



CIVIL SERVICE BOARD MEETING AGENDA

Date: January 18, 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; Jeffrey Levin; Beverly A. Williams

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

OPEN SESSION AGENDA

ROLL CALL

1) OPEN FORUM

2) CONSENT CALANDAR:

ACTION

- a) Ratification of Provisional Appointment
 - Account Clerk III
- b) Approval of Revised Classification Specification
 - Help Desk Supervisor
 - Marketing Program Coordinator
- c) Approval of Employee Requests for Leave of Absence
 - Fire Department
 - Public Works

3) OLD BUSINESS:

- a) Approval of December 21, 2017 Civil Service Board Meeting Minutes ACTION
- 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

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 INFORMATION

5) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, February 15, 2018. All materials related to agenda items must be submitted by Thursday, February 1, 2018. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CITY OF OAKLAND

MEMORANDUM

DATE: December 15, 2017

TO: The Honorable Civil Service Board

FROM: Mary Morales
HR Analyst

THROUGH: Ian Appleyard, HRM Director
Secretary to the Board

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

SUBJECT: Request for Provisional Appointment in Classification of Account Clerk III - to be ratified at Civil Service Board Meeting of January 18, 2018

Attached is a request from the Police Department to make a provisional appointment to a Account Clerk III – vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

The Account Clerk III in Fiscal Services Division is responsible for assigning, directing and reviewing the work of accounting clerical staff and providing specialized and technical clerical accounting support. The incumbent will serve as lead and/or technical specialist in accounting clerical work. The incumbent may provide lead direction or supervision to Account Clerks I and II.

The minimum qualifications for the Account III is equivalent education to the twelfth grade (college course work in accounting is desired) plus two years of experience comparable to Account Clerk II in the City of Oakland.

The selected candidate meets the minimum qualifications of the Account Clerk III with a Bachelor’s degree and four years of work experience as an Account Clerk II with the City of Oakland. Recruitment and Classification will be in the process of administering a Civil Service Examination to permanently fill this vacancy within 120 days. The job announcement opened on December 4, 2017.

The Human Resources Management Department recommends that the Civil Service Board ratify the provisional appointment for this Account Clerk III in Police Department – Fiscal Services Division beginning on December 18, 2018 and ending on or before April 17, 2018.

**OAKLAND CIVIL SERVICE BOARD
PROVISIONAL APPOINTMENT REQUEST**

SCHEDULED MEETING DATE FOR CONSIDERATION: January 18, 2018

AREA REQUESTED

POSITION: Account Clerk III
DEPARTMENT: Police Department
APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: n/a
DATE PERSONNEL REQUISITION RECEIVED: 10/02/17
STATUS OF EXAMINATION: Job Announcement opened on December 4, 2017.

JUSTIFICATION

Reason Needed:

This provisional appointment is needed to fill one (1) current vacancy. The requisition requesting the provisional appointment was approved. A provisional appointment will allow the work to be performed while an eligibility list is being developed. The Account Clerk III is required to assign, direct and review the work of accounting clerical staff and provide specialized accounting support in order for the Police Department to process payments for accounts payable.

Other Alternatives Explored and Eliminated:

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

The negative impact of not having this vacancy filled while an eligibility list is established would severely impact the Police Department's ability to process accounts payable on-time. The department has been without an Account Clerk III since October 2017 due to an employee resignation.

ATTACHMENTS

Recruitment and Classification Staff Recommendation, including following pertinent information:

- Summary of Application Qualifications
- Current Residency Status: *Not An Oakland Resident*
- Current Employment Status *A permanent City of Oakland employee*



MEMORANDUM

DATE: January 18, 2018

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

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

SUBJECT: Approval of Revised Classification Specification for Help Desk Supervisor
(formerly titled Operations Shift Supervisor)

Based upon a classification study at the request of an employee in the Information Technology Department, Human Resources Management staff conducted the study and issued a determination that another classification would be more appropriate. As part of those recommendations, staff has proposed revisions to an existing classification specification (Operations Shift Supervisor) including a revised title: **Help Desk Supervisor**.

The changes captured in the attached revised specification will create internal alignment with other similarly situated positions in the City that also oversee call center operations. The changes include:

- Revision of the title to Help Desk Supervisor.
- An overhaul of the entire classification specification that is tailored to Help Desk operations instead of outdated computer operations functions, which includes language to better reflect the role and scope of the position in the organization.
- Updating of the Minimum Qualifications to ensure the required background and experience suitably reflects what is required to be qualified for the position.

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 December 21, 2017 to discuss the changes and agreed to further amendments during that meeting. In an email dated January 10, 2018, the union confirmed that they have no objections to the proposed revisions.

The revised title, rep unit change (from UH1 to UM2), and salary adjustment will advance to City Council for approval as a salary ordinance amendment. It is expected to be placed on the Finance and Management Committee agenda in February 2018 for Council approval in March.

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 **Help Desk Supervisor** classification specification.

Attachments: Revised draft Help Desk Supervisor classification specification.



OPERATIONS SHIFTHELP DESK SUPERVISOR

DRAFT to CSB
1/18/18

Class Code: SC192 FTE

Civil Service

DEFINITION

Under direction in the Information Technology Department, plans, organizes, and supervises Help Desk operations and related daily activities including oversight of trouble tickets and administration of the City's help desk ticketing system; assists with technological failures to troubleshoot and help resolve outages; coordinates assigned duties and responsibilities with other City departments and outside agencies; trains, evaluates, and supervises assigned staff; and performs other duties as assigned.

