



## CIVIL SERVICE BOARD MEETING AGENDA

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**Date: October 17, 2019**

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

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, 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, HRM Manager/Staff to the Board  
Tabitha Pulliam, HRM Technician/Staff to the Board  
Michelle Meyers, Senior Deputy City Attorney  
Vadim Sidelnikov, Deputy City Attorney

### OPEN SESSION AGENDA

#### ROLL CALL

**1) OPEN FORUM**

**2) UPDATES, SECRETARY TO THE BOARD** INFORMATION

**3) APPROVAL OF THE OCTOBER 17, 2019 CIVIL SERVICE BOARD MEETING AGENDA** ACTION

**4) CONSENT CALENDAR:** ACTION

a) Approval of Employee Requests for Leave of Absence

- Housing & Community Development

b) Approval of Revised Classification Specification

- Fire Inspector (Civilian) – (formerly titled Fire Prevention Bureau Inspector - Civilian -)
- Information Systems Manager II

**5) OLD BUSINESS:**

- a) Approval of August 15, 2019 Civil Service Board Meeting Minutes ACTION
- b) Approval of the July 18, 2019 Civil Service Board Meeting Minutes ACTION
- c) Determination of Schedule of Outstanding Board Items INFORMATION
- d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- e) Update on Common Class Study INFORMATION

**6) NEW BUSINESS:**

- a) Approval of New Classification Specification for Sign Shop Coordinator ACTION
- b) Approval of New Classification Specification for Fire Inspector Supervisor ACTION
- 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

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

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

**1) Personnel Matter for Public Employee: 4.06 - Appeal Regarding Basis of Rejection of Employment Applications: HRM-2019-AP01 (A. Duncan)**

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

## OPEN SESSION AGENDA

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

## CLOSED SESSION AGENDA

### ROLL CALL

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

**1) 4.05 - Appeal Regarding Eligibility to Compete in Competitive Examination Process; 4.06 – Basis for Rejection of Applications; 4.22(e) – Removal of Names from Eligible Lists: HRM-2019-AP02 (T. Glasper)**

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

## OPEN SESSION AGENDA

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

### 3) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, November 14, 2019. All materials related to agenda items must be submitted by Thursday, October 24, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [civilservice@oaklandca.gov](mailto: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](mailto: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](mailto:civilservice@oaklandca.gov)

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



# MEMORANDUM

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**DATE:** October 17, 2019

**TO:** The Honorable Civil Service Board

**FROM:** Tabitha Pulliam, HRM Technician, Recruitment & Classification / Staff to the Board

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

**SUBJECT:** Request Authorization for Employee Requests for Leave of Absence

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

<b>Employee Name</b>	<b>Classification</b>	<b>Department</b>	<b>Leave Duration</b>	<b>Category</b>
Cohen, Barbara	Hearing Officer	Housing & Community Development	October 7, 2019 – October 7, 2020	CRS 8.07 (c)(v) Exempt Position
Long, Jaqueline	Program Analyst III	Police Department	October 9, 2019 – December 31, 2019	CRS 8.07 (c)(v) Exempt Position

**RECOMMENDATION:**

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

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19 OCT -1 PM 3: 28  
**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 Barbara M. Cohen Employee's ID 13629 Today's Date 9/30/2019

Department/Division Housing & Community Development Employee Job Title Hearing Officer

Request:                       Days  Hours From 10/7/2019 To 10/7/2020  
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
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.

10.1.19  
 Employee's Signature                      Date

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

10/1/19  
 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 Jacqueline Long Employee's ID 4059 Today's Date 10/8/2019

Department/Division Police/Neighborhood Employee Job Title Program Analyst III

Request: \_\_\_\_\_  Days  Hours From 10/9/19 To 12/31/19  
No. of Days or Hours Select Days or Hours

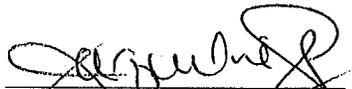
Unpaid Leave Taken This Year?  Yes  No If yes, what type of leave 01/01/19 to 10/8/19  
(Write appropriate code)

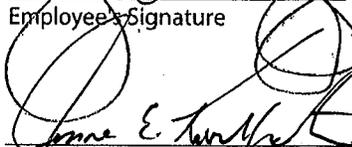
Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
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**\* Additional Information**

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.

  
Employee's Signature \_\_\_\_\_ Date 10/8/2019

  
Department Head Approval \_\_\_\_\_ Date 10/10/19

\_\_\_\_\_  
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

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**DATE:** October 17, 2019

**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 Specification for Fire Inspector (Civilian) –  
formerly titled Fire Prevention Bureau Inspector (Civilian)

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Based upon a classification review at the request of the Oakland Fire Department (OFD), staff has proposed revision of the **Fire Inspector (Civilian)** classification. It was established in May 2012 and has not been revised since that time.

The City of Oakland is proposing the following changes to the Fire Inspector (Civilian) classification specification:

- Overhaul the Definition, Examples of Duties, and Knowledge and Abilities sections to better reflect the assigned duties and ensure alignment with City Council goals.
- Enhance the Distinguishing Characteristics section.
- Add desirable coursework to Education under the Minimum Qualifications and refine the Experience requirement.
- Add more options to the list of eligible certifications such that incumbents can now obtain a certification other than International Code Council (ICC).

Further, the City is proposing a title change from Fire Prevention Bureau Inspector (Civilian) to Fire Inspector (Civilian). Eliminating the reference to “prevention bureau” is more reflective of industry standards. In terms of duties, the revised title will make it more recognizable to similarly situated non-sworn fire inspection positions in other jurisdictions.

There are 19 incumbents and approximately three to seven vacancies. The revised classification specification will be used to initiate an urgent recruitment and selection process to fill multiple vacancies in the near future.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification. City and union representatives discussed the item at monthly meetings since February 2019. Two meetings were even held in September 2019 to attempt to resolve lingering concerns. The biggest concerns stemmed from training implications and issues with the length of time new hires had to obtain the necessary certification compared to internally promoted employees; a Letter of Understanding (side letter agreement) is being drafted to address this specific concern about contract provisions. In an email dated, October 2, 2019, the union conveyed that there were no residual objections to the proposed revisions.

**CIVIL SERVICE BOARD**

Subject: Fire Inspector (Civilian) Engineer – Revised Classification Specification Approval

Date: October 17, 2019

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The salary ordinance amendment to amend the classification title will be routed through City Council for approval at a later date. It is estimated to go before the Finance and Management Committee on December 3, 2019, with two readings by City Council to follow.

Additionally, the Port does not operate public safety programs. Therefore, classifications specifically designed in support of public safety programs have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the revised and re-titled classification specification of **Fire Inspector (Civilian)** as proposed.

**Attachment:** Proposed revised Fire Inspector (Civilian) classification specification.



# FIRE PREVENTION BUREAU INSPECTOR, (CIVILIAN)

DRAFT  
2019-09-16  
To CSB

Class Code: PS142 FTE      Civil Service Classified

## DEFINITION

Under general supervision in the Oakland Fire Department, ~~uses a full range of technical skills;~~ uses a full range of technical skills to performs inspections of residential, educational, institutional, commercial and/or industrial facilities, new construction of any encompassing structure, tenant improvements, and places of public assembly to determine compliance with the California Fire Code, California Building Code, state, local, fire and life safety codes; implements vegetation management projects; issues notices of violation ~~citations,~~ and follows up on uncorrected conditions; attends public meetings; may conduct fire safety inspections in the wildland urban interface environment and enforce the District's weed abatement defensible space ordinance; conducts inspections for and issues operational work permits; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

~~Fire Prevention Bureau Inspector~~ This is a journey level civilian classification. This classification is distinguished from the higher level Assistant Fire Marshal in that incumbents of the latter may conduct complex investigations of fires and hazardous materials incidents. It is further distinguished from the lower level Fire Suppression District Inspector in that the latter is only involved in wildland fire protection and suppression, fuel reduction, and vegetation management projects.

The incumbent ~~R~~ receives general supervision from a Fire Inspection Supervisor or an Assistant Fire Marshal. and M may provide training and technical direction to assigned staff.

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

Plan and conduct field inspections of new and existing private and public residential, educational, institutional, commercial and/or industrial structures, construction, and ~~remodel sites~~ tenant improvements to ensure compliance with applicable Federal, State and Local fire codes.

~~Conduct basic fire code enforcement.~~ Research, apply, and interpret fire code for various types of inspections.

~~Receive and respond to telephone inquiries and complaints~~

~~Resolve compliance problems with owners and contractors;~~ identify and explain corrective actions necessary to bring properties into compliance.

Respond to complaints regarding fire code violations and fire hazards.

Discuss violations with building/property owners and contractors and issues ~~warnings and citations for fire code violations~~ notices of violations, both in the field and at office review.

~~Conduct~~ follow-up inspections to ensure violations were corrected.

Receive and respond to telephone and email inquiries and complaints

Initiate and monitor compliance prosecution activities in cases of non-compliance or negligence.

Prepare written reports, legal documents, memoranda~~standard forms~~, and letters regarding fire inspection or prevention as required.

~~Participate in the i~~ Inspection of hydrants, sprinkler systems, other fire extinguishing and protection suppression tool/systems to verify that such systems were installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.

Maintain data and records regarding fire inspection or prevention activities; perform data entry utilizing a computer, electronic equipment, and other mobile devices.

