Findings for Civil Service Board Case No. OPD-2015-AP03**

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release, *An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

### OPEN SESSION AGENDA

#### 1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

#### 2) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 19, 2018. All materials related to agenda items must be submitted by Thursday, July 05, 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, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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



# MEMORANDUM

**DATE:** June 21, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Tabitha Pulliam, HRM Technician, 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 three (3) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
Banda, Alisha	Police Records Supervisor	Oakland Police Department	June 18, 2018 – October 02, 2018	CSR 8.07 (c)(iii) Personal Business
Lett, Tamara	Library Assistant	Library	May 21, 2018 – June 01, 2018 & June 04, 2018 – December 04, 2018	CSR 8.07 (c)(i) Additional Education
Stallworth, Marina	Library Aide	Library	March 15, 2018 – September 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 Alisha Banda Employee's ID 24285 Today's Date 4/3/18

Department/Division Records Employee Job Title Records Supervisor

1 Request:  Days  Hours From Jun 18 2018 To 10/2/18  
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)
<b>P</b>	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.

Alisha Banda 4/3/18  
 Employee's Signature Date

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

\_\_\_\_\_  
 Department Head Approval Date

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

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



# 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)
- Paternity Leave (no pay)

Employee's Name TAMARA LETT Employee's ID 14356 Today's Date 5/14/18

Department/Division OPL/FASO Employee Job Title LIBRARY ASSISTANT

I Request: 53  Days  Hours From 6/4/18 To 12/4/18  
No. of Days or Hours Select Days or Hours MONDAY & FRIDAYS

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

### Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
<b>ANP</b>	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.

*Tamara Lett* 5/14/18  
 Employee's Signature Date

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

*[Signature]* 5/14/18  
 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

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- ANP - Miscellaneous (no pay)
- Paternity Leave (no pay)

Employee's Name TAMARA LETT Employee's ID 14356 Today's Date 5/14/18

Department/Division OPR/FASO Employee Job Title LIBRARY ASSISTANT

Request: 8 No. of Days or Hours  Days  Hours Select Days or Hours From 5/21 To 6/1  
M/T/TH/F

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

### Comparison of Different Leave Types

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

Tamara Lett  
Employee's Signature Date 5/14/18

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

Jamie Dubok  
Department Head Approval Date 5/14/18

\_\_\_\_\_  
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

Print Form

Leave Type:

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

Employee's Name Marina Stallworth Employee's ID \_\_\_\_\_ Today's Date 5/16/18

Department/Division Library Employee Job Title Library Aide

I Request: \_\_\_\_\_  Days  Hours From March 15<sup>th</sup> 2018 To Dec 15<sup>th</sup> 2018

Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave \_\_\_\_\_  
(Write appropriate code) Sept 15, 2018 per J. Tumbak (six months)

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
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**\* 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] 5/16/18  
Employee's Signature Date

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

[Signature] 5/18/18  
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



CITY OF OAKLAND

# MEMORANDUM

**DATE:** June 21, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

**THROUGH:** Gregory Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Human Resource  
Technician, Senior

Based upon a classification review at the request of the Human Resources Management (HRM) Department, staff has proposed revisions to the **Human Resource Technician, Senior** classification specification. The classification specification was approved in 1997 and has not been revised since that time.

The entire classification specification is being overhauled. The previous version was more limited in scope and had an emphasis on training operations support. In contrast, the revised description has a broader focus that more comprehensively includes duties related to recruitment and selection, classification and compensation, labor relations and employee development, and technical support operations. Further, the description more clearly defines the role as serving as a lead over assigned staff.

The most significant changes include modifying the education requirement from high school to an Associate's Degree and the years of experience from two (2) to three (3) years. The Knowledge and Abilities section has been revised to more accurately reflect the necessary skillset. Other changes include formatting to ensure compliance with the classification specification template.

There is one vacancy. The revised specification will be used to initiate a recruitment in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on May 3, 2018 to discuss the changes. In an email dated June 6, 2018, 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.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Human Resource Technician, Senior** classification specification.

**Attachments:** Revised draft Human Resource Technician, Senior classification specification.



# HUMAN RESOURCE TECHNICIAN, SENIOR

**DRAFT**  
**06/05/18**

**Class Code: TC119 FTE      Civil Service**

## DEFINITION

Under general supervision, ~~To~~ performs complex and detailed technical ~~personnel~~ human resources duties and assist with planning in support of one or more a-major personnel functions including recruitment and examination, classification and compensation, labor relations or employee development programs; performs work using applicant tracking, personnel, position control, and HRIS software as well as a variety of computer applications; provides training and lead direction to assigned staff; may assign and review work; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is an advanced journey level technical and administrative support position in the Human Resource Technician series. This position performs complex technical support duties, which may includes lead responsibilities over technical and clerical ~~personnel~~ staff. It is distinguished from the Supervising Human Resource Technician classification, which is the full supervisory level. It is further distinguished from the Human Resource Technician classification, which performs routine clerical and technical duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision ~~form from a Supervising Human Resource Technician and professional level management~~ staff. May Will provide lead direction to function as lead worker over assigned technical staff subordinate technical personnel and may supervise clerical level employees.

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

Provide training and lead direction to assigned staff; assign and review work.

Assist with revising and creating policies, procedures, forms, and templates; ensure staff adheres to operating procedures; maintain quality control of data and transactions; prepare reports as needed.

