



CIVIL SERVICE BOARD MEETING AGENDA

Date: August 20, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Sally Nguyen, Counsel to the Board
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Deputy City Attorney will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/82265993089?pwd=OGFjakdaR0dqSE1CZTRVZ1hvK1JuZz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 822 6599 3089 (Note: Password "COO-CSB820" may be required to connect.)
If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

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

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

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

If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

- | | |
|--|--------------------|
| 2) APPROVAL OF THE AUGUST 20, 2020 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Approval of Provisional Appointment (0) | |
| <ul style="list-style-type: none"> • There are no requests for provisional appointments. | |
| b) Approval of Employee Requests for Leave of Absence (4) | |
| <ul style="list-style-type: none"> • Oakland Public Library (2) • Oakland Police Department (2) | |
| c) Approval of Revised Classification Specifications (3) | |
| <ul style="list-style-type: none"> • Battalion Chief of Fire Department • Lieutenant of Fire Department • Firefighter Paramedic | |

5) OLD BUSINESS:

- a) Approval of July 16, 2020 Civil Service Board Meeting Minutes ACTION

- b) Determination of Schedule of Outstanding Board Items ACTION

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

There is no report available for this month.

- d) Update on Common Class Study INFORMATION

6) NEW BUSINESS:

- a) Approval of New Classification Specification for Chief of Police ACTION

- b) Approval of New Classification Specification for School Traffic Safety Supervisor ACTION

- c) City Council Zero Tolerance Policy Legislation INFORMATION

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, September 17, 2020. All materials related to agenda items must be submitted by Thursday, September 3, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



MEMORANDUM

DATE: August 20, 2020
TO: The Honorable Civil Service Board
FROM: Greg Preece, HRM Manager / 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
Rico, Jose	Library Aide	Library	8/6/2020-8/28/2020	CSR 8.07 (c)
Borrero, Antoinette	Police Communications Dispatcher	Police	5/16/2020-8/5/2020	CSR 8.07 (c)
Nachem, Jessica	Librarian II	Library	8/21/2020-10/5/2020	CSR 8.07 (c)
Ellis, Janena	Police Evidence Technician	Police	7/20/2020-1/11/2021	CSR 8.07 (c)

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)
- Parental Leave (no pay)

Employee's Name Jose Rico Employee's ID 25027 Today's Date 07-31-20

Department/Division Library Employee Job Title Library Aide

Request: 8 Days Hours From 08-06-20 To 08-28-20
No. of Days or Hours Select Days or Hours

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

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

* Additional Information

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

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

Jose Rico 07-31-20
 Employee's Signature Date
 Civil Service Board Approval Date

[Signature] 7/31/2020
 Department Head Approval Date
 City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Antoinette L. Borrero Employee's ID 15507 Today's Date 17 Jul 20

Department/Division OPD/Communications Employee Job Title Police Communications Dispatcher

Request: 46 Days Hours From 16 May 20 To 05 Aug 20
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
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[Signature]
Employee's Signature Date 17 Jul 20

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 28 Jul 20

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)
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- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Jessica Nachem Employee's ID 20403 Today's Date 7/27/2020

Department/Division OPL Employee Job Title Librarian II

Request: _____ Days Hours From 8/21/20 To 10/5/20
No. of Days or Hours Select Days or Hours

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

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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* Additional Information

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

Employee's Signature Date

[Signature] 07/27/20
Department Head Approval Date

Civil Service Board Approval Date

City Manager Approval Date

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



Unpaid Leave of Absence

Leave Type:

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

Employee's Name Janena Ellis Employee's ID 20706 Today's Date 7/20/20

Department/Division Patrol/PET Employee Job Title Police Evidence Technician

Request: 175 Days Hours From 7/20/20 To 01/11/21
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)

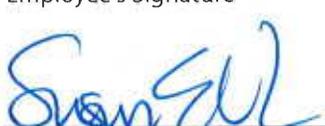
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Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
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Digitally signed by Janena Ellis
 Date: 2020.07.20 11:04:25 -07'00'
Janena Ellis 7/20/20

Employee's Signature _____ Date _____

 Department Head Approval _____ Date 4/8/20

Civil Service Board Approval _____ Date _____
 City Manager Approval _____ Date _____

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



CITY OF OAKLAND

MEMORANDUM

DATE: August 20, 2020

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of Revised Classification Specifications for Battalion Chief, Lieutenant of Fire Department, and Firefighter Paramedic

Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed revisions to the **Battalion Chief, Lieutenant of Fire Department, and Firefighter Paramedic** classification specifications. The Battalion Chief and Lieutenant of Fire Department classification specifications were established in March 2009 and revised in December 2011. The Firefighter Paramedic classification specification was established in April 2010 and revised in September 2011.

The primary reason for the changes to the three descriptions is to bring the required minimum qualifications and licenses/certifications into alignment with language in the International Fire Fighters Association (IAFF, Local 55) Memorandum of Understanding (MOU) and regulations that are set forth by the Office of the California State Fire Marshal. Additional revisions include updating the definition of work and reporting structures, refining the task statements, modernizing the knowledge and abilities, and ensuring accuracy among all required licenses and certifications.

There are multiple vacancies in all three classifications. The revised classification specifications are being used for recruitment and selection processes that are either already in progress or will be initiated shortly. Union review and agreement was obtained prior to the opening dates of the job postings.

Local 55 was notified of the proposed classification specification revisions. Regarding Battalion Chief, City staff and union representatives held a meeting on July 13, 2020 to discuss the potential impacts. Changes were mutually agreed to during that meeting, and an email was sent by the union on July 14, 2020 confirming that there are no objections to the proposed revisions. Regarding Lieutenant of Fire and Firefighter Paramedic, Local 55 did not request to meet and sent an email on July 27, 2020 indicating that there are no objections to the proposed revisions.

Additionally, the Port does not operate fire services. Therefore, classifications specifically designed in support of such operations have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Battalion Chief, Lieutenant of Fire Department, and Firefighter Paramedic** classification specifications.

Attachments: Revised draft Battalion Chief, Lieutenant of Fire Department, and Firefighter Paramedic classification specifications.



BATTALION CHIEF

DRAFT

Class Code: PS102 FTE
Class Code: PS180 FTE

Civil Service Classified
Civil Service Classified

DEFINITION

Under general direction in the Oakland Fire Department (OFD), commands a shift within the Operations or Support Services Bureau or manages a specific division or functional area within the Operations Bureau. ~~When~~ assigned as shift commander over all fire stations in the battalion/district, is responsible for emergency response and the supervision of a unit or division operations while on duty; and performs related duties as ~~required~~ assigned. Incumbents will work 40 or 52 hours within a work week. ~~Under general direction, When~~ assigned as a unit or division head, provides highly responsible staff assistance to Fire Administration; and supervises personnel in a specialized support function (In-Service Training, Fire Communications, etc.); and performs related duties as assigned. Incumbents will work an administrative 40-hour assignment within a work week.