~~To supervise the operation of data processing equipment for a shift; to complete work according to a prescribed schedule; to recognize production problems and take corrective action; to maintain equipment in good operating order; and to collect operating performance data.~~

DISTINGUISHING CHARACTERISTICS

This is a first-level supervisory classification that oversees Help Desk daily operations. This classification can be distinguished from the Information Systems Manager I, which is a managerial position with the responsibility of overseeing the operations of several sections in the Information Technology Department. The incumbent receives direction from the Information Systems Manager I/II and exercises supervision over Help Desk Specialists and other assigned professional, technical, and clerical support staff.

SUPERVISION RECEIVED AND EXERCISED

~~Receives general supervision from the Computer Operations Supervisor.~~

-

~~Exercises general supervision over shift Computer Operators and Senior Computer Operators~~

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

Plan, organize, and supervise Help Desk operations; administer Help Desk ticketing system and daily activities; prioritize trouble tickets.

Draft, implement, and oversee the development of goals, objectives, policies, procedures, and work standards for Help Desk operations; help optimize operations and improve performance.

Assist with technological failures to troubleshoot and help resolve outages.

Interact with other City departments, outside agencies, and vendors.

~~Review production schedule and advise supervisor of impact on data processing resources.~~

~~Supervise computer operators on a swing shift.~~

Enforce standards and procedures for equipment operation, data and installation security, and trouble shooting.

Supervise, train, and evaluate assigned staff: provide and coordinate staff training.

Maintain up-to-date operations documentation; prepare technical documentation including manuals, guides, at-a-glance sheets, etc .

~~Write control language programs for use on the computers.~~

Operate computer systems, ticketing applications, and hardware/peripherals as needed.

Communicate with technical support staff and end users to ensure completion of work on time.

~~Perform related duties as assigned~~

Assist with the administration of contracts and professional services agreements.

Attend meetings, provide staff support, and make presentations as needed.

QUALIFICATIONS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of call center administration;
- Technical support, troubleshooting, and problem analysis;
- Customer service standards;
- Quality assurance principles and practices;
- Technical documentation, including manuals, guides, at-a-glance sheets, etc.;
- Contract administration procedures;
- Principles and practices of budget development and administration;
 - Computer systems and applications;
 - Principles and practices of organization and administration;
 - Citywide and departmental policies, procedures, and regulations regarding operations and personnel matters;
 - ~~Mid range computers, including IBM AS/400 and System 38.~~
 - ~~Data processing and communications concepts.~~
 - ~~AS/400 Control Language, RPGIII, or COBOL.~~
 - ~~AS/400 work management, message handling, and security facilities.~~
 - ~~Problem analysis tools.~~
 - Principles of supervision, training and evaluation.

Ability to:

- Organize and oversee Help Desk operations and personnel.;
- Plan, organize, and prioritize help tickets.;
- Assist management with developing goals and objectives.;
- Troubleshoot problems and quickly implement effective solutions.;
- Communicate effectively orally and in writing;
- Prepare reports, correspondence and other written materials.;
- Prepare, write and edit technical documents, including manuals, guides, at-a-glance sheets, etc.;
- Exercise sound independent judgment within general policy guidelines.;
- Interpret and apply policies, procedures, and guidelines.;
- Operate a variety of technical equipment.;
- Multi-task in a dynamic environment.;
- Remain calm under pressure;
Utilize a personal computer and software applications.
Work irregular hours, on night shifts.
- ~~Develop operations documentation.~~
- ~~Work independently and set priorities.~~
- ~~Communicate effectively in both oral and written form.~~
- Supervise, train, and evaluate assigned staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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. An Associate's degree from an accredited college or university in a related technical field is desirable.

Experience:

Three years of experience working in a high-volume customer service call center environment on an IBM AS/400 or System 38, including one year of lead or supervisory experience. Prior experience in a technology setting is highly desirable. Experience with technical writing is desirable.

LICENSE OR CERTIFICATE

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective method for traveling to the various locations required.

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

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	04/22/1993	CSB Resolution #:	44280 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):			



MEMORANDUM

DATE: January 18, 2018

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

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

SUBJECT: Approval of Revised Classification Specification for Marketing Program
Coordinator (formerly titled Marketing Specialist)

Based upon a classification review at the request of the Economic & Workforce Development Department, staff has proposed revisions to the Marketing Specialist classification specification including a revised title: **Marketing Program Coordinator**.

The changes captured in the attached revised specification were made to accurately reflect the requirements of the position as proposed under the new configuration. The marketing function is being re-envisioned to better support the needs of the City and the community. The changes include:

- Revision of the title to Marketing Program Coordinator.
- Revisions to the Definition and Distinguishing Characteristics sections to reflect the role of the position in the organization and its scope,
- Language changes throughout to reflect that the position is being elevated from journey level to supervisory.
- Revisions to the Examples of Duties and Knowledge and Abilities sections to include tasks and content areas that are more relevant to the position's role.
- Updating of the Minimum Qualifications to support attracting well-qualified candidates.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions. City staff and union representatives met on December 21, 2017 to discuss the changes and agreed to further amendments during that meeting. In an email dated January 11, 2018, the union confirmed that they have no objections to the proposed revisions.

There is one placeholder position in the department's budget, which will be converted to the appropriate title following necessary approvals. A recruitment process will be initiated in the near future using the revised classification specification.

The revised title, rep unit change (from TW1 to UM2), and salary adjustment will advance to City Council for approval as a salary ordinance amendment. It is expected to be placed on the Finance and Management Committee agenda in February 2018 for Council approval in March.

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

CIVIL SERVICE BOARD

Subject: Marketing Program Coordinator Classification Specification

Date: January 18, 2018

Page 2

Staff recommends that the Civil Service Board approve the proposed revisions to the **Marketing Program Coordinator** classification specification.

Attachments: Revised draft Marketing Program Coordinator classification specification.