Ensure compliance with contract agreements and personnel rules; interpret and apply rules and regulations; answer difficult or more complex questions and prepare correspondence related to procedures, rules and regulations, job opportunities, salary information, benefits, memoranda of understanding, and recruitment, exam and selection processes to employees and the general public.

Process a variety of human resource transactions to ensure timeliness, accuracy, and proper processing, including position control, bilingual testing, flexible staffing, recruitment and examination, and classification and salary issues; assist with processing and implementation of annual and mid-year budget adjustments.

May be assigned to conduct routine recruitment and selection processes, including performing job analyses, preparing job announcements, assisting in development of examination materials, orienting raters, administering performance tests, and establishing lists.

Assist with the coordination of examination procedures by creating draft job postings, contacting media to advertise recruitment, reviewing applications for completeness, sending notices to candidates, scheduling test facilities, identifying and making arrangements for interview panelists, preparing and distributing test materials, and proctoring written, oral, physical agility and performance examinations; may assist with routine application screening of entry-level recruitments using structured criteria.

Input, modify and retrieve personnel program information utilizing computerized data-bases; maintain electronic and archival records and filing systems; maintain and update confidential files; generate, maintain, archive, and purge physical employee files and records.

Operate and maintain automated applicant tracking system; generate routine reports for examination, classification and employee development programs; verify system data; enter examination scores into system; generate notices to applicants; produce eligible lists; perform certification desk activities related to eligible lists, transfer lists, reinstatement lists, and re-employment forms.

Assist with applicant tracking system administration; train users on related processes and procedures; troubleshoot operations as needed.

Contact other agencies and City departments for information relating to job descriptions, salaries, fringe benefit programs, and personnel practices and policies; make computations, charts, reports or narrative summaries; organize, analyze, and present information; respond to survey requests from other agencies.

Attend job fairs or community events and participate in other outreach activities.

May assist with preparing training announcements for the newsletter and coordinating production of the training catalog; assist in the coordination of training programs by registering participants, preparing and organizing class materials, providing logistical support and monitoring training expenditures.

Assist in the evaluation and selection of exam consultants, including preparing work orders or Requests for Proposal, contracts and resolutions, and processing of vendor payments.

~~Research and compile examination data; prepare reports.~~

~~Assist in the administration of the Service Awards program by disseminating information, organizing and scheduling awards recognition events, analyzing awards eligibility data, and updating the procedures manual.~~

~~Prepare Service Awards contracts and resolutions, and process related invoices.~~

~~Assist in coordinating and conducting training classes such as personal computer training and new employee orientations, including preparing class descriptions and class schedules, scheduling training facilities and equipment, and registering participants.~~

~~Assist in the evaluation and selection of outside trainers for specialized training classes, including preparing Request For Proposal, contracts and resolutions, and processing of vendor payments.~~

~~Produce departmental training cost summary reports utilizing computerized spreadsheet applications software.~~

~~Assign, train, and evaluate clerical staff.~~

Operate a motor vehicle in the performance of assigned duties.

~~Perform related duties as required.~~

### **KNOWLEDGE AND ABILITIES/QUALIFICATIONS**

Knowledge of:

- Principles and practices of personnel administration including examination procedures.
- Principles and practices of training, motivation, evaluation, and supervision.
- Current trends in human resources policies, procedures, and practices.
- Memoranda of Understanding, Civil Service Rules, and operating policies and procedures.
- Modern office procedures and organization; current office techniques and equipment.
- Business English including spelling, grammar, and punctuation.
- Basic mathematics and elementary statistical concepts and calculations.
- ~~Computer and software applications~~
- Record keeping and filing systems.
- Computer and software applications.

Ability to:

- Communicate effectively orally and in writing; make presentations to small and large groups.
- Supervise, train, and evaluate assigned staff.
- Interpret and apply guidelines, procedures, and directions.
- Independently organize work assignments and meet critical deadlines; function effectively under stressful conditions while handling multiple tasks with competing deadlines and repeated interruptions.
- Analyze problems, evaluate alternative solutions, and recommend effective courses of action.
- Type or word-process accurately.
- Establish and maintain records management and retention procedures and systems.
- Operate computers to utilize various software applications; input and retrieve data and generate reports from applicant tracking systems, position control databases, and other

automated systems.

- ~~▪ Establish and maintain effective work relationships with those contacted in the performance of required duties.~~
- Compile, and analyze, and interpret data; prepare charts, reports or narrative summaries; prepare clear and concise reports of a complex or technical nature, correspondence, and other written materials.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Experience and Education**

~~Any combination of experience and education that would demonstrate possession of provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:~~

**MINIMUM QUALIFICATIONS**

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

**Education:**

~~Graduation from high school.~~ An Associate’s degree from an accredited college or university in human resources management, business administration, public administration or related field. A Bachelor’s degree in a related field is highly desirable.

**Experience:**

~~Two-Three (3) years of progressively responsible experience~~ providing personnel related technical, clerical or administrative support comparable to a Human Resource Technician with the City of Oakland. Previous lead experience in a public sector environment is highly desirable.