DISTINGUISHING CHARACTERISTICS

This is a sworn, public safety officer, supervisory level classification responsible for managing an entire response district as the supervisor or specific division of functional area level. ~~Battalion Chief~~ This classification is distinguished from the class of ~~Fire~~ Captain of Fire in that the latter has shift responsibility typically for a station, which includes the supervision of Lieutenants, Engineers, Firefighters and Firefighter/ Paramedics. It is further distinguished from the next higher-level class of ~~Assistant~~ Deputy Chief of Fire, ~~Assistant Chief of Fire,~~ in that the former ~~functions is responsible for oversight of several battalions and/or specialty areas including, but not limited to, Training, Support Services, Special Operations, Fire Dispatch Center, and Federal Emergency Management Agency Urban Search & Rescue, along with shift oversight (Duty Chief) as second in command to the Chief and may assume the duties of the Chief in his/her absence.~~

Incumbents receive supervision from an Assistant Chief of Fire and exercise supervision over Captains, Lieutenants, Engineers, Firefighter Paramedics, and Firefighters.

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

Plan, organize, supervise, direct and ensure the operational readiness of a battalion's staffing, apparatus, equipment and resources to immediately respond to calls for assistance.

Relay and discuss significant shift activities with on-coming and off-going ~~with~~ Battalion Chiefs; work with company officers to oversee resolution of shift personnel issues, equipment and operation issues; review and approve shift correspondence and report.

Direct and coordinate personnel and equipment; management of incidents; deploy resources;

2020-08-20 for CSB

make appropriate notification at the scene of working fire, rescue operation or other emergency incident to ensure a safe and effective response.

Develop strategies, tactics, and plans for pre-emergency and emergency situations, and all risk mitigation of related incidents to ensure safe and effective responses.

Communicate with other agencies at fire scenes or other emergency incidents to secure necessary resources, to provide updates about incidents, and coordinate responses.

Ensure evidence protection and the determination of cause and origin at fire incident or other incidents requiring additional investigation.

Inspect or coordinate inspections of stations, apparatus, equipment, safety gear, and personnel to ensure conformity with department standards, safe operation, and preparation for emergency incidents.

Enforce legal mandates, department policies, work rules, City Administrative Instructions and ~~the orders of officers command staff directives~~ in order to improve performance and compliance with department and city regulations.

Assign work through direct order, planned schedules or written memos ~~in order~~ to meet performance objectives; provide instructions, as necessary, to assist with performance improvement.

Train and develop subordinate officers; serve as mentor to subordinate staff ~~in order~~ to promote their professional development.

Identify training needs ~~on the basis of~~ based on direct observation and review of reports and performance records to improve performance; ensure personnel safety to maintain a high level of morale and productivity.

Investigate allegations of policy, procedure and/or rule violations. Recommend and implement ~~and recommend~~ disciplinary actions to improve personnel performance.

Monitor subordinates for potential personal problems and direct to appropriate sources of assistance ~~in order~~ to improve performance, such as; drug and alcohol programs, ~~marital~~ counseling, and stress relief programs.

Evaluate and document the performance of company officers or other assigned staff ~~in order~~ to improve work and compliance with department regulations. Provide feedback to subordinates directly or through written report.

Participate in the grievance process ~~in order~~ to resolve personnel issues at the lowest possible level; conduct Skelly hearing; develop disciplinary recommendations.

Direct battalion activities and resources to ensure efficient completion of objectives; ensure full coverage of assigned functions in a unit using existing policies; maintain minimum staffing levels for a battalion.

Review subordinates' work for accuracy and completeness to ensure compliance with department regulations and policy.

Serve as acting Assistant Chief Deputy Chief as required ~~in order~~ to maintain continuity of department operations.

Respond to media queries and make statements to the media ~~in order~~ to respond to the public's right to know about community issues and to facilitate fire service efforts. Refer media questions to appropriate source in accordance with department policy.

Attend meetings with community and work groups to make presentations about fire service issues and/or for problem resolution. Attempt to foster a cooperative working relationship through these meetings to facilitate department operations and positive community relations.

Oversee implementation of special projects to improve the department's operation.

Monitor project progress and develop summary reports.

Operate and oversee TeleStaff operations under the oversight of the TeleStaff Administrators.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current strategies, tactics, methods, techniques, and equipment used for effective fire service operations.
- Emergency preparedness policies, principles, rules, regulations, codes, and agreements used in emergency response including Alameda County Mutual Aid Plan and California Master Mutual Aid Agreement.
- Fire Science and the Incident Command System (ICS).
- Conditions in the City which influence operations.
- Department's And eCommitment to theCurrent department's direction, goals and priorities.
- The City of Oakland geography, map correspondence and jurisdiction boundaries.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices.

Ability to:

- Set clear goals, to provide a sense of direction and to facilitate organizational change.
- Establish procedures to monitor and control the activities of subordinates to ensure effective performance; ~~displays~~ clear ownership of department policies.
- Demonstrate personal integrity and a strong moral character.
- Clarify, explain and demonstrate commitment to department policies, procedures and ~~priorities~~ goals.
- Apply department procedures and good fire service techniques appropriately to a variety of fire service situations, including personnel problems, program administration, and emergency incident managementies.
- Perform and direct operations dealing with emergency incidents, using appropriate resources to achieve tactical and strategic objectives.
- Correctly apply the Incident Command System.
- Effectively assign resources and personnel to meet objectives.
- Coordinate multiple tasks and schedule them in an efficient manner and complete assignments thoroughly including follow-up to projects.
- Determine and establish priorities.
- Be articulate and informative when addressing diverse individuals or groups.

- Instruct effectively.
- Listen to others attentively and with comprehension.
- Produce clear, concise, well-organized and grammatically correct written statements, including letters, memos, reports and training materials.
- Work harmoniously with others.
- Communicate a concern for building a strong bond between the department and the community.
- Commit to public service and good community relations.
- Problem solve, direct operations and communicates well under conditions of high activity or stress.
- Utilize computer systems and software applications.
- Successfully utilize current technology, and incorporate new technologies into everyday use.