~~May a~~ Assist in training new employees in conducting fire inspections and in fire code enforcement. Perform data entry and use computer, electronic equipment and other electronic mobile devices. Participate in presentations to explain fire prevention and safety information to the general public.

May testify in court cases involving fire prevention, inspection or enforcement proceedings.

Attend training classes to maintain current knowledge of fire inspection, prevention, and safety procedures and remain abreast of changes in the field.

Implement vegetation management projects; may conduct fire safety inspections in the wildland urban interface environment; may enforce the District's weed abatement ordinance.

Operate a vehicle in the performance of assigned duties.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- California Fire Code.
- California Building Code.
- California Electrical Code.
- California Mechanical Code.
- ~~—~~ Oakland Municipal Ordinances and National Fire Protection Association's (NFPA's) standards of installation and construction. State, local, fire, and life safety codes and practices.
- Basic fire science, fire technology and fire behavior
- Policies and procedures of fire prevention. ~~— Procedures of fire prevention.~~
- Principles and processes for providing customer service and public relations.
- ~~Use of~~ Relevant equipment and procedures used in fire prevention and suppression.
- ~~— Building, electrical, mechanical and fire codes.~~
- Fire suppression techniques and equipment.
- Computer systems, mobile devices, and software applications.

Ability to:

- Effectively apply standard fire prevention techniques.
- Issue and explain notices of violation.
- Actively listen and Maintain composure in stressful situations.
- Communicate effectively in writing and orally with the public, City departments, and state agencies.
- Interpret and evaluate information to determine compliance with federal, state, and local regulations pertaining to fire code enforcement.
- Verify and interpret blueprints/work plans related to inspections for compliance.
- Maintain accurate records.
- Prepare clear, concise reports.
- Analyze and interpret reports of a general or technical nature.
- ~~and u~~Use computers applications including word processing, spreadsheets, databases and other electronic mobile devices.
- Safely operate automotive vehicles in the performance of assigned duties.
- Work in confined spaces, climb ladders and scaffolding in accordance with safety standards.
- Work at a height above 8 ft.
- Operate a portable radio and mobile electronic devices.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

## 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 of Arts~~-Degree from an accredited college or university in Fire Science, Fire Technology or a closely related field is desired. Successful completion of Fire Inspector 1A, 1B, 1C, and 1D courses (effective August 1, 2013) is highly desirable.

### Experience:

Two (2) years of journey-level ~~fire code enforcement~~ experience with a governmental agency or private organization, performing ~~fire safety~~ inspection and enforcement duties related to fire, safety, planning, zoning or building in the area of commercial, industrial, institutional and/or multiple dwelling units.

## LICENSE OR CERTIFICATE

Must ~~be able to~~ obtain a valid Fire Inspector I certification through one of the following:

International Code Council (ICC) Fire Inspector I Certification

OR

California Office of the State Fire Marshal (OSFM)

OR

National Fire Protection Association (NFPA)

OR

equivalent as defined by the California Office of the State Fire Marshal

by the completion of probation and maintain possession by renewing the certification on or before the ~~upon~~ expiration date.

Fire Prevention Officer/Fire Inspector ~~Certification I, & II, III~~ Certifications are desirable.

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

**OTHER REQUIREMENTS**

~~Must~~ May be required to pass a thorough background investigation, including an employment physical examination.

<b>DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY</b>			
Established:	5/10/2012	CSB Resolution #:	44562      Salary Ordinance #:
Exempted:	Y    N	Exemption Resolution #:	
Revision Date:	//	CSB Resolution #:	
Re-titled Date:	//	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):	)		



CITY OF OAKLAND

# MEMORANDUM

---

**DATE:** October 17, 2019

**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 Specification for Information Systems  
Manager II

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Based upon a classification review at the request of the Information Technology Department (ITD), staff has proposed revisions to the **Information Systems Manager II** classification specification. The classification specification was most recently revised in December 2015.

There is only one proposed change to the Distinguishing Characteristics section. ITD wanted to broaden the reporting structure to enable better distribution of direct reports, as needed among management staff. Language has been added to reflect "Project Manager III or other management staff" under the second paragraph of the.

There are two allocated positions, both of which are filled. The approved classification specification will be used for future recruitment and selection processes.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed classification specification revisions in March 2019. City staff and union representatives discussed the potential impacts during several monthly meetings through September. In an email dated September 27, 2019, the union expressed one final preference for wording but also communicated that there are no objections to the proposed revisions. The City accepted the union's proposal, and the attached proposed revised draft reflects this agreed upon alternate language.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

Staff recommends that the Civil Service Board approve the proposed revisions to the **Information Systems Manager II** classification specification.

**Attachments:** Revised draft Information Systems Manager II classification specification.



# INFORMATION SYSTEMS MANAGER II

Class Code: EM187 FTE

Exempt

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## DEFINITION

Under administrative direction in the Information Technology Department (ITD), uses operational decision making in the direction and coordination of work in a division that typically involves designing enterprise-level solutions to complex departmental information processing problems ; plans, organizes, manages and directs the review, implementation, and support of the City's major information system projects; oversees the implementation of projects and programs for multiple large departments outside of ITD; selects, trains, and supervises assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

The Information Systems Manager II is a division head classification with responsibility for the overall administration of a major function of the department. The incumbent is responsible for managing multiple IT systems and projects of varying complexity, performing long-range planning on special projects, identifying project objectives, and ensuring projects are completed in accordance with timelines. Pursuant to the Oakland Charter 902(b) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from Director of Information Technology, which is responsible for overseeing all divisions of ITD.

The incumbent receives administrative direction from the Director of Information Technology, Project Manager III or other management staff and exercises direction over professional, technical and clerical staff.

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

Plan, organize, manage and direct, through subordinate supervisors, the work of the telecommunications, applications and production support, project management or internetworking division.

Plan, organize, and manage, through subordinate supervisors, managers, and project managers, the work of one or more projects, including the development and quality control aspects and successful implementation and project closure.

Develop, implement and manage an information technology program, including short and long-term planning, hardware configuration and capacity planning, central production operations, systems programming and customer support.

Manage, coordinate and direct the analysis of City business functions; recommend and facilitate redesign of processes and functions.

Develop improved systems or modify existing systems; manage program analysis, testing and maintenance activities; manage and direct data resource management activities.

Establish standards and procedures to promote data sharing; plan and create data models and databases; manage and direct the installation, operation and maintenance of telecommunications equipment and facilities.

Plan, coordinate and implement telecommunications projects to effectively utilize voice, video and data communications networks and services.

Prepare specifications and Requests for Proposal for services and equipment.

Draft, review, and approve reports and resolutions for the City Administrator, City Council or Commissions approval.

Manage and administer contracts; develop and direct the implementation of goals, objectives, policies, procedures and work standards for the division; develop and implement management systems, procedures and standards for service delivery and program evaluation.

Direct the preparation of a variety of studies and reports relating to current and long-range information and telecommunications systems and services needs, and develop specific proposals to meet them.

Direct the preparation and administration of a division budget; direct the selection, supervision and work evaluation for division staff.

Provide for staff training and development; prepare or review reports for the City Administrator or City Council; work closely with Council and other departments to explain or coordinate plans for proposed projects, and to respond to their concerns.

Coordinate the work of the division with other City departments, outside agencies, consultants and vendors; and monitor developments related to information and telecommunications systems and technology and evaluate their impact on City operations; implement policy and procedure improvements; make recommendations on improved technology.

Supervise, train, and evaluate assigned staff; schedule and conduct staff training.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles, practices and techniques of information systems management, including applications design, systems analysis, data processing, hardware and software options for major administrative and business-oriented applications, and quality control.
- Principles and techniques of data and database management; telecommunications theories, standards and technology, including network design and operations.
- Principles and practices of project management and contract administration.
- Principles and practices of strategic planning; administrative principles and methods, including goal setting, program development and implementation, and employee supervision; and principles and practices of budget development and administration.
- Principles of budget development and monitoring including development of control measures to remain within budget.
- Principles of supervision, training and development, evaluation and selection.

Ability to:

- Manage and direct a major information service program;
- Prepare and implement long and short-term plans for information and telecommunications programs and services;
- Coordinate activities with other divisions, departments, outside agencies and other concerned individuals;
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas;
- Select staff and provide leadership, direction and training for their professional development and career growth;
- Analyze complex technical and administrative information and telecommunications systems problems, evaluate alternative solutions and recommend or adopt effective courses of action;
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls;
- Communicate effectively orally and in writing; prepare clear and concise reports, correspondence and other written materials;
- Exercise sound independent judgment within general policy guidelines; and establish and maintain effective work relationships with those contacted in the performance of required duties.

## MINIMUM QUALIFICATIONS

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

### **Education:**

Bachelor's degree from an accredited college or university in computer sciences, information systems management, business administration, telecommunications management, electrical engineering or a related field. Possession of a Master's degree is highly desirable.

### **Experience:**

Five (5) years of progressively responsible management experience in information systems, telecommunications or network management work, including two years as a supervisor or manager. Public sector experience is highly desirable.