**LICENSE OR CERTIFICATE**

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

**OTHER REQUIREMENTS**

None required.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>		
Established: 02/27/1997	CSB Resolution #: 44365	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	

Revision Date:     /   /	CSB Resolution #:	
Re-titled Date:    /   /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):     )		



CITY OF OAKLAND

# MEMORANDUM

**DATE:** June 21, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

**THROUGH:** Gregory Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Park Supervisor I

Based upon a classification review at the request of the Oakland Public Works (OPW) Department, staff has proposed revisions to the **Park Supervisor I** classification specification. The classification specification was approved in 1993 and was revised in 2013.

Most the changes to the classification specification are cosmetic in nature except for a revision to the License or Certificate section. The formerly required possession of a Bay-Friendly Landscape Professional Certification (added in 2013) is being modified to highly desirable. Unfortunately, it resulted in smaller applicant pools the last few years. OPW does value this particular certification and will continue to encourage current and future incumbents to seek Bay-Friendly certification.

There are two vacancies. The revised specification will be used to initiate a recruitment in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on May 3, 2018 to discuss the changes. In an email dated June 4, 2018, the union confirmed that they have no objections to the proposed revisions.

The Port of Oakland does not operate any park services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

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

**Attachments:** Revised draft Park Supervisor I classification specification.



# PARK SUPERVISOR I

Class Code: SC193 FTE

Civil Service Classified

## DEFINITION

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

## DISTINGUISHING CHARACTERISTICS

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

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

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

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

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

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

Review landscape or irrigation plans and provide written comments.

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

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

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

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

Select, train, supervise, and evaluate subordinate staff.

## Park Supervisor I

### Page 2

Prepare and maintain records and reports.

## KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

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

## MINIMUM QUALIFICATIONS

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

### **Education:**

Equivalent to the completion of the twelfth grade, plus the successful completion of a minimum of eighteen (18) semester (or equivalent quarter) college level units in landscape horticulture or botany that cover the required subject areas of introduction to landscape horticulture, plant terminology, weed identification, irrigation, turf management, ornamental plant identification, pruning, or related coursework and six (6) units of supervisory courses. A Bachelor's degree from an accredited college or university in horticulture or botany may be substituted for two (2) years of work experience.

### **Experience:**

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

**Park Supervisor I**

**Page 3**

**LICENSE OR CERTIFICATE**

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

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

Possession of a Bay-Friendly Landscape Professional Certification is highly desirable. ~~required at time of application and maintained throughout employment.~~

**OTHER REQUIREMENTS**

Work irregular hours and shifts as needed.

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



CITY OF OAKLAND

## MEMORANDUM

**DATE:** June 21, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

**THROUGH:** Gregory Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Revised Classification Specification for Tree Supervisor I

Based upon a classification review at the request of the Oakland Public Works Department, staff has proposed revisions to the **Tree Supervisor I** classification specification. The classification has not been revised since 1993.

Minor revisions are necessary to ensure the classification specification is an accurate reflection of the position at the present time, which include minor changes to comply with the classification specification template. Computer skills are now included in the required Knowledge and Abilities.

The most substantive revisions relate to the License or Certificate section: (1) Incumbents will now be able to obtain a Class B driver's license during probation (instead of upon application), and (2) a new requirement is being added that incumbents must hold certification as a Certified Arborist by the International Society of Arborists. These changes are consistent with industry standards.

There is one vacancy. The revised specification will be used to initiate a recruitment in the near future.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on May 3, 2018 to discuss the changes. In an email dated May 31, 2018, the union confirmed that they have no objections to the proposed revisions.

The Port of Oakland does not operate any tree services programs. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

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

**Attachments:** Revised draft Tree Supervisor I classification specification.



CITY OF OAKLAND

# TREE SUPERVISOR I

Class Code:  
SC229

## **DEFINITION:**

Under general supervision in the Oakland Public Works Department, ~~To~~ plans, organizes, directs, and implements the maintenance, care, and planting of trees in City parks and street areas; ~~to~~ investigates and corrects hazardous tree conditions; ~~to~~ ensures safe work practices through training and supervision; ~~to~~ prepares daily and weekly work schedules and routes; ~~and to~~ supervises assigned staff; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS:**

This is a first level supervisory classification. Incumbents perform a variety of supervisory tasks involving tree maintenance and removal of tree hazards. This classification differs from ~~Senior~~ Tree Supervisor II in that the latter must understand, formulate, and implement departmental goals and objectives.

## **SUPERVISION RECEIVED AND EXERCISED**

Incumbent rReceives direction from the Tree Supervisor II and -

~~E~~exercises general supervision over Tree High Climbers, Tree Trimmers, ~~Tree Workers,~~ and Park Attendants.

## **EXAMPLES OF DUTIES:**

- Plan, assign, and supervise the work of climbing, trimming, felling, planting, and removing trees in the City of Oakland.
- Prepare daily and weekly schedules and routes for work crews.
- Prepare and maintain records and reports (move).
- Ensure safe working practices; oversee the proper rigging of ropes and lines, the proper use of spurs and saddles, and the general use of tree maintenance equipment and tools.
- Inspect and remedy hazardous tree conditions; submit reports and recommendations on hazardous conditions.
- ~~Operates tower, brush, and tool trucks exceeding 26,000 lbs gross vehicle weight rating during storms and emergencies; drives tool trucks regularly to work sites.~~
- Handle complaints and answer questions from the public regarding tree ordinances or hazards.
- Select, train, supervise, and evaluate subordinate staff.
- Respond to calls day and night, seven days a week to abate tree hazards, which threaten public safety.
- Operate a motor vehicle in the performance of assigned duties.
- ~~Prepare and maintain records and reports.~~
- ~~Perform related duties as assigned.~~

## **MINIMUM QUALIFICATIONS:**

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

### Experience:

Four years of experience working as an arboriculturist, including two years of experience in rope and saddle tree climbing techniques.