MINIMUM QUALIFICATIONS

~~Any combination of The position requires the following education and experience; that is equivalent to the following minimum qualifications is acceptable.~~

Education:

~~None required. An Associate's degree or higher in any major from an accredited college or university. Acceptable written evidence of completion of all required courses (and any prerequisites) for certification as Chief Officer or the equivalent/replacement certification as Chief Fire Officer through the Office of the California State Fire Marshal (per International Association of Fire Fighters (IAFF, Local 55) Memorandum of Understanding (MOU) Section 4.8.6 Examination Eligibility).~~

Experience:

Completion of ~~four (4) years~~ forty-eight (48) months as an Oakland Lieutenant of Fire and Oakland Captain of Fire combined (with at least twelve (12) consecutive months as Captain) or completion of ~~four (4) years~~ forty-eight (48) months as a Captain in one of the jurisdictions listed in Section B, Subsection 12, entitled Acceptable Jurisdictions, of ~~theis MOU, and acceptable written evidence of completion of all requirements for certification as Fire Company Officer through the Office of the California State Fire Marshal.~~

~~A unit member may not be considered for appointment to the classification of Battalion Chief until he/she has provided acceptable written evidence of completion of five (5) Chief Office (level 2) classes as described below:~~

~~Command 2B ————— Command 2E
Command 2C ————— Management 2A
Management 2C~~

LICENSE OR CERTIFICATE

~~Must Ppossession of~~ a valid California Class "C" or higher driver's license throughout the tenure of employment. Within (1) one year, must obtain and maintain Firefighter Department of Motor Vehicles (DMV) certification through ~~the Oakland Fire Department~~, including medical clearance,

and any other DMV and/or Department-required endorsements.

~~Possession of~~ Must possess a current Emergency Medical Technician (EMT-~~I~~) or higher license/certification that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

~~Must Possession of~~ a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (BLS for healthcare Provider or (CPR/AED including Adult and Pediatric BLS) throughout the tenure of employment.

Must provide acceptable written evidence of completion of ~~five (5)~~ Chief Officer classes (level 2)-OR the equivalent/replacement Chief Fire Officer classes through the Office of the California State Fire Marshal

A unit member promoted to the rank of Battalion Chief must successfully complete an Office of the California State Fire Marshal Task Book within thirty (30) ~~eighteen (18)~~ months of date of appointment. Note: Efforts to begin completing the Task Book may be initiated prior to promotion in accordance with Office of the California State Fire Marshal guidelines but must be fulfilled within 30 months of promoting to Battalion Chief.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation.

Must be physically fit to participate in emergency response as needed.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	03/12/2009	CSB Resolution #:	44530
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date:	12/8/2011	CSB Resolution #:	44536
Re-titled Date:	/ /	CSB Resolution #:	
(Previous title(s):)		



LIEUTENANT OF FIRE DEPARTMENT

DRAFT

Class Code: PS149 FTE
Class Code: PS150 FTE

Civil Service Classified
Civil Service Classified

DEFINITION

Under ~~the general~~ direction in the Oakland Fire Department (OFD), participates in and supervises the activities of subordinate Firefighter/ Paramedics, Firefighters, Engineers, and in some cases civilian personnel; ~~The Lieutenant~~ enforces City and Departmental rules and regulations; prepares reports and correspondence, and completes logs and forms e.g., station journal; coordinates schedules to ensure appropriate staffing; orders station supplies; supervises residential and business inspections conducted by station personnel; participates in emergency medical responses, rescue, and suppression, ~~and clean-up~~ operations; trains station personnel, ~~and~~ implements formal and informal disciplinary action to ensure operational readiness and professionalism ~~readiness of the company~~; and performs related duties as assigned. In emergencies, the Lieutenant serves as Incident ~~Commander~~ until arrival of a higher-ranking officer; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a sworn, public safety officer classification responsible for supervision of a fire station. The Lieutenant of Fire is a first line working supervisor in the Fire Department. The classification is distinguished from the next higher class of Captain in that the higher class has a larger range of command responsibilities, organizational authority, and policy decisions.

The ~~Lieutenant incumbent~~ receives direction from a Captain or Battalion Chief and exercises supervision over Firefighter/ Paramedics, Firefighters, and Engineers.

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

Plan, organize and direct the activities of station personnel; ensure operational readiness.

Supervise, train, evaluate, and discipline ~~and evaluate~~ station personnel. Mediate disputes among personnel.

Complete required department documentation and record keeping in accordance with policy.

Oversee daily operational readiness of crew and equipment.

Facilitate assigned daily commercial and vegetation management inspections.

Provide specific guidance or disciplinary action to resolve disputes and ensure readiness.

Assume Incident ~~Command~~ in the absence of the Battalion Chief or Captain of Fire; direct activities of company personnel; request and direct activities of any additional resources. Perform size-up, evaluate safety concerns, develop tactics, and coordinate actions with other companies and agencies when necessary.

Direct activities of personnel to collect information at an emergency scene.

Use knowledge of fire behavior, basic chemistry, and materials to synthesize and evaluate information concerning cause and origin of fire or emergency situation.

Work closely with other commanding officers to promote overall Department readiness.

Evaluate the fitness of station personnel; take corrective action when appropriate.

Identify training needs of station personnel; provide or coordinate recurring training programs.

Complete citywide performance evaluation program for subordinates.

Monitor station and apparatus cleanliness and maintenance; report issues to appropriate resources or supervisors.

Educate the public using tact and diplomacy.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Fire ground ~~t~~Tactical and strategic principles.
- Applicable laws, ordinances, departmental standard operating procedures, regulations, emergency medical services, commercial and vegetation management inspections, rapid intervention crew, ~~vegetation management~~ and ~~t~~TelesStaff.
- OFD resources and conditions to utilize them; external resources provided through mutual aid.
- ~~Departmental a~~Administrative and operational procedures.
- ~~Resources and conditions.~~
- City of Oakland geography.
- Leadership principles.
- Computer systems and software applications, electronic equipment and other electronic mobile devices.

Ability to:

- ~~Make~~Establish a presence of authority; ~~make command decisions a command presence.~~
- Analyze problems; ~~;~~ make judgments and sound decisions.
- Apply ~~judgment and~~ knowledge of Oakland Fire Department philosophy, short and long-term objectives, resources, policies, procedures, and professional standards to plan and organize activities.
- Motivate personnel to perform the highest level of service at all time.
- Maintain composure during stressful emergency situations.
- Remain adaptable and flexible to changing conditions and priorities.
- Remain sensitive to those contacted in the performance of duties.
- Employ knowledge and interpersonal skills to quickly obtain essential information from other personnel.
- Use ~~vehicle apparatus~~ radio, pager Mobile Data Terminal (MDT), or cellular telephone to verbally or electronically communicate with the Dispatch Center, other stations and personnel, employing knowledge of OFD and regional radio procedures and policies~~broadcast codes~~, City geography, and most expedient routes to emergency sites.

- Manage time effectively.
- Supervise, train and evaluate personnel.
- Physically perform firefighting activities when needed.
- ~~Use a personal computer for word processing~~Utilize computer systems and software applications.
- Prepare written correspondence (memos, letters) and reports.
- Make presentations to large groups.
- Communicate effectively in both oral and written form.
- Establish relationships with those contacted in the performance of duties.
- Perform and direct operations dealing with emergency incidents, using appropriate resources to achieve tactical and strategic objectives.
- Deliver services with care, compassion, professionalism and equity.

MINIMUM QUALIFICATIONS

~~Any combination of~~The position requires the following education and experience:—that is equivalent to the following minimum qualifications is acceptable.