## LICENSE OR CERTIFICATE

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

**DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY**

Established: 2/10/2011 CSB Resolution #: 44367 Salary Ordinance #: 13395  
Exempted: Y  N  Exemption Resolution #: 44586 11/1/2016  
Resolution #: 10/11/2012  
Revision Date: 12/17/2015 CSB Resolution #: 44794  
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s): n/a ) Manager, Information Systems



## CIVIL SERVICE BOARD MEETING MINUTES - DRAFT

**Date: August 15, 2019**

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

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

**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived 5:38); Lauren Baranco (Absent); Yvonne Hudson-Harmon; Brooke Levin (Absent); Carmen Martinez (Absent); Beverly A. Williams

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

### OPEN SESSION AGENDA

#### ROLL CALL

#### 1) OPEN FORUM:

Speaker Bert Chang commented on item 6a - Revisions to the Transportation Engineer specification

#### 2) UPDATES, SECRETARY TO THE BOARD:

General Recruitment and Classification Updates

#### 3) APPROVAL OF THE AUGUST 15 2019 CIVIL SERVICE BOARD MEETING AGENDA:

**44944 A motion was made by Vice Chair Johnson and seconded by Board Member Williams to approve the August 15, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

**4) CONSENT CALENDAR:**

## a) Approval of Employee Requests for Leave of Absence

- Economic and Workforce Development
- Information Technology
- Library
- Planning & Building

## b) Approval of Revised Classification Specifications

- Recreation Center Director
- Equal Employment Opportunity & Civil Rights Director  
(formerly titled Equal Employment Opportunities Officer)

**44945 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Consent Calendar: Employee Requests for Leave of Absence and Approval of Revised Classification Specifications. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

**5) OLD BUSINESS:**

## a) Approval of June 20, 2019 Civil Service Board Meeting Minutes

**44946 Chair Gourdine requested the role to be called to approve the June 20, 2019 Civil Service Board Meeting Minutes. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions:

Board Members Absent: Baranco, Levin, Martinez

## b) Approval of the July 18, 2019 Civil Service Board Meeting Minutes

**44947 Chair Gourdine requested the role to be called to approve the July 18, 2019 Civil Service Board Meeting Minutes. With two ayes and two abstentions, the motion did not pass and will carry over to the September meeting.**

**Votes:** Board Member Ayes: 2 – Gourdine, Johnson

Board Member Noes: None

Board Member Abstentions: Hudson-Harmon, Williams

Board Members Absent: Baranco, Levin, Martinez

- c) Determination of Schedule of Outstanding Board Items

*Report received and filed*

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

*Report received and filed*

- e) Update on Common Classification Study

*Oral report received*

## 6) NEW BUSINESS:

- a) Approval of Revised Classification Specification for Transportation Engineer

**44948 A motion was made by Board Member Hudson-Harmon and seconded by Board Member Williams to approve the Revisions to the Classification Specification for Transportation Engineer. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

- b) Approval of New Classification Specification for Manager, Transportation and Approval of the Exemption of the Classification from the Provisions of Civil Service Pursuant to Charter Section 902(f)

**44949 A motion was made by Vice Chair Johnson and seconded by Board Member Hudson-Harmon to approve the New Classification Specification for Manager, Transportation. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

**44950 A motion was made by Vice Chairman Johnson and seconded by Board Member Williams to approve the Exemption of the Classification from the Provisions of Civil Service. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Hudson-Harmon, Williams

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Levin, Martinez

## CLOSED SESSION AGENDA

### ROLL CALL

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

**1) Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall)**

Pursuant to California Government Code Section 54957 – Public Employee

*Discipline/Dismissal/Release An appellant must notify the Civil Service Board in writing if she/he wishes to have a personnel matter heard in open session.*

## OPEN SESSION AGENDA

**2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

With regard to the Personnel Matter for Public Employee: 4.0 Appeal of Recruitment and Examination Process: PBD-2019-AP01 (A. Marshall), Senior Deputy City Attorney Michelle Meyers reported that the Civil Service Board, by unanimous vote, denied the petition to hear the appeal due to lack of Civil Service Board jurisdiction.

**3) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1<sup>st</sup> Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/boards-and-commissions/civil-service-board>.

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

City of Oakland - Civil Service Board  
150 Frank H. Ogawa Plaza, 2<sup>nd</sup> floor  
Oakland, CA 94612  
[civilservice@oaklandca.gov](mailto:civilservice@oaklandca.gov)



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

**Date: July 18, 2019**

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

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

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**BOARD MEMBERS:** Chair, Andrea Gourdine; Vice Chair, Christopher Johnson (arrived 5:38);  
Lauren Baranco (Absent); Yvonne Hudson-Harmon (Absent);  
Brooke Levin; Carmen Martinez; Beverly A. Williams (Absent)

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

### **OPEN SESSION AGENDA**

#### **ROLL CALL**

**1) OPEN FORUM:**

No speakers

**2) UPDATES, SECRETARY TO THE BOARD:**

General Recruitment and Classification Updates presented by Greg Preece, HRM Manager.

**3) APPROVAL OF THE JULY 18 2019 CIVIL SERVICE BOARD MEETING AGENDA:**

**44940 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the July 18, 2019 Civil Service Board Meeting Agenda. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

#### 4) CONSENT CALENDAR:

a) Approval of Employee Requests for Leave of Absence

- Library
- Oakland Police Department

**44941 A motion was made by Vice Chair Johnson and seconded by Board Member Martinez to approve the Consent Calendar: Employee Requests for Leave of Absence. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

#### 5) OLD BUSINESS:

a) Approval of June 20, 2019 Civil Service Board Meeting Minutes

**44942 A motion was made by Chair Gourdine and seconded by Vice Chair Johnson to approve the June 20, 2019 Civil Service Board Meeting Minutes. With two ayes and two abstentions, the motion did not pass and will carry over to the August meeting.**

**Votes:** Board Member Ayes: 2 – Gourdine, Johnson

Board Member Noes: None

Board Member Abstentions: Levin, Martinez

Board Members Absent: Baranco, Hudson-Harmon, Williams

b) Determination of Schedule of Outstanding Board Items

*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*

- d) Update on Common Classification Study

*Oral report, presented by Greg Preece, received*

**6) NEW BUSINESS:**

- a) Approval of New Classification Specification for Buyer, Senior

**44943 A motion was made by Board Member Levin and seconded by Vice Chair Johnson to approve the New Classification Specification for Buyer, Senior. The motion passed unanimously.**

**Votes:** Board Member Ayes: 4 – Gourdine, Johnson, Levin, Martinez

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Baranco, Hudson-Harmon, Williams

- b) 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

*Report received and filed*

**(7 ADJOURNMENT 6:20 p.m.**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 15, 2019. All materials related to agenda items must be submitted by Thursday, August 1, 2019. For any materials over 100 pages, please also submit an electronic copy of all materials.

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

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**CIVIL SERVICE BOARD  
 APPEALS & HEARINGS CALENDAR  
 PENDING LIST – OCTOBER 17, 2019**

**1. OPEN**

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
HRM-2019-AP01	Firefighter Paramedic	Human Resources Management	4.06 – Appeal Regarding Basis of Rejection of Employment Applications	October 17, 2019	
HRM-2019-AP02	SEIU Local1021	Human Resources Management	4.05 – Appeal Regarding Eligibility to Compete in Competitive Examination Process	October 17, 2019	4.06 – Basis for Rejection of Applications 4.22(e) - Removal of Names from Eligible Lists
CAO-2019-AP03	Senior Contract & Compliance Officer	Contract & Compliance	3.04(e) Appeal Regarding Changes in Classification	December 19, 2019	Rescheduled per Appellant

**2. OTHER PENDING ITEMS**

Date Requested	Subject	Report From	Date Due

**3. CLOSED**

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

**4. UNDER REVIEW**

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

# ***STAFF REPORT***

**DATE:** October 17, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

**FROM:** Greg Preece, HR Manager, Staff to the Board

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

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

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## **SUMMARY**

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the September 19, 2019 meeting that referenced data as of September 6, 2019. 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 October 4, 2019, there are a total of ninety (90) employees in the TCSE (28), TCSE/Annuitant (34), and ELDE (28) categories. Seven (7) assignments were closed, and eleven (11) new assignments were added. Of the total, there are (0) assignments reported as non-compliant with Rule 5.06.

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

## **BACKGROUND**

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

**STATUS OF NONCOMPLIANT ASSIGNMENTS**

Of the ninety (90) temporary assignments, we are reporting zero (0) in this period as out of compliance with Rule 5.06.

**RECOMMENDATION**

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

For questions regarding this report, please contact Greg Preece, Recruitment & Classification at (510) 238-7334.

Attachments:

- A. TCSE/ELDE Report: For Payroll Reporting October 4, 2019.
- B. TCSE/ELDE Compliance Trend Chart: As of October 4, 2019.