### Education:

Equivalent to the completion of the twelfth grade, plus eight college units in forestry, horticulture, or botany and 6 units of supervisory courses;

OR

A Bachelor's degree from an accredited college or university in arboriculture, horticulture, forestry, or botany may be substituted for two years of work experience.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Arboricultural methods and practices pertaining to urban forestry.
- Methods and equipment used in pruning, trimming, planting, and removing trees.
- Safety rules, procedures, and practices.
- Computer systems and software applications.
- Public contact and community relations.
- Principles of supervision, training, and development.

Ability to:

- Plan, organize, direct and evaluate a tree maintenance crew.
- Supervise, train, and evaluate assigned staff (move).
- Communicate effectively in both oral and written form (move).
- Maintain accurate records; prepare clear, concise reports (move).
- Identify and correct hazardous tree conditions.
- Handle stressful and sensitive situations with tact and diplomacy.
- Coordinate functions and activities between the tree section and other departments.
- ~~Communicate effectively in both oral and written form.~~
- ~~Maintain accurate records; prepare clear, concise reports.~~
- ~~Supervise, train, and evaluate assigned staff.~~
- Promote and enforce safe work practices.
- Operate tower, brush, and tool trucks exceeding 26,000 lbs gross vehicle weight rating during storms and emergencies; drive tool trucks regularly to work sites. Operate a motor vehicle, which may include large commercial vehicles.
- Use a personal computer, mouse and keyboard. Perform data entry into computerized work management system. Generate computerized reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:**

Must obtain Possession of a valid California Driver's License, Class B, during the probationary period and to be maintained it throughout duration of employment with the City of Oakland.

Possession of certification as a Certified Arborist by the International Society of Arborists.

**OTHER REQUIREMENTS**

Work irregular hours and shifts as needed.

**CLASS HISTORY:**

Established: 07-22-1993; CSB Reso#: 44287



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date: April 19, 2018**

**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 (Absent); Yvonne Hudson-Harmon; Christopher Johnson (Absent); Jeffrey Levin (Absent); Beverly A. Williams

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM:

Port Human Resources Director, Christopher Boucher, announced his resignation from the Port.

#### 2) CONSENT CALENDAR:

- a) Approval of Revised Classification Specification
  - Open Government & Legislative Services Coordinator
  - Budget & Management Analyst, Assistant
- b) Approval of Employee Requests for Leave of Absence
  - City Attorney
  - Human Resources
  - Library
  - Police Department
  - Information Technology

**44884 A motion was made by Board Member Hudson-Harmon 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, Hudson-Harmon, Williams  
Board Member Noes: None  
Board Member Abstentions: None  
Board Members Absent: Baranco, Johnson, Levin

**3) OLD BUSINESS:**

- a) Approval of March 15, 2018 Civil Service Board Meeting Minutes

**44885 A motion was made by Board Member Williams and seconded by Chairwoman Gourdine to Approve the March 15, 2018 Board meeting minutes. The motion passed.**

**Votes:** Board Member Ayes: 3 – Gourdine, Hudson-Harmon, Williams  
Board Member Noes: None  
Board Member Abstentions: Jones  
Board Members Absent: Baranco, Johnson, Levin

- b) Determination of Schedule of Outstanding Board Items
- c) Update on Common Classification Study – Koff & Associates

*Report received and filed*

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

*Report received and filed*

**4) NEW BUSINESS:**

- a) 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

*Report received and filed*

- b) 3.04 (e) Appeal of Classification Study Results; 5.07 Appeal of Reassignment of Employee; 5.08 Appeal of Transfer of Employee (L. Spencer)

- Employee Currently Classified as an Aviation Assistant Marketing & Commercial Representative (PORT), appealing denial of request to be reclassified and circumstances of reassignment and transfer.

**44886 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to require the Port to review and update the classification specification of the Aviation Assistant Marketing & Commercial Representative to accurately reflect the duties being currently performed in the position. The motion passed.**

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

**44887 A motion was made by Board Member Gourdine and seconded by Vice Chairman Jones to deny the Appeal of Classification Study results for Aviation Assistant Marketing & Commercial Representative, deny the Appeal of Reassignment, deny the Appeal of Transfer and uphold the findings of the Port and Koff & Associates. The motion passed.**

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

## 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, May 17, 2018. All materials related to agenda items must be submitted by Thursday, May 3, 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  
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Oakland, CA 94612  
[civilservice@oaklandnet.com](mailto:civilservice@oaklandnet.com)



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## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date:** May 17, 2018

**OPEN SESSION 5:30 p.m.**

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, David Jones (Absent); Lauren Baranco (Arrived 5:39); Yvonne Hudson-Harmon (Absent); Christopher Johnson; Carmen Martinez; Beverly A. Williams

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

### OPEN SESSION AGENDA

#### ROLL CALL

##### 1) OPEN FORUM:

Secretary to the Board, Ian Appleyard, introduced new Board Member Carmen Martinez and new Human Resources Manager Greg Preece.