Education:

High school diploma or Equivalent to the completion of the twelfth grade. Certification as Fire Officer or acceptable written evidence of meeting all requirements for the equivalent/replacement Company Officer through the Office of the California State Fire Marshal (per Local 55 MOU Section 4.8.6 Examination Eligibility).

Experience:

Completion of ~~four (4) years~~ forty-eight (48) months as an Oakland Firefighter/ Paramedic, and/or Firefighter, and/or Engineer, and/or Arson Investigator, ~~singly—individually~~ or combined.

LICENSE OR CERTIFICATE

~~Must Possession of~~ a valid California Class “C” or higher driver's license throughout the tenure of employment. Must maintain Firefighter certification through ~~the Oakland Fire Department~~, including medical clearance, and any other DMV and/or Department-required endorsements.

~~Must Possession of~~ a current Emergency Medical Technician (EMT-~~I~~) license/certification or higher that meets standards of the California Emergency Medical Services Authority and ability to obtain and maintain accreditation in the Alameda County EMS District throughout the tenure of employment.

~~Must Possession of~~ a current Alameda County EMS Agency approved certification for Cardio-Pulmonary Resuscitation (BLS for Healthcare Provider or (CPR/AED including Adult and Pediatric BLS)) throughout the tenure of employment.

A unit member promoted to the rank of Lieutenant of Fire Department must successfully complete an Office of the California State Fire Marshal Company Officer Task Book within thirty (30) months of date of appointment. Note: Efforts to begin completing the Task Book may be initiated prior to promotion in accordance with Office of the California State Fire Marshal guidelines but must be fulfilled within 30 months of promoting to Lieutenant.

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

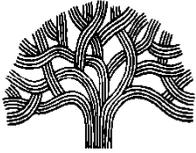
Must pass a thorough background investigation.

~~Acceptable written evidence of meeting all requirements for certification as Fire Company Officer through the Office of the California State Fire Marshal. (A candidate may not be considered for appointment to the classification of Lieutenant of Fire Department until they have provided acceptable written evidence of completion of all requirements for this certification.)~~

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 03/12/09	CSB Resolution #: 44529	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:	
Revision Date: 12/08/2011	CSB Resolution #: 44536	
Re-titled Date: / /	CSB Resolution #:	Salary Ordinance #:

(Previous title(s):)



CITY OF OAKLAND

FIRE FIGHTER PARAMEDIC

DRAFT

Class Code: PS183 FTE
PS184 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Oakland Fire Department (OFD), performs a variety the full range of duties related to the protection of life and property under emergency and hazardous conditions. ~~Responsible for, including~~ fire suppression, fire prevention, rescue, Basic and Advanced Life Support and ~~e~~Emergency care, public education, salvage and overhaul; ~~Responds~~ serves as first responder to emergency calls that require basic and advanced emergency medical services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the sworn public safety officer series. The Firefighter Paramedic is required to provide advanced life support medical care and treatment; fire suppression or other assistance as required. This classification is distinguished from the higher-level officer rank class of Lieutenant of Fire and Captain of Fire in that the incumbents of the latter are first and second-line supervisors. This classification This class is further distinguished from the higher-level classification of Engineer of Fire in that the Engineer of Fire is responsible for driving, operating, and maintaining fire apparatus in emergency and non-emergency situations. This classification is distinguished from the lower level classification of Firefighter in that incumbents of the latter classification provide basic life support services as opposed to advanced life support services ~~the Firefighter Paramedic is licensed for and required to provide Advanced Life Support and Emergency medical services as a condition of employment.~~

~~This class~~ Incumbents receives supervision from Lieutenant of Fire ~~or~~; Captain of Fire; and may receive direction from ~~Emergency~~ Medical Services Division staff(EMS) Coordinator.

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

Perform firefighting duties related to the protection of life and property under emergency and hazardous conditions; respond to emergency calls and provide advanced emergency medical services, fire suppression, prevention, rescue, salvage and overhaul.

Locate fires and extinguish; respond to and mitigate hazardous materials incidents and emergencies; assist other company members in providing the best suppression techniques for fire incidents, rapid intervention crew and technical rescues; examine fire structure for signs of fire extension; recognize conditions that may lead to back draft or flashover; select appropriate equipment for various firefighting scenarios; receive and follow orders and oral instructions at fire scenes under conditions of stress, noise, heat and distractions; understand and utilize ICS and NIMS; wear full protective clothing equipment including self contained breathing apparatus; and stabilize the scene of an emergency to ensure the safety of victims and rescuers.

Provide Emergency Medical Technician - Paramedic (EMT-P) level of advanced emergency

medical care and treatment; perform defibrillation and/or synchronized cardioversion to correct any life-threatening arrhythmia occurring with the patient's heart; ~~establish~~institute intravenous (IV) catheters, intraosseous (IO) needles, saline locks, needles, or other cannulae (IV/IO lines), in peripheral veins and/or intraosseous; administer and monitor approved medications and dosage by intravenous, intraosseous, intramuscular, subcutaneous, inhalation, intranasal, transcutaneous, rectal, sublingual, endotracheal, oral or topical means; assess and clear oral and nasal airways to administer oxygen in proper quantity as per protocol in order to facilitate patient's breathing; inspect the airway by the use of laryngoscope and remove foreign bodies with forceps; operate bag valve mask; perform pulmonary ventilation by use of approved Alameda County and Emergency Medical Services (EMS) agency advanced basic and/or advanced procedure and adjunct; ~~and~~ use a glucose-measuring device; and perform Valsalva maneuver, ~~percutaneous trans tracheal jet ventilation,~~ and pleural decompression.

Don appropriate protective equipment ~~according to as prescribed~~by medical protocols; ~~check~~assess vital signs of patients to determine whether circulations and respirations are functional; apply cervical collar or splints to stabilize patient; position patient on stretcher, stair chair for transport; and apply bandages, ~~or~~ sterile dressings, pressure and elevation ~~in order~~ to control bleeding.

Coordinate efforts with other emergency responders and/or healthcare providers on the scene regarding the delivery of services to patient; communicate with physician and base hospital, by radio or by phone, ~~in order~~ to report patient status and to ensure that EMS procedures are conducted ~~according to~~in accordance with the standards of care ~~adhering put forth by~~Alameda County EMS and/or Oakland Fire Department Policy and Procedures protocols.

Drive apparatus, as needed, ~~according to~~per state, local and department regulations governing operations of emergency vehicles; signal to driver to assist maneuvering apparatus at scene of emergency to occupy best firefighting position and to avoid interfering with other companies; assist in operating apparatus controls; stabilize apparatus using wheel chocks; and operate radio and other communication equipment.