**CIVIL SERVICE BOARD  
OCTOBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
<b>CLOSED THIS PERIOD (7)</b>								
DEPT. OF TRANSPORTATION	Phillips	Eva	35242 - Complete Streets Maintenance	12/15/2018	TCSE	250	Temporary project to evaluate/analyze the impacts of new mobility modes of transportation	SEPARATED
DEPT. OF TRANSPORTATION	Pond-Danchik	Noel	35245 - Safe Streets Division-Bicycle & Pedestrian Program	11/5/2018	ELDE		Temporary assignment to assist in the implementation of the Bicycle & Pedestrian Program/Safe Streets	PERMANENT
ECONOMIC & WORKFORCE DEVELOPMENT	Yang	Carolyn	85411 - Economic Development	7/27/2019	TCSE	187	Temporary assistance with departmental project	SEPARATED
FINANCE	Rios Bolanos	Ulises	08431 - Business Tax Unit	8/19/2019	TCSE	90	Temporary project to assist with new and on going back logged division work load	SEPARATED
FIRE	Fairley Summers	Helen Marie	20241 - Fire Communications Unit	8/11/2018	TCSE/ Annuitant	0	Temporary assistance to train new Fire Communication Dispatchers and special project related to on-boarding and training	SEPARATED
HUMAN SERVICES	Ukagumaoha	Jahswill	78111 - DHS Administration Unit	2/11/2019	ELDE		Temporary funded HEAP Program; implement and administer major housing development and direct outreach to homeless encampments; develop emergency housing programs	SEPARATED
PUBLIC WORKS	Pham	Tan	30541 - Equipment Services Division	12/18/2017	TCSE/ Annuitant	0	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	SEPARATED
<b>NEW THIS PERIOD (11)</b>								
DEPT. OF TRANSPORTATION	Aghamir	Shahram	35219 - Dept of Transportation	10/5/2019	TCSE/ Annuitant	0	Temporary project to manage the Highway Bridge Program Projects, Railroad Safety Improvement Project, and Stairs and Paths Program.	COMPLIANT
FINANCE	Shahzada	Irfan	08411 - Revenue Administration	9/19/2019	ELDE		Temporary critical assistance to maintain operations in the Accounting dept.	COMPLIANT
HUMAN SERVICES	Jew	Jeanne	78199 - DHS Fiscal Unit	8/10/2019	TCSE/ Annuitant	244	Temporary assistance to help train new hires	COMPLIANT
INFORMATION TECHNOLOGY	Williams	Mheret	46121 - Reprographic Services	7/8/2019	ELDE		Temporary assignment to assist with critical reprographic projects	COMPLIANT
PUBLIC WORKS	Pierce	Brittany	30551 - Facilities Administration	10/5/2019	TCSE	0	Temporary appointment to assist with backlogged, complex clerical and admin support duties	COMPLIANT
PUBLIC WORKS	Lai	Jimmy	30541 - Equipment Services	9/21/2019	TCSE	80	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Vargas	Abel	30542 - Equipment Services	7/1/2019	TCSE/ Annuitant	152	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Nguyen	Hoang	30542 - Equipment Services	9/22/2019	TCSE	80	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Kelly	Kara	30241 - Engineering Design	9/7/2019	TCSE	100	Temporary assistance to help administer the Watershed and Stormwater Management programs	COMPLIANT
PUBLIC WORKS	Chambers	Jason	30541 - Equipment Services	9/21/2019	TCSE	80	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
PUBLIC WORKS	Chavez	Humberto	30542 - Equipment Services	9/10/2019	TCSE	33	Temporary assistance to repair essential vehicles utilized for emergency services by the Police, Fire and Public Works depts.	COMPLIANT
<b>COMPLIANT (79)</b>								
CITY ADMINISTRATOR	Han	Delphina	02491 - Oakland Animal Services	3/9/2019	TCSE	525	Temporary assistance to support the volunteer program in Oakland Animal services	COMPLIANT
CITY ADMINISTRATOR	Kennedy	Christopher	02112 - Communications and Media	3/25/2019	ELDE		Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT

**CIVIL SERVICE BOARD  
OCTOBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CITY ADMINISTRATOR	King-Bailey	Colin	65111 - Public Ethics Commission	6/17/2019	TCSE	0	Temporary project to assist with creating digital campaign finance, ethics, and lobbyist data tools for Public Ethics Commission	COMPLIANT
CITY ADMINISTRATOR	Gibson	Mercedes	02112 - Communications & Media	5/4/2019	TCSE	50	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Mufarreh	Chris	02491 - Oakland Animal Services	4/23/2018	TCSE/ Annuitant	140	Temporary on-call Manager	COMPLIANT
CITY ADMINISTRATOR	Ruelas	Brenda	2113 - Communications & Media	4/20/2019	TCSE	465	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ADMINISTRATOR	Silverman	Eva	02112 - Communications and Media	3/18/2019	TCSE	140	Temporary assistance in the development and improvement of the City Website, external communications and community outreach	COMPLIANT
CITY ADMINISTRATOR	Woodall-Johnson	Marissa	02491 - Oakland Animal Services	4/6/2019	TCSE	138	Temporary relief veterinarian support at the Oakland animal shelter.	COMPLIANT
CITY ADMINISTRATOR	Umapathy	Kiran	02112 - Communications & Media	6/26/2019	TCSE	50	Temporary project to assist in the development of the City's website and community outreach, etc.	COMPLIANT
CITY ATTORNEY	Ericsson	Kristin	04111 - City Attorney Administration	1/14/2019	TCSE/ Annuitant	135	Temporary Support for Legal Administrative Assistant out on leave	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	1/12/2019	TCSE/ Annuitant	246	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY COUNCIL	Lopes	Joyce	00011 - Council Administration Unit	10/4/2016	TCSE/ Annuitant	0	Filling in for Council staff out on leave	COMPLIANT
DEPT. OF TRANSPORTATION	Brown	Brytane	35214 - Complete Streets Planning & Project	11/5/2018	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	247	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Corona Jr.	Manuel	35214 - Complete Clean Streets	1/26/2019	ELDE		Spec under development for Transportation Planner series; duties not yet fully defined.	COMPLIANT
DEPT. OF TRANSPORTATION	Kattchee	Susan	35241 - Safe Streets Administration	12/15/2018	TCSE/ Annuitant	317	Temporary assignment to support and train section leaders, assist with budget planning and implementation for 2019-2021	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	132	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Duhon-Kelley	Coco	85511 - Cultural Arts & Marketing	7/13/2019	TCSE	350	Temporary assistance to help establish more efficient systems in the grant contracting process.	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Kidder	Sarah	85511 - Cultural Arts & Marketing	6/17/2017	TCSE	35	Temporary project support in the Film Office.	COMPLIANT
FINANCE	Agaba	Rogers	08411 - Revenue Administration Unit	8/10/2019	TCSE	285	Temporary support to assist with multiple complex departmental projects	COMPLIANT
FINANCE	Austin	Shawnita	08441 - Revenue Collections Unit	4/20/2019	TCSE	456	Temporary assistance to maintain operations in the Liens unit during contract negotiations	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	325	Temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Duperval	Shela	08421 - Revenue Audit Unit	2/13/2019	TCSE	476	Temporary receptionist assistance during high volume tax renewal season	COMPLIANT
FINANCE	Gomez	Jimena	08741 - Treasury Payroll	3/11/2019	ELDE		Temporary assistance with special projects and essential functions in the Payroll unit	COMPLIANT

As of: October 4, 2019

**CIVIL SERVICE BOARD  
OCTOBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
FINANCE	Gonzales	Christopher	08921 - Parking Citation Assistance Center	9/7/2019	ELDE		Temporary assignment to assist with Receptionist duties in the Parking Citations Assistance Center. Recruitment is underway.	COMPLIANT
FINANCE	Roberts Jackson	Tanisha	08921 - Parking Citation Assistance Center	7/13/2019	TCSE	435	Urgent temporary assistance processing backlog in the parking citation assistance center	COMPLIANT
FINANCE	Smith	Starr	103242 - Parking Citation Assistance Center	1/18/2019	ELDE		Urgent temporary assignment on special projects in support of Public Service Reps	COMPLIANT
FINANCE	Stoker	Barbara	08431 - Business Tax Unit	8/10/2019	TCSE	285	Temporary project to assist with new and on going back logged division work load	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	284	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	80	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Hunt	Michael	20110 - Fire Chief Unit	3/23/2019	ELDE		Temporary assignment to support the department on numerous special projects, including coordination of projects between various departments.	COMPLIANT
FIRE	Kozak	Rebecca	20110 - Fire Chief Unit	5/21/2018	TCSE/ Annuitant	114	Temporary assistance developing staff and functions of the Office of the Chief of Fire manual and train Executive Assistant	COMPLIANT
FIRE	Morris	Christopher	20611 - Education & Training Administration	12/1/2018	ELDE		Spec under development/revision for Fire Equipment Technician; duties not yet fully defined.	COMPLIANT
HOUSING & COMMUNITY DEV.	Brady	Ellen	89969 - Residential Rent Arbitration	6/15/2019	ELDE		Critical assistance with the City's Rent Arbitration program.	COMPLIANT
HOUSING & COMMUNITY DEV.	Campos	Claudette	89969 - Residential Rent Arbitration	12/15/2018	ELDE		Critical temporary support for the Rent Adjustment Program Manager	COMPLIANT
HOUSING & COMMUNITY DEV.	Perez-Pacheco	Guadalupe	89939 - Municipal Lending	5/18/2019	TCSE	484	Urgent temporary assistance in the Housing Resource Center	COMPLIANT
HOUSING & COMMUNITY DEV.	Thompson	Norma	89929 - Housing Development	4/17/2019	TCSE/ Annuitant	227	Temporary 6 month assignment to help train staff as Housing Development Services Manager	COMPLIANT
HUMAN RESOURCES MGMT.	Banks	James	05311 - Employee Labor Relations	4/6/2019	TCSE	440	Temporary assignment to support the City-Wide training program.	COMPLIANT
HUMAN RESOURCES MGMT.	Li	Wei	05211 - Employment and Classification	8/26/2019	ELDE		Temporary project to integrate the Oracle benefits system.	COMPLIANT
HUMAN RESOURCES MGMT.	Look	Daryl	05211 - Human Resources Management	9/24/2018	TCSE/ Annuitant	222	Temporary staffing to support classification and recruitment needs for city operations	COMPLIANT
HUMAN SERVICES	Abram	Kartiea	78111 - DHS Administration Unit	11/5/2018	ELDE		Temporary support to prepare for Federal Review, new grant rollouts and other special projects.	COMPLIANT
HUMAN SERVICES	Breedlove	Jaqueline	75231 - Multipurpose Senior Service Program	2/24/2018	TCSE/ Annuitant	0	Provide training to new Case managers and complete procedural manual for future reference per funder's mandate.	COMPLIANT
HUMAN SERVICES	Bouey	Martina	78235 - HS Central Office Administration	7/27/2019	ELDE		Critical support to the Assistant Human Services Director during transitional period	COMPLIANT
HUMAN SERVICES	Decuir	Roslynn	78241 - Year Round Lunch Program Unit	5/23/2016	TCSE	0	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	Shelton	Susan	78411 - Community Housing Services	9/11/2017	TCSE/ Annuitant	75	Temporary project: plan, facilitate and update Oakland Homeless Strategy	COMPLIANT