##### 2) CONSENT CALENDAR:

- a) Approval of Ratification of Provisional Appointment
  - Project Manager II
- b) Approval of Employee Requests for Leave of Absence
  - Planner V
  - Police Evidence Technician
- c) Approval of Revised Classification Specification
  - Veterinary Technician

**44888** A motion was made by Board Member Johnson and seconded by Board Member Williams to approve the Ratification of Provisional Appointment, Requests for Leave of Absence, and the Revised Classification Specification. The motion passed unanimously.

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

**3) OLD BUSINESS:**

- a) Approval of April 19, 2018 Civil Service Board Meeting Minutes

**Note:** Approval of the April 19, 2018 Board meeting minutes will be moved to the Board Meeting in June due to not having a majority vote.

**Votes:** Board Member Ayes: 2 – Gourdine, Williams  
Board Member Noes: None  
Board Member Abstentions: Baranco, Johnson, Martinez  
Board Members Absent: Hudson-Harmon, Jones

- b) Determination of Schedule of Outstanding Board Items
- 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 a New Classification Specification for Assistant Human Resources Director and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f).

**44889** A motion was made by Board Member Johnsons and seconded by Board Member Williams to Approve the New Classification Specification for Assistant Human Resources Director. The motion was amended by Chairperson Gourdine to include the Exemption of the Classification from the Provisions of Civil Service. The motion passed.

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

**CLOSED SESSION AGENDA****ROLL CALL**

*The Civil Service Board Will Convene in Closed Session and will Report out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Code Section 54957.6:*

- 1) **Personnel Matter for Public Employees: Review of the Hearing Officer's Findings for Civil Service Board Case No. OPD-2016-AP02**
- 2) **10.03 APPEAL OF DISCIPLINARY ACTION – PORT-2017-AP01**

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if he/she wishes to have a personnel matter heard in open session.*

### **OPEN SESSION AGENDA**

#### **1) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

- a) In the matter of Personnel Matter for Public Employees: Review of the Hearing Officer's Findings (OPD-2016-AP02), City Attorney, Michelle Meyer reported that the Civil Service Board Sustains the findings of the Arbitrator.
- b) In the matter of 10.03 – Appeal of Disciplinary Action (PORT-2017-AP01), City Attorney, Michelle Meyer reported that the Civil Service Board concluded that it did not have jurisdiction to hear the matter.

#### **2) ADJOURNMENT**

**44890 A motion was made by Board Member Johnson and seconded by Board Member Martinez to Adjourn the May 17, 2018 meeting of the Civil Service Board.**

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

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 21, 2018. All materials related to agenda items must be submitted by Thursday, May 3, 2018. For any materials over 100 pages, please also submit an electronic copy of all materials.

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**CIVIL SERVICE BOARD**  
**APPEALS & HEARINGS CALENDAR**  
**PENDING LIST – June 21, 2018**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2015-AP03	Complaint Investigator II (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Arbitrator's Award to Board June 21st meeting.
OPD-2016-AP02	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Arbitrator's Award to Board June 21st meeting.
CAU-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	July 12, 2017	Hearing tentatively scheduled for July 19 <sup>th</sup> meeting.

**2. OTHER PENDING ITEMS**

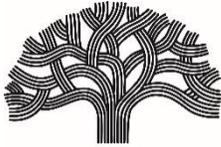
Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** June 21, 2018

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Greg Preece, 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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the May 17, 2018 meeting that referenced data as of April 20, 2018. 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 May 18, 2018, there are a total of fifty-five (55) employees in the TCSE (15), TCSE/Annuitant (16), and ELDE (24) categories. Four (4) assignments were closed, and eleven (11) new assignments were added. Of the total, there are zero (0) assignments reported as non-compliant with Rule 5.06.

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

## **BACKGROUND**

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

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the total fifty-five (55) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

**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 Gregory Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting May 18, 2018.
- B. TCSE/ELDE Compliance Trend Chart: As of May 18, 2018.