Open and close hydrant using hydrant wrench; pull hose, nozzle and fittings from apparatus; ~~connect~~make and ~~disconnect~~unmake hose ~~connection~~ to water sources (hydrant and standpipes), to pumps, nozzles, appliances, and to other hose sections; lay or secure hose line from hydrant to scene of fire for reverse lay; carry or drag charged or empty hose lines to fire scene, around obstacles, or up ladder and/or stairways; and manipulate nozzle for application of water stream to extinguish fire.

Select appropriate ladder based on the type and height of building; remove, carry, maneuver, raise, and lower straight, extension, roof, pole, attic and A-frame ladders; assist driver in extending, raising, lowering, rotating and mounting operating streams ~~nozzle apparatus~~ on aerial ladder; elevate, rotate and extend aerial ladder bed and fly sections for supported or unsupported operation; and climb, work from and descend ladder carrying people or equipment using appropriate safety equipment and procedures.

Listen to sounds to determine if roof is structurally safe; create ventilation openings by opening or forcing doors and windows, by pulling ceilings and opening ~~cutting or breaking~~ walls to

~~check for extension and roofs using minimum necessary force~~; determine appropriate place to cut ventilation hole(s), type of ventilation (e.g. horizontal, vertical) and plan direction in which cuts will be made; and ~~use~~ start and operate ~~axe and~~ chain saw to cut hole and utilize an ax to open the hole.

Enter structures to determine if a rescue situation exists by systematically searching room ~~by~~ room for occupants who are not accounted for; enter, walk, and crawl through smoke-filled areas providing little or no visibility ~~sometimes~~ with charged or uncharged hose in hand; carry equipment from emergency scene; cut, lift or pry open vehicles using machinery to free person trapped or pinned inside using appropriate extrication tools; locate and rescue victims trapped in burning ~~or~~ smoke-filled buildings; and remove people from life-threatening situations and place them in a safe area.

Inspect interior of burned buildings after fire to check for signs of rekindling; locate hidden fire by feeling walls and ceiling or by smelling fire; protect and salvage property from theft and any additional damage ~~fire department equipment damage~~; ~~and~~ remove water and debris after fire is extinguished and investigated using water vacuum, portable pump, shovel, salvage covers ~~debris bag~~, mop, bucket, broom and squeegee.

Locate, inspect, and maintain firefighting tools and equipment (breathing apparatus, oxygen, nozzles, rescue equipment, hoses and hand tools) for readiness on apparatus; place personal protective equipments ~~safety gear~~ on apparatus; clean, dry, inspect, and perform daily, weekly, monthly, quarterly, and annual equipment checks and inventories; ~~and~~ properly maintain, inventory, and secure medical equipment including Advanced Life Support and Basic Life Support ~~resuscitator~~ equipment, and drugs, and replace emergency medical supplies per OFD policy.

Document patient care, drug inventories, company records, journals, training records and other ~~Oakland Fire Department-OFD~~ administrative and documentation procedures using computers, the internet, email, department forms, and various software tools provided by ~~the Oakland Fire Department~~ OFD.

Participate in fire drills and attend classes in firefighting, emergency medical procedures, hazardous materials and related subjects; and study maps, diagrams, direct routes, locations of streets, water mains, ~~structural components of~~ building construction, purpose for all equipment and safety precautions.

Present public education programs to the community on safety, medical, disaster preparedness and fire prevention topics; promote fire prevention programs by conducting vegetation management, building, structural and other fire and life safety inspections; and use patience, tact, and courtesy when working ~~dealing~~ with the public in order to maintain good community relations.

Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of fire services to citizens; promote a positive image of the department to the public by adhering to department code of conduct; and document incidents, complete reports and records, and maintain other applicable logs and records.

Coordinate and rapidly perform a series of complex operations involving the use of arms, hands and legs; use physical strength to manipulate heavy hose for firefighting operations~~drafting~~; employ upper body to lift and leg strength to move an adult of average weight; and use sense of sight, touch, hearing and smell to monitor operation of equipment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern fire suppression, fire prevention, occupational safety and advanced emergency medical services principles, procedures, techniques and equipment.
- Applicable laws, ordinances, departmental standard operating procedures, regulations, hazardous materials, rapid intervention crew, technical rescue, and Incident Command System (ICS).
- Emergency vehicle communication equipment.
- Local geography and the use of maps.
- Basic and Advanced Life Support Emergency Care at the EMT-P level.
- Cardio-Pulmonary Resuscitation (CPR).
- Patient moving procedures.
- Cardiac monitors and respiratory therapy.
- Various medications, ~~and their~~ appropriate dosage, indication, contraindications~~implications~~ and administration.
- Proper aseptic techniques ~~in order to initiate, while initiating, securing secure~~ and ~~monitor~~monitoring IV/IO.
- Basic math and grammar.
- Computer systems and software applications, electronic equipment and other electronic mobile devices.
- How to conduct field assessment.
- Extrication procedures and techniques.
- How to apply pre-fire planning, building inspection, ~~the relay of~~ information to company members, and appropriate response to emergencies.
- Reports and forms designed to maintain company operations.

Ability to:

- Work under dangerous and stressful conditions.
- Apply principles and procedures to solve practical problems.
- Recognize relevant information, and ~~to~~ make informed decisions by analyzing information in a timely and appropriate manner.
- Consider the consequences of decisions and ~~to~~ involve a supervisor in the decision-making process when appropriate.
- Exercise sound independent judgment within general policy guidelines.
- Operate emergency vehicle and equipment in a safe manner.
- Read and write the English language.
- Perform physical and strenuous fire fighting work requiring physical strength, coordination, endurance, and flexibility.
- Drag 165 ~~160~~ lbs.
- Climb a 100-foot ladder at a 70-degree angle.

- Work irregular hours as required by assigned work shift.
- Work with others as a team; work effectively as a team with company members and interact appropriately with the public in emergency and non-emergency situations; live harmoniously in a community living situation; treat all persons with equity, dignity and respect.
- Follow orders.
- Coordinate efforts with other emergency responders on scene.
- Express thoughts in a clear, understandable and respectful manner.
- Don and operate self-contained breathing apparatus (SCBA).
- Read and interpret operating procedures, materials dealing with the technical aspect of firefighting, building plans; draw diagrams and maps.
- Read gauges.
- Administer advanced emergency medical services at the ~~Emergency Medical Technician Paramedic (EMT-P)~~ level and CPR.
- Assess a patient's physical condition.
- Administer and draw medication from ampules and vials.
- Administer and monitor IV treatment.
- Test and use glucometer.
- Set up IV drips; establish intravenous line.
- Intubate patient.
- Use laryngoscope, Magill Forceps and cardiac monitor.
- Prepare clear and concise reports, records and other written materials including patient care reports and narcotic record keeping.
- Perform data entry, utilize Use computer systems and software applications such as Microsoft Word and Outlook, and operate electronic equipment and other electronic mobile devices.