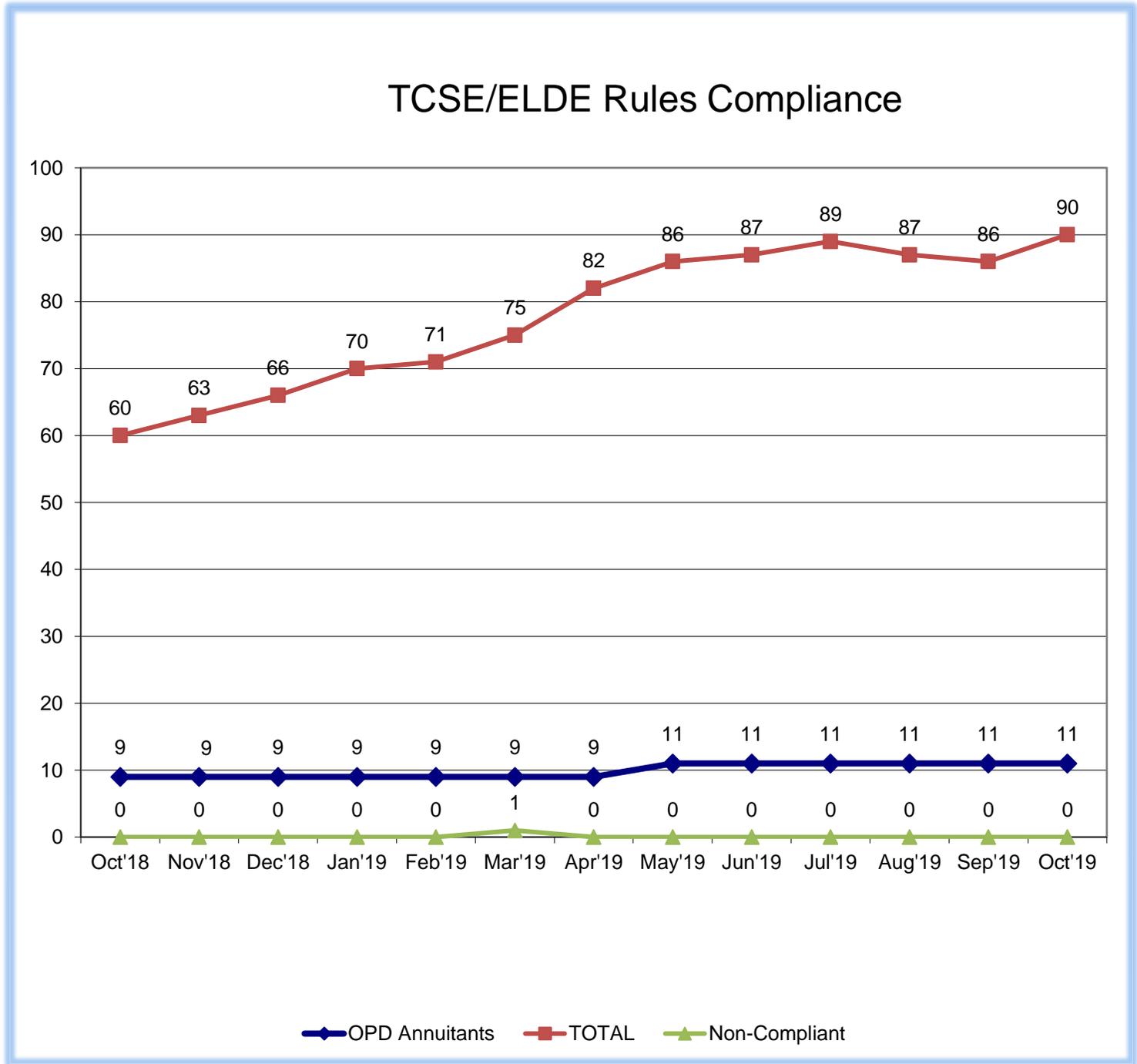
As of: October 4, 2019

**CIVIL SERVICE BOARD  
OCTOBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
INFORMATION TECHNOLOGY	Geary	Theodore	46111 - Administrative Services	8/3/2019	TCSE	292	Temporary project to analyze, design, develop and test software enhancements to the Oracle Advanced Benefits System.	COMPLIANT
LIBRARY	Lopez	Jane	61132 - Children's Services/Youth Room	5/4/2019	TCSE/ Annuitant	50	Temporary assignment to help fill staffing gaps at Main Library.	COMPLIANT
LIBRARY	Willhalm	Laurie	61132 - Children Services/Youth Room	4/7/2019	TCSE/ Annuitant	281	Temporary assignment to help fill staffing gaps during Library expanded hours (Children's Librarian)	COMPLIANT
PLANNING & BUILDING	Borjon	Agustin	84229 - Zoning	2/27/2017	TCSE/ Annuitant	296	Time-limited project; temp assistance with backlog of permits	COMPLIANT
PLANNING & BUILDING	Lehmer-Chang	Aaron	84111 - Admin: Planning & Building	6/1/2019	ELDE		Temporary project to support the planning, coordinating, implementation and evaluation of external web publications.	COMPLIANT
PLANNING & BUILDING	Mason	Melvin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Neri	Kevin	84412 - Admin: Building Inspection	4/6/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
PLANNING & BUILDING	Palmer	Ken	84451 - Inspections: Commercial Building	3/23/2019	TCSE/ Annuitant	160	Temporary assistance with back-log of inspections.	COMPLIANT
PLANNING & BUILDING	Stanley	Brandon	84412 - Admin: Building Inspection	4/7/2019	ELDE		Temporary assistance to process building permit inspections, extensions, and other high priority projects	COMPLIANT
POLICE	Bazile	Luc	106210 - Police Personnel	1/12/2019	ELDE		Temporary, urgent support as departmental Mail Courier; duties not yet fully defined	COMPLIANT
POLICE	Covington	Donald	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	65	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Denson III	Benjamin	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	DeSalvo	Barbara	108630 - Cease Fire	12/31/2018	ELDE		Grant funded temp assistance to develop strategic and sustainable project implementation plans; adopt best practices and policies.	COMPLIANT
POLICE	Gray	Steve	106610 - Background & Recruiting	7/17/2017	TCSE/ Annuitant	20	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	41	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	372	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	322	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Long	Jacqueline	108630 - Ceasefire	12/31/2018	ELDE		Temporary assistance to complete the OPD Ceasefire Unit Project	COMPLIANT
POLICE	Mackson	Trevor	106610 - Background & Recruiting	12/1/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	165	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	4/23/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT

**CIVIL SERVICE BOARD  
OCTOBER 2019 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS**

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
PUBLIC WORKS	Casilang	Chris	30541 - Equipment Services Administration	4/20/2019	TCSE	487	Temporary assistance with excess work load in the Heavy Equipment shop.	COMPLIANT
PUBLIC WORKS	Clark	Brazile	30683 - Environmental Services - Environment Remediation	3/9/2019	ELDE		Temporary assignment to the "Environmental Stewardship Team" to help administer Earth Day, Creek To Bay and MLD Days of Service, and special community cleanups.	COMPLIANT
PUBLIC WORKS	Hernandez	Raul	30244 - Sanitary Sewer Design	3/25/2019	ELDE		Temporary assignment to assist with the City's Private Sewer Lateral (PSL) program.	COMPLIANT
PUBLIC WORKS	Jones	Sabrina	30131 - Public Works Administration	5/18/2019	ELDE		Temporary project to manage Oakland 311 Call center transition to a shared-service model and manage requests from outside agencies	COMPLIANT
PUBLIC WORKS	Kuvetakis	Joseph	30541 - Equipment Services Division	1/2/2019	TCSE/ Annuitant	402	Temporary assistance with maintenance and repairs of specialized vehicles in the Heavy Equipment Shop	COMPLIANT
PUBLIC WORKS	Lew	Mi Kyung	30234 - Facilities Planning & Development	2/23/2019	ELDE		Temporary support with delay or services and assist with back-log of important projects	COMPLIANT
PUBLIC WORKS	Pschirrer	Kelly	30533 - Sewer System Maintenance	3/9/2019	ELDE		Special project in the planning and execution of the "Public Works University" - duties not yet fully defined.	COMPLIANT
PUBLIC WORKS	Rodgers	Bobbie	30112 - Public Works Administration	5/18/2019	TCSE	459	Temporary special projects to support the expansion of the Oakland 311 Call Center	COMPLIANT
PUBLIC WORKS	Smith	Ayana	30541 - Equipment Services Administration	3/23/2019	TCSE	478	Temporary assignment to assist in the specialized Equipment Services Unit	COMPLIANT
PUBLIC WORKS	Stern	Jennifer	30245 - Watershed & Storm Water Program	12/1/2018	ELDE		Temporary assistance to provide regulatory compliance & critical storm water response services	COMPLIANT
PUBLIC WORKS	Weed	Jonelyn	30111 - Director & Human Resources Unit	12/16/2017	TCSE/ Annuitant	95	Temporary support to help develop and facilitate Department Strategic Action Plan	COMPLIANT
<b>Non-Compliant (0)</b>								





CITY OF OAKLAND

## MEMORANDUM

**DATE:** October 17, 2019

**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 Sign Shop Coordinator

Based upon a classification review originally requested by an employee at the Oakland Public Works (OPW) Department, Human Resources Management (HRM) has proposed the creation of a new classification specification for **Sign Shop Coordinator**.