MARKETING SPECIALIST PROGRAM COORDINATOR

DRAFT to CSB 1/18/18

Class Code: AP237 FTE

Civil Service Classified

DEFINITION

Under general direction in the Economic & Workforce Development (EWD) Department, uses a range of professional and supervisory skills to develop, organize, and implement a marketing plan, and to coordinate and participate in marketing activities to attract and retain businesses in the City of Oakland. The incumbent acts as the project lead or coordinator for multiple priority projects; prepares related legislation and staff reports for City Council actions and updates; represents the City at meetings and conferences with key organizational partners and stakeholders; trains, supervises, and evaluates assigned staff; and performs related duties as assigned.~~To develop and implement a marketing plan to attract and retain businesses in the City of Oakland; to perform market research and conduct market surveys; to gather and analyze market data; to write research reports; and to act as a resource person.~~

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent, supervisory classification with overall responsibility for the department's marketing plan and related activities for business attraction and retention. This classification is distinguished from the Deputy Director of Economic and Workforce Development in that the incumbent of the latter is responsible for the overall work of the Business Development Division.

The incumbent r~~Receives~~ direction and supervision from the Deputy Director of Economic and Workforce Development and may provide supervision or lead direction to assigned professional and clerical staff.

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Marketing & Information Services Manager.~~

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

Develop and implement marketing program goals, objectives, policies, and priorities.~~Develop and implement a marketing plan to increase commercial and retail development in Oakland.~~

Plan, organize, assign, review, and participate in major marketing programs, projects, events and activities that support business attraction, expansion and retention, and position Oakland as a prime location for major commercial and industrial investment and development.

AP237 – MARKETING SPECIALIST PROGRAM
COORDINATOR

Page 2

~~Collect, compile, prepare, analyze, and organize market data to be used in furthering business development in Oakland.~~

~~Direct the preparation of marketing materials for economic development initiatives, including brochures, newspaper supplements, print advertisements, websites, social media platforms, etc.; produce effective marketing presentations, including use of Power Point and other digital and web-based programs. Conduct market surveys pertaining to business development and redevelopment projects; identify potential commercial and retail firms; drive a vehicle to visit these firms.~~

~~Prepare press releases and brochures for economic and redevelopment projects; design effective marketing presentations which project a positive image of Oakland.~~

~~Make presentations to community groups, district boards, and civic organizations. Develop strategic partnerships with neighborhood/community groups and the private sector to market development projects.~~

~~Represent the City and the Department at conferences, seminars, and community meetings. Participate in community and regional meetings; drive a vehicle to these meetings.~~

~~Serve as a resource person tofor the department in identifying and addressingfor market information and strategies; gather market data; coordinate the development of market research, surveys and other studies relating to targeted areas, industries, and development programs; assist with the preparation of long-range business development plans and special studies or assessments in coordination with other City departments and other public agencies. gather information on trends in commercial and retail development.~~

~~Respond to public inquiries pertaining to economic development and the benefits of doing business in Oakland, or assist the department or other City staff in preparing responses. Respond to public inquiries pertaining to business development in Oakland.~~

~~Supervise and train assigned subordinate staff. Conduct performance evaluations; recommend merit increases as well as disciplinary action.~~

~~Write or review applications for program-related federal and state grant or loan programs; draft or review legislation and staff reports for the City Council; prepare and maintain accurate records for auditing and reporting purposes.~~

~~Administer section, program, or project budgets and grants; approve payment to contractors and consultants; design, negotiate, and administer contracts with loan and technical assistance providers; recommend approval of payments to providers.~~

Operate automotive vehicles as required in the performance of assigned duties.

AP237 – MARKETING SPECIALIST PROGRAM
COORDINATOR

~~Prepare and maintain records and reports.~~

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES

QUALIFICATIONS

Knowledge of:

- Principles and practices of economic development, business development, and redevelopment.
- ~~Market research~~ Marketing principles and practices.
- ~~Business~~ Market research, business statistics, and economic trends.
- ~~Business and economic trends.~~
- Public speaking principles and practices.
- Federal, state, and local resources for economic development and redevelopment.
- Methods and techniques of presenting ideas persuasively in writing and orally.
- Budget development and administration.
- ~~Public contact and community relations.~~
- Computer systems and applications.
- ~~Report preparation.~~
- Principles of supervision, training, and development.

Ability to:

- ~~Plan, organize, direct, and evaluate a marketing program.~~ ~~Conduct market research.~~
- Coordinate functions and activities between departments and outside agencies.
- Work independently and set priorities.
- Communicate effectively and persuasively in oral, written and graphic form.
- Prepare and administer a program budget.
- Prepare clear, concise analytical reports of a technical and evaluative nature.

AP237 – MARKETING ~~SPECIALIST~~PROGRAM
COORDINATOR

- Supervise, train and evaluate assigned staff.
- Design and conduct market surveys.
- ~~▪ Develop and maintain effective relationships in a multi-cultural environment.~~
- ~~▪ Communicate effectively in both oral and written form.~~
- ~~▪ Maintain accurate records; prepare clear, concise reports.~~
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
-

EXPERIENCE AND EDUCATION **MINIMUM QUALIFICATIONS**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable. Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university in business administration, economics, public relations, planning, or related fields. A master's degree with an emphasis in marketing, or economics, or related fields is desirable.