MINIMUM QUALIFICATIONS

Any combination of The position requires the following education and experience ~~that is equivalent to the following minimum qualifications may be acceptable:~~

Education:

High school diploma or Equivalent, ~~to the completion of the twelfth grade. Firefighter I certification and/or graduation from an accredited college with An Associate of Arts/Science Degree or higher is desirable.~~

Experience:

Internal ~~recruits~~ applicants: one (1) year Eighteen (18) months of experience as a full-time Firefighter with the City including successful completion of the probationary period.

OR

External lateral ~~recruits~~ applicants: one (1) year Eighteen (18) months of full-time experience as a Firefighter Paramedic who has not been out of service as a Firefighter Paramedic for more than eighteen (18) months. Must have California Fire Service Training and Education System (CFSTES) Firefighter I certification or the equivalent International Fire Service Accreditation Congress (IFSAC) or Pro Board Certification. ;

OR

~~External recruits~~ lateral applicants: one (1) year eighteen (18) months of experience as a full-time Firefighter who has not been out of service as a Firefighter for more than eighteen (18) months prior to application, an Advanced Life Support (ALS) Paramedic first responder, has a valid California Paramedic license, and has worked as a paramedic within the most recent eighteen (18) months prior to application. Must have CFSTES Firefighter I certification or the equivalent IFSAC or Pro Board Certification.

LICENSE AND CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Possession of Must possess a valid California Class “C” or higher driver's license with Firefighter Endorsement issued by DMV, including medical clearance, and ~~ability to~~ pass department certification [~~(within first twelve (12) months of probation)]~~ throughout the tenure of employment.

~~Possession of Must possess~~ a current Emergency Medical Technician Paramedic (EMT-P) license/certification that meets standards of the California Emergency Medical Services Authority at time of application and ~~ability to~~ obtain within the first three (3) months of the probationary period and maintain accreditation as an Advanced Paramedic in the Alameda County EMS District throughout the tenure of employment. [Note: Lateral Firefighter Paramedics must obtain Alameda County Advanced Paramedic accreditation upon completion of the Oakland Fire recruit academy in coordination with the departments Medical Services Division (MSD)].

~~Possession of Must possess~~ and maintain current certifications from the American Heart Association, Red Cross or ~~a current an~~ Alameda County EMS Agency approved equivalent certification for Cardio Pulmonary Resuscitation (CPR) throughout the tenure of employment:

Cardio Pulmonary Resuscitation (BLS for Healthcare Provider) or (CPR/AED)

Advanced Cardiac Life Support (ACLS) that is equivalent to AHA provider level or Emergency Cardiac Care (ECC).

International Trauma Life Support (ITLS), ~~or~~ Pre-Hospital Trauma Life Support (PHLTS); or Assessment and Treatment of Trauma (ATT).

Pediatric Advanced Life Support (PALS) that is equivalent to AHA provider level, Pediatric Education for Prehospital Personnel (PEPP) or Emergency Pediatric Care (EPC).

Firefighter I certification from the CFSTES or the equivalent IFSAC or Pro Board Certification is required.

Must successfully complete an Office of the California State Fire Marshal Firefighter I Task Book by the end of the probationary period.

~~Successful completion of a certified Candidate Physical Ability Test (CPAT) (Effective January 1, 2012)~~

OTHER REQUIREMENTS

Must be eighteen (18) years of age or older by the application closing date.

Must pass a thorough background investigation ~~that complies with the background clearance of California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).~~

Successful completion of the Oakland fire academy.

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

Must have an acceptable driving record.

Must possess a Candidate Physical Ability Test (CPAT) card issued within the last six (6) months by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) or the International Association of Fire Fighters (IAFF) in accordance with the Memorandum of Understanding.

Must be physically capable of performing all tasks required of an Oakland Firefighter, including rigorous activities associated with emergency operations, and meet California Department of Motor Vehicle visual acuity standards necessary to maintain the required licenses.

Fitness (for duty) will initially be determined by possession of a CPAT certificate/card and ability to pass a medical evaluation and personality assessment.

Vision must be 20/20 corrected or uncorrected with both eyes with an acceptable level of color vision.

Bilingual skills are highly desirable

FLEXIBLE STAFFING

Incumbents in the Firefighter classification are eligible to promote to the Firefighter Paramedic classification in accordance with established City policy and MOU requirements related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established:	4/22/2010	CSB Resolution #:	44341	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		
Revision Date:	9/8/2011	CSB Resolution #:	44396	
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:

(Previous title(s):



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: July 16, 2020

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, Christopher Johnson; Lauren Baranco; Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
Vadim Sidelnikov, Deputy City Attorney
Jessica Rutland, Human Resource Technician

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Deputy City Attorney will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/81236805844?pwd=WG1XNXVWL0hqBURJUK1QQ2oxTVhVUT09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 812 3680 5844 (Note: Password "CSB715" may be required to connect.)

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

COMMENT:

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

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

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

If you have any questions, please email Greg Preece, Human Resources Manager at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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

2) APPROVAL OF THE JULY 16, 2020 CIVIL SERVICE BOARD MEETING AGENDA ACTION

44987 A motion was made by Vice Chair Johnson and seconded by Board Member Levin to approve the July 16, 2020 Civil Service Board Meeting Agenda. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: (Martinez – Technical Issue)

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointment (0)

- There are no requests for provisional appointments.
- b) Approval of Employee Requests for Leave of Absence (0)
- There are no requests for leaves of absence.
- c) Approval of Revised Classification Specifications (1)
- Retirement Systems Accountant

44988 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Baranco to approve the Consent Calendar. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: (Martinez – Technical Issue)

5) OLD BUSINESS:

- a) Approval of June 18, 2020 Civil Service Board Meeting Minutes ACTION

44989 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the June 18, 2020 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Hudson-Harmon, Levin, Martinez, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: None

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

d) Update on Common Class Study

INFORMATION

6) NEW BUSINESS:

a) Approval of New Classification Specification for Director of Workplace & Employment Standards

ACTION

44990 A motion was made by Board Member Hudson-Harmon and seconded by to approve the new Classification Specification for Director of Workplace & Employment Standards. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None

Board Member Abstentions: Levin

Board Members Absent: None

b) City Council Zero Tolerance Policy Legislation

INFORMATION

- Request of the Board to research how other municipalities are handling similar legislation.
- Request of the Board to have a speaker from Council or other office/department to clarify the intent of this legislation as it relates to the Civil Service Board's role.

c) Quarterly Report per Section 3.04 of the Personnel Manual of the Civil Service Board ("Civil Service Rules") Providing Status of all Classification Specifications Revisions Currently Under Review

INFORMATION

d) Report on Board Member Terms and Holdover Status

INFORMATION

e) Election of Board Members as Chair and Vice Chair

ACTION

44991 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to nominate Andrea Gourdine as Chairperson. The motion passed.