The incumbent in the Sign Shop requested a classification study in November 2015, which was completed in June 2016. 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, OPW was split and the Department of Transportation (DOT) was created. The position also experienced a series of reporting structure changes. HRM has spent the last few years collaborating with the department to arrive at a final draft of the new position for consideration by the union.

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

The Sign Shop Coordinator is responsible for: coordinating the daily operations of the Sign Shop including the design, layout, and production of a variety of street, traffic and specialty signs for city projects; maintaining equipment and inventory levels; and providing lead direction to assigned staff.

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 Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create this new classification. City and union representatives discussed the item at multiple meetings during the last year. There were significant concerns about potential impacts but tremendous progress was made in recent months. The discussions concluded on October 1, 2019, and full agreement on the proposed new classification was reached before participants left that meeting. There are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is tentatively scheduled for the Finance and Management Committee on December 3, 2019. Two readings by City Council will follow.

Additionally, the "common class" status of this classification has not been determined. The "Common Class" Project is currently underway, and more information regarding this classification will be available at a later date.

**CIVIL SERVICE BOARD**

Subject: Sign Shop Coordinator Classification Specification

Date: October 17, 2019

Page 2

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Staff recommends that the Civil Service Board approve the proposed new **Sign Shop Coordinator** classification specification.

**Attachments:** Proposed new Sign Shop Coordinator classification specification.



# SIGN SHOP COORDINATOR

**DRAFT**  
2019-10-01  
To CSB

**Class Code: TRXXX**

**Civil Service Classified**

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## DEFINITION

Under general supervision in the Oakland Department of Transportation, coordinates the daily operations of the Sign Shop including the design, layout, and production of a variety of street, traffic and specialty signs for city projects; maintains equipment and inventory levels; provides lead direction to assigned staff; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is an advanced-journey level classification. The incumbent oversees the daily operations of the Sign Shop in addition to performing work including the preparation and generation of traffic signs.

The incumbent receives general supervision from a Public Works Supervisor I and provides lead direction to other Sign Shop staff.

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

Oversee daily operations of the sign shop, including ordering, receiving, storing, and delivery of Sign Shop supplies and equipment including inventory control.

Provide training to other Sign Shop staff regarding equipment, techniques, and procedures.

Coordinate the design layout and preparation of street, traffic, and specialized signage, including posters, banners, awards, stickers, and ceremonial items; respond to service requests or referrals from the public, external agencies or City departments.

Use technical computer programs to design, prepare and print graphics for signs.

Generate, prepare, and maintain street name, warning, guide, regulatory, and construction signs.

Fabricate street and traffic signs in accordance with established standards and guidelines; produce specialty signs and graphics required to support other departments within the City.

Read plans, schematics, and shop drawings.

Distribute signs and supplies to maintenance crews.

Maintain physical inventory of signs and materials; generate orders for additional materials and supplies; maintain automated records related to production and inventory.

2019-10-1 FINAL w/L1021

Interact with vendors regarding sign making materials and equipment.

Remain current regarding changes to rules and regulations governing signage.

Maintain equipment; ensure necessary inventory of supplies is available; coordinate necessary repairs and calls for service as needed.

Operate a vehicle in the performance of assigned duties; conduct site visits and make trips into the field as necessary.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Machine operation, maintenance, and adjustment techniques.
- Graphic design and drafting.
- Federal, state, and local sign laws, regulations, and ordinances.
- Oakland Municipal Code and applicable sections of the California Vehicle Code
- Safe work practices, rules, and regulations related to fire and safety codes.
- Citywide and departmental policies and procedures.
- Computer systems, hardware peripherals, and software applications including graphics programs.
- Principles and practices of training and supervision.

Ability to:

- Read and interpret specifications and plans.
- Operate hand tools competently and safely.
- Communicate effectively orally and in writing.
- Follow oral and written directions.
- Maintain materials and supplies; ensure proper inventory levels; maintain physical and automated records.
- Train others on Sign Shop operations including equipment, materials/supplies, inventory control, techniques, and practices.
- Provide lead direction to assigned Sign Shop staff.
- Utilize computer systems and software applications including graphics programs.
- Utilize and maintain hardware peripherals including specialized printing equipment.
- 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 is acceptable.*

#### **Education:**

High school diploma or equivalent. An Associate's degree in graphic design is desirable.

2019-10-1 FINAL w/L1021

**Experience:**

Three (3) years of experience performing graphic design and layout work in the preparation and maintenance of street, traffic and specialty signage. Experience providing lead direction is desirable.

**LICENSE OR CERTIFICATE**

Possession of a valid California Driver's License to be maintained throughout duration of employment.

**OTHER REQUIREMENTS**

None required.

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

2019-10-1 FINAL w/L1021



# MEMORANDUM

**DATE:** October 17, 2019

**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 Fire Inspection Supervisor

Based upon a classification review at the request of the Oakland Fire Department, Human Resources Management has proposed the creation of a new classification specification for **Fire Inspection Supervisor**.

Several new Fire Prevention Bureau Inspector (Civilian) positions were added to the unit in recent years. Prior to the new positions being added in the budget, there were too few inspectors to deliver necessary services. Because of the additional positions, there are now too many direct reports along with a missing mid-manager level position to supervise the numerous positions. The solution is to add a new supervisory level between the inspectors and the Assistant Fire Marshal.

The proposed new Fire Inspection Supervisor classification, in representation unit UH1, will be responsible for the following:

Planning, organizing, directing, and reviewing work in a unit within the Fire Prevention Bureau in the areas of fire safety and prevention, vegetation management, and engineering services. The Fire Inspection Supervisor performs a wide range of technical and supervisory duties related to: interpreting and enforcing city codes, ordinances, and regulations; coordinating fire prevention and education programs and operations; assisting in the development of goals and objectives, priorities, and policies and procedures within an assigned unit; and overseeing and resolving difficult and sensitive inquiries or complaints.

Three placeholder positions were included as part of the FY 2019-2021 approved budget. The new job description will be used for the upcoming recruitment process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed new classification specification in April 2019. Representatives then met monthly through September to discuss the potential impacts of the new classification. In an email dated September 27, 2019, the union confirmed that there are no objections to the creation of the proposed new classification specification.

The salary ordinance amendment to formally add the classification to the City's Salary Schedule is tentatively scheduled for the Finance and Management Committee agenda on October 22, 2019. Two readings by City Council should follow on November 5 and 19, 2019.

**CIVIL SERVICE BOARD**

Subject: Fire Inspection Supervisor Classification Specification

Date: October 17, 2019

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Additionally, the Port does not operate public safety programs. Therefore, classifications specifically designed in support of public safety programs have no corresponding classifications at the Port.

Staff recommends that the Civil Service Board approve the proposed new **Fire Inspection Supervisor** classification specification.

**Attachments:** Proposed new Fire Inspection Supervisor classification specification.



# FIRE INSPECTION SUPERVISOR

**DRAFT**  
to CSB  
2019-10-17

**Class Code: XXXXX**

**Civil Service Classified**

## DEFINITION

Under direction in the Oakland Fire Department, plans, organizes, directs and reviews work in a unit within the Fire Prevention Bureau in the areas of fire safety and prevention, vegetation management, and engineering services. The Fire Inspection Supervisor performs a wide range of technical and supervisory duties related to: interpreting and enforcing city codes, ordinances, and regulations; coordinating fire prevention and education programs and operations; assisting in the development of goals and objectives, priorities, and policies and procedures within an assigned unit; and overseeing and resolving difficult and sensitive inquiries or complaints; and performs other related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is a first-level supervisory classification responsible for supervising a unit and performing the more difficult and complex assignments. The incumbent operates with considerable autonomy and is expected to perform duties and make decisions with a high degree of independence. This classification is distinguished from the higher-level Assistant Fire Marshal in that the latter has responsibility for directing the activities of a division in the Fire Prevention Bureau.

The incumbent receives direction from the Assistant Fire Marshal (sworn or non-sworn) and provides supervision to Fire Prevention Bureau Inspectors. The incumbent may provide direction to Fire Protection Engineers, and other professional, technical, and support staff as assigned. The Fire Inspection Supervisor is a non-sworn position that is not expected to participate in fire suppression activities.

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

Plan, schedule, and supervise the activities of a unit in the Fire Prevention Bureau.