Experience:

Five (5) years of progressively responsible professional experience in marketing or economic development, or two (2) years of experience comparable to an Urban Economic Analyst IV or Public Information Officer III for the City of Oakland. Three years of progressively responsible in-experience in marketing, or economic development, or a related field. Lead or supervisory experience 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.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

AP237 – MARKETING SPECIALISTPROGRAM
COORDINATOR

Established: 06/08/1995	CSB Resolution #: 44337	Salary Ordinance #:
Exempted: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
Revision Date: / /	CSB Resolution #:	
Re-titled Date: / /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		



MEMORANDUM

DATE: January 18, 2018

TO: The Honorable Civil Service Board

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

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

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of two (2) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Chiguila, Gil	Fire Equipment Technician	Oakland Fire Department	December 15, 2017 – March 15, 2018	CSR 8.07 (c)(iii) Personal Business
Hirshfield-Gold, Shayna	Program Analyst III	Public Works Department	February 5, 2018 – March 9, 2018	CSR 8.07 (c)(iii) Personal Business

RECOMMENDATION:

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

Print Form



Unpaid Leave of Absence

RECEIVED

Leave Type:

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

2017 DEC 13 AM 10:54
OAKLAND FIRE DEPT
ADMINISTRATION

Employee's Name Gil CHIGUILA Employee's ID 9436 Today's Date 12/13/17

Department/Division O.F.D Employee Job Title FIRE EQUIPMENT TECH.

I Request: Days Hours From DEC 15/2017 To MARCH 15/2018

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

RECEIVED
DEPT OF HUMAN RESOURCES
MANAGEMENT
DEC 15 PM 3:59

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

* Additional Information

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

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

[Signature]
Employee's Signature Date Dec 13/2017

Civil Service Board Approval Date

[Signature]
Department Head Approval Date 12/15/17

City Manager Approval Date

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

Print Form

18 JAN 24 AM 10:17
 DEPT OF HUMAN RESOURCES
 MAIL ROOM



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 Shayna Hirshfield Gold Employee's ID 21642 Today's Date 12/15/17

Department/Division OPW/ESD Employee Job Title PA III

I Request: 25 Days Hours From 2/5/18 To 3/9/18
No. of Days or Hours Select Days or Hours

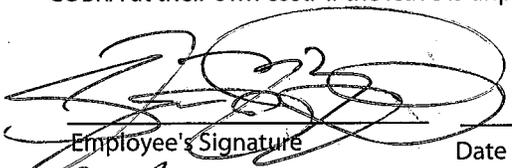
Unpaid Leave Taken This Year? Yes No If yes, what type of leave FMLA/CFRA
(Write appropriate code)

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

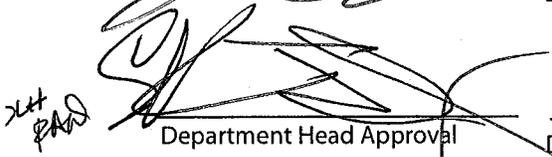
*** Additional Information**

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

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

 12/15/17
 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.



CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

Date: December 21, 2017

OPEN SESSION 5:30 p.m.

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

BOARD MEMBERS: Chair, Andrea Gourdine; Vice Chair, David Jones; Lauren Baranco (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 (Absent)
Jaime Pritchett, HRM Principal Analyst/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:

There were no speakers in open forum.

2) CONSENT CALENDAR:

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

44874 A motion was made by Board Member Hudson-Harmon and seconded by Vice Chairman Jones to approve the Ratification of Provisional Appointments, Revised Classification Specifications and the Requests for Leave of Absence. The motion passed unanimously.

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

3) OLD BUSINESS:

- a) Approval October 19, 2017 Civil Service Board Meeting Minutes

44875 A motion was made by Vice Chairman Jones and seconded by Board Member Williams to Approve the October 19, 2017 Board meeting minutes. The motion passed.

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

- b) Determination of Schedule of Outstanding Board Items
a) Port of Oakland Follow-up Supplemental Report on the Use of Temporary Employees

Report received and filed

- 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 with the stipulation that January's report contain timelines and deliverables demonstrating confirmation of action on non-compliant items by the Secretary and other Staff to the Board.

4) NEW BUSINESS:

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

44876 A motion was made by Vice Chairman Jones and seconded by Board Member Williams to approve the new job classification specifications. The motion passed unanimously.

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

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

Note: Chairwoman Gourdine requested copies of all training materials utilized to train existing and future Staff members in Classification studies.

Report received and filed

5) ADJOURNMENT

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

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

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



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

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

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandnet.com 或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD
APPEALS & HEARINGS CALENDAR
PENDING LIST – January 18, 2018**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPD-2015-AP03	Complaint Investigator II (Urbi)	Citizens' Police Review Board	6.05 Appeal of Probationary Removal/Demotion	Oct 26, 2015	Closing briefs submitted with a decision date scheduled for February 9, 2018.
OPD-2016-AP01	Police Service Technician II (Calvin)	Police	10.03 Appeal of Discipline	Dec 15, 2016	Closing briefs due January 10, 2018.
PORT-2017-AP01	Port Utilities Supervisor (Zabb-Parmley)	Port of Oakland	10.03 Appeal of Discipline	June 7, 2017	Hearing tentatively scheduled for April 19 th meeting.
OFD-2017-AP01	Firefighter (Mendoza)	Fire	6.05 Appeal of Probationary Removal/Demotion	6/18/2017	City Attorney and Appellant's Attorney collaborating to choose Arbitrator
PORT-2018-AP01	Aviation Assistant Marketing & Commercial Representative (Spencer)	Port of Oakland	3.04 (e) Appeal Regarding Changes in Classification	12/27/2017	Hearing tentatively scheduled for March 15 th meeting.

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
CAU-2017-AP01	Senior Performance Auditor (Hallock)	City Auditor	6.05 Appeal of Probationary Removal/Demotion	7/12/2017	Closed



CITY OF OAKLAND

STAFF REPORT

DATE: January 18, 2018

TO: THE HONORABLE CIVIL SERVICE BOARD

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

THROUGH: Ian Appleyard, HR Director, Secretary to the Board

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

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the December 21, 2017 meeting that referenced data as of November 17, 2017. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of December 15, 2017, there are a total of sixty-seven (67) employees in the TCSE (18), TCSE/Annuitant (35), and ELDE (14) categories. Five (5) assignments were closed, and three (3) new assignments were added. Of the total, two (2) are reported as non-compliant with Rule 5.06.