**CIVIL SERVICE BOARD  
JUNE 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

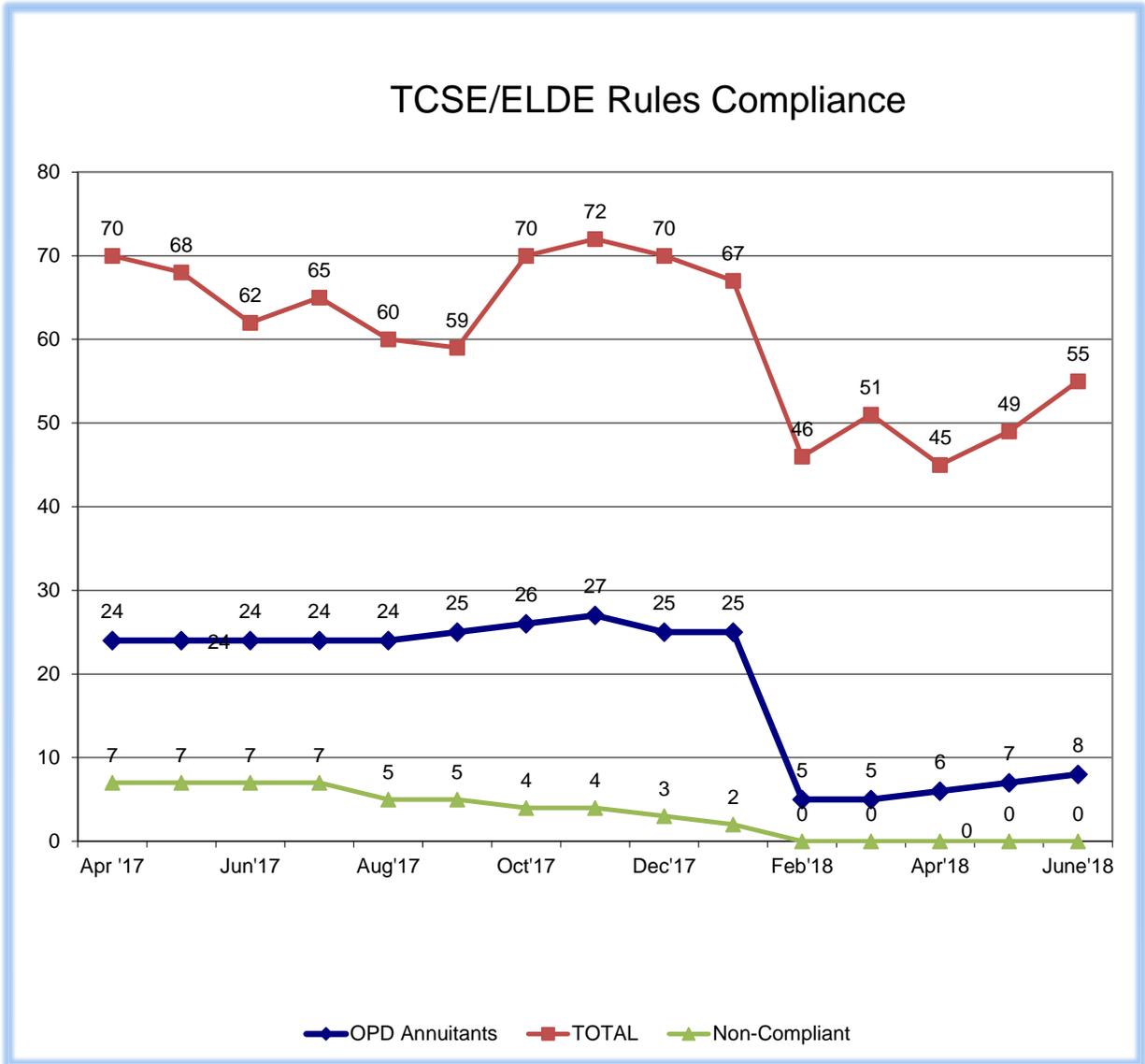
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (4)</b>								
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - Communications Unit	7/31/2017	TCSE		Temporary support on Digital Front Door project to update the City's website.	SEPARATED
MAYOR	Corbin	Khalil	01111 - Mayor	11/20/2017	ELDE		Temporary support in Mayor's office	SEPARATED
PLANNING & BUILDING	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE		Time-limited project; temp assistance with backlog of telecommunication cases	PERMANENT
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	919	Time-limited project; temp assistance with backlog of accounting tasks	SEPARATED
<b>NEW THIS PERIOD (11)</b>								
CITY ADMINISTRATOR	Dalmasso	Jennifer	02491 - Oakland Animal Services	5/19/2018	TCSE		Temporary on-call Veterinarian until premise license and DEA permit for shelter are transitioned	COMPLIANT
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	4/24/2018	TCSE/ Annuitant		Temporary on-call Veterinarian due to resignation of former incumbent	COMPLIANT
CITY ADMINISTRATOR	Kwan	Jennifer	02491 - Oakland Animal Services	5/12/2018	TCSE		Temporary part time Veterinarian to supplement and add capacity to service delivery	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491 - Oakland Animal Services	4/23/2018	TCSE/ Annuitant		Temporary on-call Manager	COMPLIANT
CITY ATTORNEY	Moore	Cheryl	04111 - City Attorney Administration Unit	4/25/2018	TCSE/ Annuitant		Temporary assistance in eliminating file backlog and special project for file inventory.	COMPLIANT
ECON & WORKFORCE DEV.	Shahzada	Irfan	85111 - Admin: Economic & Workforce Development	5/5/2018	ELDE		Spec under revision for Accountant II; duties not yet fully defined.	COMPLIANT
FIRE DEPARTMENT	Fontaine	Annette	20241 - Fire Communications Unit	4/30/2018	TCSE/ Annuitant		Short term project to train incoming Fire Communications Manager	COMPLIANT
FIRE DEPARTMENT	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant		Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE DEPARTMENT	Weisgerber	William	20311 - Fire Marshal's Office Unit	5/7/2018	TCSE/ Annuitant		Temporary assistance until Fire Marshal is appointed	COMPLIANT
HOUSING & COMMUNITY DEV.	Cleveland	Everett	89929 - Housing Development	4/9/2018	TCSE		Temporary project performing significant administrative duties	COMPLIANT
POLICE DEPARTMENT	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant		Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
<b>COMPLIANT (44)</b>								
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	321	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Griffin	Bendu	02621 - Employment Services	4/21/2018	ELDE		Temporary support to assist department with project close out phase	COMPLIANT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	629	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	111	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	9/25/2017	TCSE	650	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	465	Filling in for Council staff out on leave	COMPLIANT
CONTROLLER - FINANCE	Bhatnager	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	539	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	1/13/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT

**CIVIL SERVICE BOARD  
JUNE 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
DEPT. OF TRANSPORTATION	Grant	Surlene	35111 - Director's Office	1/29/2018	TCSE	270	Temporary project to develop & implement a Public Outreach Strategy for the Capital Improvement Program (CIP).	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
DEPT. OF TRANSPORTATION	Phan	Hank	35245 - Bicycle & Pedestrian Program	4/7/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	169	Temporary project support in the Film Office.	COMPLIANT
FINANCE/TREASURY	Poon	Natalie	08741 - Treasury Payroll	4/9/2018	TCSE	225	Temporary support for Human Resources Operations Tech out on leave.	COMPLIANT
HOUSING & COMMUNITY DEV.	Leshin	Maryann	89919 - Department of Housing & Community Development	2/13/2018	TCSE	348	Deputy Director - urgent need to fill position with exceptional duties that cannot be accomplished with current staffing level.	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	420	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	211	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Hicks	Kathleen	78111 - DHS Administration Unit	3/1/2018	TCSE	328	Filing in for Executive Assistant staff out on leave.	COMPLIANT
HUMAN SERVICES	Ho	Kathy	78231 -HS Classroom & Seasonal	1/29/2018	TCSE/ Annuitant	416	Temp staffing to help with Instructor Staffing Crises and to meet Federal and State regulations of the Head Start Program.	COMPLIANT
HUMAN SERVICES	Martin-Bobo	Pamela	75231 - Senior Services Program	1/3/2018	ELDE		Temporary appointment while FEHA hold is in place.	COMPLIANT
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE		Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	734	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
KTOP	Smith	Jonathan	03211- Ktop Operations	4/13/2018	TCSE	94	Temporary support for Ktop staff out on paternity leave	COMPLIANT
KTOP	Tekle	Terhas	03211- Ktop Operations	4/9/2018	TCSE	114	Temporary support for Ktop staff out on paternity leave	COMPLIANT
LIBRARY	Anderson	Susan	61511 - African American Museum & Library	10/21/2017	ELDE		Temporary Appointment to meet public service commitments and requirements of serving the AAMLO community pending National recruitment.	COMPLIANT
PLANNING & BUILDING	Bui	Andy	84111 - Admin: Planning, Building & Neighborhood Services	3/26/2018	ELDE		Temporary assignment to support Specialty Combination Inspectors	COMPLIANT
PLANNING & BUILDING	Gunari	Seth	84111 - Admin: Planning, Building & Neighborhood Services	3/12/2018	ELDE		Temporary assignment to support Specialty Combination Inspectors	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	568	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
POLICE	Hill	Barbara	103310 - Communications Unit	2/2/2015	TCSE/ Annuitant	760	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Smith	Phylliss	103310 - Communications Unit	7/20/2015	TCSE/ Annuitant	407	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE		Spec under development for Courier classification; duties not yet fully defined.	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	120	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD  
JUNE 2018 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	140	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	384	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	67	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	684	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	86	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gatke	James	102121 - Propety Section	9/11/2017	ELDE		Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30541 - Equipment Services Division	12/18/2017	TCSE	765	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Combs	Jocelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	265	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT
PUBLIC WORKS	Ferguson	David	30611 - Bureau Facilities & Environment	1/13/2018	TCSE/ Annuitant	608	Assistant Director - Short term management of the Bureau of Facilities and Environment.	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	751	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Perez	Nicole	30112 - Human Resources	3/24/2018	TCSE	300	Temporary support for Payroll staff out on leave	COMPLIANT
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE	743	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	366	Temporary support to help develop amd facilitate Department Strategic Action Plan	COMPLIANT
<b>Non-Compliant (0)</b>								





CITY OF OAKLAND

## MEMORANDUM

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**DATE:** June 21, 2018

**TO:** The Honorable Civil Service Board

**FROM:** Jaime Pritchett  
Principal Human Resource Analyst

**THROUGH:** Gregory Preece, Human Resources Manager, Recruitment & Classification

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

**SUBJECT:** Approval of Request for Approval of New Classification Specification for Police Communications Dispatcher, Senior

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Based upon a classification review at the request of the Oakland Police Department (OPD), staff has proposed the creation of a new classification specification - **Police Communications Dispatcher, Senior**. This new classification is being established to help the Police Communications Section address critical health and safety issues among staff while supplementing the existing reporting structure. It will not replace the designated Certified Training Officer role [Certified Trainer (CT) that is subject to a premium pay] that already exists per the Service International Employees Union (SEIU, Local 1021) Memorandum of Understanding.

The new Police Communications Dispatcher, Senior classification will perform the more technical and complex tasks relative to assigned area of responsibility, may provide lead direction or functional supervision to employees engaged in dispatching/call taking operations on an assigned shift, and will perform a wide variety of specialized clerical and administrative duties. Incumbents may provide training to employees.

The new classification will be placed in bargaining unit UH1 (Supervisors). This is consistent with the existing Fire Communications Dispatcher, Senior classification. The salary rate is also commensurate with the existing senior fire dispatcher classification.

There are four placeholder positions in the authorized budget. The salary ordinance amendment to add this new classification to the Salary Schedule is tentatively scheduled to be routed through City Council for approval in September 2018. It will require two readings. After the placeholder positions have been converted to Police Communications Dispatcher, Senior positions, the new classification specification will be used to initiate a recruitment.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specification. City staff and union representatives met monthly between January and May 2018 to discuss the proposed classification. In a June 2018 email, the union confirmed that they have no objections to the proposed new classification.