Coordinate and/or conduct fire code inspections, including, but not limited to: new construction and tenant improvements/fire clearances, state-mandated inspections (schools, hospitals, high-rise buildings), annual operating permit inspections, vegetation management inspections, engine company referrals for unpermitted/dangerous building inspections, special events inspections, and initiating and monitoring fire watch for faulty/dysfunctional fire alarms; ensure conformity and compliance with applicable fire safety codes, statutes, rules and regulations.

Assign and track initial, annual and renewal fire safety inspections; determine priority of inspections; establish goals and deadlines for their completion; ensure any required re-inspections are conducted and verify that all recommended corrections have been made.

Investigate complaints and provide on-site assistance and consultation to Fire Inspectors with problematic and/or complex fire safety inspections.

Participate in the selection and training of staff; ensure requisite training and certification is maintained; conduct performance evaluations; work with employees to correct deficiencies; implement disciplinary procedures as needed.

Collect, analyze, and evaluate data related to operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Review and evaluate inspection activities and correspondence regarding fire inspections.

Develop, coordinate and present public education and safety programs; prepare and supervise preparation of written materials.

May assist in coordinating fire related code review and approval of occupancy permits and business licenses with building officials.

Assist in developing and monitoring section budget; make recommendations.

Assist in writing and revising fire safety rules and regulations; develop and/or assist in the development of personnel and operational policies and procedures for the fire inspection unit.

May provide technical advice and consultation regarding fire safety to architects, engineers, and building owners.

May assist in supervising the investigation of major fires, fires of suspicious origin or those which involve loss of life; search fire scene for physical evidence.

May receive public records requests; ensure prompt, accurate and thorough responses.

Operate a vehicle in the performance of assigned duties.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles of supervision, performance evaluation, progressive discipline, motivation and organization.
- Principles and practices of fire prevention, inspection, code enforcement, plan review, and vegetation management.
- Report writing, budget development and record keeping.
- Practices and techniques of customer service, education, outreach, and public relations.
- Computer systems, applications, mobile devices, and emergency communications.
- Safety procedures and techniques.

Ability to:

- Coordinate the work of technical and clerical staff.
- Analyze, interpret, and explain applicable codes, ordinances and regulations related to fire prevention education and enforcement.
- Read and interpret maps, building plans, and blueprints.
- Prepare and analyze reports, correspondence and other written materials.
- Safely operate automotive vehicles in the performance of the assigned duties.
- Interpret and enforce operational policies, practices, and procedures.
- Work an irregular schedule including early mornings, evenings, and weekends.
- Communicate effectively in both oral and in written forms.

- Prepare and conduct presentations to diverse audiences.
- Determine and establish priorities, set standards, and provide guidelines.
- Provide staff training and conduct performance appraisals.
- 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 is acceptable.*

**Education:**

An Associate’s degree in fire science, public or business administration or closely related field.

**Experience:**

Four (4) years of progressively responsible professional experience in fire prevention, suppression, inspection, code enforcement, investigation, fire education or training. One year of lead or supervisory experience is highly desirable.

**LICENSE AND CERTIFICATE**

Possession of a valid California Class “C” or higher driver's license issued by the Department of Motor Vehicle (DMV). Individuals who are appointed to this position will be required to maintain a valid California Driver’s License throughout the tenure of employment.

Must possess a valid California International Code Council (I.C.C) Fire Inspector I Certification prior to the completion of probation and maintain possession by renewing the certification on or before the expiration date.

**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).

May be required to pass an employment physical examination.

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

Must have an acceptable driving record.

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

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



CITY OF OAKLAND

# *STAFF REPORT*

**DATE:** October 17, 2019

**TO:** THE HONORABLE CIVIL SERVICE BOARD

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

**THROUGH:** Greg Preece, Human Resources Manager

**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 report in July (for quarter end June 30, 2019). This report also provides an update on classification specifications that are currently under review.

### *Classification Studies*

Attachment A is a report of all outstanding classification studies for the quarter ending September 30, 2019. During this reporting period, six (6) studies were completed, one (1) study was canceled, and six (6) new studies were received. There are currently twenty (20) active classification studies.

### **EXPLANATION OF DELAYS**

Six (6) studies have passed the one-year mark:

- Librarian, Supervising – anticipated completion the week of 10/14/19
- Cashier - **\*canceled 9/10/19**
- Contract Compliance Officer – **\*completed 7/3/19**
- Police Services Technician – anticipated completion the week of 9/30/19
- Business Analyst IV – **\*completed 8/22/19**
- Administrative Assistant II - – anticipated completion the week of 9/30/19

The delays were initially due to competing demands and resource allocation issues. However, as time progressed, the delays grew because each case contains complexities that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study.

Despite these considerations, HRM has renewed its focus on closing out overdue studies and is pleased to have made measurable progress this quarter. \*HRM staff completed four studies and a consultant completed two studies, which continues to demonstrate substantial commitment to

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

Date: October 17, 2019

closing out overdue studies in the queue; two of those studies were overdue, and the canceled study was also in the overdue category. Two additional overdue studies are expected to be completed in early October with a third overdue study expected to conclude in mid-October. Completing the oldest studies first is the clear priority, and HRM remains committed to eliminating the backlog altogether. Staff expects to continue enlisting assistance from an external consultant to help with addressing the queue as well.

The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow due to the learning curve but we have achieved some additional gains this quarter. Building capacity among staff remains the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

***Classification Specification Review***

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending September 30, 2019 showing a total of ninety-nine (99) classifications: during this reporting period there were six (6) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; there are four (4) classifications being advanced by HRM to the Board for the October 17, 2019 meeting; an additional fifteen (15) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are fifty-seven (57) classification specification reviews assigned and under review by analysts; and there are an additional seventeen (17) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	6
Scheduled to CSB for Approval	4
Under Review for Scheduling of Meet & Confer with Representative Union	15
Assigned to Analyst for Review	57
Pending for Assignment	17
<b>TOTAL</b>	<b>99</b>

***Classification Plan Changes Since Update to the CSB in March 2010***

Nearly a decade ago, an informational report was provided to the Civil Service Board that laid out the status of all classification specifications in the City’s Classification Plan. Those initial figures are provided below:

**CIVIL SERVICE BOARD**

Subject: Quarterly Classification Study Report

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<b>Union</b>	<b>Approved</b>	<b>Missing</b>	<b>Unofficial</b>	<b>Total</b>
Local 21	271	231	11	513
Local 55	0	32	0	32
Local 1021	185	52	3	240
Local 1245	4	4	0	8
CMEA	4	24	1	29
Dep City Atty	0	2	0	2
OPOA	1	17	0	18
OPRA	0	1	0	1
Police Mgmt	0	4	0	4
Unrepresented	17	92	4	113
Not used	46	4	0	50
<b>Grand Total</b>	<b>528</b>	<b>463</b>	<b>19</b>	<b>1010</b>

The updated numbers reflect the following:

<b>Union</b>	<b>Approved</b>	<b>Draft</b>	<b>Missing</b>	<b>Total</b>
Local 21	440	72	35	547
Local 55	19	3	3	25
Local 1021	234	20	9	263
Local 1245	4	4	0	8
CMEA	18	11	1	30
Dep City Atty	2	1	0	3
OPOA	7	7	0	14
OPRA	0	1	0	1
Police Mgmt	0	3	0	3
Unrepresented	44	28	48	120
<b>Grand Total</b>	<b>768</b>	<b>150</b>	<b>96</b>	<b>1014</b>

Staff is pleased to report that significant strides have been made in updating the Classification Plan. We plan to renew our focus in continuing this important work to assess which classifications are outdated and should be deleted in addition to furthering our efforts to expand the list of classifications that are eligible for flexible staffing.

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

Attachment A – Classification Studies (Desk Audits) as of September 30, 2019  
Attachment B – Classification Specifications under review as of September 30, 2019  
Attachment C – Historical Information Report to CSB in March 2010

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

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	LIBRARY	Librarian, Supervising	10/25/2017			Yes	Anticipated completion the week of 10/14/19.
2	FINANCE	Cashier	4/9/2018	9/10/2019	n/a	Yes	Canceled; employee transferred to new position.
3	CAO	Contract Compliance Officer	5/1/2018	7/3/2019	428	Yes	Completed.
4	OPD	Police Services Technician II	5/29/2018			Yes	Anticipated completion the week of 9/30/19.
5	PBD	Business Analyst IV	7/19/2018	8/22/2019	399	Yes	Completed.
6	ITD	Information Systems Specialist II	9/20/2018	9/6/2019	351	No	Completed.
7	OPW	Administrative Assistant II	9/27/2018			Yes	Anticipated completion the week of 9/30/19.
8	OPD	Police Services Technician II	10/24/2018			No	In progress.
9	FINANCE	Accountant III	11/5/2018			No	Anticipated completion the week of 10/21/19.
10	FINANCE	Investment Officer	11/26/2018			No	In progress.
11	EWD	Program Analyst II	11/30/2018	8/20/2019	263	No	Completed by consultant.
12	FINANCE	Office Assistant II	12/11/2018			No	Assigned; in early stages.
13	FINANCE	Investment Officer	1/8/2019			No	In progress.
14	OPR	Public Service Representative	1/14/2019			No	Assigned; in early stages.
15	OPW	Administrative Assistant I	2/7/2019			No	In progress.
16	OFD	Business Analyst I	2/21/2019			No	Assigned; in early stages.
17	HSD	Program Analyst II	5/1/2019	8/20/2019	111	No	Completed by consultant.
18	DOT	Program Analyst II	6/5/2019			No	Pending assignment.
19	ITD	Database Analyst III	6/19/2019			No	Pending assignment.
20	HSD	Program Analyst I	6/28/2019			No	New assignment - delayed receipt 8/8/2019.
21	HRM	Human Resource Analyst, Principal	7/3/2019	8/15/2019	43	No	Completed.
22	OFD	Program Analyst II	7/16/2019			No	New assignment.
23	HCD	Loan Servicing Administrator	7/17/2019			No	New assignment.
24	DOT	Administrative Assistant I	7/23/2019			No	New assignment.
25	OPW	Capital Improvement Project Coordinator	7/24/2019			No	New assignment.
26	ITD	Information Systems Specialist II	8/14/2019			No	New assignment.
27	LIBRARY	Library Assistant	8/30/2019			No	New assignment.