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

BACKGROUND

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

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: January 18, 2018

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STATUS OF NONCOMPLIANT ASSIGNMENTS

Of the total sixty-seven (67) temporary assignments, we are reporting two (2) in this period as out of compliance with Rule 5.06.

- Two (2) of the non-compliant assignments (Fire Department) are for TCSE assignments where Human Resources Management (HRM) staff is working with the departments to resolve outstanding classification and compensation issues.

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

RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Jaime Pritchett, Recruitment & Classification at (510) 238-4735.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting December 15, 2017.
- B. TCSE/ELDE Compliance Trend Chart: As of December 15, 2017.

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

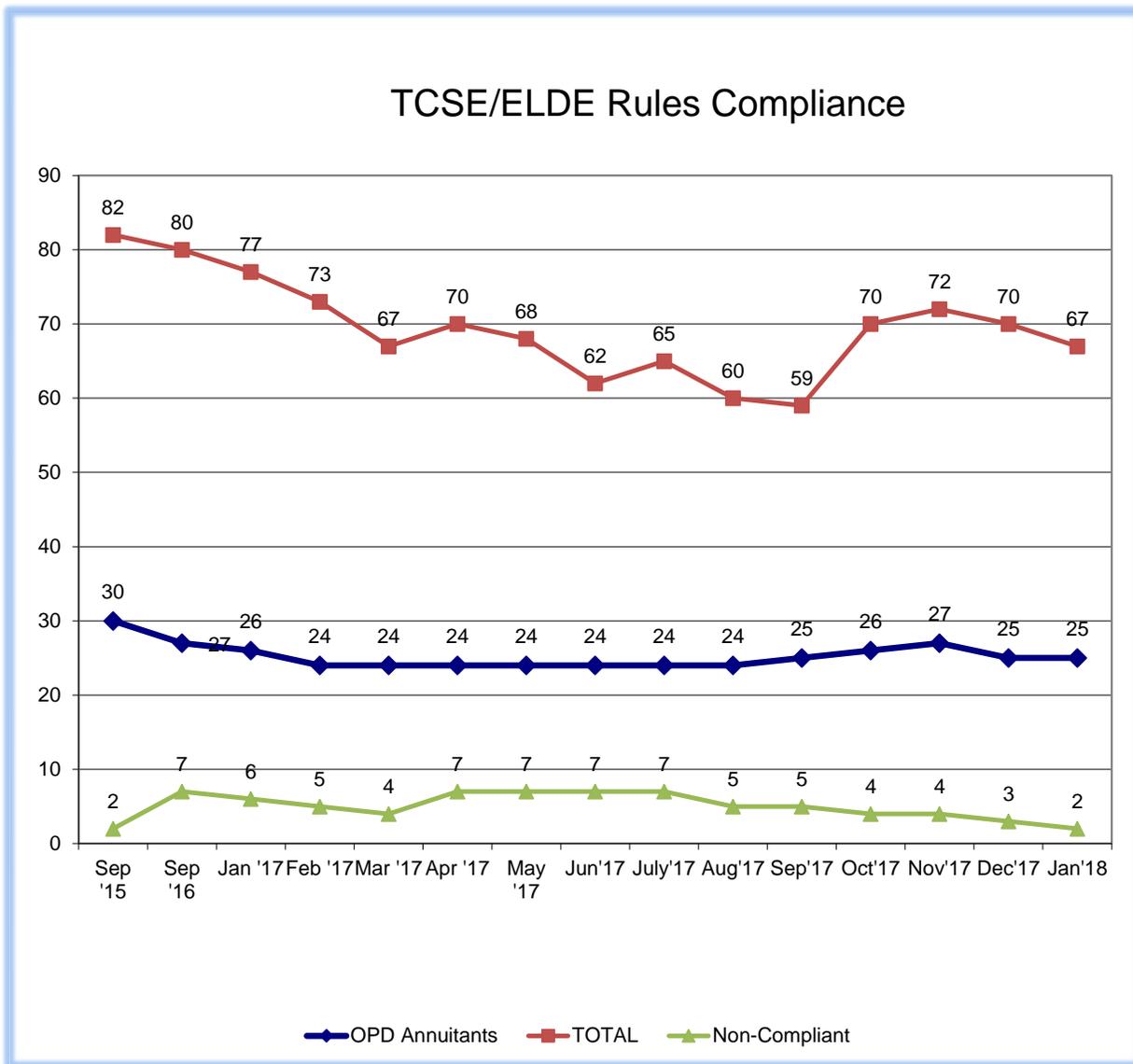
DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
CLOSED THIS PERIOD (5)							
ECON & WORKFORCE	Muse	Angela	85311 - Workforce Development	2/13/2017	ELDE	Project: Career Pathways Trust - Grant funding until June 30, 2018.	SEPARATED
FINANCE	Nguyen	Frank	08211 - Accounting Administration Unit	5/30/2017	TCSE	Temporary assignment to implement new Oracle R12 Financial system	SEPARATED
PLANNING & BUILDING	Wilson	Isaac	84454 -Inspections: Neighborhood Preservation	3/16/2017	TCSE/ Annuitant	Time-limited project; temp assistance with backlog of inspections	SEPARATED
CITY ADMINISTRATOR	Hollenback	Joy	02491 - Oakland Animal Services	9/14/2015	TCSE	Part time veterinarian. Meeting w dept scheduled for last week in May.	SEPARATED
PUBLIC WORKS	Winston	Cotys	30131 - Public Works Call Center	2/14/2017	ELDE	Assisting with peak work demands pending Call Center reorg.	SEPARATED
NEW THIS PERIOD (3)							
CITY ADMINISTRATOR	Swanson	Luke	02111 - Communications Unit	9/25/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website	COMPLIANT
CITY ADMINISTRATOR	Chiara	Claire	02111 - Administration	10/9/2017	TCSE	Temporary special project: Community Risk Assessment project	COMPLIANT
HUMAN SERVICES	Scheider	Holly	78251 - Youth Services	12/4/2017	ELDE	Temporary support to the newly created Sugar Sweetened Beverage Tax Community Advisory Board	COMPLIANT
COMPLIANT (62)							
CITY ADMINISTRATOR	Datta	Shantanu	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Dyckoff	Howard	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Gennino	Angela	02111 - Administration Unit	10/23/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Horton	Scott	02111 - Communications Unit	10/2/2017	TCSE	Temporary assignment to support City Administrator's communications team	COMPLIANT
CITY ADMINISTRATOR	Krishnamurthi	Niranjan	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Mason	Vanessa	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Martinson	Leif	02111 - Administration Unit	9/27/2017	TCSE	Temporary project: Oakland Design League - to build the City's new website.	COMPLIANT
CITY ADMINISTRATOR	Steinzig	Raphaelle	02111 - Communications Unit	7/31/2017	TCSE	Temporary support on Digital Front Door project to update the City's website.	COMPLIANT
CITY ATTORNEY	Johnson	Kenneth	04311 - City Attorney Advisory	9/27/2017	ELDE	Temporary, time sensitive project assistance in the Real Estate & Redevelopment Unit	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	Filling in for Council staff out on leave	COMPLIANT
DEPT OF TRANSPORTATION	Karl	Elliot	35211 - OakDOT	10/7/2017	ELDE	Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Hamilton	Harry	85511 - Marketing	4/22/2017	ELDE	Spec under revision for Marketing Program Coordinator series; duties not yet fully defined.	COMPLIANT