Votes: Board Member Ayes: 6 – Johnson, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None

Board Member Abstentions: Gourdine

Board Members Absent: None

44992 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Levin to nominate Chris Johnson as Vice Chairperson. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: Johnson
Board Members Absent: None

7) OPEN FORUM

8) ADJOURNMENT TO CLOSED SESSION

ACTION

44993 A motion was made by Vice Chair Johnson and seconded by Board Member Levin to adjourn to Closed Session. The motion passed.

Votes: Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

CLOSED SESSION AGENDA

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

ROLL CALL

Board Member Levin recused herself from Closed Session at 7:25 p.m. due to a potential conflict with one of the witnesses.

:

1) Personnel Matter for Public Employee: 6.06 – Appeal of Probationary Release: PORT-2020-AP02 (D. Chall)

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.*

44994 A motion was made at 9:40 p.m. by Vice Chair Johnson and seconded by Board Member Baranco to adjourn from Closed Session and return to Open Session. The motion passed.

Votes: Board Member Ayes: 6 – Gourdine, Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin (recused)

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

- The Board took no reportable action in Closed Session as the Appeal will be continued to a future date.

3) ADJOURNMENT

44995 A motion was made by Vice Chair Johnson and seconded by Board Member Baranco to approve Adjournment. The motion passed.

Votes: Board Member Ayes: 7 – Gourdine, Johnson, Baranco, Levin, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 20, 2020. All materials related to agenda items must be submitted by Thursday, August 6, 2020. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

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

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



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
 PENDING LIST – AUGUST 20, 2020**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	TBD	Appellant has requested an outside hearing officer.
CAO-2020-AP01	Contract Compliance Supervisor	City Administrator's Office	2.07 – General Appeal Procedure	September 17, 2020	

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



MEMORANDUM

DATE: August 20, 2020

TO: The Honorable Civil Service Board **FROM:** Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of New Classification Specification for School Traffic Safety
Supervisor

Based upon a classification review originally requested by an employee at the Oakland Police Department (OPD), Human Resources Management (HRM) has proposed the creation of a new classification specification for **School Traffic Safety Supervisor**.

The incumbent who oversees dozens of Crossing Guards requested a classification study in May 2018, which was completed in October 2019. The findings determined that a new classification should be established to more fully capture the breadth and depth of work assigned to the position. Since that time, City Council approved a reorganization to shift the entire crossing guard unit from OPD to the Department of Transportation (DOT). However, the move has been delayed until January 2021.

A summary of the duties expected to be performed by the new classification is provided below:

Plans, schedules, trains, assigns, and reviews the work of Oakland schools Crossing Guard staff in the Traffic Section; manages all aspects of the Oakland Schools Crossing Guard Program and the Oakland Schools Safety Patrol Program in support of the Oakland Unified School District (OUSD); works with school officials, OUSD Representatives, OPD's Traffic Section Oakland Department of Transportation and Oakland Public Works Department staff, and the general public to resolve traffic and pedestrian safety issues near schools sites; assigns, trains, and supervises Crossing Guard staff; and performs related duties as assigned.

There is no placeholder position in the budget. Rather, the incumbent's position will be upgraded and reallocated once the new classification is formally established.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create this new classification. City and union representatives discussed the item at multiple meetings beginning in May 2020. There were concerns about potential impacts but progress was made to fine tune the description. Changes were mutually agreed to throughout the discussions to finalize the draft classification specification. The City and union representatives worked collaboratively to address a variety of concerns. The discussions concluded at the end of July 2020, and the union sent an email on August 6, 2020 stating that there are no objections to the proposed new classification.

CIVIL SERVICE BOARD

Subject: School Traffic Safety Classification Specification

Date: August 20, 2020

Page 2

The classification specification will be revisited once the reorganization of the unit occurs in January 2021 to ensure it is reflective of any changes resulting from placement in the new department. Additional concerns may surface at that time, in which case staff will work with the union to address any potential impacts of the changes to the classification specification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule will be scheduled for the Finance and Management Committee in September/October 2020. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **School Traffic Safety Supervisor** classification specification.

Attachments: Proposed new School Traffic Safety Supervisor classification specification.



SCHOOL TRAFFIC SAFETY SUPERVISOR

DRAFT

Class Code: XXXXX FTE Civil Service Classified

DEFINITION

Under general direction in the Oakland Police Department (OPD), plans, schedules, trains, assigns, and reviews the work of Oakland schools Crossing Guard staff in the Traffic Section; manages all aspects of the Oakland Schools Crossing Guard Program and the Oakland Schools Safety Patrol Program in support of the Oakland Unified School District (OUSD); works with school officials, OUSD Representatives, OPD's Traffic Section Oakland Department of Transportation and Oakland Public Works Department staff, and the general public to resolve traffic and pedestrian safety issues near schools sites; assigns, trains, and supervises Crossing Guard staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first level supervisory civilian classification whose incumbent is responsible for supervising and directing the work of Crossing Guards assigned to intersections located near multiple schools in the city of Oakland. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures, regulations, and guidelines. This classification is distinguished from the lower level Crossing Guard in that incumbents of the latter are responsible for ensuring the safety of children, and all other pedestrians, in assigned walkways and intersections, during school traffic hours.

The incumbent receives general supervision from a Lieutenant of Police and/or Sergeant of Police and exercises supervision over Crossing Guard staff.

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

Plan, organize, and coordinate the School Crossing Guard Program; identify priority locations in collaboration with the School Traffic Safety Coordination Team (OUSD Transportation and Oakland Department of Transportation), ensure adequate coverage at all crossing locations during school operation, and perform periodic field checks; perform related administrative duties.

Participate in the development and implementation of goals, objectives, policies, and priorities for the programs; identify resource needs; apply and interpret Police Department policies and procedures.

Recruit, train, supervise, and evaluate crossing guards; counsel employees and take disciplinary action when necessary.

Document and maintain records of hours worked by staff; create and submit approved hard copy timesheets for payroll processing.

Answer questions and respond to service complaints from the public; act as mediator when issues and conflicts arise between Crossing Guards and the school staff, motorists, parents, children or other Crossing Guards.

Manage and monitor supplies and equipment; ensure Crossing Guards receive required uniforms

and equipment; ensure adequate inventory by coordinating requests for supplies with fiscal staff.

Attend civic meetings as requested by management to address City Council and public concerns as they relate to school traffic and pedestrian safety.

Enroll OUSD Elementary Schools in the Safety Patrol (SP) Program including recruiting students and the on-site Adult Advisor, processing student applications, providing uniforms, conducting internal and field-based traffic safety training, and holding the Pledge of Service Swearing in Ceremony.

Train, direct, support, collaborate with, and communicate through each school's on-site SP Adult Advisor.

Attend monthly SP Meetings to evaluate the service and performance of active schools; respond to traffic safety and compliance issues related to the Safety Patrol Training and Procedures manual; make periodic visits to evaluate the performance of each school's SP service during Drop Off (AM) or Pick Up (PM).