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
<b>CLOSED THIS QUARTER (6)</b>					
TBD	FINANCE	Buyer, Senior	TW1	NEW SPEC	Approved at 7/18/19 CSB meeting
PP131	OPRYSD	Recreation Center Director	SC1	SPEC REVISION	Approved at 8/15/19 CSB meeting
EM258	CAO	EEO & Civil Rights Director (formerly EOPD Officer)	UK1	SPEC REVISION	Approved at 8/15/19 CSB meeting
MA164	DOT	Manager, Transportation	UM1	NEW SPEC	Approved at 8/15/19 CSB meeting
ET122	DOT	Engineer, Transportation	TF1	SPEC REVISION	Approved at 8/15/19 CSB meeting
AP279	PBD	Planner V	TW1	SPEC REVISION	Approved at 9/19/19 CSB meeting
<b>SCHEDULED (4)</b>					
TBD	OFD	Fire Inspection Supervisor	TBD	NEW SPEC	Scheduled for 10/17/19 CSB meeting
PS142	OFD	Fire Prevention Bureau Inspector (Civilian)	SC1	SPEC REVISION	Scheduled for 10/17/19 CSB meeting
EM187	ITD	Information Systems Manager II	UM1	SPEC REVISION	Scheduled for 10/17/19 CSB meeting
TBD	OPW	Sign <b>Shop Coordinator</b> Technician II	TBD	NEW SPEC	Scheduled for 10/17/19 CSB meeting
<b>PENDING MEET &amp; CONFER (15)</b>					
EM113	OFD	Assistant Chief of Fire Department	UU1	NEW SPEC	Unrepresented class; courtesy notice will be sent to Local 55
AP144	CAO	Complaint Investigator III	SC1	SPEC REVISION	For 10/17/19 Local 21 meeting
TBD	PEC	Ethics Analyst III	TBD	NEW SPEC	For 10/17/19 Local 21 meeting
IS122	OFD	Fire Suppression District Inspector	SC1	SPEC REVISION	Met with Local 1021 on 6/17/19; continued
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	Drafting new class spec; need union meeting date
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	Drafting new class spec; need union meeting date
SS129	HRM	Human Resource Clerk	TA1	SPEC REVISION	Met with Local 21 on 8/15/19; continued
TC117	HRM	Human Resource Technician	TW1	SPEC REVISION	Met with Local 21 on 8/15/19; continued
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
SS180	ITD	Reproduction Assistant	SD1	SPEC REVISION	Met with Local 1021 on 9/16/19; pending union approval.
SS182	ITD	Reproduction Offset/Operator	SD1	SPEC REVISION	Met with Local 1021 on 9/16/19; union approved verbally but pending written confirmation.
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Meetings ended 10/19/18 but will resume following conclusion of discussions related to Sign Shop Coordinator.
TBD	CAO	Veterinary Assistant	TBD	NEW SPEC	For 10/21/19 Local 1021 meeting
TC144	CAO	<b>Registered</b> Veterinary Technician	SD1	SPEC REVISION	For 10/21/19 Local 1021 meeting
<b>IN PROGRESS (57)</b>					

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

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TR203	OPD	Animal Care Attendant	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TBD	ITD	Application Developer IV	TBD	NEW SPEC	Drafting new class spec
PS180	OFD	Battalion Chief	FQ1	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
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department review
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
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
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
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department

**City of Oakland - Human Resources Management  
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CLASS	DEPT	TITLE	REP	TYPE	NOTES
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
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
AP224	LIBRARY	Library Assistant, Senior	SD1	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
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department review
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec; need union meeting date
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.
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
ET131	PBD	Permit Technician II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department

**City of Oakland - Human Resources Management  
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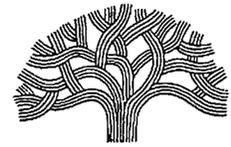
CLASS	DEPT	TITLE	REP	TYPE	NOTES
AP275	PBD	Planner III - Historic Preservation	TW1	SPEC REVISION	Revising class spec; need union meeting date
AP282	PBD	Planning Investigator	SD1	SPEC REVISION	Revising class spec; need union meeting date
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
SC202	PBD	Process Coordinator III	TW1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
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
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
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for 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.
<b>PENDING ASSIGNMENT (17)</b>					
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
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs

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

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	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
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Pending analyst assignment
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Pending analyst assignment
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
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Pending analyst assignment
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
AP340	ITD	Telephone Services Specialist	IE1	SPEC REVISION	Awaiting proposed spec revisions from department

**CITY OF OAKLAND**  
**Memorandum**



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
Wendell Pryor, Director

**DATE:** March 11, 2010  
**TO:** Civil Service Board  
**FROM:** Department of Human Resources Management  
**SUBJECT:** Classification Plan Maintenance

The Department of Human Resources Management (DHRM) is poised to undertake several phases of a project to maintain the City's Classification Plan. Several classification specifications are missing or have never been approved by the Civil Service Board. Many other class specs have not been revised since the early 1990's. DHRM has made several attempts since then to systematically update class specs but nothing has been implemented to date. A few dozen specs have been revised and taken to the Civil Service Board but it has been on an as-needed basis only. It is critical to maintain the Class Plan because it is the foundation for recruitment, examination, training, and discipline.

The total number of classifications in the City is 1010. More than half have been approved by the Civil Service Board. However, the rest are either missing or unofficial. The chart below contains summary information broken down by union regarding the status of all the specs.

<b>Union</b>	<b>Approved</b>	<b>Missing</b>	<b>Unofficial</b>	<b>Total</b>
Local 21	271	231	11	513
Local 55	0	32	0	32
Local 1021	185	52	3	240
Local 1245	4	4	0	8
CMEA	4	24	1	29
Dep City Atty	0	2	0	2
OPOA	1	17	0	18
OPRA	0	1	0	1
Police Mgmt	0	4	0	4
Unrepresente d	17	92	4	113
Not used	46	4	0	50
<b>Grand Total</b>	<b>528</b>	<b>463</b>	<b>19</b>	<b>1010</b>

DHRM's scheduled maintenance of the Classification Plan involves several phases:

Phase 1: Use new spec template and reformat all approved specs. Post reformatted, approved specs on the City's website. The reformatted specs will become the official versions for all internal and external clients. Existing specs will not be substantively revised. Rather, only spelling and typographical errors will be corrected initially.

Phase 2: Use drafts of unofficial specs as a starting point and place in new spec template. Seek departmental input regarding revisions. Submit updated drafts to the unions for review; meet with the unions, if requested, regarding the spec contents. Route specs through City Council for

recommendation to exempt the classification from the Civil Service, if applicable. Seek Civil Service approval of final drafts to make them official. Post official specs on the City's website.

Phase 3: Draft missing specs using the new spec template. Seek departmental input regarding revisions. Submit updated drafts to the unions for review; meet with the unions, if requested, regarding the spec contents. Route specs through City Council for recommendation to exempt the classification from the Civil Service, if applicable. Seek Civil Service approval of final drafts to make them official. Post official specs on the City's website.

Phase 4: Revisit approved specs to begin substantive revision process. Seek departmental input regarding proposed changes to examples of duties, knowledge and ability statements, minimum qualifications, and license/certification sections. Submit proposed revisions to the unions for review; meet with the unions, if requested, regarding the spec changes. Seek Civil Service approval of revised specs to recognized changes to the official, approved specs. Post official specs on the City's website.

Phase 5: Correct spelling and other errors in the Salary Ordinance report. Implement uniform job class title abbreviations due to the limited number of spaces in the Oracle system.

Phase 6: Examine existing classifications to determine if any should be collapsed or inactivated. As departments restructure and duties evolve, it may be more practical to merge or inactivate certain classifications. Seek union input as applicable.

Phase 7: Consider expanding the City's flexible staffing policy, which allows but does not require employees to move from one level to the next without a selection process. Candidates must meet the qualifications for the higher level classification, and the position must be budgeted at the higher level. Very few classifications are subject to the existing policy but union interest to date suggests that they would be willing to begin discussions to increase the eligible classifications.

With current staffing levels, all seven phases are expected to take approximately 18 to 36 months before implementation will be complete. However, additional staffing resources would expedite the maintenance process. Once the project is underway, DHRM will be able to provide periodic updates to the Board. Please let us know if you have any questions regarding the proposed maintenance plan.

Jaime Pritchett  
Principal Human Resource Analyst  
Department of Human Resources Management

APPROVAL FOR FORWARDING  
TO THE CIVIL SERVICE BOARD

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Wendell Pryor, Director  
Department of Human Resources Management