ECON & WORKFORCE	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/5/2017	TCSE	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Cherkis	Helen	08211 - Accounting Administration	4/17/2017	ELDE	Temporary assignment to help implement business processes in Oracle R-12	COMPLIANT
FIRE	Gainey	Maxie	20815 - US&R Division	3/27/2017	ELDE	US&R logistics & warehouse specialist position, selection interviews in progress; departmental interviewing was delayed and will resume in Jan 2018	COMPLIANT
FIRE	Fairley	Helen	20251 - Fire Communications Unit	9/18/2017	TCSE/ Annuitant	Temporary Senior Dispatcher; recruitment underway; est. completion 11/10/17	COMPLIANT
FIRE	Fontaine	Annette	20241 - Fire Communications Unit	9/5/2017	TCSE/ Annuitant	Fire Comm Manager Exempt position under development; temp assignment pending recruitment	COMPLIANT
HOUSING & COMMUNITY DEV.	Dizon	Benjamin	89939 - Municipal Lending	2/27/2017	TCSE/ Annuitant	Providing training to new staff.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
HUMAN RESOURCES	Estevez	Richard	05211 - Human Resource Management	3/27/2017	TCSE/ Annuitant	Temporary assignment to support critical labor relations, classification, and recruitment needs.	COMPLIANT
HUMAN RESOURCES	Topp	Bruce	05311 - Employee Relations	7/31/2017	TCSE	Temporary assignment to assist with training of new and current HR Staff	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	PT Food Program Coordinator; intermittent, pending creation of PT class; HRM staff preparing salary ordinance amendment to add part time equivalent in Feb/Mar 2018	COMPLIANT
HUMAN SERVICES	Hernandez	Thea	78231 - Head Start Program	9/25/2017	ELDE	Pending Salary Ordinance amendment; December 2017	COMPLIANT
HUMAN SERVICES	Montgomery	Stephanie	78111 - DHS Administration Unit	8/28/2017	ELDE	Temporary assignment to administer the Oakland ReCast program (grant)	COMPLIANT
HUMAN SERVICES	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT
INFORMATION TECHNOLOGY	Sharma	Saurabh	46111 - Information Technology Department	10/9/2017	TCSE	Temporary project management of the implementation of Oracle EBS/R12 Phase II and other projects	COMPLIANT
INFORMATION TECHNOLOGY	Zhu	Krista	84111 - Admin: Planning, Building & Neighborhood Preservation	1/30/2017	ELDE	Temporary assignment assisting with implementation of the Accelea platform.	COMPLIANT
MAYOR	Corbin	Khalil	01111 - Mayor	11/20/2017	ELDE	Temporary support in Mayor's office	COMPLIANT
PLANNING & BUILDING	Lenoir	Brittany	84211 - Bureau of Planning & Zoning	6/5/2017	ELDE	Time-limited project; temp assistance with backlog of telecommunication cases	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Wells	Laurissa	84229 - Strategic Planning	7/1/2017	ELDE	Temporary assignment on project to implement the Mayor's Housing Cabinet recommendations.	COMPLIANT
POLICE	Blakely	Dene	106210 - Personnel	7/31/2017	ELDE	Spec under development for Courier classification; duties not yet fully defined.	COMPLIANT
POLICE	Leaks	Delores	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Flynn	Dana	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	6/15/2017	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Steven	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	10/10/2015	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hill	Barbara	103310 - Communications Unit	2/2/2015	TCSE/ Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT
POLICE	Byer	Judy	106610 - Background & Recruiting	3/12/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Juarez	Edward	106610 - Background & Recruiting	2/28/2015	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Fisher	James	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hassna	Jeffrey	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Smith	Phyliss	103310 - Communications Unit	7/20/2015	TCSE/ Annuitant	Retired Dispatcher providing intermittent emergency coverage.	COMPLIANT