The Port of Oakland does not operate any police dispatch services. Therefore, classifications specifically designed for that program have no corresponding classification at the Port.

**CIVIL SERVICE BOARD**

Subject: Police Communications Dispatcher, Senior – Classification Specification Approval

Date: June 21, 2018

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Staff recommends that the Civil Service Board approve the new **Police Communications Dispatcher, Senior** classification specification as proposed.

**Attachments:** Proposed Police Communications Dispatcher, Senior classification specification



**DRAFT to CSB  
2018-05-03**

# **POLICE COMMUNICATIONS DISPATCHER, SENIOR**

**Class Code: XXXXX FTE      Civil Service Classified**

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## **DEFINITION**

Under direction in the Oakland Police Department’s Communications Section, the Senior Police Communications Dispatcher performs the more technical and complex tasks relative to assigned area of responsibility and may provide lead direction or functional supervision to employees engaged in dispatching/call taking operations on an assigned shift; performs a wide variety of specialized clerical and administrative duties; may provide training to employees; and performs other duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is the advanced-journey, lead level classification in the Police Communications Dispatcher series. This classification is distinguished from the higher level Police Communications Supervisor in that incumbents of that classification exercise full supervisory responsibility for managing dispatch operations of an entire police communications shift. It is further distinguished from the lower level of Police Communications Dispatcher in that incumbent performs dispatching of emergency and non-emergency police services without lead responsibility.

The incumbent receives general supervision from the Police Communications Supervisor and provides lead direction to Police Communications Dispatchers and Call Takers.

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

Provide lead direction over assigned Police Communications Dispatchers and Police Communications Operators in answering and screening telephone calls for Fire, Police, Medical, and/or other emergency and non-emergency City services.

Analyze emergency situations and direct employees as to appropriate course of action including assignments, requests for mutual aid and/or canceled alerts.

Monitor and prompt employee’s response to emergency situations to assure response is appropriate to protect life and property; assist with problems as they arise.

Monitor and ensure the accuracy of information that is transmitted via radio and telephone and entered into computerized police information files; ensure that employees comply with all policies and procedures.

Coordinate dispatch services for emergency situations and major incidents with outside jurisdictions.

Prepare and maintain detailed records of shift activity; prepare staffing, training and other statistical reports.

May train new employees; may provide input to employee performance evaluations.

Maintain, trouble-shoot, diagnose, repair and monitor maintenance of all other components utilized in day-to-day operations including 911 telephone system, radio equipment, personal computers, dispatcher headsets, and other equipment and machinery.

Dispatch Police and order services requested by field units; dispatch and/or cancel field unit back-up assistance; monitor field units for service availability.

Communicate civil and criminal legal information/instructions to emergency and non-emergency callers.

Receive and assist with responses to complaints from the public or other City departments, field units or outside agencies; research complaints and assist with recommending appropriate action.

Log all departmental activities; compile data and prepare reports of reported emergencies, equipment dispatched, and/or position of emergency.

Perform duties of a Police Communications Dispatcher during times of emergency or when staffing shortages occur.

May provide testimony in court regarding legal proceedings related to calls received by dispatchers/call takers.

May act for the Police Communications Supervisor during his/her absence.

Work irregular days and variable shifts.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Operation of computer and communication equipment used in a dispatch environment.
- Policies and procedures for emergency dispatch operations; communication dispatch.
- Emergency rules, regulations, and response terminology.
- Basic principles and practices of supervision.
- Report preparation.
- Geographic layout of the City of Oakland.
- 911 operating procedures.
- Customer service and effective telephone answering protocols.
- Correct English usage, spelling, punctuation, and grammar to write and review reports.
- Record keeping and records maintenance procedures.
- Personal computer systems and software applications.

Ability to:

- Provide lead direction to employees in emergency telephone answering and radio dispatching.
- Interpret and apply rules, regulations, policies, and procedures.
- Analyze emergency situations and adopt a quick, effective course of action.
- Work under stress and exercise good judgment in emergency situations.
- Train and provide necessary instruction to employees.
- Enter data completely and accurately into automated information systems; operate the City's computer-aided dispatch system and modern office equipment.

- Apply Oakland Police Department law enforcement policies and procedures.
- Query automated warrant systems, P.I.N., N.C.I.C., and C.L.E.T.S. for data.
- Speak clearly and concisely.
- Communicate effectively both orally and in writing.
- Type at a minimum of 40 words per minute (WPM).
- Make decisions and be aware of the possible impact of those decisions.
- Read and interpret maps.
- Follow oral and written directions.
- Utilize personal computer systems and software applications.
- 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:**

High school diploma or equivalent.

**Experience:**

Four years of progressively responsible work experience performing law enforcement/emergency services dispatching.

**LICENSE OR CERTIFICATE:**

Possession of a valid California Driver's License. Due to assignments and hours worked, public transportation may not be an efficient method for traveling to required locations. 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.

Typing certificate from a recognized educational institution, employment agency, or other organization certifying ability to type at least 40 words per minute (40 WPM) administered within the last six (6) months.

Must possess Post Officer Standards and Training (P.O.S.T.) Public Safety Dispatchers' Certificate.

**OTHER REQUIREMENTS**

Must be eighteen (18) years of age or older.

Must be able to pass a thorough background investigation.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>		
Established	CSB Resolution #:	Salary Ordinance #:
:		
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	

Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):	)		