Meet with school officials to design, create, process, and implement OPD Traffic Safety Plans; attend Active Transportation Program (ATP) grant meetings; collaborate with Alameda County Department of Public Health (ACPHD) to prepare reports and participate in the preparation of grant fund applications offered by the California Department of Transportation, ATP, and California Metropolitan Transportation Commission CMTC.

Coordinate with the Oakland Department of Transportation and the Oakland Public Works Department regarding maintenance of streets, sidewalks, curbs, signage, etc., in support of school traffic safety.

Prepare reports; participate in the preparation of grant fund requests.

Operate internal and external law enforcement computerized data systems; maintain filing and record keeping systems; conduct research, analyze data, and compile statistics; prepare reports.

Direct traffic as needed.

Ensure Crossing Guards attend an internal Re-Hiring Orientation and Training course every year prior to the start of the school year to address rules, regulations, and protocols related to the Crossing Guard position, including any changes to program protocols or school crossing procedures.

Draft and revise training and procedure manuals and related program documents, as needed.

Organize field trips and special events for Safety Patrol youth; attend and support community Safety Patrol service projects.

Plan, organize, and coordinate a variety of annual student Safety Patrol events such as the Annual Movie Day at the Grand Lake Theater and the Annual Pass in Review Awards Ceremony.

Operate a vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of employee supervision, including work planning,

assignment, review and evaluation, discipline, and the training of staff.

- Safe Routes to School Program Crossing Guard procedures.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines.
- Basic principles and practices of budget program development, administration, and accountability.
- Record keeping and report writing.
- Oral presentation techniques
- Public relations techniques and protocols.
- Conflict resolution and de-escalation, problem solving, and mediation techniques.
- Computer systems and software applications.

Ability to:

- Coordinate scheduling and post assignments.
- Supervise and train personnel.
- Establish, develop, and maintain procedure manuals for staff work assignments.
- Learn police radio procedures.
- Read and follow maps.
- Communicate effectively both orally and in writing.
- Write accurate and detailed reports.
- Analyze issues affecting school traffic and pedestrian safety and recommend and implement possible solutions as applicable.
- Comprehend traffic conditions and safety situations.
- Assist with the grant funding application process and ongoing maintenance of funds.
- Maintain inventories of equipment and supplies.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

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

Education:

An Associates' degree from an accredited college or university in business administration, public administration, transportation or related field.

Experience:

Three (3) years of progressively responsible experience in public safety or traffic control/operations in a law enforcement or transportation-based agency. One (1) year of lead/supervisory experience is desirable.

LICENSE OR CERTIFICATE

Incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation may not be an

efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver’s License while employed.

OTHER REQUIREMENTS

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

Must pass a background investigation.

Must pass a six (6) hour Department of Justice training course regulating access to Law enforcement data systems.

May be required to wear a uniform when on duty, out in the field, making presentations, and serving as a representative of the department in official matters.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	<input type="checkbox"/> / <input type="checkbox"/>	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):)		



CITY OF OAKLAND

MEMORANDUM

DATE: August 20, 2020

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Human Resources Manager, Recruitment & Classification

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

SUBJECT: Approval of Classification Specification for Chief of Police

Based upon a request from the Office of the City Administrator, staff is advancing the **Chief of Police** classification specification with some updated information.

The position is described as follows. The incumbent manages the planning, development and implementation of all law enforcement and crime prevention programs for the City.

The Police Commission made one change. Under the experience section of the Minimum Qualifications, they struck the following statement: “and a minimum of two years at a level equivalent to a Deputy Chief in a medium-to-large law enforcement agency.”

No union involvement was required because the classification is at a department head level and the position is unrepresented. As an exempt director level position, it is not governed by the provisions of civil service (per Charter section 902b).

Staff recommends that the Civil Service Board approve the classification specification for **Chief of Police**.

Attachments: Chief of Police classification specification.



CHIEF OF POLICE

Class Code: EM122 FTE

Exempt

DEFINITION

Under policy direction in the Oakland Police Department, manages the planning, development and implementation of all law enforcement and crime prevention programs for the City; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent executive management level position. Pursuant to the Oakland City Charter Article IX, Section 902(b), this executive management position is at-will and exempt from the regulations of the Civil Service Board. The incumbent oversees police services for the entire City.

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

Plan, direct and monitor the city's law enforcement and crime prevention programs and operations.

Provide leadership, vision and direction to the department and the command staff.

Promote public awareness and understanding of law enforcement

Manage the development and implementation of programs to execute legislative and policy mandates and directives.

Continuously monitor agency issues and programs and advise the City Administrator and City Council of important issues in a timely and proactive manner.

Interact with a wide variety of community, civic and media organizations to advance law enforcement and crime prevention plans, proposals and strategies.

Continuously monitor and evaluate the efficiency and effectiveness of the agency's organizational structure, staffing patterns, service levels and administrative systems; identify opportunities for improvement and increased coordination and collaboration with other the other city agencies.

Actively promote collaboration, communication and coordination with other city departments in order to advance programs of mutual benefit such as community policing and economic development.

Manage and participate in the development and administration of the department's budget.

Serve as a liaison to other city departments, elected officials, community leaders, and state and federal agencies, to coordinate and collaborate on the development and implementation of law enforcement and crime prevention policies, goals, objectives and services.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of modern law enforcement management.

- Principles of modern public administration.
- Laws, codes, policies, rules and regulations that govern the provision of law enforcement and crime prevention programs.
- Major policy and technical issues associated with law enforcement and crime prevention programs.
- Public relations techniques.
- Computer systems and applications.

Ability to:

- Provide leadership.
- Plan, organize and direct the operations of a large and complex law enforcement agency.
- Effectively and creatively budget, allocate and utilize agency resources.
- Recognize and be sensitive to the political environment and related issues.
- Work effectively with a diverse community, senior managers, City Council, Mayor, labor organizations, and members of boards and commissions.
- Identify issues and concerns, develop alternatives, achieve consensus among diverse interests and implement decisions.
- Work with the community, the department and other organizations to build consensus and foster cooperation.
- Develop and implement goals, objectives, policies, and priorities.
- Work in a collaborative and cooperative team environment.
- Understand, interpret and apply laws and administrative policies and rules.
- Communicate clearly, concisely and persuasively both orally and in writing.
- Select, supervise, motivate and evaluate staff.
- Conduct long-range strategic planning.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor's degree. A Master's degree is preferred.

Experience:

Ten (10) continuous years of experience in municipal law enforcement including five (5) years at a level equivalent to Police Captain/Commander or above.

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.

OTHER REQUIREMENTS

Required to successfully pass a qualifying medical, psychological, and extensive background screening procedure consistent with California POST regulations.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY		
Established: / / /	CSB Resolution #:	Salary Ordinance #:
Exempted: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #: 9.02b	
Revision Date: / / /	CSB Resolution #:	
Re-titled Date: / / /	CSB Resolution #:	Salary Ordinance #:
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