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

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	NOTES	STATUS
POLICE	Lighen	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Christmas	Ernest	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Parker	Norma	106610 - Background & Recruiting	3/17/2014	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Chey	Tae	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Nguyen	Hung	106610 - Background & Recruiting	1/30/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Taylor	Mayumi	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Thurston	Steven	106610 - Background & Recruiting	1/30/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Wong	Scott	106610 - Background & Recruiting	9/11/2017	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Gonzales	Jesse	106610 - Background & Recruiting	4/23/2016	TCSE/ Annuitant	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Ibrahim	Mamadou	106410 - Police Information Technology	2/27/2017	TCSE	Temporary assignment to complete data migration into PRIME	COMPLIANT
POLICE	Gatke	James	102121 - Propety Section	9/11/2017	ELDE	Police Property Specialist Spec under revision; duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Douglas	Breanna	30131 - Public Works Call Center	2/14/2017	TCSE/ Annuitant	Assisting with peak work demands pending Call Center reorg.	COMPLIANT
PUBLIC WORKS	Hagerty	Kenneth	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy.	COMPLIANT
PUBLIC WORKS	Jaussaud	Bruce	30541 - Equipment Services Administration	3/27/2017	TCSE/ Annuitant	Temporary backfill of hard-to-fill vacancy. TCSE is Training newly hired Fleet Specialist.	COMPLIANT
PUBLIC WORKS	Vargas	Erika	30112 - Human Resources	6/5/2017	TCSE	Time-limited project; temp assistance with backlog of accounting tasks	COMPLIANT
Non-Compliant (2)							
FIRE	Kaplan	Joshua	20711 - Emergency Services Program Unit	3/12/2016	TCSE	CORE PT instructor; class spec in development; Dept. reviewing draft of proposed class spec	NON-COMPLIANT
FIRE	Kelly	Michael	20815 - U.S.A.R	1/24/2005	TCSE/ Annuitant	USAR Cache Mgr - highly specialized intermittent assignment; Dept. reviewing draft of proposed class spec	NON-COMPLIANT





STAFF REPORT

DATE: January 18, 2018

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Ian Appleyard, Director of Human Resources Management

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

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a supplemental report in December (for quarter end September 30, 2017). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending December 31, 2017. During this reporting period, zero (0) studies were completed, one (1) study was canceled, and six (6) new studies were received. There are currently nineteen (19) active classification studies.

EXPLANATION OF DELAYS

Three studies have passed the one-year mark:

- City Administrator Analyst
- Contract Compliance Officer, Senior
- Administrative Assistant II

The review of the City Administrator Analyst position involves a classification that is exempt from Civil Service. Despite competing demands and resource allocation issues, Human Resources Management (HRM) has finished studying the duties assigned to the incumbent’s position and prepared a preliminary recommendation. The proposal is ready for discussion with the Confidential Management Employees Association (CMEA); the initial meeting is expected to take place by the end of January 2018. HRM anticipates that discussion(s) with CMEA regarding the appropriate way to resolve the classification issue will conclude in the next few months.

For the other two classification studies (Contract Compliance Officer, Senior, and Administrative Assistant II), the delays were due to competing demands and resource allocation issues as well. However, HRM is confident that both studies will be finalized and issued before the end of January 2018. HRM has developed a plan to address the list of pending studies and prevent any other studies from rolling overdue. All Recruitment and Classification Division human resource analysts are being trained on how to conduct classification studies. By building

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: January 18, 2018

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capacity among staff, more individuals will eventually be able to complete studies and that will help HRM strive to initiate and resolve classification study requests as quickly as possible.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending December 31, 2017, showing a total of ninety-one (91) classifications: during this reporting period there were ten (10) classification revisions or creations completed and approved by the Civil Service Board; there are two (2) classifications being advanced by HRM to the Board for the January 18, 2018, meeting; an additional twelve (12) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-one (51) classification specification reviews assigned and under review by analysts; and there are an additional sixteen (16) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	10
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	12
Assigned to Analyst for Review	51
Pending for Assignment	16
TOTAL	91

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

Attachment A – Classification Studies (Desk Audits) as of December 31, 2017

Attachment B – Classification Specifications under review as of December 31, 2017

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

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	FINANCE	City Administrator Analyst	11/4/2016			Yes	Finalizing findings; anticipated completion is February 2018.
2	CAO	Contract Compliance Officer	11/7/2016			Yes	Finalizing findings; anticipated completion is January 2018.
3	OPW	Administrative Assistant II	11/28/2016			Yes	Finalizing findings; anticipated completion is January 2018.
4	OPW	Administrative Assistant II	3/1/2017			No	Finalizing findings; anticipated completion is January 2018.
5	LIBRARY	Librarian II	3/7/2017			No	Drafting findings.
6	CAO	Contract Compliance Officer, Senior	3/16/2017			No	Drafting findings.
7	HCD	Administrative Assistant II	3/28/2017			No	Drafting findings.
8	OPR	Recreation Program Director	4/7/2017			No	Assigned; in initial stages.
9	OPR	Recreation Program Director	4/7/2017			No	Assigned; in initial stages.
10	OPR	Recreation Program Director	4/7/2017	12/22/2017		No	In progress.
11	OFD	Program Analyst I	5/9/2017			No	Assigned; in initial stages.
12	OFD	Management Assistant	6/8/2017			No	In progress.
13	HRM	Human Resource Clerk	6/19/2017			No	In progress.
14	OPR	Recreation Leader II, PPT	8/3/2017			No	Assigned; in initial stages.
15	EWD	Program Analyst I	10/10/2017			No	New assignment.
16	LIBRARY	Librarian, Supervising	10/25/2017			No	New assignment.
17	OPW	Administrative Assistant II	11/8/2017			No	New assignment.
18	FINANCE	Tax Auditor II	11/14/2017			No	New assignment.
19	HSD	Accountant II	12/21/2017			No	New assignment.
20	EWD	Program Analyst II	12/21/2017			No	New assignment.

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

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (10)					
PP108	HSD	Child Education Coordinator	UH1	SPEC REVISION	Approved at 10/20/17 CSB Meeting
EM139	EWD	Deputy Director, Economic Development & Employment	UM1	SPEC REVISION	Approved at 12/21/17 CSB Meeting
TBD	HSD	Head Start Coach Coordinator	TBD	NEW SPEC	Approved at 10/20/17 CSB Meeting
SC250	HSD	Head Start Facilities Coordinator	TW1	SPEC REVISION	Approved at 10/20/17 CSB Meeting
TBD	HSD	Head Start Family & Community Engagement Program Coordinator	TBD	NEW SPEC	Approved at 10/20/17 CSB Meeting
TBD	HSD	Head Start Mental Health & Disabilities Coordinator	TBD	NEW SPEC	Approved at 10/20/17 CSB Meeting
TBD	HSD	Head Start School Readiness Coordinator	TBD	NEW SPEC	Approved at 10/20/17 CSB Meeting
PS187	OPD	Latent Print Examiner II	TW1	SPEC REVISION	Approved at 10/20/17 CSB Meeting
NEW	FINANCE	Revenue & Tax Administrator, Assistant	TBD	NEW SPEC	Approved at 12/21/17 CSB Meeting
TBD	FINANCE	Treasury Administrator, Assistant	TBD	NEW SPEC	Approved at 12/21/17 CSB Meeting
SCHEDULED (2)					
TBD	ITD	Help Desk Supervisor	TBD	NEW SPEC	Scheduled for 1/18/18 CSB Meeting
TBD	EWD	Marketing Program Coordinator	TBD	NEW SPEC	Scheduled for 1/18/18 CSB Meeting
PENDING MEET & CONFER (12)					
AP144	CPRA	Complaint Investigator III	TW1	SPEC REVISION	In progress with Local 21.
TC143	OFD	Fire Equipment Technician	SB1	SPEC REVISION	On hold.
MA148	OFD	Fire Marshal, Assistant (Non-Sworn)	UM2	SPEC REVISION	Preparing meet and confer notice for union
SC195	OPW	Parking Meter Collector Supervisor	UH1	SPEC REVISION	In progress with Local 21.
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS170	OPD	Police Property Specialist	SC1	SPEC REVISION	Not able to meet in October 2017; future Local 1021 meeting date to be determined.
SC206	OPW	Public Works Supervisor I	UH1	SPEC REVISION	Concluded meetings with Local 21; finalizing agreed upon revisions.
SC207	OPW	Public Works Supervisor II	UH1	SPEC REVISION	Concluded meetings with Local 21; finalizing agreed upon revisions.
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TC144	OPD	Veterinary Technician	SD1	SPEC REVISION	Met with Local 1021; finalizing agreement.
IN PROGRESS (51)					
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
PS180	OFD	Battalion Chief	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	FINANCE	Budget & Management Analyst	TBD	NEW SPEC	Drafting new class spec
AF047	FINANCE	Budget & Operations Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM122	OPD	Chief of Police	UN1	NEW SPEC	Drafting new class spec
MA109	CAO	City Administrator Analyst	U31	NEW SPEC	Preparing proposed class spec for department review
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
TBD	CITYWIDE	Courier	TBD	NEW SPEC	Drafting new class spec
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS184	OFD	Fire Fighter Paramedic	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
TR140	OPW	Gardener Crew Leader	SC1	SPEC REVISION	In initial discussion with department about assignment

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TR141	OPW	Gardener I	SC1	SPEC REVISION	In initial discussion with department about assignment
TR142	OPW	Gardener II	SC1	SPEC REVISION	In initial discussion with department about assignment
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Preparing proposed spec revisions for department review
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
PS149	OFD	Lieutenant of Fire	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	DOT	Manager, Parking & Mobility Services	TBD	NEW SPEC	Drafting new class spec
TBD	DOT	Manager, Transportation Bureau	TBD	NEW SPEC	Drafting new class spec
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	New assignment
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending sup review & dept feedback
NEW	OPD	Police Communications Dispatcher, Senior	TBD	NEW SPEC	Finalizing proposed class spec with department
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TBD	OPW	Sign Technician, Senior	TBD	NEW SPEC	Drafting new class spec
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR178	OPW	Stationary Engineer	SB1	SPEC REVISION	In initial discussion with department about assignment

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department review
TR186	OPW	Traffic Sign Maker	SC1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	DOT	Transportation Planner	TBD	NEW SPEC	Finalizing proposed draft with department
TBD	DOT	Transportation Planner, Assistant	TBD	NEW SPEC	Finalizing proposed draft with department
TR187	DOT	Transportation Planner, Senior	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department review
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
PENDING ASSIGNMENT (16)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
NEW	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Assess classification as part of cleanup and clarification of intern classifications
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
SS121	CAO	Executive Asst to the Assistant City Administrator	U31	SPEC REVISION	Draft pending CAO approval
SS126	CAO	Executive Asst to the City Administrator	U31	SPEC REVISION	Draft pending CAO approval
EM242	CAO	Inspector General	UK1	NEW SPEC	Initially approved by CSB 4/11/13; June 2013 - new revisions under discussion
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment
EM177	CAO	Manager, Contract & Employment Services	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Broaden existing class to include Housing or merge with/revise Student Trainee. Cleanup and clarification of intern classifications

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AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department